Redlands Community College Mission Statement

The Mission of Redlands Community College is to prepare students for lifelong learning in a high technology, fast-paced environment. By investing in a technology infrastructure, professional development of employees, and a flexible curriculum, Redlands Community College will prepare students for the 21st Century.

Location

El Reno is located 25 miles west of downtown Oklahoma City on I-40. Take Exit 123 (Country Club Road) and go one-half mile north. The Redlands Community College campus is located on the west side of Country Club Road.

Governance

Redlands Community College is governed by the Oklahoma State Regents for Higher Education and the Redlands Community College Board of Regents.

Accreditation

Redlands currently holds the maximum ten year accreditation from the Higher Learning Commission of the North Central Association of Colleges and Schools:
Higher Learning Commission
30 North LaSalle Street, Suite 2400
Chicago, Illinois 60602-2504
(800) 621-7440

Statement of Non-Discrimination

Redlands Community College does not discriminate on the basis of race, color, national origin, sex, disability, age, religion, or status as a veteran, in any of its educational programs, activities, policies, practices, or procedures, including, but is not limited to, admissions, employment, eligibility for financial aid, and educational services, in accordance with Titles VI and VII of the Civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, the Age Discrimination Act of 1975, the Civil Rights Act of 1991, and other federal laws and regulations. The following person has been designated to handle inquiries regarding the College’s nondiscrimination policies and procedures for students, employees, and others:

Personnel Coordinator
Redlands Community College
1300 S. Country Club Road
El Reno, OK 73036-5304
(405) 422-1267
GREETINGS FROM THE PRESIDENT

It is stated that the first step to getting something done well is to do something. Clearly you have started or continued your post-secondary education by enrolling at Redlands Community College. We appreciate and plan to support your choice. This student handbook is designed to be a guide in orienting you to college and the specific services offered as part of the Redlands experience.

Redlands Community College is, as our information illustrates, far “more than the basics.” Through introductory activities such as RCC orientation, college services and activities are described. Please consider orientation as a measuring process and reference point for “fit analysis”; fit in terms of both your current and future career and life goals.

Redlands has a 50 plus year history of service and instruction, but the chemistry of which the college is changes with each student group that makes up our classes, clubs and programs. Your self-reflection and personal preferences relating to involvement are yours to choose as we realize the vast life, family and career responsibilities that our students bring to the college experience. Once you have evaluated RCC’s student opportunities and activities, join us beyond the classroom and participate according to your fit and self goals.

Redlands prides itself in offering you the many services that will enhance your academic and overall college experience. Thanks for choosing Redlands Community College and we look forward to your involvement.

Dr. Larry F. Devane

President
About Redlands Community College

Redlands Community College is located in El Reno, 25 miles west of Oklahoma City on I-40. El Reno is home to 16,000 residents who enjoy several parks, sporting facilities, and the “Main Street” downtown area. Crimson Creek Golf Course and Lake El Reno are located close to campus.

Redlands Community College has served the citizens of Canadian County since 1938. RCC’s mission is to prepare students for the future by providing a flexible curriculum, a supportive technology structure, and a professional faculty and staff. Admission and enrollment are year round. Our open door policy encourages first time and returning students to make RCC their educational choice.

RCC’s main campus encompasses 55 acres and includes seven buildings geared toward learning for the mind and body. The 150 acre Darlington Agriculture Education and Applied Research Center and the 310 acre Redlands Royse Ranch are located north of El Reno and house all agriculture and equine operations. In addition to modern classrooms and media services, RCC facilities include an Art Gallery, Culture Center, Conference Center, seven computer labs with advanced technology, the Darlington Agriculture Education and Research Center, the Equine Center, the Redlands Royse Ranch, Cougar Crossing Apartments, a Fitness Wellness Center, a swimming pool and sauna.

Redlands is one of few colleges that can boast of five USA Today “All American” students and one Goldwater Scholar in the past decade. RCC serves the needs of more than 5,000 urban and rural credit students each year, offering a variety of programs and semester plans. From art to zoology, there’s something for both degree seekers and lifelong learners.

High school students in more than 30 surrounding communities earn RCC college credit through concurrent and off-campus classes. Internships, co-op education and clinical nursing experiences offer practical hands-on learning throughout area industry and clinics. RCC also offers classes as part of the Downtown College Consortium in Oklahoma City.

Our athletic teams, a vital part of life at RCC, compete on the national level. A benefit for athletes, the campus and the community is Select Physical Therapy, a sports medicine clinic housed on campus.
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STUDENT LIFE

Services for Students

**Academic Advisement**
Advisors and counselors are available to help students with enrollment, program placement and study options.

**Academic Assessment and Assistance Center**
The Academic Assessment and Assistance Center is designed to assist students in gaining the maximum benefit of their educational endeavor. This is accomplished by utilizing academic assessment techniques, tutorial assistance, individualized/self-paced instruction, many workshops and curriculum support materials. The Center is located in the Learning Resources Center, Room 21-A.

**Bookstore**
The Bookstore, managed by Follett Higher Education Group, carries required textbooks and accompanying supplies. In addition, the Bookstore offers RCC clothing and gifts, class rings, and many other items.

The Bookstore is located in the west end of the Ray Porter Academic Complex and is open Monday and Thursday, 8:00 a.m.-6:00 p.m. and Tuesday, Wednesday, and Friday, 8:00 a.m.-5:00 p.m. Summer hours are Monday-Thursday, 8:00 a.m.-5:00 p.m. and Friday, 8:00 a.m.-2:00 p.m. The Bookstore also has extended back-to-school rush hours. Please check with the Bookstore for these hours.

Refunds are given during the first two weeks of class during regular semesters. A receipt is required. The book must be in the condition in which it was purchased. The Bookstore buys back books every day. Check prices and order textbooks on-line 24 hours a day at efollett.com. Major credit cards are accepted.

**Cafeteria**
Located in the Bass Student Center, the cafeteria offers fast-food service until 5pm each day.

**Career Services**
Career Services and Cooperative Work Experience offer a variety of services to enhance career planning and exploration processes.

Career Exploration is an opportunity for students to assess their work values, interests, and abilities, and to identify a course of academic study. Career Exploration is free to currently enrolled RCC students or as a credit course, Career Planning.
Cooperative Work Experience/Internships provide many values to the student’s chosen career. The practical, experiential learning is coordinated through the Career Services Office. Course elements include hands-on work experience, specific learning objectives, and participation in specialized, professional development seminars to build the skills employers are requesting. The integration of academic concepts with planned, supervised work experiences and internships assist students in developing greater self-awareness and validating career choices.

Job Referral services are available through the Career Services Office. Students may contact the Career Services Office for information regarding employment opportunities. Employers may contact the Career Services Office to post job announcements and schedule on-campus recruiting and interviews.

**Methods of Payment**

- All tuition and fees are due in full before classes begin. Charges to students who are receiving financial aid are due in full immediately following the disbursement of financial aid.
- Payments in full can be made at the Business Office with cash, check, money order or credit card.
- Monthly payments and payments in full can be made through the FACTS Tuition Management program. See the Business Office for details or visit the website at www.redlandscc.edu and look for the online tuition payment site.

  - Note - All tuition and fees must be paid in full at time of enrollment. Cash, check, credit card, financial aid award letter, or enrollment in FACTS Payment Plan are all acceptable methods of payment. Any balances not covered by amount stated in financial aid award letter will be due at time of enrollment and can be paid by cash, check, credit card, or enrollment in FACTS Payment Plan. (The FACTS plan requires an established checking or savings account.)

**Enrollment Fees and Tuition**

**Payment Late Fee Schedule**

- Payment before classes start - no penalty.
- A monthly late payment penalty will be assessed for unpaid tuition and fees after the official add/drop period ends.
- 1st late payment charge (immediately following end of add/drop period) - $3.00 per credit hour enrolled.
- 2nd late payment charge - an additional $3.00 per credit hour enrolled added to 1st late payment charges.
- 3rd late payment charge - an additional $3.00 per credit hour enrolled added to 1st and 2nd late payment charges.
- Students who receive financial aid will be required to pay any balance not covered by financial aid immediately after financial aid is dispersed in order to not be assessed the late payment penalties.
Students who enroll in the FACTS Tuition Payment program prior to classes starting will not be assessed a late payment penalty as long as the FACTS account remains in good standing. Terminating the account prior to completion of the payment plan may result in a late payment penalty being assessed in addition to the charges assessed by the FACTS Tuition Payment program.

Failure to pay all charges and penalties owed by the end of the current semester will result in a hold on future enrollment and transcript. Account may be turned over to an outside collection agency and a fee may be assessed for the collection process.

Refund of Audit Fees—Audit fees are not refunded

Financial Aid

Financial aid is money in the form of loans, grants and employment that is available to a student to help pay the cost of attending Redlands Community College. Financial aid comes from the federal government, which is the largest provider of aid, as well as state government, the school and a variety of other public and private sources.

If you think your educational expenses are more than you and your family can afford, you should apply for financial aid using the Free Application for Federal Student Aid (FAFSA). You will need to apply for financial aid every year by completing a FAFSA. The FAFSA includes all the information necessary to determine your eligibility and must be completed if you want to be considered for any of the federal programs sponsored by the U.S. Department of Education. The FAFSA is available in two formats: paper and electronic. If you complete a paper FAFSA, you will mail it directly to the application processor listed on the FAFSA. Or you can apply online at www.fafsa.ed.gov and list school code #003156 so that Redlands Community College will receive your processed information.

You should apply for financial aid (for the upcoming academic year beginning in August) as soon after January 1 as possible. Many financial aid programs have limited funding; therefore, early application is recommended. Application should be completed at least one month prior to the semester you are planning to attend. If you apply for funding late, you will receive your funding late.

Financial Aid Eligibility

To be considered for financial aid you must:

- be enrolled as a degree- or certificate-seeking student.
- be a U.S. citizen or a permanent citizen of the United States.
- have a valid social security number.
- register with Selective Service (if required).
- make satisfactory academic progress (successfully complete courses with grade of A, B, C, D or P at least 66% of the hours attempted each term with a cumulative GPA of 2.0 or above.)
- demonstrate an ability to benefit (see following).
The following are the different types of Financial Aid available at Redlands Community College:

GRANTS - funds that do not have to be paid back.

Grants offered at Redlands:
- Pell Grants - Federal Pell Grants are available only to undergraduates with no prior bachelor’s degree. The Office of Financial Aid determines eligibility and will notify the student when an award is made.
- Supplemental Educational Opportunity Grant (SEOG) - This grant is available only to undergraduates having the greatest financial need. Awarded on a first-come, first-served basis by the Office of Financial Aid until all federally allocated funds are awarded.
- Oklahoma Tuition Aid Grant (OTAG) - OTAG is available to Oklahoma residents. Awards are made by the Oklahoma State Regents based on the information provided on the FAFSA. Recipients will receive an award notification from the Oklahoma Tuition Aid Grant Program. Early application, prior to April 15th is requested. For more information, please call the OTAG program directly at 405-234-4356.
- Oklahoma's Promise (OHLAP) – This program provides tuition funding for students that meet the following requirements:
  - The student must be a resident of the State of Oklahoma.
  - The student must be enrolled in the 8th, 9th, or 10th grade.
  - The income of the student’s parent(s) from taxable sources for the most recently completed federal tax year must not exceed $50,000.

LOANS - borrowed money that has to be paid back over a period of time, after the student ceases to be less than a halftime student.

Loans offered at Redlands:
- **Subsidized Stafford Loan** - (Formerly Guaranteed Student Loan) Federal Stafford Loan funds are borrowed from a lending institution (e.g., a bank or credit union). Eligibility for this low interest loan is based on financial need. Students must be enrolled at least halftime to receive a loan. The borrower should check with the organization that holds the loan for the interest rate. Repayment begins six months after enrollment drops below half time. The federal government pays the interest on this subsidized loan while the student is in school or in deferment.
- **Unsubsidized Stafford Loan** - (Formerly Supplemental or SLS) A non-need based Stafford Loan is unsubsidized, which means the student is responsible for the interest while she/he is in school or in deferment. Students must be enrolled at least halftime to receive a loan. Unsubsidized Stafford Loans accrue interest within 30 days of borrowing. Check with the lender for repayment terms.
• **Parent Loan for Undergraduate Students (PLUS)** - Parents of dependent students enrolled at least halftime may apply for the Federal PLUS loan. These loans have a variable interest rate. Repayment usually begins 60 days after the loan is disbursed; however, prospective borrowers should consult a lender for specific deferment and repayment information because different options are available.

Any grant, loan or scholarship money (minus any bookstore charges and tuition) will be applied to your Business Office account (disbursed) after the two-week add/drop period in the fall and spring semesters has concluded. Refunds are typically available at the Business Office around the 6th week of the term. The first disbursement for summer will be after the one-week add/drop period. No money will be disbursed prior to the first day of class for the semester.

**COLLEGE WORK-STUDY** - money that a student must earn by working at a part-time job on campus. Funds to pay the major portion of the student’s work-study earnings come from the Federal Work-Study Program.

- This part-time work program provides employment opportunities on campus.
- Financial aid eligibility is required and the Redlands Community College Financial Aid Office will contact eligible applicants.

**Ability to Benefit (ATB)**
Federal regulations state that a student must demonstrate an ability to benefit from college before receiving aid. Students, therefore, must demonstrate one of the following ATB requirements:

1. High school transcript showing graduation, or
2. General Education Development (GED) certificate, or
3. COMPASS test with a minimum score of 25 on Pre-Algebra/Numerical, 62 on Reading, and 32 on Writing, all completed in one test session, or
4. College transcript with 60 or more transfer hours.

**Return of Title IV Aid (formerly called Refund/Repayment)**
The Federal Government has set guidelines concerning students who receive Title IV Aid and completely withdraw from school or stop attending courses. Any student making a complete withdrawal or that stops attending their classes who received a Federal Pell Grant, SEOG, Subsidized Stafford Loan, Unsubsidized Stafford Loan or a Parent (PLUS) Loan, will be required to pay back money to the school immediately if they drop out or stop attending courses before 60% of the semester has been finished. After the calculations are figured, the Redlands Community College Financial Aid Office will notify any student that might owe money back to the Federal Government. Your Financial Aid Satisfactory Academic Progress status will also be evaluated at the end of the semester and you will be notified accordingly.
Where Can I Get More Information?
Contact the Financial Aid Office at Redlands Community College at (405) 422-1442 or 422-1438, or visit our office in the Student Services area on campus.

Graduation Checks
During the first semester of the sophomore year, students should schedule an appointment with the Registrar for a degree check.

Information Commons
Hours: Monday – Friday 8:00 a.m. to 10:00 p.m.; Saturday 8:00 a.m. to 5:00 p.m.; and Sunday 1:00 – 5:00 p.m. (Hours may vary).

The Information Commons houses PC-based computers for student use. Students may conduct research, work on projects and papers or access the Internet. Students using computers on any Redlands campus must comply with the Network Acceptable Use Policy and Procedures on pages [33-35] of this handbook.”

International Student Advisor
An advisor is assigned to admit and counsel international students. Information regarding international admission is located on the RCC website: www.redlandscc.edu/prospectivestudents/inter_students.htm

Learning Resources Center
Hours Monday-Thursday 8:00 a.m.-8:00 p.m.; Friday 8:00 a.m.-5:00 p.m.; Saturday 10:00 a.m.-2:00 p.m. (Changes in hours posted in advance)

The A.R. Harrison Learning Resources Center (LRC) is an integral part of the educational program of RCC and is located at the north end of the Multimedia Lifelong Learning Center. The LRC is open daily for group and individual study, research, telecourse viewing, and leisure reading. It provides appropriate resources required for class assignments, personal enrichment, and information needs, including books, periodicals, audiovisual materials and electronic databases. Access to books in the LRC is provided through the online catalog (http://rcclrc.redlandscc.edu/); books not held locally are available through interlibrary loan and the OK-Share program. Reserve materials, Internet access, and word processing are also available for student and community use in the LRC.

Medical Emergencies
Accidents on campus requiring emergency assistance should be reported to Security.

Parking
Ample parking is provided for students on campus. The campus map on the inside back cover of this handbook shows approved student parking areas. Failure to prominently display a parking decal and park in approved areas may result in a warning and/or fine.
Security
Campus security is available during normal business hours, after hours, and on weekends.
If it is a life threatening situation, call 911 immediately. If you are using a campus office
phone, call 9-911. Tell them what you need and where you are. For security assistance,
call 422-6200 at any time. Tell them what you need and where you are.

Student ID Cards
All students must obtain a student identification card. The student ID card will be used
to print in the computer labs and for making copies on the campus copy machines. The
identification card must be used when cashing personal checks or picking up any funds
being released at the college Business Office. Your ID may also be used for free admission
to athletic events, fitness for life center and the natatorium. The student ID card is
available in the RCC Physical Plant building as part of the enrollment procedure.

Veterans’ Assistance
A veterans’ coordinator is available to assist students with V.A. eligibility.

Activities/Organizations
All student activities are coordinated through the Student Activities Office located in
the gymnasium. The official student activities calendar is also maintained in the Student
Services Center. All requests for official college-sponsored events must be submitted
in writing to the Student Activities Director at least one week (seven days) prior to the
event. The request must be signed by the sponsor and the president of the organization.

ACES
Adult Continuing Education Support provides a forum for adult students.

Aggie Club
The main objective of the Aggie Club is to promote western heritage through activities involving competition and participation in agriculture-related events.

Art Club
The purpose of the Art Club is to promote a higher interest and knowledge of the fine arts.

Athletics
A member of the National Junior College Athletic Association, Redlands Community
College supports teams in men’s baseball and basketball, and women’s basketball,
volleyball, and golf. The mascot is the Cougar. The gymnasium complex includes a
basketball court, an indoor swimming pool, a racquetball court, a weight room, and a sauna. The baseball field and indoor baseball facility are located southwest of the gymnasium complex. The Fitness Wellness Center is also available through Super
Circuit enrollment or the Fitness for Life program.
**Baptist Collegiate Ministries**
The Baptist Collegiate Ministries is an organization which provides opportunities for Christian nurture, fellowship and service. Membership is open to students of all faiths.

**Black Culture Organization**
The Black Culture Organization promotes Black culture, cultivation and fellowship among RCC students.

**College Republicans**
College Republicans promotes the principles and ideals of the Republican Party process. Activities are designed to help shape and mold those basic ideals with participation in the process; to inform students of republican beliefs on issues; and to encourage participation in the political process on the college campus.

**Criminal Justice Club**
The Criminal Justice Club is dedicated to professionalism in the area of criminal justice and public safety.

**Environmental Club**
The Environmental Club’s purpose is to inform and involve members, the college and community in environmental awareness.

**Fellowship of Christian Athletes**
FCA provides opportunities of Christian fellowship and study for student athletes and coaches.

**Fencing Club**
The Fencing Club encourages physical fitness through the sport of fencing.

**Honors Program**
The Honors Program at RCC is selected course work which offers academically talented students stimulating class experiences and interaction with other exceptional students. This program promotes academic excellence and the diverse course work challenges Honors students to achieve their full potential while fostering their talents and exceptional abilities.

**Intramural Sports & Activities**
Various intramural sports and activities are planned throughout the year. Team sports such as volleyball, sand volleyball and basketball as well as individual sports and activities are offered periodically. To participate, students may sign up in the Intramural Office located in the gymnasium or watch campus bulletin boards for information.
Outdoor Adventure Club
The Outdoor Adventure Club is intended to educate students in outdoor survival and adventure recreation skills. This organization will also allow students to experience outdoor sports and activities such as camping, rock climbing, water skiing, snow skiing and ropes courses.

Phi Theta Kappa
Phi Theta Kappa is the only national honor society for American two-year colleges. Membership in Phi Theta Kappa is conferred on those students who have “established academic excellence as judged by the college faculty.” The purpose of Phi Theta Kappa is the promotion of scholarship, the development of leadership and service, and the cultivation of fellowship among students of two-year colleges in the United States. PTK members are responsible for helping the chapter meet its commitment as a service organization to RCC, the community and the national Phi Theta Kappa organization.

Photography Club
The Photography Club strives to inspire people to enjoy taking and viewing photographs.

Students in Free Enterprise (SIFE)
SIFE is a non-profit organization that provides students with the tools to learn the free enterprise situation in a real-world situation. The student organization is a partnership between business and higher education that is preparing the next generation of entrepreneurs and business leaders to create a better world for everyone. SIFE concentrates on five areas: entrepreneurship, market economics, success skills, financial literacy, and business ethics.

Student Nursing Association
The RCC Nursing Student Association is designed to advance the professionalism of nursing students by giving them the chance not only to meet each other and their instructors in a non-structured setting, but also to meet students from around the state at state convention. Both Category I and Category II nursing students may join the group which combines professional development with instructional and community service.

Student Senate
The Student Senate provides an avenue of communication between the student body, faculty and the administration. It is a form of government which allows students to express their views and interests while encouraging school spirit and unity among all students.

Young Democrats
The Young Democrats meet to stimulate in students an active interest in governmental affairs; and to perpetuate the ideals and principles of the Democrat Party.
Recreational Opportunities

Fitness for Life
Full-time students may participate free of charge in the Fitness for Life program, a noncredit community service which provides access during specified time periods to the college indoor swimming pool, the fitness wellness center, the racquetball court, the walking area in the gym, and the dry and steam saunas. Anyone living in the RCC service area may purchase individual or family passes for this program from the Athletic Office by calling 262-2552, ext. 2553.

Fitness Wellness Center
Fitness workout equipment, treadmills and stationary bicycles are available. RCC students may use the Fitness Wellness Center during specified times with a valid student ID. Times vary each semester. For current information call 422-1418.

Gymnasium
The gymnasium may be used for walking and stretching exercises from 6 to 9 a.m. and from 12 to 1 p.m., Monday through Friday.

Natatorium
The RCC Natatorium features a six-lane, 42-feet wide, 75-feet long, 152,000-gallon swimming pool. RCC students may use the pool during specified times with a valid student ID. Times vary each semester. For current information call 262-2552, ext. 2553.

Racquetball
RCC students may use the racquetball courts with a valid student ID. Hours are: 6 a.m. to 8 p.m., Monday through Friday and 8 a.m. to 12 p.m. on Saturday.

Saunas
RCC students may use the dry and steam saunas with a valid student ID. Hours are: 6 a.m. to 8 p.m., Monday through Friday and 8 a.m. to 12 p.m. on Saturday.
ADMISSIONS

Admissions Office
The Admissions Office, located in the RCC Student Services Center, is open Monday - Friday from 8 a.m. until 5 p.m. The mailing address is 1300 S. Country Club Road, El Reno, OK 73036-5304, and the phone number is (405) 422-1417.

All changes of enrollment must be initiated in the Student Services Center. The addition of classes is usually permitted only during the first two weeks of a sixteen-week semester and during the first week of an eight-week term or full summer term. Exact dates of the change of enrollment period are listed in the class schedule.

Admission Procedures
Admission to Redlands Community College takes place year-round. RCC maintains an open enrollment policy which encourages high school graduates and GED students to continue their education with us. If you do not have a high school diploma or the GED equivalent, you may be admitted to the college by taking the Assessment test.

To be admitted to RCC you must:
- Complete an application.
- Provide transcripts of high school credits or GED test results and transcripts from previously attended colleges, or take the ASSET test.
- File your ACT scores. The ACT Code of RCC is 3398. ACT test results are not used as criteria for admission, but are used for guidance in advisement and placement purposes.
- Students with previous college experience may, in some instances, be required to participate in the ACT Program. Students enrolling in continuing education and community services courses may be temporarily exempted from ACT participation with permission from the Vice President of Student Services.
- Provide proof of immunization or completed exemption form.

RCC does not require the presentation of a physical examination report signed by a physician for admission. However, documentation of a student’s medical history may be required by some departments. Additional requirements, testing and/or interviews may be required for admission to certain specialized programs.

The Admissions Office must check all enrollment materials and must verify the student’s eligibility for classes. This must be completed before the student’s enrollment forms are submitted. All tuition and fees are due at the time of enrollment. Unless the initiation of a drop is made prior to the end of the drop/add period, the student is responsible for costs according to the fee schedule. Students not satisfying all admission requirements may be granted provisional admission for a period not to exceed one semester.
Classification of Students

**Freshman**
0-30 hours earned

**Sophomore**
31 or more hours earned

**Full-Time Student**
A student enrolled in 12 credit hours or more during a regular semester or six credit hours or more during a summer session.

**Less than Full-Time Student**
For financial aid purposes, a student enrolled in at least nine credit hours during a regular semester or five credit hours during a summer session, is considered a three-quarter time student. A student enrolled in at least six credit hours during a regular semester or three credit hours during a summer session is considered a one-half time student.

**Special Student**
A student enrolled for credit but with no degree objective. Such students usually take only special interest courses.

Placement
Although students do not have to achieve a specific score on the ACT to gain admission to RCC, a student must submit ACT or SAT scores. These scores are used in academic guidance and advising. Specific levels of performance on the ACT are prescribed for a student to enroll in courses which fulfill the math and English requirements for many RCC degree programs.

**English Composition I & College Algebra**
To enroll in College Algebra, Contemporary Mathematics and English Composition I, a student must have achieved a score of 19 on the math and English subtests of the ACT. If a student’s score is below a 19 in any subtest, then he/she will be advised to take either the ASSET or the COMPASS placement tests. Based on these assessment scores, a student may be advised to take one or more developmental (0-level) math, English or reading courses. The specific assessment scores will identify the set of developmental courses (if any) which should be completed as prerequisites for College Algebra, Contemporary Mathematics or English Composition I.

**Developmental Courses**
While the completion of any prescribed developmental course(s) is required for students to take both College Algebra and English Composition I, these courses are not applied to fulfill degree requirements. Developmental courses do not count in the graduation/retention GPA, but grades received for 0-level courses are counted in the current term statistics. Students may receive financial aid for these courses.
Refunds and Withdrawals
A student may add or drop a class during the first two weeks of a 16-week semester (fall and spring) and the first week of an eight week or full summer term. Full charges apply for added classes and the student will receive full credit on their bill for any hours dropped during the add/drop period.

With an advisor’s signature, a student may withdraw from any class through Friday of week 14 for 16 week classes, or Friday of week six for eight-week classes. Students will receive a grade of “W” for any classes from which they have withdrawn. No refund will be given for withdrawal made after the add/drop period.

If students fail to drop any classes after the add/drop period, they will still be responsible for tuition and fees as billed. For the rules regarding Title IV recipients, please refer to the full refund policy in the RCC catalog or obtain a copy of the policy from the Business Office.

Fees Applicable Only For Current Semester
Fees are applicable only for the current semester. If a student withdraws and is entitled to a refund, the amount of the refund cannot be carried forward as a credit to a subsequent session.
ACADEMIC INFORMATION

Fall Semester Calendar

Classwork Begins – 8:00 am ................................................................. August 18, 2008
Last Day to Add/Drop 1st 8-Week Classes ........................................... August 22, 2008
Last Day to Add/Drop 16-Week Classes ............................................... August 29, 2008
Labor Day (Campus Closed) ............................................................... September 1, 2008
Last Day to Withdraw from 1st 8-Week Classes .................................... September 26, 2008
First 8-Week Classes End ................................................................. October 10, 2008
Second 8-Week Classes Begin ............................................................. October 13, 2008
Fall Break (Wednesday night classes meet) (Campus Closed) .......... October 16-17, 2008
Last Day to Add/Drop 2nd 8-Week Classes ......................................... October 21, 2008
Last Day to Withdraw from 2nd 8-Week Classes ............................... November 7, 2008
Last Day to Withdraw from 16-Week Classes .................................... November 7, 2008
Last Day to Withdraw from ANY Fall Semester
Nursing Classes .................................................................................. See Nursing Academic Calendar
Thanksgiving Break (Tuesday night classes meet) (Campus Closed) Nov. 26-28, 2008
Semester Ends .................................................................................... December 12, 2008
Winter Holiday Break (Campus Closed) ............................................. Dec. 17 - Jan.5, 2009

Spring 2009 Semester Calendar

Class Work Begins 8:00 a.m. ................................................................. January 12, 2009
Holiday – Martin Luther King Day (Campus OPEN – No Classes) .......... January 19, 2009
Last day to Add/Drop 8-Week Course ................................................ January 20, 2009
Last Day to Add/Drop 16-Week Classes ............................................ January 26, 2009
Last Day to Withdraw from 1st 8-Week classes .................................. February 20, 2009
1st 8-Weeks End ................................................................................ March 6, 2009
Spring Break (No Classes) ................................................................. March 16-20, 2009
Spring Break (Campus Closed) ............................................................ March 19-20, 2009
Holiday – Good Friday (Campus Closed) ............................................ April 10, 2009
2nd 8-Weeks Begin ........................................................................... March 24, 2009
Last Day to Add/Drop 2nd 8-Week Course ......................................... March 28, 2009
Last Day to Withdraw from 2nd 8-Week & 16 Week Classes .............. April 18, 2009
Semester Ends .................................................................................... May 08, 2009
Commencement ................................................................................ May 08, 2009
Holiday – Memorial Day (Campus Closed) ........................................ May 25, 2009
Academic Load
A student is considered full-time when enrolled in 12 or more credit hours during a 16-week semester. However, a student who plans to complete a degree program in two years should remember that degree requirements vary, and the minimum number of credit hours for degree completion is 64. No student will be permitted to enroll in more than 18 credit hours per semester or 12 credit hours per session without permission of the Vice President of Instruction. Students may be required to limit their course load to less than 18 hours per term if placement test scores indicate that such limitation is desirable. Such students may also be required to take selected courses.

Students who are employed or who plan to seek employment are cautioned to consider carefully the amount of college work they attempt in relation to the number of hours they are employed each week. A student who overloads with employment or student activities may encounter academic difficulty.

Academic Programs
Redlands Community College offers four academic awards: the Associate in Arts degree, the Associate in Science degree, the Associate in Applied Science degree and the Certificate of Completion. Please consult the current college catalog for a listing of specific degrees and requirements for each.

• The Associate in Arts degree provides students with a general education background and allows them to take specialized courses within their major and minor fields prior to transferring to a four-year institution.
• The Associate in Science degree provides students with a general education background and allows them to take specialized courses within their major and minor fields prior to transferring to a four-year institution.
• The Associate in Applied Science degree is a two-year program which gives students a minimum general education background and a specialization in a selected technical program.
• The Certificate of Completion may be a one, two or three semester program with concentration within a prescribed field of study. The objectives of these programs may be to prepare the student for immediate job entry, to help the student upgrade skills within an existing job, to aid in the preparation for a change in careers, or to provide opportunities for personal satisfaction.

Attendance
Students are expected to regularly attend all classes in which they are enrolled. A student may be administratively withdrawn from a class with a grade of AW if prolonged absences prevent completion of the course work and the student fails to respond to student services contacts.

Absence does not excuse the student from his/her obligation to do all the work required in the course. Students receiving scholarships or governmental agency benefits must adhere to policies stipulated by the specific agency. The student must assume responsibility for consulting his/her instructor about make-up opportunities. Make-up work, however, will be left to the instructor’s discretion.
Appeal of Grades
A student who believes a final grade is inaccurate may appeal the grade through the following procedure. A grade appeal must be initiated in the semester (fall or spring) following that in which the grade was received.

A. Students wishing to appeal a grade must first discuss the grade with the instructor who assigned it.

B. If a student desires further action, a written summation of the grade appeal should be submitted to the appropriate Division Director. After the written appeal is received, a meeting will be scheduled within one week by the Division Director. The student, the instructor, and the Division Director will be present in the meeting. Within 24 hours after the meeting, the Division Director will arrive at a decision and will submit this decision in writing to the instructor and to the student.

C. If the student or the instructor desires to appeal further, he or she should appeal to the Appeals Committee. Within one week after receiving the decision from the Division Director, the written appeal must be submitted to the Vice President of Student Services who will, in turn, notify the Appeals Committee. The Committee will meet within one week after the Vice President of Instruction receives the written appeal.

D. The Appeals Committee, chaired by the Chairperson of the Standing Institutional Committee on Academic Affairs and Curriculum, will consist of one (1) faculty member appointed by the President of the College, one (1) faculty member appointed by the President of the Faculty Association, one (1) counselor appointed by the Vice President of Instruction, one (1) faculty member appointed by the Division Director involved in Step B, and one (1) student appointed by the President of the Student Senate. At this point the student and/or the instructor may designate and identify one (1) other person to be present and participate in the Hearing. The name and official capacity of this person must be stated in the written appeal sent to the Vice President of Instruction. The student, the instructor, and the Division Director will also be present.

The Appeals Committee will reach its decision by secret ballot reflecting a simple majority. The student and the instructor shall be notified in writing within 24 hours. The action of the Appeals Committee is binding. The student or instructor may appeal the decision to the Board of Regents of the College through the President of Redlands Community College.

Credit by Examination
In accordance with recent trends toward the recognition of nontraditional learning experiences, RCC offers students the opportunity to earn a maximum of 32 credit hours of credit by examination. RCC has four programs of credit by examination - Advanced Standing, the College Level Examination Program (CLEP), DANTES Program and Advanced Placement Program. The following general rules must be observed:
No credit will be posted until 12 credit hours of regular academic work are completed at RCC.
Acceptable performance will be recorded with a “P” on the transcript with a notation signifying how credit was earned.
Credit may not be earned in a course when a course of more advanced standing has been completed.
No tuition charges are assessed for credit by examination, although students must pay a testing fee.
Extra Institutional Credit—see your academic advisor for additional information. A transcript posting fee of $8 per credit hour is applicable.

Contact the North Lab, LRC 21-A, for registration information.

Advanced Standing
- Test participants must be regularly enrolled at RCC.
- Forms for initiating the Advanced Standing Exam procedure may be obtained in the Academic Assessment and Assistance Center, LRC 21A, and should be returned to that office, together with a receipt for payment of fees, when completed.
- A fee per credit hour will be charged for administration of each Advanced Standing Exam.

College Level Examination Program (CLEP)
Registration forms for the College Level Examination Program (CLEP) exams are located in the North Lab, LRC 21-A. Credit will be granted in a designated course if students achieve the score of 50 or above on a CLEP test. For those courses requiring an essay component, a passing score is required on the essay as well as on the objective portion. Contact the North Lab for more information on specific score requirements, as well as test fees.

Financial Obligations
Grade reports are issued, upon request, to each student at the end of the semester. Before grades and transcripts are released all financial obligations to the college must be satisfied.

Grading System
The following types of grading entries with respective definitions will be used for institutional transcript notations:
Grades Used in the Calculation of Grade Point Average (GPA):

<table>
<thead>
<tr>
<th>Grade</th>
<th>Note</th>
<th>Grade Point Per Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>Average</td>
<td>2</td>
</tr>
<tr>
<td>D</td>
<td>Below Average</td>
<td>1</td>
</tr>
<tr>
<td>F</td>
<td>Failure</td>
<td>0</td>
</tr>
</tbody>
</table>

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Other Symbols:

I—An incomplete grade may be used at the instructor’s discretion to indicate additional work is necessary to complete a course. It is not a substitute for an “F,” and no student may be failing a course at the time an “I” grade is awarded. To receive an “I” grade, the student should have satisfactorily completed 70% of the required course work for the semester. The time limit to satisfy the “I” will be at the discretion of the instructor and will not exceed one calendar year.

AU—Audit status is available for any person eligible for regular enrollment with the consent of the Registrar. Audit status is used for the student not interested in obtaining a course grade, but who is enrolled simply to get course information. The deadline to change an enrollment status from audit to credit will be the eighth week of a 16-week semester or the fourth week of an eight-week term. Students wishing to change to an audit after the deadline must have the instructor’s permission.

W—The grade of “W” shall begin after the 10th day of classes in the regular session and the fifth day of classes in the summer term and shall not exceed 12 weeks of a 16-week semester or, in general, not exceed three-fourths of the duration of any term. (These are maximum limits. The State Regents encourage institutions to establish shorter limits.) For any drop or withdrawal accepted after this deadline, a “W” will be assigned; the “W” grade is GPA neutral. The final day to withdraw from school or classes will be Friday of week 14 for 16 week classes, or Friday of week six for eight-week classes.

AW—Administrative withdrawal may be assigned by the Vice President of Instruction to indicate a student has been “involuntarily” withdrawn by the institution during the designated semester for disciplinary or financial reasons, or inadequate attendance. Administrative withdrawals are GPA neutral.

P/F—An institution may elect to use Pass-Fail as an option for students in specified courses. The Pass grade indicates hours earned but does not contribute to the GPA. The Fail grade is an “F” and is calculated into the GPA.

N—An “N” grade may be used by an institution to indicate that the semester grade was not submitted by the instructor by the appropriate deadline. The “N” grade must be replaced by the appropriate letter grade prior to the end of the subsequent semester. The “N” grade is GPA neutral.
Grading Scale
Grade Definition Grade per points semester hour
A* Excellent ......................................................... 4
B* Good ............................................................. 3
C* Average .......................................................... 2
D* Passing ............................................................ 1
F* Failure ........................................................... 0
I Incomplete .......................................................... 0
I/F* Incomplete (Not Removed) ................................. 0
W Withdrawal/Passing ............................................. 0
P Satisfactory Completion ....................................... 0
AU Audit-No Credit ................................................ 0
AW Administrative Withdrawal/ Non-Attendance ....... 0
N Not Graded ........................................................ 0
*Used in calculating GPA

Graduation Requirements
For graduation with an associate degree from RCC, a student must have completed at least 60 credit hours with a retention/graduating GPA of 2.0. While a student may earn a GPA of 2.0, which includes one or more grades of “D,” grades below “C” may not fulfill graduation requirements in some programs. For the associate degree, a student must complete the last 15 hours in residency at RCC.

Honors & Awards

Honor Rolls
A President’s Honor Roll, published at the close of each regular term, includes the names of students who have completed 12 or more hours and have a GPA of not less than 3.8 with no grade less than a “B” (excluding 0-level courses). A Vice President’s Honor Roll is published similarly and includes the names of students who have completed 12 or more hours and have a GPA between 3.50 and 3.79 with no grade less than “C” (excluding 0-level courses).

Commencement Honors
Students who have completed at least 64 credit hours prior to commencement are eligible for consideration for the following honors:
• Summa Cum Laude: (3.75 - 4.0 overall GPA)
• Magna Cum Laude: (3.50 - 3.74 overall GPA)
• Cum Laude: (3.25 - 3.49 overall GPA)

President’s Award
The graduating sophomore completing all degree work by the end of the spring semester of graduation, completing all course work in residence at RCC, and having the highest overall GPA, will be recognized as the recipient of the President’s Award. This award will be awarded only one time to an individual. If a student has received
the award while earning a first degree, the President’s Award cannot be awarded to
the same student earning a second degree.

Military Service Evaluation
Veterans with a minimum of six months active military service may receive the following
credits by submitting a copy of their separation papers (DD Form 214) to the Admissions
Office:

PE Activity 3 credits
Personal Health 2 credits

Veterans interested in receiving college credit for military training must submit comple-
tion certificates. DANTES evaluation forms or other proof of completion must be submitt-
ted to the Admissions Office. Evaluation of these documents follow recommendations of
the Guide of the Evaluation of Educational Experiences in the Armed Services published
by the American Council on Education.

Copies of discharge and/or official services records must be submitted to the Admissions
Office if credit is desired. Credit for military service will be granted only for equivalent
courses offered at RCC after the student has enrolled in residency at the college. A maxi-
mum of 32 credit hours may be granted for military training, CLEP exams and advanced
standing credit.

Repeated Courses
A student may repeat a course and have only the second grade earned (even if it is lower
than the first grade) count in the calculation of the GPA, up to a maximum of 4 courses
or 18 credit hours, but not to exceed 18 credit hours, in courses in which the original
grade earned was a “D” or “F.” The first attempt shall be recorded on the transcript with
the earned grade. The repeated course grade will be listed in the semester earned. The
EXPLANATION OF GRADES section of the transcript will note only the second grade
earned is used in the calculation of the retention and graduation GPAs. If a student repeats
an individual course more than once, all grades earned, with the exception of the first, are
used to calculate the retention and graduation GPAs. Students repeating courses above the
first 12 hours of “Ds” or “Fs” repeated may do so with the original grades and repeated
grades averaged.

Retention of Students
The following standards determine the retention of students at RCC:

Retention GPA
  • 0-30 credit hours attempted—1.70
  • Greater than 30 credit hours attempted—2.00

Any student not maintaining satisfactory progress as indicated above will be placed on
academic probation for one semester, at the end of which time the student must have met
the minimum standard required to continue as a student. A student not meeting the stan-
dard will be placed on academic suspension.
Exception: A student who achieves a GPA of 2.00 or above in the last semester in which he or she was enrolled will be considered to be making satisfactory progress regardless of his or her Retention GPA. Under these circumstances, the student will remain on probation until the above Retention GPA is achieved.

A student on academic suspension from RCC may be readmitted after the lapse of one full semester (not including summer). The student may be readmitted on probation. If suspended a second time, the student will not be readmitted to RCC without attending another accredited school and acquiring a 2.00 GPA or by making a written appeal to the Academic Appeals Committee.

Transcripts
The Registrar’s Office will send student transcripts, upon the student’s request, to any college or agency named. A charge of $5 will be made for each official transcript.

Recent legislation requires the confidential nature of student records be preserved. Transcripts of college work will be released only if the student has signed a written statement requesting the information be released. For further information, see the Student Privacy Rights section.

Transferring General Education Courses
Students who have completed the Associate of Arts degree at RCC may transfer into a Bachelor of Arts or a Bachelor of Science degree program at any senior institution of the Oklahoma state system and be assured of completing the program in sequential fashion. Senior institutions may, with the approval of the State Regents, require the transferring students to complete additional general education work for the degree. However, such additional work shall be programmed as a part of the upper division requirements of the senior institution in order that any student shall be able to complete a baccalaureate program in a number of credit hours equal to the total specified for graduation as published in the receiving institution’s official catalog.

Redlands Community College may accept, modify, or reject military training credit depending upon the evaluation.

Documents submitted by the student to the Admissions Office become a part of the student’s official records and will be retained by the college.

Conduct Code
Students attending RCC are expected to conduct themselves in a manner appropriate to an educational institution of higher learning, and to pursue course work in an honest and ethical manner. Plagiarism is the use of ideas, facts, opinions, illustrative material, data, direct or indirect wording of another scholar and/or writer—professional or student—without giving proper credit. Expulsion, suspension, or any lesser penalty may be imposed for plagiarism. Inappropriate student conduct which adversely affects any
RCC student, faculty member, employee or other member of the college community may subject the student to disciplinary action.

The violation of any local, state or federal law on the RCC campus or in a vehicle owned by RCC may subject a student to disciplinary action. Violation of any official policy of the RCC Board of Regents may also subject a student to disciplinary action. Other grounds for student disciplinary action include:

**Grounds for Student Disciplinary Action**

- disturbing the public peace
- violence toward any person or property
- disrupting the function of the college
- interfering with faculty or staff in the performance of their duties
- gambling
- consumption or possession of alcoholic beverages or illegal narcotics in any form on campus or at any activity sponsored by or for a student organization
- falsifying or causing the falsification of any official college record
- use, possession or distribution of firearms, ammunition, blanks, firecrackers or explosives on campus
- illegal carrying of a concealed weapon on campus
- participation in or encouragement of any action on campus which endangers the health, education or welfare of any other person (including “hazing”)
- violation of any applicable college rule or regulation
- the publication of anonymous or unauthorized publications on campus is prohibited. Authorization for distribution of publications on campus must be obtained from the RCC President or the Vice President of Student Services prior to distribution.

**STUDENT RIGHTS & RESPONSIBILITIES**

The following traffic and parking regulations apply to any person operating a motor vehicle on campus:

**Traffic and Parking Regulations**

- all vehicles must have a current RCC parking decal on display
- parking is allowed only in designated areas
- no parking or driving is allowed on grass areas
- students shall not park in areas marked handicapped parking or loading and unloading zone without a special permit.
- traffic flow directions published by the physical plant director must be followed
- the speed limit in driveways on campus is 15 miles per hour
- the speed limit in parking areas on campus is 10 miles per hour

Fines may be assessed for violation of RCC traffic and parking regulations. Vehicles found in violation of the parking regulations may be immobilized. Such immobilized
vehicle will be released only upon payment of a $5 fine for each violation. Repeated violations of traffic or parking regulations may lead to denial of the offender’s right to bring a motor vehicle on campus.

In order to provide a safe and healthy working and learning environment, the use and consumption of alcohol, illegal drugs and tobacco in any form is prohibited in all buildings and vehicles of RCC.

**Disciplinary Procedures**

Student misconduct should be reported to the office of the Vice President of Student Services. The Vice President of Student Services will investigate the reported misconduct, review the same with the student and take the appropriate disciplinary action.

A student who believes the disciplinary action is unfair may file an appeal with the Committee on Student Conduct by submitting a written appeal to the Vice President of Student Services within 24 hours after the initial decision of the Vice President of Student Services.

The Committee on Student Conduct shall be comprised of:

- one administrator selected by the RCC President
- two faculty members selected by the Faculty Association President
- two students selected by the Vice President of Student Services

If the disciplinary action is suspension or expulsion, the Committee on Student Conduct must allow the student to appear before the committee to present the appeal. Otherwise, the committee may choose to simply review documentation submitted by the student and the Vice President of Student Services.

The Committee on Student Conduct may uphold, reverse or modify the decision of the Vice President of Student Services. The decision of the Committee on Student Conduct shall be the final institutional decision on the disciplinary action.

**Penalties**

**Reprimand:** A reprimand may be oral or written and shall not become part of a student’s permanent record. The reprimand will be noted by the Vice President of Student Services.

**Conduct Probation:** A student placed on conduct probation shall be given written notice of the same and a copy of the notice will be placed in the student’s personal folder. Following satisfactory completion of the probation, the notice of probation may be removed from the student’s personal folder, if requested. Misconduct by a student on a conduct probation will result in further disciplinary action based upon both incidents of misconduct.
Immediate Suspension: A student may be suspended any time there is danger of immediate harm to any member of the RCC community or RCC property. Any RCC administrator may suspend a student under such circumstances. The suspension shall be effective immediately and may be subsequently appealed to the Committee on Student Conduct.

Suspension: A student may be suspended for misconduct for a definite period of time, not less than the remainder of the semester in which the suspension is imposed. Such a suspension will be recorded on the back of the student’s transcript. The student may apply for readmission following expiration of the suspension period.

Expulsion: A student who has been expelled for misconduct will normally not be allowed to apply for readmission. The expulsion for misconduct will be included in the student’s permanent record in the Admissions Office.

DRUG-FREE SCHOOLS AND COMMUNITIES ACT

Statement of Policy
The basic intent of the Drug-Free Policy is to insure that Redlands Community College will maintain a drug-free environment.

Compliance
Redlands Community College will comply in spirit, as well as in fact, to the Drug-Free Schools and Communities Act Amendments of 1989.

Policies to Prevent Abuse
Redlands Community College recognizes its responsibility as an educational and public service institution to promote a healthy and productive environment. This responsibility demands an implementation of programs and services which facilitate that effort. The College is committed to a program to prevent the abuse of alcohol and the illegal use of drugs and alcohol by its students and employees. The College program includes this policy which prohibits illegal use of drugs and alcohol in the workplace, on College property, or as part of any College-sponsored activities. In order to meet these responsibilities, College policy:

1. Requires all students and employees to abide by the terms of this policy as a condition of initial and continued enrollment/employment.
2. Recognizes that the illegal use of drugs and alcohol is in direct violation of local, state, and federal laws as well as policy, which strictly prohibits the illegal use, possession, manufacture, dispensing, and/or distribution of alcohol, drugs, or controlled substances in the workplace, on its premises, or as a part of any College-sponsored activities.
3. Considers a violation of this policy to be a major offense which can result in satisfactory participation in a drug or alcohol rehabilitation program, referral for criminal prosecution, and/or immediate disciplinary action up to
and including termination from employment and suspension or expulsion from the College. A criminal conviction is not required for sanctions to be imposed upon an employee or student for violations of this policy.

4. Recognizes that violations of applicable local, state, and federal laws may subject an incarceration, imprisonment, and/or community service requirements. Convictions become a part of an individual’s criminal record and may prohibit certain career and professional opportunities. A current listing of applicable local, state, and federal sanctions may be obtained through the Student Services Center.

5. Requires an employee to notify his or her supervisor in writing of a criminal conviction for drug- or alcohol-related offenses occurring in the workplace no later than five calendar days following the conviction.

6. Provides access, through referral, to counseling services for counseling and training programs which inform students and employees about the dangers of drug and alcohol abuse. Voluntary participation in or referral to these services is strictly confidential.

7. Forbids an employee from performing sensitive safety functions while a prohibited drug is in his or her system.

8. Mandates drug testing of sensitive safety employees prior to employment, when there is reasonable cause, after an accident, and before returning to duty after refusing to take a drug test or after not passing a drug test. (Sensitive safety employees are defined in CFR Volume 32, Part 280 and CFR Volume 49 Part 653. This legislation is available for review in the Student Services Center).

9. Provides for annual distribution of this policy to all staff, faculty, and students.

**Health Risks**

Health risks generally associated with alcohol and drug abuse can result in, but are not limited to, a lowered immune system, damage to critical nerve cells, physical dependency, lung damage, heart problems, liver disease, physical and mental depression, increased infection, irreversible memory loss, personality changes, and thought disorders.

The Student Services Center and the Business Office staff are responsible for disseminating information to students and employees about the dangers of drug and alcohol abuse and availability of counseling and rehabilitation programs. The appropriate vice president is responsible for notifying federal funding agencies within ten (10) calendar days whenever an employee is convicted of a drug-related crime which occurred in the workplace. This policy is based on the Drug Free Workplace Act of 1988, (P.L. 100-690, Title V, Subtitle D) and the Drug Free Schools and Communities Act Amendments of 1989 (P.L. 101-226).
GRIEVANCES

Statement of Policy
A student of Redlands Community College who feels that he or she has been treated unfairly by an administrator, faculty member, instructor, or other staff member may raise the issue through a grievance, provided there is no other College procedure which is available to address the issue. Issues addressed in other procedures, such as grade appeals, appeals of disciplinary action, complaints of discrimination, and complaints of sexual harassment must be pursued in accordance with those procedures.

Informal Resolution
The student must seek informal resolution of the matter before filing a formal grievance. The student shall first raise the issue with the individual whose action is grieved. If the grievance is not resolved, the student shall raise the issue with that individual’s immediate supervisor. The individual whose action is grieved shall be given the opportunity to respond to and participate in the informal resolution process. Absent resolution at this level, the student may then seek formal resolution of the grievance.

Formal Resolution
Before filing a formal grievance, a student must first seek informal resolution of the grievance. If an informal solution is not reached, a student may file a formal grievance by following the procedures published in the Procedures section of the Policies and Procedures Manual, as outlined in the Statement of Procedure below.

Formal Resolution Procedures
A formal grievance must be filed within twenty (20) business days from the event or action which is grieved. Failure to first seek an informal resolution, or failure to file the formal grievance within this twenty (20) business day period, will constitute a waiver of any right to pursue the grievance.

The grievance must be submitted, in written form, to the individual whose action is grieved and to that individual’s immediate supervisor. The individual whose action is grieved shall be given the opportunity to submit a written response to the grievance.

If the grievance is not resolved at this level, the student may submit the grievance to the individual at the next level of administration above the immediate supervisor. Absent resolution, the student may submit the grievance to the individual at each succeeding level of the administration, proceeding up the organizational flow chart, to the Vice President or Administrator who has administrative authority over the individual whose action is grieved.

At each level of the formal grievance process, the grievance must be submitted in writing; the individual whose action is grieved, shall be given the opportunity to
respond; and written notice of the decision shall be given to the student and to the individual whose action is grieved within ten (10) business days after submission of the response to the grievance. The decision of the Vice President or Administrator shall be the final institutional decision on all formal student grievances.

Network Acceptable Use Policy

Statement of Policy
Redlands Community College has made significant investments in computer and communications technology to promote and support the exchange of information in furtherance of the mission and goals of the College. Use of these resources must be consistent with the mission, goals, and policies of the College and must be in compliance with applicable law.

Applicability of Policy
This policy applies to all use of the College computer network, equipment, and software (collectively, the “College Network”) for any purpose.

Authorized Users
The authorized users of the College Network are those persons who are members of the College community or who have specific authorization to use the College Network. For purposes of this policy, the students, employees and staff of Redlands Community College are considered to be the members of the college community.

Disclaimer of Liability
Redlands Community College is not responsible for, and shall not be held liable for, the actions of users of the College Network, or for damages caused or suffered by such users. Further, Redlands Community College is not responsible for, and shall not be held liable for, any loss of data, for delays, non-deliveries, mis-deliveries, or for service interruptions. Redlands Community College is not responsible for the accuracy or quality of information obtained through use of the College Network.

Suspension and Revocation of Privileges
Access to and use of the College Network is a privilege. Inappropriate or unauthorized use will be grounds for suspension or revocation of network access and use privileges. Any use or attempted use of the College Network which is in violation of any applicable College policies or procedures will be grounds for suspension or revocation of network access and use privileges.

Standards and Conditions of Use
Use of the College Network must be in compliance with all applicable College policies and procedures. The standards and conditions of use are specified in the Procedures section of the Policies and Procedures Manual.
Network Acceptable Use Procedures

1. Suspension and Revocation of Privileges:
An authorized user’s privilege of accessing and using the College Network (as defined in Policy 507.2) may be suspended or revoked by the Vice President of Contracted, Continuing and Online Education or his/her designee.

2. Grounds for Suspension or Revocation of Privileges:
A. Inappropriate or unauthorized use or attempted use of the Network;
B. Use or attempted use which is in violation of any applicable College policy or procedure, including the Standards and Conditions of Use in Procedure 507:6:1.
C. Loss of status as an authorized user (as defined in Policy 507.3) for any reason.

3. Procedure:
Any time that the Vice President for Academic Affairs has reason to believe that grounds for suspension or revocation of a user’s privileges exist, the Vice President for Academic Affairs is authorized to suspend the user’s privileges, without prior notice. Any such suspension will be followed by notice of the suspension to the user and by a determination of whether the user’s privileges should be revoked. If access and use privileges are revoked, the affected user will be notified. If reinstatement of privileges is possible, the affected user will be notified of the conditions and requirements for reinstatement.

4. Standards and Conditions of Use:
The following standards and conditions of use are applicable to all users of the College Network (“the Network”), as defined in the Acceptable Use of College Network Policy 507.
A. The Network shall not be used in violation of any College policy or procedure, any city, state or federal law, or any contractual obligation of the College.
B. Use of the Network must be in compliance with the standards of the Oklahoma Higher Education OneNet Network. [http://www.onenet.net/client/services/client/services.htm ]
C. Use of the Network to disrupt the function of the Network or other network(s) is prohibited. Distribution of viruses or other programs that would disrupt, damage, or destroy computer software, data and/or equipment is prohibited.
D. Use of the Network for commercial purposes is prohibited. Solicitations that are not related to the College’s mission and goals are not allowed.
E. Software shall not be installed on, copied or downloaded from the Network without the express written consent of the Vice President of Contracted, Continuing and Online Education.
F. Hardware shall not be connected to the Network without the express written consent of the Vice President of Contracted, Continuing and Online Education.
G. Attempting to obtain or obtaining unauthorized access to another user’s computer or data through use of the Network is prohibited.
H. Users shall comply with all applicable copyright laws.
I. Personal files and data shall not be saved or stored on the Network.
J. Users shall not allow the display on Network computer screens of images, sounds, or messages that could create an atmosphere of discomfort, harassment or intolerance to others in the vicinity.
K. Users shall not use the Network to engage in any conduct that is calculated to harass or to cause embarrassment, shame, or intimidation.
L. Users shall not misuse or damage any component of the Network or take action calculated to cause any such damage.
M. Unauthorized use or attempted unauthorized use of the Network is considered misuse of the Network and is grounds for suspension and/or revocation of a user’s access and use privileges.
N. Academic and research activities shall be given priority in the event of a conflict over use of the College computer lab resources. The priorities for use of the College computer lab resources are:
First: Redlands Community College students, organizations and groups that have reserved exclusive use of the lab;
Second: Redlands Community College students who are enrolled in classes that require the use of specific programs that are on the computers in the College computer lab (e.g., CAI, Basic College Reading/Writing);
Third: Redlands Community College students and faculty who wish to access data processing, indexing, or textual information from the Network or the Internet.
Fourth: Persons who are not students or staff of Redlands Community College but have reserved use of the computer lab to access data processing, indexing, or textual information from the Network or the Internet.
O. Users shall not rely upon Redlands Community College staff who monitor or supervise the computer lab to provide training in computer or Internet usage.
P. A fee of Ten Cents ($.10) per page will be charged for material that is printed on the College’s computer lab printers.
Q. Users who are disruptive will be asked to leave the computer lab and, if necessary, will be removed by security personnel.
R. Users whose conduct is in violation of any standard or condition of use contained in this procedure will be asked to leave the computer lab immediately and, if necessary, will be removed by security personnel.
S. Users are strongly discouraged from bringing children under twelve (12) years of age into the computer lab and person under the age of sixteen (16) must be accompanied by an adult while in the computer lab. Children are not authorized users of the College Network. If a child is disruptive in the computer lab, the child and the adult accompanying the child will be asked to leave and, if necessary, will be removed by security personnel.

Technology Assistance
Please contact the RCC Technology Helpdesk at helpdesk@redlandscc.edu or 405-422-1288 for help with access issues in regards to:
- IETV
- myRCC portal
- Online courses
- Telecourses
- RCConnect
- Student e-mail

The Helpdesk hours are: Monday – Friday 7:30 a.m. – 10:30 p.m.; Saturday 8:00 a.m. – 5:00 p.m. and Sunday 1:00 – 5:00 p.m.
NOTIFICATION OF RIGHTS UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights are:

1. The right to inspect and review the student’s education records within 45 days of the day the College receives a request for access.

Students should submit to the registrar, vice president, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student’s education records that the student believes are inaccurate or misleading.

Students may ask the College to amend a record that they believe is inaccurate or misleading. They should write the College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student’s education records except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is defined as a person employed by the College in an administrative, supervisory, academic, or support staff position; a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Regents; or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
Upon request, the College discloses educational records without consent to officials of another school in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW.
Washington, D.C. 20202-4605

RELEASE OF STUDENT INFORMATION & ACCESS TO STUDENT RECORDS

Public Law 93.380 (also known as the Buckley Amendment, also known as the Family Educational Rights and Privacy Act of 1974 as amended) has reference to the release of student information. The law permits the release of directory information unless the student requests this information not be released.

Directory information as defined by RCC includes: the student’s name, major, classification, address, telephone number, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, enrollment status (full-time/part-time), degrees and awards received, photograph, and the name of the institution attended immediately prior to admission to RCC.

Students wishing to withhold directory information for any semester must notify the Registrar’s Office in writing prior to the first day of that semester.

Supervision of Children

Individuals too young to be admitted to RCC are required to be under the supervision of a responsible adult at all times while on campus. Students are not allowed to bring children to class or to any of the instructional laboratories.

The security officer on duty should be notified if unattended children are observed or if poorly supervised children interfere with the educational process. Adult students who are responsible for disruptive children may be subject to disciplinary procedures.

Athletic Game Schedules

Athletic schedules are available at www.redlandscce.edu
SEXUAL HARASSMENT

Statement of Policy
Redlands Community College expressly prohibits sexual harassment of members of the College community, including students, employees, and visitors. Sexual harassment will not be tolerated or condoned. Those who engage in sexual harassment may be subject to sanctions imposed by the College as well as to civil and criminal penalties. The College is committed to providing an environment that is free from sexual harassment and to providing appropriate means of addressing complaints regarding sexual harassment.

Definition and Examples
For purposes of this procedure and the related policy, the term “sexual harassment” means unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

A. Submission to such conduct is either explicitly or implicitly made a term or condition of an individual’s employment or academic standing; or
B. Submission to or rejection of such conduct by an individual is used as the basis for an employment or academic decision affecting such individual; or
C. Such conduct has the purpose or effect of unreasonably interfering with an individual’s work or academic performance; or
D. Such conduct, either by intent or by effect, creates an intimidating, hostile, or offensive academic or work environment.

Examples of such prohibited conduct include persistent, unwelcome flirtation, advances, and/or propositions of a sexual nature; continued or repeated verbal abuse of a sexual nature; repeated insults, humor, jokes and/or anecdotes that belittle or demean the sexuality or the sex of an individual or a group; repeated, unwelcome comments of a sexual nature about a person’s body or clothing; displays of sexually suggestive or sexually explicit objects or pictures; unnecessary physical contact such as patting, pinching, hugging, or repeated brushing against the body; sexual assault; actions or suggestions indicating that benefits will be gained or lost based upon a person’s response to sexual advances.

Complaints
Any person who feels that he or she has been the subject of sexual harassment through the conduct of any College student, employee, or visitor may file a complaint. Such a complaint must be filed within twenty (20) business days of the incident which is the basis of the complaint. If the complaint is based upon a series of incidents or course of conduct over a period of time, the complaint must be filed within twenty (20) business days of the latest occurrence.

A complaint against a student alleged to have engaged in sexually harassing conduct should be submitted in writing to the Vice President for Student Services and Institutional Advancement. Such a complaint will be subject to the student Disciplinary Procedures which are applicable to all violations of the Student Conduct Code and the student Disciplinary Procedures which are contained in this Student Handbook.
A complaint against a College employee alleged to have engaged in sexually harassing conduct should be submitted in writing to the College’s Compliance Officer. However, the College reserves the right to deal administratively with sexual harassment issues whenever becoming aware of their existence. Upon receipt of a written complaint, the College’s Compliance Officer is empowered to conduct or initiate an adequate, reliable, and impartial investigation of the charge. The College’s Compliance Officer will make a determination as to whether sexual harassment occurred, and, if so, the appropriate disciplinary action to be imposed. If termination, suspension, or demotion of the employee is determined to be appropriate, the College policies and procedures for Employee Termination, Suspension, and Demotion, Employee Due Process, and Evidentiary Hearings will apply. Other employee disciplinary action may be imposed by the College’s Compliance Officer. An employee who feels that the disciplinary action was unfair may pursue the matter in accordance with the Employee Grievances policy (417).

A complaint against a College visitor alleged to have engaged in sexually harassing conduct should be submitted in writing to the College’s Compliance Officer. The College’s Compliance Officer will conduct or initiate an adequate, reliable, and impartial investigation of the charge. If a determination that sexual harassment did occur, the College’s Compliance Officer will recommend appropriate action to the College President. The College President will determine what action is appropriate in response to such complaints against visitors.

**Compliance Officer**
The Compliance Officer is the Personnel Coordinator.
To contact the College’s Compliance Officer:

Personnel Coordinator  
Redlands Community College  
1300 South Country Club Road  
El Reno, OK  73036-5304  
(405) 422-1267

**Investigation of Complaints**
Investigations will be conducted in such a manner as to ensure that an adequate, reliable, and impartial investigation is done to include the opportunity to present witnesses and other evidence. Investigation of complaints of sexual harassment generally will include interviewing and obtaining written statements from the complainant, the accused, and any witnesses or other persons with information relevant to the complaint. Any and all pertinent evidence may be gathered and considered. The evidence as a whole, the totality of the circumstances and the context in which the alleged incident(s) occurred, will be considered by the investigator. The investigation will be completed within fifteen (15) business days of receipt of the complaint, unless extenuating or mitigating circumstances exist.
Upon a clear showing that immediate harm to the complainant or the accused may occur in the course of performance of either party’s regular duties or responsibilities, the College’s Compliance Officer and the proper Vice President or President of the College may suspend or reassign those duties or responsibilities, pending resolution of the complaint.

Resolution of Complaints
After a complaint of sexual harassment has been investigated, it may be resolved by agreement of the complainant and the accused. Absent such an agreement, the person charged with responsibility for investigating the complaint will proceed in accordance with the provisions of this procedure.

Right to Appeal
Any party has the right to appeal the determination in writing within twenty (20) business days of the date of the determination to his/her Division Vice President by requesting a hearing according to the provisions of Procedure 416. If no appeal is filed within the twenty (20) business day period, the case is considered closed.

Anti-Retaliation
The College will not tolerate retaliation in any form against a person who files a grievance in accordance with the above policies and procedures. In addition, the College will take all necessary steps to ensure that no recurrence of any harassment or discrimination takes place and will take steps to correct its discriminatory effects on the complainant and others, if appropriate.
1. Natatorium (Pool)
2. Gymnasium
3. Baptist Collegiate Ministries
4. Culture Center
5. Physical Plant Building
6. Learning Resources Center
7. Ray Porter Academic Complex
8. Cole Occupational/Technical Building
9. Bass Student Center
10. Larry F. Devane Multimedia Lifelong Learning Center
11. Conference Center
12. Gemini Center
13. Baseball Indoor Hitting Facility
14. Fitness for Life Wellness Center
15. Arts & Science Building
16. Cougar Crossing (Student Housing)
Telephone Numbers for your information:

AAA Center (assessment, tutoring, testing) .......................... 262-2552, ext. 2609

Admissions ................................................................. 422-1417

Alternative & Off-Campus Education ................................. 422-1274

AIMS Program ......................................................... 422-1434

Athletics ................................................................. 262-2552, ext. 2553

Bookstore .................................................................... 422-1270

Business Office .......................................................... 422-6209

Community Service ..................................................... 422-1464

Cooperative Education .................................................. 422-1406

Darlington Education and Applied Research Center .............. 422-1423

Emergency on campus (security) .................................... 422-6200

Equine Center ............................................................ 262-5838

Events/Use of Facilities ................................................. 422-1281

Financial Aid .............................................................. 422-6250

Fitness for Life (to enroll) ............................................... 422-1418

Food Service ............................................................... 422-1281

Foundation & Alumni .................................................... 422-1490
GOALS Program .................................................. 262-2552, ext. 2625
Health & Sciences Division ............................................. 422-1289
Select Physical Therapy ................................................ 422-1291
Helpdesk ................................................................. 422-1288
Learning Resources Center .......................................... 422-1254
Liberal Studies & Management Sciences Division .......... 422-1289
Natatorium ............................................................... 262-2552, ext. 2550
Nursing ................................................................. 422-1417
Physical Plant ........................................................... 422-1400
President ................................................................. 422-1258
Public Information ...................................................... 422-1490
Registrar & Records .................................................. 262-2552, ext. 2338
Student Activities ...................................................... 422-1417
Student Services ....................................................... 442-1417
Upward Bound Program ............................................. 422-1250
Vice President for Academic Affairs ......................... 422-1282
Vice President Workforce & Economic Development ...... 422-1256
Weight Room (Fitness For Life) ................................. 262-2552, ext. 2666
All information supplied in this publication is accurate at the time of printing; however, changes may occur and will supersede information in this publication. This publication is printed and issued by Redlands Community College. A total of 250 copies were printed at a cost of $310.00. Redlands Community College does not discriminate on the basis of race, color, national origin, sex, disability, age, religion, or status as a veteran, in any of its educational programs, activities, policies, practices, or procedures, including, but is not limited to, admissions, employment, eligibility for financial aid, and educational services, in accordance with Titles VI and VII of the Civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, the Age Discrimination Act of 1975, the Civil Rights Act of 1991, and other federal laws and regulations. The following person has been designated to handle inquiries regarding the College’s nondiscrimination policies and procedures for students, employees, and others:

Personnel Coordinator
Redlands Community College
1300 S. Country Club Road
El Reno, OK  73036-5304
(405) 422-1267