

STUDENT HANDBOOK



Richland College
DALLAS COUNTY COMMUNITY COLLEGE DISTRICT

2011-12

Office of *Student Life*

The Richland College Office of Student Life welcomes you to the Richland College with this complimentary student handbook and planner. Student Life is your resource for campus involvement at Richland, our student services include: student government, student clubs, ID cards, and special events designed to help you get the most from your college experience. The Richland Office of Student Life is located in El Paso Hall, Room E040, phone: 972-238-6130, website: www.richlandcollege.edu/osl

Important Dates *Fall 2011*

August 29	Classes Begin
September 5	Labor Day Holiday, no classes
September 13	Welcome Party (food, and music) 11:30 am - 1:30 pm, Breezeway
September 14	Welcome Party (food, and music) 6:00 pm - 7:30 pm, Breezeway
September 16	Constitution Observance Day, time & location TBA
September 21	Fall Club Fair, 10:00 am - 1:00 pm, El Paso Hallway
September 28-29	Student Government Elections, 9 am - 2 pm & 5 - 7 pm, Student Lounge
October 31	Halloween Costume Party, 12:00-1:30 pm, Cafeteria
November 11	Veteran's Day Celebration, TBA
November 14	Angel Tree starts, gifts for those in need, room E040
November 17	Last day to withdraw with a "W"
November 24-25	Thanksgiving Holidays, no classes
Dec. 12-13	Free Massages, 9:00 am -12:00 pm, Student Lounge
Dec. 24 -Jan. 2	Holidays, campus closed

Important Dates *Spring 2012*

January 17	Classes Begin
February 14	Valentines Student Club Fair, 10:00 am - 2 pm, El Paso Hallway
February 21	Mardi Gras Celebration, 11:30 am - 2:00 pm, Outdoor Breezeway
March 1	No credit classes, Employee Development, RCHS Make-up Day
March 1-2	No credit classes, Employee Development
March 12-16	Spring Break, no credit classes
April 6	Holiday, no classes
April 12	Last day to withdraw with a "W"
April 18	Intercultural Celebration, 11:00 am - 1:30 pm, Outdoor Breezeway
May 3	Cinco de Mayo Celebration, Outdoor Breezeway
May 8-9	Free Massages, 9:00 am -12:00 pm, Student Lounge

Please be aware that some information in this handbook may change as we continue to renovate the Richland College Campus. The Student Handbook is a partial listing of the activities at Richland. For the latest information visit the Richland website: www.richlandcollege.edu, check the outdoor and indoor electronic signs, call 972-238-6130, or come by the Office of Student Life, El Paso Hall, Room E040.

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Dr. Kathryn K. Eggleston
Richland College Interim President

WELCOME FROM THE PRESIDENT

Dear Richland College Thunderduck:

Welcome! We are delighted you have chosen to attend Richland College and become a Thunderduck. We want your Richland College experience to be truly exceptional, as our college vision is *to be the best place we can be to learn, teach, and build sustainable local and world community.*

At Richland you will join with the 20,000 students who enroll to complete the first two years of their baccalaureate degree, to simultaneously earn dual credit while in high school, to earn certificates in high-demand career programs, to enhance job skills, or to study for personal enrichment. Our May 2011 graduates indicated that 98.6% were satisfied with their educational experience at Richland and rated their overall impression of Richland as *Excellent* (55.5%) or *Good* (38.6%), and they rated their skills in critical thinking, communication, personal responsibility, scientific and mathematical reasoning, teamwork, and social responsibility as *Stronger or Much Stronger* than before they studied with us at Richland College.

Throughout Richland's history our students have distinguished themselves nationally with honors in science, engineering, technology, humanities, literature, art, music, journalism, and athletics. Richland College is the first community college in the United States to receive the Malcolm Baldrige National Quality Award, the nation's highest Presidential honor for quality and organizational excellence, and the 2005 Texas Award for Performance Excellence, the governor's highest honor for quality and organizational excellence.

This handbook is designed to provide you information about the instructional and student support services we offer to help you be successful at Richland College. So enjoy, explore, and take advantage of the many services and opportunities we offer you.

Best wishes to you for every success at Richland College and beyond.

Very truly yours,

A handwritten signature in black ink, appearing to read 'Kathryn K. Eggleston', written over a horizontal line.

Kathryn K. Eggleston, Ph.D.

August 2011

Sunday 21

Monday 22

Faculty return

New Student Orientation, 9:30 am, SH118

Tuesday 23

Women's Soccer Game, Richland, 5 p.m.

New Student Orientation, 5:30 pm, SH118

Wednesday 24

New Student Orientation, 12:30 pm, SH118

Thursday 25

New Student Orientation, 5:30 pm, SH118

Friday 26

New Student Orientation, 12:30 pm, SH118

Saturday 27

New Student Orientation, 12:30 pm, SH118

*"There is nothing like a
dream to create the future."
– Victor Hugo*

RICHLAND COLLEGE

Celebrating Teaching, Learning, and Community Building.

Welcome to Richland College, where an exciting and challenging educational experience awaits you. Most of the services you need to enroll or continue your studies at Richland College are located in Thunderduck Hall.

- Advising
- Cashiers Windows
- Health Center
- Multicultural Center
- Admissions
- Continuing Education
- Disability Services
- Multimedia
- Business Office
- Financial Aid
- Gaming Design

Richland serves 20,000 credit students and 6,000 continuing education students each semester and is the largest of the seven colleges in the Dallas County Community College District. Campus facilities at Richland are designed around the beautiful 45-acre Thunderduck Lake. Richland's facilities include: a performance hall, labyrinth, demonstration garden, radio and television station, swimming pool, soccer fields, tennis courts, running trail, fitness center, and a new science building Sabine Hall which was awarded LEED® Platinum Certification, established by the U.S. Green Building Council.

RICHLAND STATEMENT OF PURPOSE

The purpose of Richland College is to equip students for successful living and responsible citizenship in a rapidly changing local, national, and world community. We do this by providing accessible, accredited, affordable, cost-effective, quality educational opportunities for development of intellectual skills, job skills, personal growth, and/or transfer to a baccalaureate program. In fulfilling our purpose, we further cultural, economic, and workforce development in the communities served. In all its efforts, Richland strives to meet the needs and exceed the expectations of those we serve.



August 2011/September

Sunday 28

Women's Soccer Game, Richland

Monday 29

First day of class

Student Life Information tables, Brezeway

Tuesday 30

Student Life Information tables, Brezeway

Women's Volleyball Game, 7:00 pm, Richland

Wednesday 31

Thursday 1

Friday 2

Last day to set up a pay plan 972-761-6712

Men's Soccer Game, 6:00 pm, Richland

Women's Soccer Game, 7:00 pm, Richland

Saturday 3

Men's Soccer Game, 2:00 pm, Richland

*"Only the educated are free."
- Epictetus*

RICHLAND VISION STATEMENT

Students and community stakeholders choose Richland College for its:

- quality learning environment, affordability, and accessibility
- response to the changing learning needs of all segments of its community through continuous improvement, environmental scanning, long-range view of the future, and partnership development

Richland College students and community stakeholders will experience:

- dedicated, caring, diverse teams of faculty and staff, who serve, support, and challenge students in a robust learning environment
- technologies, equipment, and facilities that promote successful learning
- innovative, flexible design and delivery of curricula, programs, and services that accommodate student learning styles and needs
- opportunities to learn through volunteer service in the community, study abroad, and various co-curricular programs

Richland College graduates and program completers will improve their abilities as:

- critical thinkers and lifelong learners
- productive, collaborative workers, family members, and community builders
- global citizens who build on the past to thrive in the present, and plan for the future
- individuals with meaningful lives in a diverse, world community

PRINCIPLES FOR SUCCESS AT RICHLAND

Richland, in order to create a safe, productive, supportive, and professional environment for teaching and learning, promote and propose the following principles for our college.

- We show respect to all people in the college and classroom.
- We communicate in a respectful manner and when expressing ideas and opinions.
- We listen with open minds and respect others' rights to their opinions and values.
- We respect the instructor's responsibility to lead and direct the classroom.
- We aspire to reach our highest standards and encourage each other in this endeavor.

We conduct ourselves in a manner which exemplifies the highest personal and professional standards and we remember that all privileges at Richland College come with responsibilities to ourselves and others.



September 2011

Sunday 4

Men's Soccer Game, 12:00 pm, Richland

Monday 5

Labor Day Holiday- no classes

Tuesday 6

Music Recital 12:30 pm, F102

Richland Intramural Tennis Singles, 12:30 pm, Gym

Women's Volleyball Game, 7:00 pm, Richland

Wednesday 7

Thursday 8

Richland Intramural Tennis Singles, 12:30 pm, Gym

Friday 9

Saturday 10

Women's Volleyball Game, 2:00 4:00 pm, Richland

*"The time is always right, to
do what is right."
- Dr. Martin Luther King, Jr.*

SOME HELPFUL RICHLAND PHONE NUMBERS

Academic Advising, T180.....	972/238-3767
A.C.C.E.S.S. Adjunct Faculty Office, A110.....	972/238-6140
Admissions/Student Records, T170.....	972/238-6106
Business Office, T140.....	972/238-6326
Bookstore, SH154.....	972/231-7315
Career Information/Placement, E093.....	972/238-6921
Cashier's Window, T140A.....	972/238-6108
College Police, Emergency.....	911
College Police, Lost and Found P160.....	972/238-6174
Computer Lab, D229.....	972/238-6317
Continuing Education Registration, T160.....	972/238-6144
Crisis Counseling.....	972/297-9981
Disability Services, T120 (Voice/TTY).....	972/238-6180
Dual Credit, C180.....	972/238-6116
Emeritus (Senior Adult Education) Program, C120.....	972/238-6393
Ethnic Studies, L208.....	972/238-6943
Financial Aid, T130.....	972/238-6188
Fitness Center, G102.....	972/238-3735
Global Studies, L208.....	972/238-6943
Health Center, T110.....	972/238-6135
Health Professions, SH205.....	972/238-6248
Humanities, F171.....	972/238-6250
Inclement Weather Hotline.....	972/238-6196
Learning Center, M216.....	972/238-6226
Learning Communities, C243.....	972/238-6223
Library, L102 (LRC).....	972/238-6081
Mexican-American/Latino Studies, L208.....	972/238-6943
Multicultural Center, T150.....	972/238-6900
Office of Student Life, E040.....	972/238-6130
Personal Counseling, E088.....	972/238-3771
RCHS, C179.....	972/761-6888
Rising Star Program, C172.....	972/238-6122/761-6729
Student Clubs, E040.....	972/238-6130
School of Engineering, Business & Technology, B101.....	972/238-6210
Student Government, E040.....	972/238-6130
Student Media, (Richland Chronicle/KDUXRadio/TV) E020.....	972/238-6079
Study Abroad, C232.....	972/238-6209
Technical Education Advising, T180.....	972-238-6391
Tech Prep, C157.....	972-238-6190
Telecourse Center, B217/218.....	972/238-6094
Test Center, M105.....	972/238-6160
Transcripts, T170R.....	972/238-6341
Veterans Affairs, E083.....	972/238-3719
Working Wonders, E086.....	972/238-6259
World Languages/Media Lab, B217/B218.....	972/238-6909
World Languages/ESOL Computer Lab, WH261.....	972/238-6901

September 2011

Sunday 11

Men's Soccer Game, 4:00 pm, Richland

Monday 12

Tuesday 13

Welcome Party, food, and music, 11:30 am - 1:30 pm, Breezeway

Music Recital 12:30 pm, F102

Richland Intramural Tennis Doubles, 12:30 pm, Gym

Women's Soccer Game, 4:00 pm, Richland

Women's Volleyball Game, 6:00 pm, Richland

Wednesday 14

Welcome Party, food, and music, 6:00 - 7:30 pm, Breezeway

Thursday 15

Richland Intramural Flag Football, 12:30 pm, Gym

Friday 16

Constitution Observance Day

Men's Soccer Game, 7:00 pm, Richland

Saturday 17

*"What I dream of is an art of balance."
- Henri Matisse*

SOME HELPFUL RICHLAND WEB SITES

Richland's Home Page: www.richlandcollege.edu
Richland's Facebook: www.facebook.com/richlandcollege
Richland's MySpace: www.myspace.com/richlandcollege
Admission, Advising, & Registration: www.richlandcollege.edu/admissions
Athletics: www.richlandcollege.edu/sports
Career Advisors: www.richlandcollege.dcccd.edu/advisors
Career Services: www.richlandcollege.edu/career
Class Schedules: www.richlandcollege.dcccd.edu/schedules
Continuing Education: www.richlandcollege.edu/ce
eConnect: <http://econnect.dcccd.edu>
Emeritus (Mature Adult Education) Program www.richlandcollege.edu/emeritus
Financial Aid: www.richlandcollege.edu/finaid
Health Profession: www.richlandcollege.edu/hp
Intramural Sports: www.richlandcollege.edu/intramurals
KDUX Web Radio: www.kduxweradio.blogspot.com
Library: www.richlandcollege.edu/library
Media Center: www.richlandcollege.edu/mediatech/info.php
Office of Student Life: www.richlandcollege.edu/osl
RGHS: www.richlandcollege.edu/rchs
Richland Chronicle: www.richlandchronicle.com
KDUX TV: www.rlc.dcccd.edu/kduxtv
S.O.A.R.: www.richlandcollege.edu/soar
The Learning Center: www.richlandcollege.edu/tlc
Technical Education Advising: www.richlandcollege.edu/tea
Test Center: www.richlandcollege.edu/testcenter
Total Re-Integration Program www.richlandcollege.edu//dso/triprogram.php
Tuition Payments: www1.dcccd.edu/cat0708/tuition/schedule.cfm

RICHLAND ACADEMIC SCHOOLS

School of Engineering, Business & Technology, Room B101, 972-238-6210

Engineering: Computer Science, Engineering, Engineering Technology, Nanotechnology, Semiconductor Manufacturing Technology.
Business: Accounting, Business Administration, Economics, International Business & Trade, Management.
Technology: Business Office Systems and Support, Computer Information Technology, Digital Forensics and Information Assurance, Interactive Simulation & Game Technology, Multimedia, Networking: Authorized Training.

School of Humanities, Fine & Performing Arts, Room F171, 972-238-6250

Art, Dance, History, Humanities, Music, Mind-Body Health, Philosophy, Photography/Imaging, Religion, Speech, Theater.

School of Learning Enrichment and Academic Development Room C243, 972-238-6230

Learning Enrichment: Anthropology, Fast Track, Government, Geography, Honors, Learning Communities, Learning Frameworks, Psychology, Sociology, Travel, Exposition and Meeting Management.
Academic Development: Developmental Math, Developmental Reading, Developmental Writing, Fitness Center, Human Development, Journalism, Intramurals, Physical Education.

School of Mathematics/Science/Health Professions, Room SH205, 972-238-6248

Biology, Chemistry, Ecology, Geology, Health Professions, Math, Nutrition, Physics.

School of World Languages, Cultures & Communications, L208, 972-238-6943

Ethnic Studies: African-American/Black Studies, Asian-American/Middle Eastern-American Studies, Mexican-American/Latino Studies.
Languages, Communications: American English & Culture Institute (AECI), American Sign Language, Arabic, Chinese, English, English for Speakers of Other Languages, Farsi, French, German, Italian, Japanese, Korean, Portuguese, Russian, Spanish, Vietnamese.
Cultures: Cultural Studies, Global Studies, International Programs/Study Abroad, Peace Studies, Multicultural Center.

September 2011

Sunday 18

Monday 19

Tuesday 20

Music Recital, 12:30 pm, F102

Wednesday 21

Fall Club Fair, 10:00 am - 1:00 pm, El Paso Hallway

Thursday 22

Friday 23

Autumn Equinox

Women's Soccer Game, 4:00 pm, Richland

Saturday 24

*“Every child is an artist. The problem is how
to remain an artist once we grow up.”
– Pablo Picasso*

RICHLAND ADMISSIONS AND STUDENT RECORDS

Room T170, phone 972-238-6106, 972-238- 6101, Monday - Thursday 8:30 a.m. - 7:00 p.m.
Friday 8:30 a.m. - 5:00 p.m., web: www.richlandcollege.edu/admissions

ADMISSIONS - Services

- Admits students — inputs formal application data and TSI status, accepts external transcripts, and issues conditional enrollment forms when appropriate
- Determines residency — determines tuition rate (in-system, out-of-system, out-of-state, out-of-country)
- Change of name — name changes based on supporting documentation
- Change of address — address changes based on supporting documentation
- Student Advising Reports — contains student information on advisement and registration, print your advising report online: www.econnect.dccc.edu
- Registration directions — supplies specific registration directions to students

STUDENT RECORDS - Services

- Provides official transcripts — provides an official copy of a student's academic record
- Verifies enrollment — verifies student's enrollment status (part-time or full-time enrollment status and withdrawal information)
- Creates official degree plans — provides status information on courses completed and courses needed for completion of students degree plan
- Evaluates external transcripts — determines which external courses apply to the student's official degree plan
- Awards degrees and certificates — awards appropriate degree or certificate based on official degree plan
- Reinstates dropped students — re-registers student that has been dropped in error



September 2011/October

Sunday 25

Monday 26

Tuesday 27

Music Recital, 12:30 pm, F102

Wednesday 28

Student Government Elections, 9 am - 2 pm & 5 - 7 pm, Student Lounge

Thursday 29

Student Government Elections, 9 am - 2 pm & 5 - 7 pm, Student Lounge

Pay plan payment due, 972-761-6712

Women's Volleyball Game, 7:00 pm, Richland

Friday 30

Saturday 1

Men's Soccer Game, 3:00 pm, Richland

*"Don't part with your illusions. When they are gone
you may still exist, but you have ceased to live."*

- Mark Twain

RICHLAND ACADEMIC ADVISING

Room T180, phone 972-238-3767, fax: 972-238-6346, Monday - Thursday
8:30 a.m. - 7:00 p.m., Friday 8:30 a.m. - 5:00 p.m., web: www.richlandcollege.edu/advising
Students must be signed in 30 minutes prior to closing time.

Academic Advising - Services

The mission of Richland College Advisors is to create meaningful advisor/student partnerships that empower students to develop and achieve their educational goals.

- Provides General Advisement — assists students in selecting appropriate classes
- Degree Planning — assists students with exploring possible degrees
- Registration — assists students not eligible for online registration with enrolling
- Dropping Classes — assists students with process of dropping a class(es)
- Suspension/Probation Advising — assists students on academic suspension/probation
- Financial Aid Probation Advising — assists students with understanding the warning and suspension policy
- eConnect Training — assists students in using the online system for registration
- Test Referrals — assists students with THEA test referrals and re-test referrals
- Course Transfer Information — provides students transferability of specific course/s
- TSI problems — assists students with TSI waivers and compliance with TSI policies

RICHLAND CAREER & TECHNICAL EDUCATION ADVISING

Room T180, phone 972-238-6101, fax 972-238-6346, Monday - Thursday 8:30 a.m. - 7:00
p.m., Friday 8:30 a.m. - 5:00 p.m., Thunderduck Hall e-mail 8Techadvisors@dccc.edu
web: www.richlandcollege.edu/tea

The purpose of Career & Technical Education Advising is to provide students individualized comprehensive services regarding our Career & Technical Education programs.

Technical Education Advising - Services

- Degree planning and registration for declared Career & Technical Educational degree or certificate seeking students. Specific information on Richland's Technical Education programs as well as general college transfer information.
- General assessment of prior learning from Credit by examination (CBE) College Level Examination Program (CLEP), Assessment of Prior Learning (APL). Articulation with four year institutions as well as information on inverted degree plans.
- Assessment score interpretation, suspension/probation student advisement, and referrals as needed (to financial aid, special support programs, Test Center, etc.)

Technical Education Programs

Tech Ed Programs at Richland offer the following majors: Business, Computer Science, Computer Information Systems and Richland College Technical Education. You can download the brochure at www.richlandcollege.edu/smartcareers

October 2011

Sunday 2

Monday 3

Women's Volleyball Game, 7:00 pm, Richland

Tuesday 4

Music Recital, 12:30 pm, F102

Men's Soccer Game, 3:00 pm, Richland

Women's Soccer Game, 4:00 pm, Richland

Wednesday 5

Thursday 6

Men's Soccer Game, 7:00 pm, Richland

Friday 7

Men's Soccer Game, 7:00 pm, Richland

Women's Soccer Game, 1:00 pm, Richland

Saturday 8

*"Poetry is the shadow cast by
our imaginations."
– Lawrence Ferlinghetti*

RICHLAND BUSINESS OFFICE

Room T140, phone 972-238-6326, Monday - Thursday 8:30 a.m. - 7:00 p.m.
Friday 8:30 a.m. - 5:00 p.m., Saturday 9:00 am - 1:30 pm
web: www.richlandcollege.edu/businessoffice

The Richland College cashier windows are located in Thunderduck Hall. You can pay for classes using check, money order, credit card or third-party billing. Checks and money orders should be made payable to Richland College. Payment plans available at cashier window or online for credit classes in Spring or Fall-see business office for details.

RICHLAND BOOKSTORE

Room SH154, phone 972-231-7315 open Monday - Saturday, call for current hours
web: www.bkstr.com/Home/10001-10678-1?demoKey=d

Richland's on-campus bookstore has more than just textbooks, you'll find greeting cards, gifts, Thunderduck clothing, snacks, and more.

RICHLAND OFFICE OF STUDENT LIFE

Room E040, phone 972-238-6130, Monday - Friday 8:30 a.m. - 5:00 p.m.
web: www.richlandcollege.edu/osl

The Office of Student Life coordinates the extra and co-curricular activities at Richland. The Office of Student Life offers a wide variety of services and programs designed to complement and enhance your classroom learning experience. The Office of Student Life also provides many unique educational programs which are not traditionally found in the classroom such as: student clubs, student government, and leadership programs. Students will gain new perspectives, meet new friends, and make the most of their college experience by attending and participating in the many activities offered through Office of Student Life.



October 2011

Sunday 9

Men's Soccer Game, 2:00 pm, Richland

Monday 10

Columbus Day - Indigenous People's Day

Women's Volleyball Game, 7:00 pm, Richland

Tuesday 11

Music Recital, 12:30 pm, F102

Wednesday 12

Thursday 13

Women's Volleyball Game, 7:00 pm, Richland

Friday 14

Women's Soccer Game, 4:00 pm, Richland

Saturday 15

*"All truths are easy to understand once they are discovered; the point is to discover them."
- Galileo Galilei*

RICHLAND OFFICE OF STUDENT LIFE - continued

Student Government Association

The Student Government Association offers students an opportunity to become actively involved in campus activities. Student Government Association officers are elected by the student body and can be contacted through the OSL office in E040 or call 972-238-6130.

Student Clubs

There's more to Student Clubs than bake sales! Educational research shows that students who join a club and get involved in campus life are more likely to succeed in college. Richland College has a wide variety of student clubs. If you are interested in joining or forming a new campus group, contact the OSL office for assistance.

Student Leadership Series

Leadership Richland Series provides an opportunity to explore and enhance your leadership abilities through working with other students and staff members. The Student Leadership Series is free and open to all students.

Programs / Activities / Services

- Literary Arts Festival
- Concerts / Performing Arts
- Special Programs and Events
- Student Government Association
- Intercultural Programs
- Student Leadership Programs
- Student I.D. Cards
- Local and National Speakers

Student I.D. Card

Monday, Wednesday, Friday - 8:30 a.m. - 5:00 p.m., Tuesday, Thursday - 8:30 a.m. - 7:00 p.m., ID Room E034 or go to Room E040. All credit students at Richland College must have a student photo I.D. card to use services at Richland. Students have one I.D. card while enrolled at Richland. New students receive an I.D. free of charge, returning students must have their old I.D. validated.



October 2011

Sunday 16

Monday 17

Tuesday 18

Music Recital, 12:30 pm, F102

Wednesday 19

Career Fair, 9:00 am - 1:00 pm, El Paso Hall

Thursday 20

Friday 21

Men's Soccer Game, 6:00 pm, Richland

Saturday 22

*"At the height of laughter, the universe is flung
into a kaleidoscope of new possibilities."*

- Jean Houston

RICHLAND STUDENT CODE OF CONDUCT

The Student Code of Conduct lists behaviors not allowed at Richland or on college-sponsored activities. The Code of Conduct is available on the web: www.rlc.dcccd.edu/conduct.

SEXUAL HARASSMENT

If you have a complaint about sexual harassment, please contact the Vice President of Student Development 972-238-6202. The matter will be handled in a sensitive and confidential matter.

STUDENT E-MAIL

You can access Richland's student e-mail program if you are registered for college credit classes or concurrent non-credit classes. To use student e-mail, go to the web www.dcccd.edu/webmail/faq.htm eligibility and complete user instructions.

eConnect

eConnect allows you to complete an online student application, register and pay for your classes, access your grades, and find your financial information online. You may buy your textbooks, print your advising report, review your degree plan and certificate programs, or fill out your student information profile through eConnect. All educational information is kept private and secure. For more information about eConnect, go to the eConnect web address at <http://econnect.dcccd.edu>.



October 2011

Sunday 23

Men's Soccer Game, 7:00 pm, Richland

Monday 24

Women's Volleyball Game, 7:00 pm, Richland

Tuesday 25

Music Recital, 12:30 pm, F102

Richland Intramural Golf, 12:30 pm, Gym

Richland Wind Symphony, String Orchestra, Chamber Ensemble, 7:30 pm, F102

Wednesday 26

Thursday 27

Richland Intramural Basketball, 12:30 pm, Gym

Friday 28

Saturday 29

*"Those who never made a mistake
never made a discovery."
– Samuel Smiles*

RICHLAND IMPORTANT TERMS AND INFORMATION

College Credit Hours / Semester Hours

Credit courses at Richland use hours to measure academic progress. Each credit course is worth credit or semester hours. The number of credit hours assigned to a course is usually determined by the type of course and the number of hours it meets per week. For example: a three (3) credit-hour class meets three (3) hours per week during the Fall/Spring semesters; a four (4) credit-hour class meets six (6) hours per week. (This includes lecture and lab time.)

Students enrolled in twelve (12) or more credit hours during the Fall/Spring semesters are considered full-time students. Students enrolled in six (6) to eleven (11) hours are part-time students, and those enrolled in less than six (6) credit hours are considered less than part-time students. Summer session students are considered full-time students when enrolled in six (6) credit hours, part-time when enrolled between (3) and five (5) hours, and are considered less than part-time when enrolled in less than three (3) hours.

Prerequisites

Prerequisites are requirements that must be met prior to enrolling in a specific course. For example, the prerequisite for English 1302 is the successful completion of English 1301. A prerequisite may be another course (high school or college), an appropriate assessment score, or permission of the instructor. This information is found with course descriptions in the college catalogue.

Attendance Policy

If you are unable to attend class, you should inform your instructor(s) prior to being absent. You are responsible for keeping up with the work missed during your absence. There is no college-wide attendance policy; each course will have a policy determined by the instructor.



October 2011/November

Sunday 30

Monday 31

Halloween Costume Party, 12:00 -1:30 pm, Cafeteria

Tuesday 1

Music Recital, 12:30 pm, F102

Wednesday 2

Thursday 3

Pay plan payment due, 972-761-6712

Friday 4

Saturday 5

*“One must desire something to be alive.”
– Margaret Deland*

RICHLAND REFUND INFORMATION MONEY MATTERS

Refunds for drops/withdrawals are processed automatically. Students should receive refunds in four to six weeks after dropping classes if student paid with cash or check. Credit/debit card payments are automatically credited back to the card used. Tuition and fees paid by a scholarship are refunded to the donor rather than the student.

Tuition and fee refunds are processed in accordance with state regulations. Refunds for students who officially withdraw are determined by the following:

Fall / Spring Semester	Refund
Prior to first day of semester	100%
Through the fifteenth class day	70%
Sixteenth – twentieth class day	25%
Twenty-first class day and thereafter	0
Summer Semester	Refund
Prior to the first class day	100%
During the first – fifth class day	70%
During the sixth class day	25%
Seventh class day and thereafter	0

For flexible entry and non-semester length courses with an official reporting date other than the twelfth class day (fourth class day for summer sessions): Prior to the first class day – 100% refund, After class begins, see table below.

<i>Term in Weeks</i>	<i>Last Day for 70% Refund</i>	<i>Last Day for 25% Refund</i>
2 or less	2	n/a
3	3	4
4	4	5
5	5	6
6	5	7
7	7	9
8	8	10
9	9	11
10	9	12
11	10	14
12	12	15
13	13	16
14	13	17
15	14	19
16 or more	15	20



November 2011

Sunday 6

Monday 7

Basketball Game, 7:30 pm, Richland

Tuesday 8

Music Recital, 12:30 pm, F102

Richland Guitar Ensemble, Early Brass, Ensemble, 7:30 pm, F102

Wednesday 9

Thursday 10

Friday 11

Veterans Day Observance

Saturday 12

*"With all things and in all things
we are relatives."
– Lakota*

RICHLAND GRADING SYSTEM

(GPA) Grade Point Average

Grade points are determined by multiplying the number of points earned for each course by the number of credit hours the course carries. A student who takes a 3 hour course and earns an “A” accumulates 12 grade points for that course. A student’s Grade Point Average is determined by adding up the total grade points received and dividing by the total number of hours attempted. For example, if a student earns 48 grade points while enrolled in 15 credit hours, the student has a Grade Point Average of 3.2 for the semester.

Your transcript and grade report will indicate two different GPAs.

GPA (1) Grade point average (1) is inclusive of all courses taken that receive a performance grade of “A”-“F”. this includes all ESOL, developmental classes, and classes with course numbers beginning in 0.

GPA (2) Grade point average (2) is inclusive of all college level courses taken.

E Grade -Developmental classes only

This grade is given when an instructor wishes to reflect a student’s progress in a developmental studies course. This grade may only be given for developmental studies courses. An E-grade is non-punitive and not computed. The E-grade indicates that a student participated in a class according to TSI guidelines, but was unable to perform C-level or passing work, which would qualify the student to enroll in college-level courses.

Grade	Interpretation	Grade Point
A	Excellent performance	4 grade points
B	Good performance	3 grade points
C	Average performance	2 grade points
D	Poor performance	1 grade point
F	Failing performance	0 grade points
CR	Credit	Not computed
E	Effort	Not computed
I	Incomplete	Not computed
NR	Not Reported by Instructor	Not computed
P	Progress (Discontinued)	Not computed
W	Withdraw	Not computed



J. Pollock

November 2011

Sunday 13

Monday 14

Angel Tree starts, gifts for the needy, room E040

Tuesday 15

Music Recital, 12:30 pm, F102

Richland Jazz Showcase, 7:30 pm, F102

Wednesday 16

Thursday 17

Last day to Withdraw with a "W"

Friday 18

Saturday 19

*"Autumn is a second spring when
every leaf is a flower."
- Albert Camus*

RICHLAND GRADING SYSTEM - continued

Incomplete (I)

This grade is given when you cannot complete the course requirements due to some unforeseen problem. It is your responsibility to request this arrangement from the instructor. The Incomplete Contract will state the conditions of the contract and the deadline for completion. The incomplete grade will be converted to an agreed upon performance grade if the contract is not completed by the set deadline.

Withdrawal (W)

It is your responsibility to officially drop from a class or withdraw from the college. If you stop attending class and do not drop a class or withdraw from college before the final deadline, you will receive an "F." If you withdraw before the official census date, you will not receive a grade and this course will not appear on your transcript. If you withdraw after the official census date, but before the final drop date, a "W" (withdrawal) will appear on your transcript.

The withdrawal/drop process is not official until the proper drop procedure has been followed and completed with an Advisor or if eligible on eConnect. If you go through an Advisor to withdraw, pick up an Advising Report in Admissions and Student Records Office.

Important information about dropping courses

Based Section 51.907 of the Texas Education Code DCCCD or any other Texas Public institution of higher education may not permit students to drop more than six college level credit courses during their entire undergraduate career. All college-level courses dropped after the official drop and add period for the course are included in the six-course limit, including courses dropped at another Texas public institution of higher education, unless qualifies as an exception. Contact our college's counseling/advising office for details related to exceptions. High school students currently enrolled in DCCCD Dual Credit, Early College and Collegiate High School are waived from this requirement until they graduate from high school.

Academic Recognition

Full-time students who have completed at least 12 hours of college level credit with a 3.8-4.0 GPA are named to the President's Honor Roll. Full-time students who have completed at least 12 hours of college level credit and have earned a GPA of 3.5-3.79 are recognized on the Vice President's Honor Roll.

Honors Program

The Honors Program at Richland College offers you a unique set of transferable courses which will help you formulate good questions, tolerate diverse points of view, become a more effective listener and critical thinker, and draw meaningful connections between educational and life experiences. Special recognition for achievement in honors courses is reflected on honors students' transcripts. For more information call 972-238-6230.

November 2011

Sunday 20

Monday 21

Tuesday 22

Music Recital, 12:30 pm, F102

Richland Intramural Turkey Trot, 12:30 pm, Gym

Symphonic Instrumental Music Concert, 7:30 pm, F102

Wednesday 23

Thursday 24

Thanksgiving Holidays - no classes

Friday 25

Thanksgiving Holidays - no classes

Saturday 26

*"He knew the things that were and the things that
would be and the things that had been before."*

- Homer, The Iliad

GRADUATION CEREMONY RICHLAND COLLEGE COMMENCEMENT

The Richland College graduation ceremony is held in May, at the end of the Spring semester. Students who have completed their degree requirements the preceding Fall semester may participate in the graduation ceremony along with the prospective Spring and Summer graduates. An application must be submitted to the Admissions and Student Records Office, Room T170, by the deadline date published on the Richland College website in order to be included in the Richland graduation program.

RICHLAND COLLEGE DEGREE PLANS GRADUATION REQUIREMENTS

Degree plans are evaluated in the Admissions and Student Records Office. It is recommended that a degree plan be requested following your first semesters of study. Official transcripts from all colleges previously attended must be submitted before a degree plan evaluation can be considered. Students must have an overall 2.0 GPA to graduate, and must have at least a “C” average in English 1301, Speech 1311 or 1315, and a math course numbered 1300 or higher. Students must satisfy all TSI requirements before graduation unless they are exempt. A graduation application must be submitted to the Admissions and Student Records Office, Room T170, for your degree to be conferred.



November 2011/December

Sunday 27

Monday 28

Tuesday 29

Music Recital, 12:30 pm, F102

Wednesday 30

Thursday 1

Richland Evening Jazz Ensemble, 7:30 pm, F102

Friday 2

Richland Choral Concert, 7:30 pm, F102

Saturday 3

*"A teacher affects eternity; they can
never tell where their influence stops."
– Henry B. Adams*

RICHLAND DISTANCE LEARNING

Distance Learning courses offer Richland College students an opportunity to earn college credit by participating in courses online using content delivered through computers and multimedia. Help line 972-669-6402, 1-866-374-7169, web: www.richlandcollege.edu/dl
Dean of Technology Enhanced Learning: Roy Bond, Room A105, 972-238-6396
e-mail: roybond@dccc.edu

Distance Learning Mission Statement: The mission of Richland College Distance Learning is to serve all students by offering personalized distance learning (online) courses taught by trained faculty.

Keys to Success in an online course

- Communicate with your instructor
- Read ALL material carefully
- Have access to a computer with an internet connection
- Show self-direction and motivation
- Avoid interruptions

Benefits of an online course

- Attend a course anytime, anywhere
- Course material is accessible 24 hours a day 7 days a week
- Teaches technology skills that will be essential to workers in the 21st century
- Student-centered teaching

How to Login to eCampus

- Get on the Internet
- Type in the following address: <http://ecampus.dccc.edu>
- Click on Access eCampus
- Login. Your Username is the letter e (plus your 7 digit ID number) and Password (if you have NOT changed it) e (plus your 7 digit ID number. Ex: User Name: e1234567
Password: e1234567)
- Find your course(s) under “My Courses” to the right side of your computer screen
You can call the help line 24/7 at 972-669-6402 or 1-866-374-7169



December 2011

Sunday 4

Monday 5

Tuesday 6

Richland Student Composer's Concert, 7:30 pm, F102

Wednesday 7

Thursday 8

Richland World Beat Concert, 7:30 pm, F102

Friday 9

Saturday 10

*"Follow your bliss and the universe will
open doors where there were only walls."
-Joseph Campbell*

RICHLAND TESTING CENTER

Room M105, phone 972-238-6160, Monday-Thursday 8:30 a.m. – 9:50 p.m.

Last test given at 8:30 p.m., Friday 8:30 a.m. – 4:20 p.m. Last test given out at 3:00 p.m.

Saturday 8:30 a.m. – 4:30p.m. (On-line only) Last test given 3:00 p.m.

Times subject to change - call 972-238-6160 for times. Photo I.D. is required for all Testing.
web: www.richlandcollege.edu/testcenter

The Richland College Test Center provides comprehensive testing services for Richland College students, faculty, staff, administration and the community.

Services

- ACCUPLACER - state approved DCCCD alternative THEA test. Referral required.
- THEA Quick Test - State THEA but does not require advanced registration. First come, first served, limited to 25 students, referral required.
- Instructional Testing for make-up testing only, (no full class testing). Monday – Friday.

The following tests are also given in the RLC Test Center;

ESOL E-COMPASS

TEPL

PSYCHOMETRIC TESTING

FINANCIAL AID ABILITY TO BENEFIT

CLEP

DISTANCE LEARNING

CROSS CAMPUS

E-CAMPUS

Please Check with Test Center for hours and dates for above listed tests 972-238-6160.



December 2011

Sunday 11

Monday 12

Final Exams

Tuesday 13

Final Exams

Free Massage, 9:00 am - 12:00 pm, Student Lounge

Wednesday 14

Final Exams

Free Massage, 9:00 am - 12:00 pm, Student Lounge

Thursday 15

Final Exams

Friday 16

Saturday 17

*"Of writing well the source and
fountainhead is wise thinking."
– Horace*

ASSESSMENT INFORMATION TEXAS SUCCESS INITIATIVE - TSI

The Texas Success Initiative (TSI) is a statewide program designed to ensure that students enrolled in Texas public colleges and universities have the basic academic skills needed to be successful in college-level course work. The TSI requires assessment, remediation (if necessary), and advising of students who attend a public college or university in the state of Texas. The program assesses a student's basic academic skills in reading, writing, and math. Check the latest on the web: [/www.rlc.dcccd.edu/advising/tsi.php](http://www.rlc.dcccd.edu/advising/tsi.php)

Who must assess?

All students planning to enroll in college-level courses must assess with an approved alternative test or the THEA Test prior to enrolling in any college-level course work.

Exemptions for which a TSI assessment is not required:

A student will not need to assess if at least one of the following conditions is true:

- SAT: A student has SAT composite score of 1070, with a minimum of 500 in math and critical reading portions of test. Scores must be less than 5 years old and achieved in one sitting.
- ACT: A student has ACT composite score of 23 with a minimum of 19 in the math and English portions of the test. Scores must be less than 5 years old and achieved in one sitting.
- TAKS: A student who has taken The Texas Assessment of Knowledge and Skills test in the 11th grade with a score of 2200 or higher in math and a score of 2200 or higher in English/Language Arts together with a score of 3 or 4 on the essay will be exempt from TSI assessment. An official TAKS score report which includes the essay score will be required. A test is required in the math area for placement into math classes.

Partial Exemptions:

SAT and ACT: may be used for partial exemptions. The composite score must meet the exemption level standard of 23 for ACT and 1070 for SAT. The area exempt must be 19 or higher for math and English on the ACT and 500 for reading and math portions of the SAT.

TAKS: An exemption in reading and writing based on the ELA score together with the essay score will exempt a student from assessment in reading and writing. However, an exemption in the math area will require placement testing.

Exemptions which may require placement testing:

- Associate or Bachelor's degree from a regionally accredited university or college.
- Military exemption (Certain restrictions apply)
- Students transferring from out of state or private institutions (*Official transcript must be brought to the TSI Office to determine if placement testing is required.*)

Temporary waivers (*Students enrolling in courses requiring prerequisites must test or show proof of prerequisites in order to enroll.*)

The following situations allow students to have a waiver from assessment:

- A student is enrolled in and following course work for a certificate program with fewer than 42 semester credit hours.
- A student is enrolled only in job related courses. Status must be declared at the beginning of the semester.
- A student is declared as non-degree seeking and is limited to courses not requiring prerequisites.

NOTE: Prerequisite requirements override waivers and exemptions.

All courses in the core curriculum, except math and other academic courses require TSI standards be met in reading. TSI met standards as well as the higher college level standards in math and writing have been adopted for certain core and academic courses. In order to determine if TSI standards and prerequisite requirements have been met for specific courses, it is important to speak with the TSI Coordinator, TSI Advisor or an Academic Advisor.

December 2011

Sunday 18

Monday 19

Tuesday 20

Winter Solstice

Wednesday 21

Thursday 22

Friday 23

Campus closes at 5:00 pm for Holidays

Saturday 24

Campus closed for Holidays

*"I am not one who was born in the possession of
knowledge; I am one who is fond of antiquity,
and earnest seek it there."*

- Confucius

ASSESSMENT REQUIREMENTS TEXAS SUCCESS INITIATIVE - TSI

The state has approved several tests that can be used to satisfy the assessment requirement for basic skills in reading, writing and mathematics. The tests given at Richland College are the Accuplacer and the THEA Test. A student may test once each semester (fall, spring, summer 1, summer 2). A referral from an advisor or the TSI Office is required for admission to the Test Center. The Accuplacer is administered by computer. The THEA and the Quick THEA are in booklet form.

Accuplacer allows students one hour for writing and editing the essay. The Sentence Skills, Reading and Math tests are untimed. Scores are available immediately after testing. A referral from the TSI Office or an advisor is required but no appointment is necessary. Bring a photo ID. Accuplacer is offered during the week with added testing times as needed. Contact the Test Center Room M105, 972-238-6160, advising Room T180, or the TSI Office Room T170T, 972-238-6115 or 972-238-3787 for information.

Quick THEA is the same as the standard THEA. Quick THEA is offered at the Richland College Campus during the week at times determined by the Test Center at a cost of \$29. A referral is required, but no preregistration is necessary. Scores are available within a week of testing. Bring a photo ID and arrive one hour before the scheduled test time. Seating is limited. For a current Quick THEA test schedule, contact the Test Center Room M105, phone 972-238-6160.

The standard THEA is offered 6 times a year on Saturday morning. Preregistration is required for the Saturday test administration. Registration Bulletins are available from the TSI Office, Admissions and the Test Center. It is possible to register for the THEA Test online at <http://www.thea.nesinc.com> The cost of the THEA Test is \$29. To avoid having to pay late fees, registration must be complete one month before the date of the test.

How Do I Prepare for the Test?

Students are encouraged to take a little time to prepare for the assessment. Talk to the advisor in T180 about test preparation materials when you get the referral form. Additional information is available on the Richland College website <http://www.richlandcollege.edu/> Click on Current Student, then Advising Resource Manual which has the TSI information site which includes additional test preparation links and information.

What Will I Do after the Assessment?

Speak with the Advisor about course work recommendation. Students who do not meet TSI assessment standards or college level standards may complete prerequisite requirements by taking developmental courses in the needed area and passing them with a grade of C or higher. The Advising Center will have a complete list of courses that have prerequisite requirements.

What Is My Responsibility?

It is up to each student to be aware and informed about requirements that are subject to change. Be sure to have the latest information. If you are not sure, please contact the Advising Center in T180, The TSI Office Rooms T170T, T170S, phone 972-238-6115 or 972-238-3787.

December 2011

Sunday 25

Campus closed for Holidays

Monday 26

Campus closed for Holidays

Tuesday 27

Campus closed for Holidays

Wednesday 28

Campus closed for Holidays

Thursday 29

Campus closed for Holidays

Friday 30

Campus closed for Holidays

Saturday 31

New Year's Eve Campus closed

*"Society speaks and all men listen,
mountains speak and wise men listen."
– John Muir*

RICHLAND FINANCIAL AID OFFICE

Room T130, phone 972-238-6188, fax 972-238-3761, Monday - Tuesday 8:30 a.m. - 7:00 p.m., Wednesday - Thursday 8:30 a.m. - 5:00 p.m., Friday 8:00 a.m. - 12:00 noon
DCCCD Financial Aid Call Center, 972-587-2599, Monday - Friday 7:00 a.m. - 7:00 p.m.
web: www.richlandcollege.edu/finaid

The Financial Aid Office (FAO) at Richland College (RLC) administers grants, scholarships, work-study, and loans for students. This aid is from federal, state, DCCCD and institutional sources and is awarded based on need. Grants and scholarships do not need to be repaid. Work-study is on-campus employment, and loans are required to be repaid upon completion of the student's degree program, or when the student drops below half-time enrollment.

Eligibility requirements for financial aid

The primary eligibility requirements students must meet in order to receive aid include: enrolling in at least six hours in a degree or certificate program; demonstrating need; being a U.S. citizen; and maintaining satisfactory academic progress as defined by the FAO. In addition, students are required to complete the printed Free Application for Federal Student Aid (FAFSA) or the electronic application at www.fafsa.ed.gov. Questions about the FAFSA application can be directed to the U.S. Department of Education at 1-800-4FED-AID or the Richland FAO. Approximately 2-4 weeks after completing the eligibility requirements and receiving the FAFSA results, the FAO will send the student a letter detailing the student's eligibility for aid.

Grants

The major grant programs available at RLC include the Federal Pell Grant, and the Federal Supplemental Educational Opportunity Grant (FSEOG). Students must meet the general eligibility criteria listed above and complete the FAFSA application to be considered for all grants at Richland. In addition, RLC's grant program funding is limited and generally awarded to early applicants. Students are encouraged to complete their FAFSA application by May 1 to increase their likelihood of receiving a grant(s) for the upcoming fall and spring terms.

Scholarships

The DCCCD Foundation Office makes available FAO Controlled, Foundation Controlled and Department Controlled scholarships for students attending any of the seven DCCCD campuses. All Foundation scholarships require a minimum of six hours and at least a 2.0 GPA. To be considered for a Foundation scholarship, students must submit a Foundation Scholarship Application to the Richland FAO by the advertised deadline. In addition, the office administers some RLC institutional scholarships. Students should contact the Richland FAO to determine scholarship criteria and application instructions.

College Work-Study

The College Work-Study Program provides students who are eligible for financial aid with employment at Richland to offset the cost of attending college. It also provides a meaningful work experience that enhances the student's education and makes a positive contribution to the student's learning experience for future employment. Employment referral is available to students year-round; however, most job assignments are filled during the first two weeks of the new academic year. This employment is continuous throughout the academic year.

January 2012

Sunday 1

Monday 2

Campus closed for Holidays

Tuesday 3

Campus opens

Wednesday 4

Thursday 5

Friday 6

Saturday 7

*"Remember when life's path is
steep to keep your mind even."
– Horace*

FINANCIAL AID- continued

Federal Loans

Richland College participates in the Direct Student Loan Federal Stafford program. Students are required to complete an Entrance Counseling quiz and a Master Promissory note for these loans. Information on these loans can be found at www.richlandcollege.edu/finaid/ or www.dcccd.edu.

Stafford Loans

Stafford Loans, unlike grants or college work-study, are borrowed money that must be repaid, with interest. These are real loans - just like car loans or mortgages. You cannot have these loans cancelled because you didn't like the education you received or because you are having financial difficulty. These loans are a serious obligation, so think about the amount you'll have to repay over the years before you take out a loan. Interested students can inquire at the financial aid office at Thunderduck Hall or go online www.richlandcollege.edu/finaid/ or www.dcccd.edu for information.

Federal Subsidized Stafford Loan - awarded on the basis of financial need. You won't be charged any interest before you begin repayment or during deferment periods. The federal government "subsidizes" the interest during these periods.

Federal Unsubsidized Stafford Loan - not awarded on the basis of financial need. You'll be charged interest from the time the loan is disbursed until it's paid in full. If you allow the interest to accrue (accumulate) while you're in school or during periods of nonpayment, it will be capitalized. This means that interest will be added to the principal amount of your loan, and additional interest will be based on that higher amount.

Veterans Office, Room E083, Phone 972-238-3719.

If you are a veteran, contact the Veterans Office to see if you are eligible for VA benefits. Your DD214 may be required to apply for your educational benefits. Flex entry and fast track courses have special VA requirements. Handbooks and other information are available in the Veterans Office, Room E083, or by calling 972-238-3719.



January 2012

Sunday 8

Monday 9

Tuesday 10

Wednesday 11

Thursday 12

Friday 13

Saturday 14

*"It is well to give when asked, but it is better
to give unasked, through understanding."
– Kahlil Gibran*

RICHLAND HEALTH SERVICES

Room T110, phone 972-238-6135, Monday - Thursday 8:30 a.m. - 8:00 p.m.
Friday 8:30 a.m. - 3:00 p.m., web: www.rlc.dcccd.edu/health

Medical Emergency Health Services 972-238-6135 or Richland Police 972-860-4290. On campus phone x6135 Health Services, x911 Richland Police.

Health Services is a multi-purpose facility that promotes health, wellness and preventive care for the college Community. Registered nurses coordinate and provide the health services. Health services are available to current students and staff at no cost. Students do not need to be sick to come to the Health Center. Health questions and concerns are welcome. Students with chronic health problems are encouraged to visit the Health Center to discuss special concerns before attending classes or whenever problems arise. Health information is not released without written permission from the individual, unless required by law.

Services

- Emergency First Aid
- Non-Prescription Medications
- Blood Pressure Monitoring
- Hearing Test
- Vision Test
- TB Skin Test
- Pregnancy Test
- Blood Sugar Test
- Urine Sugar Test
- Rest Facilities
- Health Information & Literature
- Community Health Resources

Programs

- Free HIV Testing
- Blood Drive
- Flu Shots
- Depression & Mental Health Information
- Red Ribbon Campaign
- Great American Smokeout
- Mammography & Breast Health Information
- Immunization Information & Resources
- Safe Spring Break Activities
- Alcohol & Drug Abuse Prevention
- Summer Safety: Skin Cancer Awareness
- Employee Wellness Program
- Student Health Insurance

Programs are throughout the semesters each year. Please consult calendar of events for dates, times, and costs if applicable. Please call the Health Services for more information.



January 2012

Sunday 15

Monday 16

Martin Luther King, Jr. Holiday - No Classes

Tuesday 17

First day of class

Wednesday 18

Thursday 19

Friday 20

Last day to set up a pay plan 972-761-6712

Saturday 21

“Be content with what you have; rejoice in the way things are. When you realize there is nothing lacking, the whole world belongs to you.”

– Lao Tzu

RICHLAND LIBRARY

Room L102, phone 972-238-6081, 972-238-6082, web: www.richlandcollege.edu/library.
Richland College Library: Connecting Learners with Knowledge. Call 972-238-6081 for questions about circulation or overdue books. Call 972-238-6082 with reference questions.

Library Hours

Visit www.rlc.dcccd.edu/library/richhrs.php for the latest hours and updates.

Monday - Thursday	8: 00 a.m. - 9:30 p.m.
Friday	8:00 a.m. - 4:30 p.m.
Saturday	12:00 p.m. - 4:00 p.m.

Borrowing Books and Library Materials

We have more than 75,000 books in our circulating collection, which is on the lowest level of Lavaca Hall. Current DCCCD students, faculty, and staff with photo I.D. may check out up to 10 books for three weeks. Visit the library webpage to search and browse books from all libraries in the district; students, faculty, and staff may request books online and have them delivered to their favorite campus library.

Research

The library offers more than 250 online databases containing journal articles, magazine and news articles, white papers, and government information. Visit <http://www.dcccd.edu/databases> to access these.

Students may call 972-238-6082 to get assistance with topic selection, database searches, and other reference needs. Students may also schedule appointments with the librarians.

Information Literacy

The librarians teach a series of free information classes to help students learn how to do research assignments. Schedules are online or at the reference desk.

The library also publishes interactive research and reference guides to point students toward topical material and help them with search strategy. Visit <http://libguides.richlandcollege.edu>.

Computers, Printing and Photocopies

Computers are available in the library and should be used for research- and class-related work. Anyone who wants to print from library computers or make photocopies will have to set up an online “pay-for-print” account. Ask for help at the periodicals/reserves desk.deducted from your print account balance.



January 2012

Sunday 22

Monday 23

Tuesday 24

Richland Intramural Volleyball - 12:30 pm, Gym

Wednesday 25

Thursday 26

Friday 27

Saturday 28

*"I hear and I forget. I see and I
remember. I do and I understand."
– Confucius*

RICHLAND POLICE DEPARTMENT

Dispatchers are on duty 24 hours. Room P160, Monday - Friday 8:00 a.m. - 6:00 p.m.
The Richland College Emergency Number is 911 (campus phone) or 972-860-4290 (cell phone or off campus phone.) For non emergency call 972-238-6174.
web: www.rlc.dcccd.edu/police

The Richland College Police Department provides an environment to assist in your educational endeavors. The College Police Department has the primary responsibility for the safety and security of the college community. We offer a variety of services to the college beyond the detection and prevention of crime on the campus. While no campus is immune from crime, with a cooperative effort between you and the College Police Department, together we can strive to keep crime at a minimum.

The campus police department assists in helping with car trouble by jump starting vehicles and offering the phone number of locksmiths to unlock vehicles when keys are left inside. We patrol the campus in marked police vehicles, on bicycles and on foot. All Richland officers are trained in first aid and CPR. We can assist you in walking out to your vehicle after hours, if you do not feel comfortable with the surroundings.

All of the police officers at Richland College are licensed through the State of Texas and have arrest powers in Dallas County as well as on any Dallas County Community College properties. We enforce all parking regulations as well as all of the State of Texas traffic laws. We also enforce all system rules and regulations, local ordinances, state laws as well as federal laws.

The Richland College Police Department is here as a partner to the rest of the college to make the campus a safe environment for students, staff, faculty and the community. With your help we can succeed in this endeavor.

Emergency Procedures

The Richland College Emergency Number is 911 (campus phone) or 972-860-4290 (cell phone or off campus phone.) College police carry radio telephones and receive all emergency calls 24 hours a day. Call the College Police Immediately to report accidents, injuries, or serious illnesses.

Weapons Prohibited on Campus

Pursuant to the Texas Penal Code, S/S 46.03 a person commits an offense if, with a firearm, illegal knife, club, or prohibited weapon listed in Section 46.05(a), he/she intentionally, knowingly, or recklessly goes on the physical premises of a school or educational institution, any grounds or building on which an activity sponsored by a school or educational institution whether public or private, unless pursuant to written regulations or written authorization of the institution.

This law applies to all persons including those licensed by the State of Texas to carry a concealed handgun. Firearms are illegal to possess inside college facilities, and at any location where educational classes or sporting events are being held.

Emergency Call Boxes

The Richland College Police Department provides 24-hour patrol coverage of the campus and a police escort service. In addition, Emergency Call Boxes are located in the parking areas on the east and west sides of the campus. The call boxes can be used by anyone needing assistance or who observes an offense, suspicious persons, injury, or other emergency situation.

January 2012/February

Sunday 29

Monday 30

Tuesday 31

Music Recital, 12:30 pm, F102

Wednesday 1

Thursday 2

Friday 3

Saturday 4

*"If you aren't making mistakes you
aren't taking enough chances."
– John Scully*

RICHLAND POLICE - continued

Fire Emergency

During a fire drill or evacuation, follow your instructor's directions since he/she is responsible for evacuation of the class. The objective is to have a successful and injury-free evacuation.

Emergency Alarm Signals

If the emergency alarm system sounds, EVACUATE the BUILDING. College Police will give verbal notification to individuals when it is safe to return to the building.

General Guidelines

If you locate a fire in the building, call the College Police at 911 (campus phone) or 972-860-4290 (cell phone or off campus phone.) and give the location of the fire. Regardless of how large or small the fire, REPORT IT FIRST; then attempt to put the fire out if it appears possible to do so.

Campus Watch

"Campus Watch is the people of Richland College looking out for each other."

A proactive group attempting to eliminate or minimize criminal opportunity, before a crime actually occurs. Call 972-238-6174 for more information.

Lost and Found

Lost or found articles are maintained in the Richland Police Department Office, P160. You can come by the office during normal working hours to claim lost items or to turn in items you have found. Call 972-238-6174.

RICHLAND COUNSELING SERVICES

Room E082, phone 972-238-3771, Monday - Thursday 8:30 a.m. - 7:00 p.m.
Friday 8:30 a.m. - 4:30 p.m., web: www.rlc.dcccd.edu/counseling.

Richland counselors are available to help current students with personal, career and academic concerns. Counselors provide confidential, short-term personal counseling and make referrals, for such concerns as:

- Behavioral Management for (anger, depression, anxiety, etc.)
- Conflicted Life Choices
- Drug and Alcohol Abuse
- Domestic Violence
- Family and Relationship Issues
- Support Groups
- Death or Loss
- Diversity Issues
- Eating Disturbances
- Stress
- Test Anxiety

There are several ways to contact a personal counselor:

- Phone 972-238-3771, or Health Center 972 238- 6135.
- By email www.rlc.dcccd.edu/counseling
- In Person:
 1. Counseling Office in E082, the counselor can make an appointment for you.
 2. The Health Center T110, can make a counseling appointment.
 3. On-Campus crisis situation you can also call Campus Police at 972-238-6911.
 4. Off Campus: Counseling staff does NOT provide 24-hour coverage. If you are experiencing a mental health emergency and need assistance call:
 - 911
 - Contact Counseling & Crisis Line 972-233-2233
 - Suicide and Crisis Center crisis line 214-828-1000

February 2012

Sunday 5

Monday 6

Tuesday 7

Music Recital, 12:30 pm, F102

Wednesday 8

Thursday 9

Friday 10

Saturday 11

*"Say not, 'I have found the truth,'
but rather, 'I have found a truth.'"*
– **Kahlil Gibran**

THE RICHLAND LEARNING CENTER

Room M216, phone 972-238-6226, Monday - Thursday 9:00 a.m. - 8:00 p.m., Friday 9:00 a.m. - 2:00 p.m., Saturday 11:00 a.m. - 2:00 p.m., Sunday 1:30 p.m. - 4:30 p.m.

This schedule is adjusted between terms and during summer semesters to accommodate students' needs. web: www.rlc.dcccd.edu/tlc

The Learning Center offers instructional support to students enrolled in a variety of courses at Richland College. We maintain drop-in labs for tutoring in math, accounting, economics, history and government. The writing center provides both scheduled appointments and drop-in tutoring for students who would like help with writing assignments in any of their Richland classes. Similarly, the R.E.A.D. (Reading Enhances Academic Development) program provides tutoring by appointment or on a drop-in basis for students in reading courses or those wanting to improve their academic reading skills for other classes.

The Learning Center collaborates with science faculty to provide drop-in tutoring in biology, chemistry and physics in the Science Corner, located on the second floor of Sabine Hall above the Follett Bookstore.

In addition to providing tutoring, The Learning Center offers Connections Study Skills Workshops which focus on topics relevant to students enrolled in many different courses. And the Center for Success in Mathematics, located inside The Learning Center in room M219, provides instructional support for students enrolled in all levels of developmental math.



J. Pollock

February 2012

Sunday 12

Monday 13

Tuesday 14

Club Fair, 10:00 am - 2:00 pm, El Paso Hallway

Music Recital, 12:30 pm, F102

Richland Intramural Basketball, 12:30 pm, Gym

Wednesday 15

Thursday 16

Pay plan payment due, 972-761-6712

Richland Intramural Basketball, 12:30 pm, Gym

Friday 17

Saturday 18

"We have all a better guide in ourselves, if we would attend to it, than any other person can be."

– Jane Austen

RICHLAND CAREER SERVICES

Room E093, phone 972-238-6921, fax 972-238-6967, Monday - Thursday
8:30 a.m. - 7:00 p.m., Friday 8:30 a.m. - 5:00 p.m. web: www.dcccd.edu/career

The Career Services serves as a resource for credit and non-credit students as well as alumni of Richland College. Students may use the Center at their leisure. However, appointments are encouraged for using the Computer Guidance Programs and for in-depth consultation.

CAREER SERVICES resources include:

- Computerized Guidance Programs
- One-on-One Career Advising
- Job Search Strategy Resources
- Employment Search Assistance
- Career Services Info Webpage
- Occupational Industry Videos & CDs
- On Campus Job Fairs
- Computer Assisted Job Bank System
- Career Magazines
- Telephone for Employer Contacts
- Mock Video Taped Interviews
- Resume Writing & Cover Letter Assistance
- Daily On-Campus Employers
- Resource Hand-out Tip Sheets
- Internet Access for On-line Employment Search
- Local International Newspapers
- Free Resume Faxing and e-mailing
- Class Tours of Career Resources

Presentations are conducted on a variety of career topics, presentations are conducted in the Career Center or presentations can be done in the Richland classroom.



J. Pollock

February 2012

Sunday 19

Monday 20

Music Recital, 12:30 pm, F102

Tuesday 21

Mardi Gras Parade/Celebration, 11:30 am - 2:00 pm, East Breezeway

Wednesday 22

Thursday 23

Friday 24

Saturday 25

*“Live as brave men; and if fortune is
adverse, front its blows with brave hearts.”
– Cicero*

RICHLAND MULTICULTURAL CENTER

Room T150, phone 972-238-6900, Monday - Thursday 8:30 a.m. - 7:00 p.m.
Friday 8:30 a.m. - 5:00 p.m., web: www.rlc.dcccd.edu/multicultural

The Multicultural Center is an advising and referral center designed to meet the academic needs of students whose native language is not English or who were born outside the United States. Its diverse staff seeks to serve all students, valuing them as persons and respecting the cultures they represent.

MULTICULTURAL CENTER - services:

- English as a Second Language advising for both Credit and Continuing Education courses
- Assessment of ESL and ESOL students for placement testing (COMPASS, ACCUPLACER)
- Administration of COMPASS, ACCUPLACER testing for listening and speaking placement
- Assisting students with degree planning, course selection and registration
- Orientation sessions for new students
- Providing information on community referrals, personal counseling, financial aid, career advisement and ESOL Conversation Partners.

International F-1 Student Visa Services include:

- Advising F-1 and potential F-1 students regarding the admission process
- Admission of students
- Assessment and referral of F-1 students for placement testing (MTELP and THEA)
- Referrals to the American English and Culture Institute for an Intensive English program
- Assisting F-1 students with registration process
- Orientation sessions for new F-1 students
- Providing on-going immigration advisement regarding Immigration and Naturalization Service regulations
- Providing immigration and income tax workshops
- Advisement regarding on-campus and off-campus employment
- Providing information on community services such as foreign transcript evaluation services, Social Security, Department of Public Safety



February 2012/March

Sunday 26

Monday 27

Tuesday 28

Music Recital, 12:30 pm, F102

Wednesday 29

Thursday 1

Employee Development, No Classes

Friday 2

Employee Development, No Classes

Saturday 3

*“The unexamined life is
not worth living.”
– Socrates*

RICHLAND DISABILITY SERVICES

Room T120, phone 972-238-6180 voice/TTY/VP, Monday - Thursday 8:30 a.m. - 6:00 p.m.
Friday 8:30 a.m. - 5:00 p.m., web: www.rlc.dcccd.edu/dso

The Disability Services Office works in partnership with students with disabilities to reduce or eliminate educational barriers. Services are coordinated to fit the individual needs of the student and may include sign language interpreters, Communication Access Realtime Translation (CART) services, notetaking services, tutoring, textbook taping, special testing arrangements, and use of assistive technology. Academic counseling, priority registration, and referral information are also available.

The Disability Office provides ADA/504 access for students with documented disabilities. Students requesting services are responsible for providing current educational or psychological/medical documentation from a qualified professional verifying the disability and the need for services. For more information, please visit the website www.rlc.dcccd.edu/dso

The TRI (Total Re-Integration) Program is an educational experience designed specifically for those students who have sustained a brain injury after the age of 13. The TRI Program offers opportunities for cognitive stimulation and socialization allowing students to re-connect with the world, while building academic skills, confidence, and self-esteem. TRI classes focus on improving concentration, retention, organization, and communication skills.

The Richland College Total Re-Integration (TRI) program offers:

- Convenient location on the bus line
- Small class size
- Inter-disciplinary instruction
- Individualized fitness evaluation
- Totally accessible campus
- Community referrals
- Academic support services



J. Pollock

March 2012

Sunday 4

Monday 5

Tuesday 6

Music Recital, 12:30 pm, F102

Wednesday 7

Thursday 8

Friday 9

Saturday 10

*“Difficulties strengthen the
mind, as labor the body.”
– Seneca*

RICHLAND CONTINUING EDUCATION WORKFORCE DEVELOPMENT/HEALTH PROFESSIONS

Room T160, phone 972-238-6144, fax 972-238-6149, Monday - Thursday
8:30 a.m. - 7:00 p.m., Friday 8:30 a.m. - 5:00 p.m., Saturday 9:00 a.m. - 1:30 p.m.

web: www.rlc.dcccd.edu/ce

Health Professions phone 972-238-6950, web: www.rlc.dcccd.edu/hp

Continuing Education offers an extensive array of non-credit courses ranging from computer technology for workforce training to community service offerings for personal development. To accommodate students' busy schedules, new courses begin weekly and are scheduled during early mornings, afternoons, evenings, nights and weekends.

Our flexible class schedules enable you to enroll in a single course to update job skills, a series of courses to certify credentials or a program preparing you for a new career. From high demand health professions to projects management, Richland's Continuing Education and Workforce Development faculty will help you develop the skills needed to competitively enter the workforce and to advance your career. You can get assistance with résumé preparation, interviewing and job searches at our Career Services Center.

Richland's Health Professions offers eleven certificate programs to prepare students for employment in healthcare. Richland's Corporate Services customizes training courses to meet your company's specific business needs. We can help you increase employee productivity through just-in-time and soft skills training on-site at your business.

Services Include:

- Enrollment/Registration Assistance
- Program Advisement
- Financial Assistance (TPEG)
- Corporate Services Training
- Healthcare Professions
- Job Training Assistance (RSTC)
- Senior Adult Education Courses
- Fitness Center Memberships

Easy ways to Register:

- Online: www.richlandcollege.edu
- In Person: Richland College
Thunderduck Hall Room T160
- Telephone: 972-238-6144
- Mail: Richland College
Continuing Education
12800 Abrams Road
Dallas, TX 75243-2199



J. Pollock

March 2012

Sunday 11

Monday 12

SPRING BREAK no credit classes

Tuesday 13

SPRING BREAK no credit classes

Wednesday 14

SPRING BREAK no credit classes

Thursday 15

SPRING BREAK no credit classes

Friday 16

SPRING BREAK campus closed

Saturday 17

St. Patrick's Day

*"Our greatest glory is not in never falling,
but in getting up every time we do."
– Confucius*

RICHLAND ETHNIC STUDIES PROGRAM

Room L208, phone 972-238-6943, Monday - Friday 8:30 a.m. - 5:00 p.m.
web: www.richlandcollege.edu/esp

Richland's Ethnic Studies programs include: the African American/Black Studies, the Asian-American/Middle Eastern-American Studies, and the Mexican American/Latino Studies.

The African American/Black Studies Program reflects the unique contribution of African Americans while at the same time teaches a deeper understanding of the interrelatedness of community. It does so through innovative, interdisciplinary, instructional approaches with community involvement.

The Asian-American/Middle Eastern-American Studies Program at Richland College offers students an interdisciplinary approach to the study of the rich and diverse cultural traditions of Asian-American/Middle Eastern-Americans and their impact on the development of life in the United States. The program provides focused consideration of the following geographic regions: Middle East, Turkey, South Asia, Southeast Asia, and East Asia.

The Mexican American Studies Program at Richland College enriches awareness and understanding of the Mexican-American and Latino experience in the United States, through an interdisciplinary approach to education, community development, and scholarship. The program honors the contributions of Mexican American culture common to the Southwest and the many Latino communities in our region by exploring the ways in which communities, languages, and traditions intersect to create a shared heritage.



March 2012

Sunday 18

Monday 19

Tuesday 20

Richland Indoor Soccer, 12:30 pm, Gym

Music Recital, 12:30 pm, F102

Spring Equinox

Wednesday 21

Thursday 22

Friday 23

Saturday 24

*"Take only what you need and
leave the land as you found it."
-Arapaho*

RICHLAND COMPUTER LABS

The main computer lab for credit classes is located in Del Rio, Room D257, phone 972-238-6317, Monday - Thursday 8:00 a.m. - 10:45 p.m., Friday 8:00 a.m. - 9:30 p.m., Saturday 8:30 a.m. - 4:30 p.m. Students registered for credit classes at Richland with a current student ID may use this computer lab. Schedules and rules for other labs are posted at each location.

- Richland College Main Computer Lab, Del Rio, Room D257, 972-238-6317
- Overflow Lab for Main Computer, Wichita Hall, Room WH159
- Learning Center Lab, Medina, Room M216, phone 972-238-6226
- Math Drop-In Lab for credit math students, Del Rio, D242
- Multimedia Lab, multimedia/gaming classes, Thunderduck Hall, T246, 972-238-6001
- Photography Lab, digital photography classes, Thunderduck Hall, Room T249
- Science Lab, Sabine Hall, SH258, 972-238-6950
- The ESL/ESOL Lab, credit students, Wichita Hall, Room WH261, 972-238-6901
- World Languages/Media Computer Labs, Bonham, Room B217/B218, 972-238-6094
- The GED Drop-In Lab, Thunderduck Hall, Room T219, 972-238-6378
- Continuing Education/ESOL Lab, Thunderduck Hall, Room T221, 972-238-6378

Students must provide their own storage devices, printers are available for printing in some labs. Copying of software is not allowed, personally owned software may not be used, food and drinks are not allowed in labs. Students must adhere to the DCCCD's Rules of Responsible Computing. Remember to save often and back-up your work, things happen, computers crash.

RICHLAND GED PROGRAM

Room T240, phone 972-761-6800, Sian Whitfield 972-761-6806, Richland GED and workforce training program can help guide students to success, information session and testing is held every Tuesday & Thursday at 9:00 am, on the second floor of Thunderduck Hall.



March 2012

Sunday 25

Monday 26

Tuesday 27

Music Recital, 12:30 pm, F102

Wednesday 28

Career Fair, 9:00 am - 1:00 pm, El Paso Hall

Thursday 29

Pay plan payment due, 972-761-6712

Friday 30

Saturday 31

*"I never teach my pupils. I only attempt to
provide the conditions in which they can learn."
– Albert Einstein*

RICHLAND EMERITUS PLUS 50 PROGRAM MATURE ADULT EDUCATION

Crockett Hall Room C120, phone 972-238-6972, Monday - Friday 9:00 a.m. - 4:00 p.m.
web: www.richlandcollege.edu/emeritus

Our mission is to provide affordable quality learning activities and volunteer opportunities that enable individuals 50 and over to stay intellectually challenged and enriched, physically fit and socially connected.

The Emeritus Plus 50 Program offers a selection of non-credit and credit classes—all held at Richland College in a congenial, stimulating setting. To stay vitally alive, most of our activities integrate intellectual, physical, social, emotional and spiritual components of mind/body health. All Emeritus Plus 50 Program classes are designed especially for mature adults. No previous levels of formal education are necessary.

If you are 65 years or older and reside in Dallas County (or own property in Dallas County subject to ad valorem taxation), tuition is waived for up to six credit hours per semester. You pay only registration fees and textbook charges. We encourage you to explore your many opportunities for self-enrichment and life-long learning at Richland.



J. Pollock

April 2012

Sunday 1

Monday 2

Tuesday 3

Music Recital, 12:30 pm, F102

Richland Wind Symphony, String Orchestra, Chamber Ensemble, 7:30 pm, F102

Wednesday 4

Thursday 5

Friday 6

Holiday - no classes

Saturday 7

*“Be silent as to services you have rendered,
but speak of favors you have received.”
– Seneca*

RICHLAND WORKING WONDERS PROGRAM

Room E082, phone 972-238-6259, 972-238-6013, web: www.richlandcollege.edu/wonders
The Working Wonders Program prepares and supports single parents, single pregnant women, and displaced homemakers in meeting the challenges of re-entering the workforce.

Working Wonders services may include:

- Enrollment/Registration Assistance
- Academic Advisement
- Transportation Assistance (bus pass)
- Crisis Intervention
- Personal Counseling
- Community Referrals/Career Exploration
- Textbooks Loans
- Childcare Assistance (limited subsidy)

RICHLAND GENDER EQUITY

Room E082, phone 972-238-6259, 972-238-6013, web: www.richlandcollege.edu/equity
The Gender Equity program is designed to assist students who are seeking degrees in non-traditional occupations. These degrees include: Engineering-related technologies for women; Travel, Exposition and Meeting Management; Educational Personnel; Accounting and Office Technology for men. Some of our services include: academic advising; textbook loans; transportation assistance (bus passes) and limited child care subsidy.



April 2012

Sunday 8

Monday 9

Tuesday 10

Music Recital, 12:30 pm, F102

Richland Guitar Ensemble, Early Brass, Ensemble, 7:30 pm, F102

Wednesday 11

Thursday 12

Last day to withdraw with a "W"

Friday 13

Richland Choral Concert, 7:30 pm, F102

Saturday 14

Carnival of Steel, musical activities all day.

Richland Carnival of Steel Festival Concert, 8 pm, F102

*"They are not dead who live in the
hearts of those they leave behind."
– Tuscarora*

RICHLAND TRIO/S.O.A.R.

Room C225B, Monday - Friday 8:30 a.m. - 5:00 p.m., phone 972-238-6159
web: www.rlc.dcccd.edu/soar

Student Opportunities for Academic Rewards, or S.O.A.R., is a TRiO Student Support Services program funded since 1993 by the U.S. Department of Education. Its purpose is to provide a variety of free academic support services to program participants to enable them to persist in college and to achieve their educational and career goals. These free services include tutoring in core courses, academic advising and planning, and assistance in financial aid application.

For students to be eligible for S.O.A.R. services, they must be U.S. citizens or permanent residents enrolled at Richland College and meet at least one of the following criteria:

1. Be a first generation college student, i.e., neither parent has a Bachelor's degree.
2. Meet federal income guidelines as established by the U.S. Department of Education.
3. Have a physical or learning disability.

Program services are the following:

- Academic Advising
- Tutoring
- Financial Aid Advising
- Career Exploration & Planning
- University Transfer Assistance
- Field Trips to Local Universities
- Student Leadership Opportunities
- Cultural Events



J. Pollock

April 2012

Sunday 15

Monday 16

Tuesday 17

Music Recital, 12:30 pm, F102

Richland Intramural Softball, 12:30 pm, Gym

Richland Jazz Showcase, 7:30 pm, F102

Wednesday 18

Intercultural Festival, 11:00 am- 1:30 pm, East Breezeway

Thursday 19

Richland Evening Jazz Ensemble, 7:30 pm, F102

Friday 20

Saturday 21

*“Practice and thought might
gradually forge many an art.”
– Virgil*

RICHLAND TRIO/UPWARD BOUND PROGRAM

Room C220, phone 972-238-3739, fax 972-238-3741

Monday - Friday 8:30 a.m. - 5:00 p.m., web: www.rlc.dcccd.edu/ub

The mission of Upward Bound is to prepare 9th-12th grade high school students for success in college.

Eligibility Requirements:

1. Students must meet the U.S. Department of Education low-income guidelines.
2. Students must be a potential first-generation college-bound student in their family.
3. Students must attend North Garland High School, Richardson High School.

Academic Enrichment Opportunities:

- Academic Enrichment Sessions 1 Saturday per month during the academic year
- Tutoring eight (8) hours per week during the academic year
- Six week summer enrichment program at Richland College
- Summer Bridge Program - opportunity to earn 6 college credits at Richland College
- Cultural Awareness
- Field Trips
- Personal Development Workshops

College Preparation:

- Career Exploration
- THEA, PSAT, SAT, ACT, and TAKS Preparation
- College Tours
- Assistance in preparing applications - College and Financial



J. Pollock

April 2012

Sunday 22

Monday 23

Tuesday 24

Music Recital, 12:30 pm, F102

Wednesday 25

Symphonic Instrumental Music Concert, 7:30 pm, F102

Thursday 26

Friday 27

Saturday 28

*“The only stable state is the one in which
all men are equal before the law.”
– Aristotle*

RICHLAND EDUCATIONAL TRANSITIONS

Room C165A, phone 972-238-3784, Monday - Friday 8:30 a.m. - 5:00 p.m.

web: www.richlandcollege.edu/edtrans

The Educational Transitions Department serves as a conduit to the Richland community to facilitate and promote student success by providing access and promoting college and career awareness to students and their families, businesses, and the community at large.

Community Outreach

Recruitment in Business/Industry, Speakers Bureau for Career and College Awareness call 972-761-6854 and 972-238-6874 for information in Spanish.

Dual Credit/Concurrent Enrollment/Tech Prep

Programs that provide high school students an opportunity to receive college credit call 972-761-6815, 972-238-6116, 972-238-6190, or 972-238-3762.

web: www.richlandcollege.edu/dual or www.richlandcollege.edu/techprep

High School and Community Relations:

Tours, Classroom Visits, Recruitment in Schools, Event Planning, TexPREP call 972-761-6736 or 972-238-6874, for tours or information in Spanish. web: www.richlandcollege.edu/edtrans

RICHLAND STUDENT SUPPORT SERVICES

Room C153, Monday - Friday 8:30 a.m. - 5:00 p.m., phone 972-761-6869

Student Support Services provide pre-college preparation assistance for students enrolled in the Dallas, Garland and Richardson Independent School Districts. Our programs include:

College Connections/AVID

Opportunities for high school students to receive pre-college admissions/assessment/advising support designed to prepare students for college. Please call 972-238-6161 or 972-761-6869.

Rising Star Program

Rising Star provides financial and academic support for qualified graduating seniors in service area public schools. Please call 972-761-6729 or 972-238-6122 for more information in English or Spanish or visit us on the web at: www.richlandcollege.edu/risingstar



April 2012/May

Sunday 29

Monday 30

Tuesday 1

Music Recital, 12:30 pm, F102

Richland Student Composer's Concert, 7:30 pm, F102

Wednesday 2

Thursday 3

Cinco de Mayo Celebration, Outdoors

Richland Intramural Pizza Party, 12:30 pm, Gym

Richland World Beat Concert, 7:30 pm, F102

Friday 4

Saturday 5

The wisest men follow their own direction.
– Euripides

RICHLAND SERVICE LEARNING

Room M216, phone 972-238-6226, Monday - Thursday 9:00 a.m. - 8:00 p.m., Friday 9:00 a.m. - 4:00 p.m., Saturday 11:00 a.m. - 2:00 p.m., and Sunday 1:30 p.m. - 4:30 p.m. This schedule is adjusted between terms and during summer semesters to accommodate students' needs. web: www.rlc.dcccd.edu/tlc

Richland students have the opportunity to enhance their educational experience through service-learning in the community. Service learning programs involve students in an organized community service that develops their academic skills, sense of civic responsibility, and commitment to the community.

Recent studies have shown that community service learning helps students learn more effectively.

Service Learning Opportunities:

- Tutor at-risk youth
- Provide care for the terminally ill
- Visit a lonely elderly person
- Teach English to adults and children
- Assist in an ecological restoration project
- Teach at a public school
- Teach business skills to youth
- Deliver food and clothes to the homeless
- Work with a disabled adult or child
- Provide AIDS/HIV advocacy and prevention



J. Pollock

May 2012

Sunday 6

Monday 7

Tuesday 8

Free Massage, 9:00 am - 12:00 pm, Student Lounge

Wednesday 9

Free Massage, 9:00 am - 12:00 pm, Student Lounge

Thursday 10

Friday 11

Saturday 12

*"Wisdom outweighs any wealth."
- Sophocles*

RICHLAND ATHLETICS FITNESS CENTER, INTRAMURAL SPORTS

Room A206, phone: 972-238-6202, web: www.richlandcollege.edu/sports
Fitness Center Room G102, phone: 972-238-3735, Monday - Thursday 7:00 a.m. - 7:00 p.m.
Friday 7:00 a.m. - 6:00 p.m. web: www.rlc.dcccd.edu/pe/fitnessCenter.php
Fitness Center cost is \$20 per month, for community & non-P.E. students.

Athletics provide students with an opportunity to participate in team sports: Men's Baseball, Men's Basketball, Women's Volleyball, Men's and Women's Soccer. Teams compete with other Dallas County Community College colleges in the Metro Athletic Conference (MAC) and are affiliated with the National Junior College Athletic Association (NJCAA). Participants in National Junior College Athletic Association events must be high school graduates or hold an equivalent diploma. Athletes must also be currently enrolled in a minimum of 12 credit hours during the season of competition. Eligibility for a second season requires 24 credit hours completed with a GPA of 2.0 or better.

RICHLAND T-DUCKS NATIONAL CHAMPS

Our athletic programs at Richland College have enjoyed tremendous success both on a local and national level. Our Thunderduck teams have won numerous national championships. Men's Soccer leads the way with 5 titles, Baseball has 4 titles, Women's Soccer 3 titles and Men's Basketball 2 championship titles.

INTRAMURAL AND RECREATIONAL SPORTS

Contact John Stanson, JStanson@dcccd.edu, Room G136, 972-238-6266
web: www.richlandcollege.edu/intramurals.

The intramural sports program provides an opportunity for students to participate in a variety of individual, dual, and team sports. Through intramurals, you can make new acquaintances, have fun, and exercise. Previous experience and skills are not important.

THE THUNDERDUCK MASCOT

The Richland Thunderduck stands as a testament to Richland's philosophy of welcoming all who wish to continue their education at Richland College. Here at Richland you have the opportunity not only to excel physically and mentally, but more importantly, develop values goals so important for success in life.

Out of the American folklore have come some of the greatest mascots of all time. Mascots like "the eagles," "longhorns," "mustangs," and "bears" have inspired great teams on to surprising feats of endeavor. However, no greater exemplification of courage, dedication, fortitude or tenacity has ever been brandished than that of our noble Richland College Thunderduck.



May 2012

Sunday 13

Monday 14

Tuesday 15

Wednesday 16

Thursday 17

Friday 18

Saturday 19

*“It is better to know some of the
questions than all of the answers.”
– James Thurber*

**RICHLAND COLLEGIATE HIGH SCHOOL
MATHEMATICS, SCIENCE, AND ENGINEERING
VISUAL, PERFORMING, AND DIGITAL ARTS**

Room C179, phone 972-761-6888, Monday - Friday 8:00 a.m. - 4:30 p.m.
web: www.richlandcollege.edu/rchs

Richland Collegiate High School serves high school juniors and seniors each year through college level dual credit classes. Students enroll in college classes, earning high school credits toward graduation while also earning college credits. The high school is open to students from Dallas County and surrounding counties. As Richland College students, RCHS students have complete access to all the services offered to students at Richland and the DCCCD.

RCHS School Calendar 2011 - 2012

2011 Fall Semester

August 15, 2011	Students Report for First Day of Class
August 29	Fall Term College Classes Begin
September 5	High School Closed (Labor Day)
October 15	PSAT Testing
November 24-25	High School Closed (Thanksgiving)
December 12-15	Final Exam Period

Winter Break

December 16, 2011	
- January, 2, 2012	High School Closed

2012 Spring Semester

January 3, 2012	Students Report for First Day of Class
January 16	High School Closed (Martin Luther King Day)
January 17	Spring Term College Classes Begin
March 1	Weather Make-Up Day
March 2	No High School Classes
March 7	TAKS Test
March 12-16	No High School Classes (Spring Break)
April 6	High School Closed (Student Holiday)
April 25-27	TAKS Test
May 7-10	Final Exams
May 10	Graduation Ceremony
May 11	Weather Make-Up Day
May 14	May-Term Begins
May 28	High School Closed (Memorial Day Holiday)
June 1	May-Term Ends
June 6 - July 3	Summer I Classes
July 9- August 9	Summer II Classes

May 2012

Sunday 20

Monday 21

Tuesday 22

Wednesday 23

Thursday 24

Friday 25

Saturday 26

*“Be great in act, as you
have been in thought.”
– William Shakespeare*

CHILDREN ON THE RICHLAND COLLEGE CAMPUS

Richland College is committed to providing an educational environment that facilitates teaching and learning and community building for information about children go to web: www1.dcccd.edu/cat0708/ss/children.cfm?loc=8

Richland College and its employees cannot be responsible for the safety and welfare of children on campus. Arrangements should be made for off-campus childcare.

Children should not be brought to the campus in lieu of appropriate childcare. College facilities cannot accommodate the care of children while parents are working or attending classes.

Children should not be brought into classrooms, laboratories, the Test Center, the Learning Center, or Computer Labs because of disruption of instruction or study, exposure to material unsuitable for children and possible danger to children. Children on campus who are not registered in college-sponsored classes must be under the direct supervision of a parent or guardian at all times, and the parent or guardian is responsible for seeing that the children are mindful of others who are using college facilities.



J. Pollock

May 2012/June

Sunday 27

Monday 28

Memorial Day Holiday, No Classes

Tuesday 29

Wednesday 30

Thursday 31

Friday 1

Saturday 2

*“Normal is not something to aspire to, it’s something to get away from.”
– Jodie Foster*

**DIRECTORY OF
RICHLAND COLLEGE CLUBS**

CLUB/ORGANIZATION	CONTACT	PHONE 972/
ALAS	Luz Villegas	238-6874
	Michelle Navarro	761-6836
African American/Latino Success	Cedric Merrit	238-6921
African Student Union	Ofori Asante	761-6854
Arts Club	Ryder Richards	238-6339
Baptist Student Ministry	Delfina Bedarte	238-6909
Believers Love World	Tyrone Hollins	238-6276
Chess Club	Mae Hudson	238-6236
Clay Arts Club	Jennifer Rose	238-6837
Creating Peace & Justice Club	Randy Conine	238-6745
Delta Psi Omega	Jennifer Owen	238-6289
Educators of America	Eva Higgs Nixon	238-6356
Gay & Straight Alliance	Melanie Pruitt	mpruitt@dcccd.edu
Health Professions Club	Jackie Reynolds	238-6363
History Club	Ambronita Douzart	238-6990
Math Club	Polly Schulle	761-6882
Music Club	Derrick Logozzo	238-6254
Muslim Student Association	Liesl McQuillan	238-6140
Phi Theta Kappa	Jon Ewing	238-6929
Richland Anime Club	Debbie Smith	761-6833
Richland Bible Study	Amber Westmoreland	238-6889
Richland Capoeira	Nigel Boyd	415-5103
Richland College Cheerleaders Club	Bobbie Harrison	238-6130
Richland College Guitar Ensemble	Jan Ryberg	238-6140
Richland College Dance Theatre	Gina Sawyer	238-3775
Richland College Gaming Club	Edwin Ivy	238-6085
Richland College Hip Hop Dance Team	Janice Bell	238-6130
Richland College Philosophy Club	Luisa Forrest	761-6834
Richland College Select Choir	Michael Crawford	238-6284
Richland College Philosophy Club	Chad Hansen	527-5117
Richland College Police Explorers	Rebecca Willis	238-6174
Richland College Poetry Club	Artist Thornton	761-6789
Richland College Yoga Club	Neal Abramson	238-6367
Richland Connections	John Millemon	238-6927
Richland Photography Club	Robert Galindo	238-6138
T.E.M.M. Club	M.T. Hickman	238-6097

For the latest information about clubs go to the web: www.richlandcollege.edu/osl/clubs.php

June 2012

Sunday 3

Monday 4

Tuesday 5

Wednesday 6

First day of Summer I class

Thursday 7

Friday 8

Saturday 9

*“To love what you do and feel that it matters - how could anything be more fun?”
– Katharine Graham*

RICHLAND ENVIRONMENTAL SUSTAINABILITY GREENRichland

GREENRichland envisions a college community for which environmental sustainability is a way of life for staff and students, a benchmark for decision makers, an emphasis for educational programs, and a catalyst for collaborative global partnerships.

web: www.richlandcollege.edu/greenrichland

Richland is a member of the Association for the Advancement of Sustainability in Higher Education. Richland has a Thunderduck Wildlife Habitat located south of Thunderduck Hall.

RICHLAND RECYCLING PROGRAM

Richland recycles and has recycling areas in every building on campus.

Please recycle

- PLASTIC
- ALUMINUM
- NEWSPRINT
- MAGAZINES
- COPY PAPER
- CARD STOCK
- COLORED PAPER
- COMPUTER PAPER



The United States produces and uses 1/3 of the world's paper. Producing one ton of paper requires 2-3 times its weight in trees. A ton of recycled paper saves: 17 trees, 4,100 KWH of energy, 7,000 gallons of water, 3 cubic yards of landfill, 60 pounds of air pollution. Making paper from recycled content creates 74% less air pollution and 35% less water pollution. Complete the cycle please recycle this handbook.



J. Pollock

RICHLAND TXU TREE FARM

The four-acre Urban Tree Farm is located on the north west side of Richland. The Texas Trees Foundation provides trees to neighborhoods, churches, schools, non-profit organizations, and municipalities. The Trees For Texas program has planted more than 139,000 trees on boulevards, along highways, on school grounds and throughout cities and neighborhoods.

June 2012

Sunday 10

Monday 11

Tuesday 12

Wednesday 13

Thursday 14

Friday 15

Saturday 16

*"In all things of nature there is
something of the marvelous."
– Aristotle*

June 2012

Sunday 17

Monday 18

Tuesday 19

Wednesday 20

Summer Solstice

Thursday 21

Friday 22

Saturday 23

*“Wisdom is what's left after we've
run out of personal opinions.”
– Cullen Hightower*

June 2012

Sunday 24

Monday 25

Tuesday 26

Wednesday 27

Last day to withdraw with a "W"

Thursday 28

Friday 29

Saturday 29

*"You cannot be mad at somebody who
makes you laugh - it's as simple as that."
- Jay Leno*

July 2012

Sunday 1

Monday 2

Tuesday 3

Final Exams

Wednesday 4

Independence Holiday - no classes

Thursday 5

Friday 6

Saturday 7

*“To acquire knowledge, one must study;
but to acquire wisdom, one must observe.”
– Marilyn vos Savant*

July 2012

Sunday 8

Monday 9

First day of Summer II class

Tuesday 10

Wednesday 11

Thursday 12

Friday 13

Saturday 14

*"We laugh a lot. That's for sure. Sure
beats the alternative, doesn't it?"
– Betty White*

July 2012

Sunday 15

Monday 16

Tuesday 17

Wednesday 18

Thursday 19

Friday 20

Saturday 21

*"Time does not change us.
It just unfolds us."
– Max Frisch*

July 2012

Sunday 22

Monday 23

Tuesday 24

Wednesday 25

Thursday 26

Friday 27

Saturday 28

*"When you learn, teach.
When you get, give."
– Maya Angelou*

July 2012/August

Sunday 29

Monday 30

Tuesday 31

Wednesday 1

Thursday 2

Last day to withdraw with a "W"

Friday 3

Saturday 4

*"To err is human, but to really foul
things up requires a computer."
– Farmers' Almanac*

August 2012

Sunday 5

Monday 6

Tuesday 7

Wednesday 8

Thursday 9

Friday 10

Saturday 11

*“The foundation of every state
is the education of its youth.”
– Diogenes Laertius*

August 2012

Sunday 12

Monday 13

Tuesday 14

Wednesday 15

Thursday 16

Final Exams

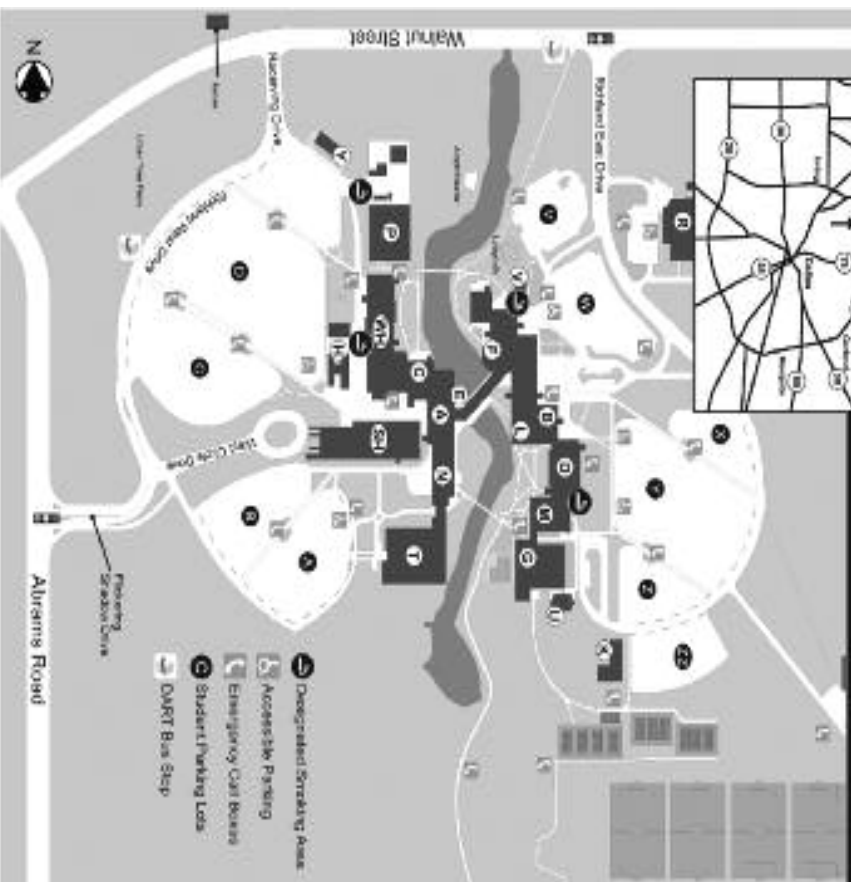
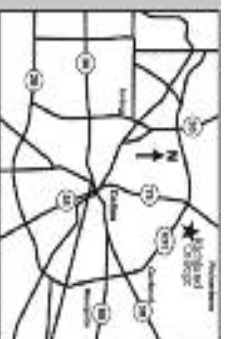
Friday 17

Saturday 18

*"Be kind, for everyone you meet
is fighting a hard battle."*

- Plato

Richland College Campus Map



All classrooms and offices are designated by the first letter or letters of the building name, followed by the room number.

- A** Alston; ACCESS; Adult Faculty Center; Administration; Distance Learning; Emergency Response Office
- B** Benham; Classroom; College Communications and Marketing Language Lab; Music; School of Engineering, Aviation and Technology; Web Center
- C** Cordero; Bronx Gallery; Classroom; Dual Credit; Evaluator of Functions; Exercise Office; Richland College High School (RCHS); Rising Star Program; School of Learning, Enrichment and Academic Development; ThinkSource Programs and Technology; Web Center
- D** DeLillo; Computer Labs
- E** El Paso; Director; Career Center; QuasiStaff Center; Office of Student Life; Richland Orientation; Student Lounge; Veterans Affairs; Working Wonders
- F** Farnetti; Aerial Theater; School of Humanities, Fine and Performing Arts; Performance Hall
- G** Gushalope; Insect Studies; Fitness Center; Epidemiology; Physical Education; Pool
- H** Honda; Inshore Services; Sweeney; Thunderwater; Organizational Learning Institute
- K** Klewa; Classroom
- L** Lerner; Ethnic Studies; Logo Vera; Bakery; Library; World Languages, Cultures and Documentation
- M** Medina; Learning Center; Classrooms; ESL Lab; Test Center
- N** Medina; Classrooms; Office of Planning and Research for Institutional Effectiveness
- P** Packer; College Public; Facilities Services; Information Technology Support Center
- R** Reddy Center; Telecommunications
- SH** Sable Hall; Bookstore; Office Shop; Conference Rooms; School of Humanities, Science and Health Professions; Science Labs
- T** Thurlow; Academic Advising; Career Assessment; Classrooms; Classroom Training Institute; Continuing Education; Disability Services; Financial Aid; Health Center; Multicultural Center; Multinodal Labs; Photography; Registration; Skills Training Center
- U** Uvalde; Classroom
- V** Venter; Classroom
- W** Winona Hall; American English and Culture Institute (AECI); Classrooms; Health Professions; Test Shop; Engineering Labs
- Y** Yogan; Classroom

Please be aware this map may change as we continue to renovate the Richland Campus.