

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
Career Pathways, C192E.....	972-238-6190
Cashier's Window, T140A.....	972/238-6108
College Connections, C168.....	972/238-6161
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
Counseling Services	972/238-3771
Disability Services, T120 (Voice/TTY).....	972/238-6180
Dual Credit, C192.....	972/761-6822
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, E082	972/238-3771
RCHS, C179	972/761-6888
Rising Star Program, C170-C172.....	972/238-6122

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
Telecourse Center, B217/218	972/238-6094
Test Center, M105	972/238-6160
Transcripts, T170R	972/238-6341
TRiO/Student Support Services, C220.....	972/238-6159
TRiO/Upward Bound, C220.....	972/238-3739
Veterans Affairs, E083	972/238-3778
Working Wonders/Gender Equity, E086	972/238-6259
World Languages, WH261.....	972/238-6943
ESOL Computer Lab, WH261	972/238-6901

SOME HELPFUL RICHLAND WEB SITES

Richland's Home Page: www.richlandcollege.edu

Richland's Facebook: www.facebook.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

Counseling Services: www.richlandcollege.edu/counseling

Class Schedules: www.richlandcollege.dcccd.edu/schedules

Continuing Education: www.richlandcollege.edu/ce

Distance Learning: www.richlandcollege.edu/dl

eConnect: <http://econnect.dcccd.edu>

Emeritus 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.kduxwebradio.blogspot.com

Library: www.richlandcollege.edu/library

Office of Student Life: www.richlandcollege.edu/osl

RCHS: 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

Veteran Affairs: www.richlandcollege.edu/va

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.**

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 Office of Student Life offers a wide variety of services and programs designed to complement and enhance your classroom learning experience. The Richland Office of Student Life is located in El Paso Hall, Room E040, phone: 972-238-6130, website: www.richlandcollege.edu/osl

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

Student I.D. Card

Monday, Thursday, Friday - 8:00 a.m. - 5:00 p.m.,

Tuesday, Wednesday - 8:00 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.

ADVISING CENTER

Thunderduck Hall T-180

Phone: 972-238-3767

Hours: Monday - Thursday, 8:00 a.m. - 7:00 p.m., Friday, 8:00 a.m.- 5:00 p.m.

NOTE: Students must be signed in 30 minutes prior to closing. Students with a GPA below a 2.0 must be signed in one hour prior to closing.

The mission of Richland College Academic Advising is to foster successful teaching and learning experiences. Academic advising engages students in developing academic pathways and educational plans for life-long learning.

Academic Advising: <http://www.richlandcollege.edu/advising>

Academic Advising Calendar: <http://www.richlandcollege.edu/advising/calendar.php>

Academic Advisors: <http://www.richlandcollege.edu/advisors/>

eConnect: <https://econnect.dcccd.edu>

Academic Calendar: https://www1.dcccd.edu/catalog/ss/academic_calendar.cfm

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/

Who must assess?

All students planning to enroll in college-level courses, who are not exempt, must assess with the TSI exam 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. TAKS scores are valid for 5 years from the date of testing.

NEW: The STAAR test is being phased in to replace the TAKS. To be exempt by the STAAR end-of-course (EOC) exam a student must achieve a minimum of Level 2 on English III and a minimum of Level 2 on the Algebra II STAAR end-of-course exam. The scores must be less than 5 years old from the date of testing.

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.

Other Exemptions:

- Associate or Bachelor's degree from a regionally accredited university or college.
- Military exemption (Certain restrictions may apply – see a VA advisor)

- 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. Testing will only be required for areas of math, reading or writing course work which have not been completed*).

Temporary waivers:

The following situation allows students to have a waiver from assessment:

- A student who is **enrolled in and following** course work for a certificate program with fewer than 42 semester credit hours will not need to assess as long as they are enrolled only in the courses for the certificate program. Course prerequisites must be met. It is important to speak with the TSI Coordinator, TSI Advisor or an Academic Advisor to be sure that requirements are being met.

RICHLAND ADMISSIONS AND STUDENT RECORDS

Thunderduck Hall T-170,

phone 972-238-6101,

Monday – Thursday 8:00 a.m. – 7:00 p.m. Friday 8:00a.m. – 5:00p.m.

www.richlandcollege.edu/admissions

Services

- Admit Students
- Determine student’s residency status
- Determine TSI eligibility
- Provide information on new-to-college orientation (OAR)
- Process meningitis documentation
- Caretaker of student records
- Process change of records
- Process all incoming and outgoing transcripts
- Process all credit grade changes
- Reinstate students when approved
- Process verifications for enrollment and degrees
- Houses graduation office
- Assists students with degree plans and requirements

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.

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.

CAREER SERVICES

El Paso Hall E-O90,

Phone: 972-238-6921

Monday – Friday from 8:00 a.m. – 5:00 p.m.

<http://www.richlandcollege.dcccd.edu/career>

The Career Services Center at Richland College serves as an on-going career and informational resource, providing assistance for current students, alumni, and the surrounding community.

The Career Center supports and empowers students as they make career decisions, develop job search strategies, and secure employment.

Available resources:

- Making Career Choices
- Career Counseling & Guidance
- Free career counseling available at your convenience (No appointments needed)

- Meet with a counselor to discuss any step of your career such as: Choosing a major, Career Direction, and Job search strategy.
- **NACELink** Job Bank System, Resume assistance, Interview assistance, Virtual Career Library

HEALTH CAREERS RESOURCE CENTER

Health Careers Resource Center, serving the DCCCD colleges, is an information clearinghouse, providing the nuts-and-bolts resources you'll need to choose your health career, from advisement through enrollment — with job placement services after you graduate.

Contact us at: www.dcccd.edu/hcrc, 701 Elm Street, 7th floor, Dallas, Texas 75202, 214-860-2286, hcrc@dcccd.edu.

RICHLAND BOOKSTORE

Room SH154, phone 972-231-7315 open Monday - Saturday, call for current hours

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

RICHLAND BUSINESS OFFICE

Room T140, phone 972-238-6326, Monday - Thursday 8:00 a.m. - 7:00 p.m Friday 8:00 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 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	Summer Semester	Refund
Prior to first day of semester	100%	Prior to the first class day	100%
Through the fifteenth class day	70%	During the first – fifth class day	70%
Sixteenth – twentieth class day	25%	During the sixth class day	25%
Twenty-first class day and thereafter	0	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 website.

RICHLAND COLLEGIATE HIGH SCHOOL

Room C179, phone 972-761-6888, Monday - Friday 8:00 a.m. – 5:00 p.m.

web: www.richlandcollege.edu/rchs

Richland Collegiate High School is a unique charter school designed to provide a "rigorous academic experience" for high school juniors and seniors. Students can complete their last two years of high school at Richland College by taking college courses and earning college credits. Potentially, these students can graduate with both their high school diploma and an associate degree, ready to transfer to a four-year university. As Richland College students, RCHS students have complete access to all the services offered to students at Richland and the DCCCD.

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
- World Languages/ ESL/ESOL Lab, Wichita Hall, Room WH261, 972-238-6901
- 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 CONTINUING EDUCATION

WORKFORCE DEVELOPMENT/HEALTH PROFESSIONS

Room T160, phone 972-238-6146, fax 972-238-6149, Monday - Thursday

8:00 a.m. - 7:00 p.m., Friday 8:00 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

RICHLAND COUNSELING SERVICES - Lakeside Resource Center

Room E082, phone 972-238-3771, Monday - Thursday 8:00 a.m. - 7:00 p.m.

Friday 8:00 a.m. – 5:00 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 can make community agency referrals, for such concerns as:

- Problems with anger, depression, anxiety, etc.
- Conflicted Life Choices • Death or Loss
- Drug and Alcohol Abuse • Diversity Issues
- Domestic Violence • Eating Disturbances
- Family and Relationship Issues • Stress
- Support Groups • Test Anxiety
- Agency referrals for Shelter, Food, and other Crisis situations

There are several ways to contact a personal counselor:

- Phone 972-238-3771, or Lakeside Resource Center 972 238- 3777.
- By email RLCCounseling@dcccd.edu or through our web site: www.rlc.dcccd.edu/counseling.
- In Person:
 1. Counseling Office in E082, the receptionist can make an appointment for you.
 2. On-Campus crisis situation you can also call Campus Police at 972-238-6911
 3. 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

THE RICHLAND COLLEGE CAMPUS ASSESSMENT, RESPONSE, AND EVALUATION (CARE) TEAM:

“If You See Something Say Something!”

The mission of the Richland College CARE Team is to:

- Connect students with appropriate campus services.
- Provide referrals to community resources as needed.
- Monitor the progress of referred students.
- Report concerns through an online website: <http://www.richlandcollege.edu/cares/referral.php>
- In emergency situations the Care Team refers students or college employees to the Behavioral Intervention Team (BIT) chaired by the Vice President of Student Development.

WHO SHOULD BE REFERRED

Anytime you are concerned about the safety of a student, faculty or staff member or the safety of the college campus, you may make a referral to the CARE Team. Students or staff members exhibiting these behaviors may be referred:

- § Alarming references to the use of guns, ammunition, bombs on campus or in the community
- § Outbursts of anger
- § Self-injury (cutting, bingeing, purging)
- § Signs of alcohol/drug abuse
- § Suicidal remarks or attempts
- § Threats made to other students or staff members or members of the community
- § Unusual or exaggerated emotional responses
- § Verbal or physical threats

RICHLAND DISABILITY SERVICES

Room T120, phone 972-238-6180 voice/TTY/VP, Monday - Thursday 8:00 a.m. - 6:00 p.m.

Friday 8:00 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, note-taking 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 • Totally accessible campus
- Small class size • Community referrals
- Inter-disciplinary instruction • Academic support services
- Individualized fitness evaluation

RICHLAND DISTANCE LEARNING

www.richlandcollege.edu/dl 972-761-6831

Richland College will be students' first-choice for quality Distance Learning education!

Richland College standards of quality and spirit of service guide the Distance Learning student on a path paved with quality courses, excellent faculty and appropriate resources.

Get Ready for DL – Get Started with DL – Tools for DL Success

<http://www.richlandcollege.edu/dl/resources.php>

Benefits: For Successful Distance Learning Students:

- **Academic Scheduling:** Arrange a number of courses without day/time conflicts
- **Personal Scheduling:** Study time accommodates work, family, community activities
- **Travel:** No need to travel to and from school each day. Save on gas and time.
- **Accessibility:** DL classes are welcoming and accessible to all learners

Strategies: For Successful Distance Learning Students:

- **Participate Regularly:** Build an online community with your instructor and students in class.
- **Utilize Available Resources:** Then find some more! The Richland College library has many online resources.
- **Set Regular Goals:** Break down your ultimate goal into small chunks. Create a backup plan.
- **Boast! Then Treat Yourself:** Tell others about your studies and utilize their encouragement. Plan personal rewards for achieving milestones on your academic journey.

WORK HARD – LEARN WELL – HAVE FUN!!!

Resources for Distance Learning students are provided through the Office of Technology Enhanced Learning; Greg A Gross Coordinator: TEL-RLC@dcccd.edu - 972-761-6831 www.richlandcollege.edu/tel

RICHLAND EDUCATIONAL TRANSITIONS

Room C150 - C196, phone 972-238-3784, Monday - Friday 8:00 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 to college support services, and, by promoting college and career awareness for potential students and their families, businesses, and the community at large. We invite you to check out our website for announcements about current workshops and activities related to attending college.

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/Career Pathways

Programs that provide high school students an opportunity to receive college credit call 972-761-6822, 972-761-6877, 972-238-6116, or 972-238-6190, 972-761-6721.

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 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 College.

RICHLAND FINANCIAL AID OFFICE

Room T130, phone 972-238-6188, fax 972-238-3761, Monday - Tuesday 8:00 a.m.

- 7:00 p.m., Wednesday - Thursday 8:00 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.

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.

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.

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 nontraditional occupations. For **women** these degrees include but are not limited to: [AAS Digital Forensic](#), [AAS Engineering Technology Manufacturing - AAS Engineering Technology](#), [AAS Integrated Circuit Layout](#) and several others (*please see our website for a list of qualifying degree plans*). For **men** these include: [AAS Office Technology-Executive Assistant](#), [AAS Travel, Exposition & Meeting Management](#), **Non-Credit: [Medical Assisting Certificate](#), [Institutional Pharmacy Technician Certificate](#).**

Services include: academic advising; textbook loans; transportation assistance (bus passes) and limited child care subsidy.

RICHLAND HEALTH SERVICES

Room T110, phone 972-238-6135, Monday - Thursday 8:00 a.m. - 7:00 p.m.

Friday 8:00 a.m. - 5:00 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.

<p>Services</p> <ul style="list-style-type: none"> • 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 	<p>Programs</p> <ul style="list-style-type: none"> • Free STD/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 <p>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.</p>
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THE RICHLAND LEARNING CENTER

Room M216, phone 972-238-6226, Monday - Thursday 8:00 a.m. - 8:00 p.m., Friday

9:00 a.m. - 5:00 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.

Updates can be found on the web at 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, provides instructional support for students enrolled in all levels of developmental math.

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 <http://www.richlandcollege.edu/library/> 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 ask for help at the periodicals/reserves desk.

RICHLAND MULTICULTURAL CENTER

Room T150, phone 972-238-6291, Monday - Thursday 8:00 a.m. - 7:00 p.m.

Friday 8:00 a.m. - 5:00 p.m., web: www.rlc.dcccd.edu/multicultural. You can drop by to see an academic advisor anytime the center is open. The Multicultural Center (MC) is an advising center dedicated to the academic success of students who were born outside the United States or whose native language is other than English. The MC provides academic and immigration advising.

MULTICULTURAL CENTER - services:

- Advise on academic and immigration issues
- Give test referrals for TEPL/COMPASS/ISEE and TSI assessments
- Offer assistance with academic advising, course selection, and registration services
- Advise on Richland's ESOL (credit) and ESL (non-credit) English programs
- Provide tutoring referrals
- Give new student orientations
- Advise international (F-1) students regarding the admission process
- Give referrals to attend the American English and Culture Institute (an intensive English program designed for international students)
- Offer immigration advisement regarding USCIS regulations

- Offer advisement regarding on-campus employment for F-1 students
- Provide information and referrals regarding foreign credential evaluation services and other resources evaluation services, Social Security, Department of Public Safety

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.

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 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

RICHLAND STUDENT SUPPORT SERVICES

Room C168, Monday - Friday 8:00 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

Room C170 & C172 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

RICHLAND TESTING CENTER

(Room M105, 972-238-6160)

Monday-Thursday 8:00 a.m. – 8:50 p.m. (Last test administered at 7:30 p.m.).

Friday 8:00 a.m. – 4:20 p.m. (Last test administered at 3:00 p.m.)

Saturday (Online Course testing only) 8:30 a.m. – 1:20 p.m. (Last test given 12:00 p.m.)

Photo I.D. is required for all Testing, no exceptions.

The Richland College Test Center provides comprehensive testing services for Richland College students, faculty, staff, and administration. The Richland College Test Center is a closed campus, meaning that it will only administer exams/tests to Richland College students and with exception to other DCCCD institutions and the CLEP.

Key Services:

- TSI testing on Monday, Wednesday and Friday – college placement test, referral form
- Instructional Testing due to extenuating circumstances (no full class testing). Mon. – Fri.
- ESOL: ESL-COMPASS and TEPL (Test of English Proficiency Level)
- DISTANCE LEARNING -CROSS CAMPUS and E-CAMPUS
- CLEP (College Level Examination Program)

All dates and times are subject to change. Please check the Test Center website for early closures, extended dates/times or campus closed dates.

RICHLAND TRiO - Student Support Services

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

Since 1993, the Richland College TRiO-Student Support Services (TRiO-SSS) Program has assisted eligible students in achieving their academic goals by offering a number of customized academic components designed to increase college retention and graduation rates.

Program Services Include:

- Individualized Academic Advising • College Transfer Assistance
- Tutoring Lab • Career Exploration & Planning
- Scholarships • Field Trips to Local Universities
- Financial Aid Counseling

Eligibility Criteria to Join:

- Must be a U.S. Citizen or Permanent Resident
- Must be enrolled at Richland College and must meet one or more of the following criteria:
 - First generation college student or,
 - Meet federal income guidelines or,
 - Be physically challenged or learning disabled

To Apply:

- TRiO-SSS applications are accepted throughout the academic year.
- Pick-up your application today from the TRiO-SSS office.

RICHLAND TRiO/UPWARD BOUND PROGRAM

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

Monday - Friday 8:00 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

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, displaced homemakers, and students seeking an AAS degree in meeting the challenges of re-entering the workforce.

******Please see our website for a list of qualifying degree plans.*

Working Wonders services may include:

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

VETERANS OFFICE

Veterans Office, Room E083, Phone 972-238-3778. If you are a veteran or eligible beneficiary, contact the Veterans Affairs Department to see if you are eligible for VA Education benefits. Our office works specifically with the GI Bill, VRAP, and Hazelwood Education Benefits. Tuition Assistance and Go ARMY sponsorships are processed through the Business Office. We also can assist with getting connected to other local resources and references for service members and their families.