



CALIFORNIA INDIAN NATIONS COLLEGE

EDUCATING • STRENGTHENING • EMPOWERING

STUDENT HANDBOOK

SPRING 2020

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Introduction

The California Indian Nations College (CINC) *Student Handbook* is an official publication of the College to help students understand their rights and responsibilities. This handbook provides information on policies and procedures, campus resources, and college services, all of which are intended to enrich your college experience.

This handbook highlights rules and regulations that govern the standards of the CINC community; all students are responsible for familiarizing themselves with the contents.

Mission Statement

California Indian Nations College (CINC) offers a culturally-responsive academic curriculum rooted in Native American values and provides personalized support to advance the success of Native and non-Native students.

Equal Opportunity Institution

The California Indian Nations College (CINC) maintains a **Non-Discrimination Policy** which prohibits the discrimination and harassment of one CINC member by another CINC member on any basis including, but not limited to, race, age, color, religion, sex, gender, pregnancy, marital status, national origin, tribal affiliation and non-tribal affiliation, physical or mental disability, medical condition, veteran status, sexual orientation, and ancestry.

Accreditation

CINC offers fully-accredited courses through its partnership with the College of the Desert (COD). CINC's partnership with COD is a step towards establishing its own accreditation with the Accrediting Commission for Community and Junior Colleges (ACCJC) in the future. During this "incubation period," students are dually enrolled at both Colleges and take courses at CINC locations. The classes transfer to any California State University and University of California campus as well as many private institutions. Students enrolled with CINC receive access to services from both colleges, full benefits to both campuses, and they receive culturally-responsive academic curriculum rooted in Native American values. CINC aims to be the first fully-accredited, two-year degree, tribal college in the State of California.

UCR Partnership

UCR has graciously sponsored CINC to provide adequate classrooms, office, and parking space. Therefore, CINC staff and students will adhere to UCR policies and procedures to ensure the safety of all involved. All use of university facilities must comply with campus regulations. It is the responsibility of students, staff to ensure that any activity conducted during their visit will comply with all University regulations and policies, as well as any federal, state and local statutes and regulations.

Admission

Admission to California Indian Nations College is open to all students that have a high school diploma or GED equivalency, or current transfer students from an accredited college or university, or current high school students with approval from school and parents/guardians. All Native/Indigenous (federally recognized and non-federally recognized) and non-native students are welcome to apply.

Academics

Degree Program

California Indian Nations College offers the Liberal Arts AA Degree with Emphasis in Business & Technology CSU/IGETC. Students must complete 37-39 units in CSU or IGETCI (choose one) and 18 units in the area of emphasis. Business & Technology courses emphasize the integration of theory and practice within the fields of business and technology. Students will develop the ability to effectively manage and lead organizations. Students will demonstrate an understanding of the place of business and technology within the global economy. Students will critically apply ethical standards to business practices and decisions.

Adding/Dropping Courses

Students must meet with an CINC Academic Advisor to enroll in courses. It is important that students attend the first class meeting of each course in which they are enrolled, whether or not it is designated as a lecture or a lab. Faculty may drop students who do not appear in the first lecture or lab session. The primary responsibility for class attendance and course schedule rests with the student. Consequently, students must process all adds or drops to their course schedules and are held responsible for updating their own enrollment records. To be officially recorded, adds and drops must be submitted electronically via WebAdvisor by the appropriate deadlines (check deadline dates in the Schedule of Classes or online by viewing section detail information on WebAdvisor). Students are expected to attend all sessions of a course in which they are enrolled. Anticipated absences should be reported to instructors in advance in order to complete assigned work by due dates. All other absences should be reported to instructors immediately upon returning to class and any missed coursework should be made up. If an emergency requires a long absence and the instructor cannot be reached, students should contact the appropriate instructional dean or designee. ***Students are held financially accountable for every course in which they are registered and are responsible for their own class schedule and any changes made via WebAdvisor.***

Prior to census (20% of the class), a faculty member may drop a student for “no show” (students who registered, but never attended class), when a student does not attend the first class session. At census, in accordance with Title 5, section 58004, instructors must drop any student identified as a no show. Instructors shall clear their rolls of inactive students not later than the end of the last business day before the census day for all students. An instructor may elect to drop inactive students.

"Inactive students" include:

1. Students identified as no-shows,
2. Students who officially withdraw,
3. Students who are no longer participating in the courses and are therefore dropped by the instructor.

The instructor has the responsibility for maintaining accurate attendance records in accordance with established procedures.

Grades

California Indian Nations College abides by the College of the Desert academic standards and grade policies. To review the academic standards and grade policies go to:

<http://catalog.collegeofthedesert.edu/what-are-the-academic-standards/>

Final grades are recorded on a student's permanent record at the end of each academic term. Grades may be accessed online through WebAdvisor two weeks after the end of the class.

Course Repeat and Withdrawal Policy

Students are limited to repeating a course to two times. Students who have received a grade of F,D,NP,NC, or W two times in the same course will be required to submit a petition to enroll a third time. If approved students will be limited to the **three** enrollment attempts in a course when the following grades have been received: F, D, NP, NC, and/or W. for full policy go to: <http://www.collegeofthedesert.edu/students/ar/Pages/courserepeat.aspx>

Student Records & Privacy Act (FERPA)

California Indian Nations College and College of the Desert student education records are maintained in accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974 and the California Education Code, Sections 76200 et seq and Title 5, Sections 54600, et seq., U.S. Patriot Act; Civil Code 1798.85. For full policy & more information go to: <http://catalog.collegeofthedesert.edu/college-policies/student-records-ferpa/>

Registration

New and continuing students must meet with an academic advisor to register for classes. Returning students who have missed only one Fall or Spring semester do not need to reapply to register for next semester. Students who have missed consecutive Fall and Spring semesters must reapply to register for the next semester.

Registration priorities will be based on units completed at California Indian Nations College by the end of the Summer term.

Academic Advising

Advisors are available to assist students in a variety of ways. Advisors help students choose appropriate

courses, and assist with transfer to other colleges. Students should consult with an advisor prior to each registration period. A regular transcript review with an advisor is highly recommended.

General Information

Fees

Students are responsible to pay fees within three days of enrollment (the day of enrollment is day one). Students may be dropped for non-payment as indicated prior to the term only. Once the term begins students are no longer dropped for non-payment and should pay special attention to drop dates for courses they enroll for.

For a complete list of fees go to: <http://www.collegeofthedesert.edu/students/bursar/Pages/fees.aspx>

Financial Aid & Scholarships

Students applying for admission to California Indian Nations College must complete a student profile at OneFuture.org to be considered for CINC grants. All students are encouraged to apply for federal financial aid and outside scholarships.

For Federal Financial aid, complete the FAFSA (Free Application for Federal Student Aid) Online Only www.fafsa.ed.gov, and enter the College of the Desert's **Title IV School Code (001182)**. The [Financial Aid](#) Office is [required](#) to confirm your eligibility prior to awarding. Funds will not be disbursed until all conflicting [items](#) have been resolved. Allow 2 weeks before checking the status of your financial aid with COD.

Below is a partial list of Scholarships available to CINC students:

Theresa A. Mike Scholarship

The [Theresa A. Mike Scholarship Foundation](#) is offering full and partial scholarships. This Scholarship honors Theresa Mike's presence among us as young woman and a new mother, and honors her commitment to developing a sense of cultural richness, history and future for the people of her tribe. Applications are available in January. All scholarship awards are completed by September 15 annually. Each awarded recipient will be notified by the Theresa A. Mike Scholarship Foundation Staff. The checks will be made payable to the school's financial aid office, with the student name and ID number in the memo line. Please check with your financial aid office for your award after you have been notified from the Theresa A. Mike Scholarship Foundation. For more information go to: <http://www.theresamike.org/>

Tomiar Rudy Ortega Sr. Scholarship

In 1971 the Fernandefio Tataviam Band of Mission Indians (the Tribe) established a scholarship fund that provided awards to help American Indian students with higher education studies. Upon the passing of the Tribe's Tomiar (captain), Pukuu's board of directors named their fund in his honor the "Rudy J.

Ortega Sr. Scholarship.” Scholarship deadline is October. For more information go to:
<https://www.pukuu.org/scholarships/>


Caitlin Gulley Memorial Scholarship

Caitlin Gulley, a graduate of University of California Los Angeles, began her journey with the Tribe in 2014 as a Tribal Historic and Cultural Preservation officer. She was instrumental in defending and preserving the cultural resources of a non-federally recognized tribe and became determined to further her education in law due to the legal aspects intertwined with the practice of cultural resources protection. The Tribe treasured her as a family member beyond the organizational structure of the Tribal Historic and Cultural Preservation department and the Tribal Administration Office.

The [Caitlin Gulley Memorial Scholarship](#) program provides awards up to \$1,000 each annually towards supporting students in concentrating on archaeology who reside in the State of California. Scholarship deadline is October, for more information go to: <https://www.pukuu.org/scholarships/>

Additional scholarship information will be posted at <https://cincollege.wpengine.com/financial-aid/>

Email Accounts

Students are expected to [activate](#) their  [@mycod.us college email account](#) within 30 days of enrolling in courses. Students must monitor their @mycod.us college email regularly and deal with business in a timely manner.

Failure to activate and monitor one's college email account does not exempt one from responsibility to act upon college related matters.

The COD Student email account will be used for official communication with California Indian Nations College & College of the Desert.

Attendance

Attendance and preparation for class is important to a student's ability to participate and be successful in college. Poor attendance and/or tardiness may result in inadequate progress or failing grade. It is the responsibility of the student to arrive on time and prepared to participate in class. In case of absence, it is the responsibility of the student to arrange for completion of class work. Attendance may affect the student's grade because of missed instruction and/ or in-class laboratory activities. It is the student's responsibility to read each Instructor's syllabus at the beginning of each semester. This will tell you the effect of absenteeism on grades. It is the responsibility of the student to arrive on time and be considerate the instructor and classmates.

Class Cancellation

Notification of class cancellations by the instructor will be posted on campus. If no announcement is made, students should remain for ten minutes after the class is scheduled to begin unless a longer delay has been specifically announced.

Inclement Weather

Classes will be held as scheduled unless announcements are made to cancel all classes and campus activities. Official notices of campus closings will be posted on the college website as soon as possible.

Identification Cards

All students enrolling in classes at CINC may obtain an official college identification card. Photos for student identification cards are taken at the beginning of each semester and during orientation sessions. For more information contact Student Services at 760-834-0593.

Parking

All vehicles are required to display a Parking Permit, including motorcycles and vehicles displaying a handicap placard. CINC will issue parking permits for the UCR Palm Desert campus. There is no charge for parking in student lots during the summer or winter intercessions at College of the Desert. For parking information at College of the Desert, go to <http://www.collegeofthedesert.edu/students/bursar/parking/Pages/default.aspx>

Tobacco-Free Policy

California Indian Nations College is a smoke/tobacco free campus. The policy and associated procedures are intended to provide a healthier, safe and productive work and learning environment for the entire campus community. In addition, the sale and advertising of tobacco and tobacco-related products are prohibited. The use, possession, and sale of cannabis/marijuana in any form on any College/University Controlled Properties or at any College/University-sponsored event is prohibited.

Violations of this policy by students, faculty and staff may result in university disciplinary action. Campus visitors will be asked to comply with the policy or leave campus.

A smoke/tobacco-free environment is an essential element to creating and maintaining a culture of health and safety at the university. We ask that you not smoke or use any tobacco products on campus.

Student Rights & Responsibilities

Student Conduct Standards

When a student enters California Indian Nations College/College of the Desert, it is taken for granted by the College authorities that an earnest purpose exists and that the student's conduct will demonstrate that assumption. If, however, the student's conduct is not appropriate, and the student should be guilty of one or more of the violations listed in the **Student Conduct Standards and Procedures** policy, then appropriate disciplinary action will be taken as listed in the policy. For full policy go to:

<http://catalog.collegeofthedesert.edu/rights-responsibilities-of-students/student-conduct/index.html>

Student Disciplinary Sanctions

Consequences for violating the Student Code of Conduct are outlined at <http://catalog.collegeofthedesert.edu/rights-responsibilities-of-students/student-disciplinary-sanctions/index.html>

Student Grievance Policy & Procedures

Student Grievance Policy & Procedures are outlined at <http://catalog.collegeofthedesert.edu/rights-responsibilities-of-students/student-grievance-policy/>

Students with Disabilities

The Americans with Disabilities Act (ADA) is a civil rights statute that prohibits discrimination against people with disabilities. The protection is similar to that given to women, minorities, and others through the Civil Rights Act of 1964. Protected are an estimated 43 million Americans with disabilities that substantially limit a major life activity such as working, walking, talking, seeing, hearing, or caring for oneself. People who have documentation of such an impairment, and those regarded as having an impairment, are also protected. This federal legislation prohibits excluding individuals from jobs, services, activities, or benefits based on their ability. To review student rights & responsibilities go to: <http://catalog.collegeofthedesert.edu/rights-responsibilities-of-students/students-with-disabilities/>

Student Support Services

Tutoring

California Indian Nations College provides academic support and tools to support student success. Tutoring is available at the UCR Palm Desert campus on Wednesdays from 1:00-5:00PM. Students are also encouraged to visit the Tutoring & Academic Skills Center at the COD Campus. Tutoring and Academic Skills Center provides a TASC Lab or comparable services at each site of College of the Desert. TASC Labs provide space for students to study, complete coursework, and pursue guidance with classroom content. Friendly, knowledgeable staff will be there to assist students with accessing any of the following services:

- Peer Tutors and Faculty Support
- Language and ESL Lab facilities
- Specialized software for various courses
- Textbooks on [loan for](#) use in a TASC Lab
- Computers for academic use and printing
- Friendly, knowledgeable staff and faculty

For a complete list of services, go to:

<http://www.collegeofthedesert.edu/students/asc/Pages/default.aspx>

Disabled Student Programs and Services (DSPS)

Disabled Students Programs and Services at College of the Desert is committed to providing students with disabilities equal access to a community college education. Through the utilization of specialized instructional programs and disability related services, DSPS encourages

and fosters independence and assists students in attaining their educational and vocational goals. For resources & forms go to:

<http://www.collegeofthedesert.edu/students/dsps/Pages/Resources.aspx>

Student Psychological Services

Life for college students can be stressful. Many people experience times when some type of outside help is needed in order to look at a situation objectively, identify options, and develop new strategies or solutions. Psychological counseling can help. For a list of services go to:

<http://www.collegeofthedesert.edu/students/sps/Pages/info.aspx>

Important Phone Numbers

Admissions, Advising & Class Registration	760-834-0593
CINC Administrative Office	760--8340593
Campus Security	760-567-7165
COD Financial Aid Office	(760) 773-2532, Fax (760) 776-7338

Disclaimer

Every effort has been made to ensure the accuracy of the information presented in the Student Handbook. However, this information is subject to change or elimination without notice. Students should consult with the academic advisor for current information.



Student Handbook Statement of Acknowledgement

This handbook has been prepared for your information and understanding of the policies and procedures of California Indian Nations College. Please read it carefully. Upon completion of your review of this handbook, sign the statement below, and return it to the Student Affairs Officer by the due date. A copy of this acknowledgment appears at the back of the handbook for your records.

I, _____ (Print Name), have received and read a copy of the California Indian Nations College Student Handbook which outlines the policies and procedures of California Indian Nations College, as well as my responsibilities as a student.

I have familiarized myself with the contents of this handbook. By my signature below, I acknowledge, understand, accept and agree to comply with the information contained in the Student Handbook provided to me by California Indian Nations College. I understand this handbook is not intended to cover every situation which may arise during my academic enrollment, but is simply a general guide to the policies and expectations of California Indian Nations College.

I understand that the California Indian Nations College Handbook is not a contract of academic enrollment and should not be deemed as such.

Student Signature: _____ Date: _____