

# Parent Resource Handbook



**570 Golden Eagle Avenue  
Quincy, CA 95971  
530-283-0202  
Fax: 530-283-3757  
[www.frc.edu](http://www.frc.edu)**

# ACADEMIC CALENDAR 2016-2017

## FALL SEMESTER 2016

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Aug 16, 18	TR	Faculty Structured Flex Days
Aug 17	W	Institutional Day
Aug 19	F	New Student Orientation
Aug 22	M	Fall 2016 Day/Evening Instruction Begins/First 9 week classes begin
Aug 26	F	Last day to enroll in first 9-week classes/ drop first 9-week classes with 100% refund
Aug 31	W	Last day to drop first 9-week classes without a "W"
Sept 1	R	CENSUS for first 9-week classes
Sept 2	F	Last day to enroll/add full-term classes and drop full-term classes with 100% refund
Sept 2	F	Graduation petition due for Fall 2016 graduates
Sept 5	M	Last day to drop full-term classes without a "W"
Sept 5	M	HOLIDAY – Labor Day – CAMPUS CLOSED
Sept 6	T	CENSUS for full-term classes
Sept 23	F	Last day to drop first 9-week classes with a "W"
Sept 30	F	Last day to change grading option to Pass/No Pass for full term classes
Oct 18	T	NO CLASSES HELD/FLEX DAY
Oct 21	F	First 9-week classes end
Oct 24	M	Second 8-week classes begin
Oct 24,25,26	MTW	Spring 2017 priority registration for EOPS/DSPS/Foster Youth/Veterans/ CalWorks/CARE
Oct 27,28,29	RFS	Spring 2017 priority registration for TRIO
Oct 28	F	<u>Students planning to graduate Spring 2017 need to meet with their advisor to review petitions to graduate as they are due January 20, 2017</u>
Oct 28	F	Last day to enroll in 2nd 8-week classes & drop 2nd 8-week classes w/100% refund
Oct 30	U	Spring 2017 registration for fully matriculated new and continuing students begins
Nov 1	T	Last day to drop second 8-week classes without a "W"
Nov 2	W	CENSUS for second 8-week classes
Nov 7	M	Spring 2017 registration for non-matriculated new and continuing students begins
Nov 11	F	HOLIDAY – Veterans Day – CAMPUS CLOSED
Nov 18	F	Last day to drop full-term classes with a "W"
Nov 23	W	Minimum Day, for instruction. Classes will be held until 1:00 p.m.
Nov 24-25	RF	HOLIDAY – Thanksgiving – CAMPUS CLOSED
Dec 2	F	Last day to drop second 8-week classes with a "W"
Dec 12-16	M-F	Final Examinations (Friday is a make-up day)
Dec 16	F	Fall 2016 semester ends/Second 8 weeks ends/Finals make-up day
Dec 19	M	All grades due by 4:00 p.m.
Dec 23-Jan 2	R-F	Holiday Recess – CAMPUS CLOSED

2016-2017 Financial aid disbursement and enrollment revision dates will be provided on the FRC Financial Aid website and with the 2016-2017 award letters

## SPRING SEMESTER 2017

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Jan 4	W	Faculty Structured Flex Day
Jan 5	R	Institutional Day
Jan 6	F	New Student Orientation
Jan 9	M	Spring 2017 Day/Evening Instruction Begins/First 9 week classes begin
Jan 13	F	Last day to enroll in first 9-week classes/drop first 9-week classes with 100% refund
Jan 16	M	HOLIDAY – Martin Luther King Jr. – CAMPUS CLOSED
Jan 18	W	Last day to drop first 9-week classes without a "W"
Jan 19	R	CENSUS for first 9-week classes
Jan 20	F	Last day to enroll/add full-term classes and drop full-term classes with 100% refund
Jan 20	F	<u>Graduation petitions due for Spring 2016 graduates</u>
Jan 29	U	Last day to drop full-term classes without a "W"
Jan 30	M	CENSUS for full-term classes
Feb 10	F	Last day to drop first 9-week classes with a "W"
Feb 17	F	HOLIDAY – President's Day – CAMPUS CLOSED
Feb 20	M	HOLIDAY – Washington's Birthday – CAMPUS CLOSED
Feb 16	R	Last day to change grading option to Pass/No Pass for full term classes.
March 10	F	First 9-week classes end
March 13	M	Second 9-week classes begin
March 17	F	Last day to enroll in 2nd 9-week classes/ drop 2nd 9-week classes with 100% refund
March 22	W	Last day to drop second 9-week classes without a "W"
March 23	R	CENSUS for second 9-week classes
March 27 - 31	M-F	SPRING BREAK – NO CLASSES HELD
April 3,4,5	MTW	Summer and Fall 2017 priority registration for EOPS/DSPS/Foster Youth/Vets/ CalWorks/CARE
April 6,7,8	RFS	Summer and Fall 2017 priority registration for TRIO
April 8	F	<u>Students planning to graduate Fall 2017 need to meet with their advisor to review petitions to graduate as they are due August, 2017</u>
April 9	U	Summer and Fall 2017 registration for fully matriculated new and continuing students begins
April 21	F	Last day to drop second 9-week classes with a "W"
April 21	F	Last day to drop full-term classes with a "W"
April 24	M	Summer & Fall 2017 registration for non-matriculated new & continuing students begins
April 24	M	NO CLASSES HELD/DAY IN THE MOUNTAINS/FLEX DAY
April 25	T	NO CLASSES HELD/FLEX DAY
May 15 - 19	M-F	Final Examinations (Friday is a make-up day)
May 19	F	Spring 2017 semester ends/Second 9 weeks ends/Finals make-up day
May 19	F	Commencement
May 22	M	Grades due by 4:00 p.m.
May 29	M	HOLIDAY – Memorial Day – CAMPUS CLOSED

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# Community Resources (530 prefix)

Alliance for Workforce Development .....	283-3933
Animal Shelter .....	283-3673
Banks	
Plumas Bank.....	283-6800
Bank of America .....	283-0324
U.S. Bank.....	283-6610
California Highway Patrol .....	283-1100
CALTRANS (Road Conditions).....	800-427-7623
Chamber of Commerce, Quincy .....	283-0188
Department of Motor Vehicles .....	800-777-0133
Environmental Health .....	283-6355
Feather River College Children's Center .....	283-0521
Feather River College Housing.....	283-9414
Feather River Fitness .....	283-9401
Health Department (FRC Health Services).....	283-6330
Hospital, Plumas District.....	283-2121
Housing Authority .....	283-2466
Mental Health.....	283-6307
Pacific Gas and Electric Company (PG&E) .....	283-0891
Pharmacies	
Quincy Drug Store .....	283-0480
Rite Aid .....	283-1809
Plumas Arts .....	283-3402
Plumas Crisis Intervention and Resource Center .....	283-5515
Plumas County Library	
Chester .....	258-2742
Greenville.....	284-7416
Portola .....	832-4241
Quincy.....	283-6310
Plumas County Transit .....	283-2538
Plumas County Public Health Agency .....	283-6330
Plumas Rural Services .....	283-3611
Quincy Comm. Service District (water service) .....	283-0836
Sheriff's Office (Administrative) .....	283-6375
Emergency Only .....	911
Social Security .....	800-772-1213
Social Services .....	283-6350
Superior Court .....	283-6305
Theatres	
Town Hall Theatre.....	283-1140
West End Theatre .....	283-1956
Veteran's Services (Plumas & Sierra Co.).....	283-6275
Welfare Department.....	283-6350
WIC (Women, Infants & Children) .....	283-4093

# Student Services

## ***Academic Advising:***

Academic Advisors assist students in identifying educational and career goals, and developing a schedule of classes and individualized Student Education Plan (SEP). Assessment scores and school transcripts are used to help in this process. An SEP helps ensure that students will meet all Associate Degree, transfer and/or certificate program requirements. Advisors will assist with the transfer process including college searches, scheduling campus visitations, and completion and filing of applications. Advisors monitor students' progress on an ongoing basis. Personal counseling and referral is also available.

Student Support & Success Program Director:

Carlie McCarthy, ext. 316

Counselor: Cindy Barrett, ext. 249

Academic /Athletic Advisor: Greg McCarthy, ext. 288

Academic Advisor/Recruiter: Sean Harris, ext. 324

EOPS Counselor: Midge Gannon, ext. 354

SSS/TRIO Academic Advisor: Beth Reid, ext. 243

SSS/TRIO Academic Advisor: Kyle Stone, ext. 327

Program Staff Specialist: Krystal Drybread, ext. 313

## ***Admissions, Registration & Records:***

The Admissions/Records Office administers the registration process for all classes; handles student accounts (tuition, parking pass, printing fee); maintains student records (transcripts, grades, declaration of major, release of information); and conducts graduation petitions and eligibility review as per deadlines outlined in the Academic Calendar.

Director of Admissions & Records: Leslie Mikesell, ext. 285

Admissions & Records Technician: Erin Ellingson ext. 222 or 291

Student Accounts: Lisa Noia, ext. 292

## ***Bookstore/Post Office:***

The Bookstore sells required textbooks, school supplies, FRC apparel, backpacks, greeting cards, snack foods, and gift items unique to the FRC campus. It also offers a textbook buyback program during final exam week, and a United Parcel Service counter. The Bookstore accepts VISA and MasterCard.

Bookstore Manager: Rayen Lowry, ext. 271

### ***Child Development Center (CDC):***

The CDC offers a creative preschool program for children ages 2-5 years of age. The CDC serves income eligible student families who are carrying 6 or more units toward a professional/vocational goal. In addition the CDC serves families who are working in the community and are income eligible. The Center is open Monday-Friday 7:45 a.m. – 5:00 p.m. and provides breakfast, lunch, and an afternoon snack each day.

Child Development Center, 283-0521 or ext. 281

### ***Disabled Student Programs & Services (DSP&S)***

The primary goal of DSP&S is to provide students with temporary or permanent disabilities specialized services, accommodations, and/or equipment to meet their individual needs, and to offer equal access to academic, vocational and extracurricular activities.

DSP&S Coordinator: Marci Lang, ext. 318  
Program Staff Specialist: Julie Murphy, ext. 247  
Assistive Tech. Specialist: Danielle Westmoreland, ext.263

### ***Eagle's Perch (Cafeteria):***

The Eagle's Perch provides affordable, nutritious breakfast and lunch menus for various eating styles; there is always a variety of food to choose from. Food is prepared fresh daily. Meal cards can be purchased at the FRC Bookstore in increments of \$10 to \$100. Dinning Hours: 7:00am to 2:00pm; Monday-Friday.

Food Service Manager: Mike Miller, ext. 359

### ***Extended Opportunity Programs & Services (EOPS) and Cooperative Agencies Resources for Education (CARE):***

EOPS is a state-funded program designed to offer additional financial assistance and special support services to help and encourage those students who are determined to have either social or economic barriers to success. For eligibility information, contact the EOPS office. The CARE program serves EOPS eligible, single parents who are full-time students and have children under the age of 14. Services for eligible students might include: books, supplies, transportation and childcare reimbursement, and cash aid.

EOPS Counselor: Midge Gannon, ext. 354  
Program Staff Specialist: Krystal Drybread, ext. 313

### ***Financial Aid:***

Financial Aid staff assists students in obtaining funds to help meet educational and living expenses while attending college. Staff members assist with the FAFSA and California Dream applications and processing to determine federal and state financial aid eligibility,

including eligibility for the Board of Governors (BOG) fee waiver program. They also assist students with researching scholarship opportunities available to community college students.

Financial Aid Director: Andre van der Velden	Financial
Financial Aid Specialist: Cheryl McElroy	Aid Dept.
Financial Aid Specialist: Alyia Pilgrim	ext. 603
Financial Aid Technician: Nick Johnston	

### ***Feather River Fitness (FRF):***

FRF offers a full line of Cybex equipment, a strength training room, free weights, treadmills, elliptical machines and stationary bikes. There are group exercise class ranging from various levels of yoga, Pilates, Zumba, Chizzle, and core development. The center also offers a full locker room with towel service, sauna, and Jacuzzi. An outdoor pool is available during summer months.

Student Membership Fee: \$90/semester

Fitness Center Manager: Meredith Aragon, ext. 401
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### ***Instructional Resource Center:***

The Instructional Resource Center (IRC) staff is dedicated to helping students achieve academic excellence across the curriculum by offering a variety of services including individualized or group-based tutoring, writing critiques, instructional assistance in mathematics, English, English as a Second Language, and GED exam preparation.

**Tutorial Services:** Free to all students, the IRC offers group and individual peer tutoring in most subjects. Students can request a tutor by contacting the IRC. Referrals can also be made by instructors.

Director: Dr. Jeanette Kokosinski, ext. 217
English/ESL Instructional Assistant: Joan Jarrett, ext. 245
Mathematics Instructional Assistant/Tutorial Coordinator: Billy Ogle, ext. 254

### ***Student Accounts:***

Student Accounts processes all student fees, refund checks, third party billing, and student housing fees. Students may pay fees through their Student Portal (MyFRC), in person with cash, check, Visa or MasterCard, or call 530-283-0202, ext. 292 to pay by phone.

**All tuition, enrollment, and housing fees are due in full by the first day of the semester.** If not, a payment plan outlining how the balance will be paid in full by the beginning of the 10<sup>th</sup> week must be signed by the first day of the semester, OR evidence that full payment will be made through Financial Aid or a waiver signed by the Dean of Students must be on file with Admissions & Records.

A HOLD will be placed on the student's account by the beginning of the 10<sup>th</sup> week of the semester if payment in full has not been received. Also, billing statements will be sent following a regular, monthly schedule.

Student Accounts: Lisa Noia, ext. 292

### ***Student Activities & Clubs:***

FRC sponsors a variety of activities designed to reflect the interests of a diverse student population. Several committees, clubs, and service areas sponsor entertaining and educational events and activities.

Student Life and Engagement Specialist: Jeff Lewis, ext. 244

### ***Student Employment:***

FRC offers students a variety of employment opportunities. To be eligible a student must be enrolled in 6 units or more, and cannot work more than 20 hours per week while classes are in session. Student employment is competitive involving an application and interview process. Qualifying for work study is not a guarantee of employment. A list of available campus jobs can be found on the FRC Student Employment webpage.

Program Staff Specialist: Krystal Drybread, ext. 313  
Administrative Assistant/Student Services: Connie Litz, ext. 317

### ***Student Equity:***

Student Equity provides comprehensive outreach to support educational access and academic achievement for all students. Academic support services and activities are offered to address the needs of students from culturally and ethnically diverse backgrounds to close the achievement and foster a supportive and inclusive environment for all students, faculty, and staff.

Director of SSSP: Carlie McCarty, ext. 316  
Academic Support Specialist: Rebecca Steen, 244  
Student Life and Engagement Specialist: Jeff Lewis, ext. 244

### ***Student Support Services/TRiO:***

TRiO is a federally funded student support program designed to help first-generation, low-income, and disabled students who plan to graduate and transfer to a 4-year university. As a transfer program, it is the goal of TRiO staff to help students streamline the process. TRiO provides students with a variety of services designed to create an academically focused environment.

Program Director: Gretchen Baumgartner, ext. 221  
Academic Advisor: Kyle Stone, ext. 327  
Academic Advisor: Beth Reid, ext. 243



### ***Veterans Services:***

The Veteran's Certifying Officer is available to assist veterans in meeting their educational goals by providing eligibility and VA educational benefit information, assisting with the benefit application process, and making referrals to support services as needed to help veterans acclimate to college life.

Veterans Certifying Officer: Alyia Pilgrim, ext. 603

### ***WorkAbility III:***

WorkAbility III is a joint program with the Department of Rehabilitation designed to increase employment opportunities for adults with disabilities.

WorkAbility III Coordinator: Marci Lang, ext. 318  
Program Staff Specialist: Julie Murphy, ext. 247

## **FERPA**

FERPA is a Federal law administered by the Family Policy Compliance Office in the U.S. Department of Education, 20 U.S.C. § 1232g; 34 CFR Part 99. FERPA applies to all schools that receive funding under any program administered by the U.S. Department of Education.

Once a student reaches 18 years of age or attends a postsecondary institution, he or she becomes an "eligible student," and all rights formerly given to parents under FERPA transfer to the student. The eligible student has the right to have access to his or her education records, the right to seek to have the records amended, and the right to have control over the disclosure of personally identifiable information from the records (except in certain circumstances specified in the FERPA regulations).

For a student to release their educational record and/or information to anyone, that student must have an *Authorization to Release Information* form on file with Feather River College stipulating with whom their educational records and/or information can be released. The records/information will only be released to those for which authorization has been given.

***For more information on FERPA guidelines, visit [www.ed.gov](http://www.ed.gov).***

# Financial Aid Calendar

**Enrollment Revision Deadline** Fall: **September 5, 2016** Spring: **January 29, 2017**  
(see our Financial Aid Enrollment Policy for full details)

**Full Semester Withdrawal 60% Date** Fall: **October 30, 2016** Spring: **March 24, 2017**  
(see our Return of Title IV Funds Policy for full details)

## SAP Appeal Deadlines

Fall Semester Aid: **11/4/16** Spring Semester Aid: **3/31/17** Summer Session Aid: **7/15/17**

Financial Aid Progress Report Required if turned in after **10/7/15** for Fall or **2/24/17** for Spring

**NOTE: Your aid disbursements may be delayed if you are a continuing student at FRC due to the timing of the Financial Aid Satisfactory Academic Progress batch processing for the prior semester.**

## GRANTS -- Fall Disbursement Dates

Grant Type	Disbursement Date	Amount of Award
Federal Pell Grant	August 25, 2016	50% of the semester amount
SEOG	August 25, 2016	100% of the semester amount
*Cal Grant	September 15, 2016	100% of the semester amount
Full-Time Student Success Grant	September 15, 2016	100% of the semester amount
Federal Pell Grant	October 27, 2016	50% of the semester amount

## GRANTS -- Spring Disbursement Dates

Grant Type	Disbursement Date	Amount of Award
Federal Pell Grant	January 12, 2017	50% of the semester amount
SEOG	January 12, 2017	100% of the semester amount
*Cal Grant	February 9, 2017	100% of the semester amount
Full-Time Student Success Grant	February 9, 2017	100% of the semester amount
Federal Pell Grant	March 16, 2017	50% of the semester amount

Awards for Pell Grant and/or Cal Grant (if awarded) reflect an amount based on 12 units or more. Units will be checked **7-10 days before** each disbursement date. If you are enrolled/attending less than 12 units, your award amount will be adjusted. Please refer to the Financial Aid Enrollment Policy for details. If your file is not completed and finalized 7-10 days before the disbursement date, an alternative disbursement date will be assigned. Also, your grants will not disburse until **your** classes have started.

\*Disbursement of the CAL GRANT AWARD is contingent upon the receipt of the funds by the college.

## LOANS -- Fall Disbursement Dates

Loan Type	Disbursement Date	Amount of Award
First Time Borrower	September 29, 2016	100% of the semester amount
Returning Borrower	August 25, 2016	100% of the semester amount
Single Semester Loan	August 25, 2016	50% of the semester amount
Single Semester Loan	October 27, 2016	50% of the semester amount

## LOANS -- Spring Disbursement Dates

Loan Type	Disbursement Date	Amount of Award
First Time Borrower	February 16, 2017	100% of the semester amount
Returning Borrower	January 12, 2017	100% of the semester amount
Single Semester Loan	January 12, 2017	50% of the semester amount
Single Semester Loan	March 23, 2017	50% of the semester amount

Loan disbursement dates vary based on several factors:

- When the loan request form with all required documentation is turned into the Financial Aid Office
- When FRC completes processing of the loan and receives notification from the federal government that the student has completed the Entrance Counseling and the MPN
- Loans for first-time borrowers cannot disburse until you have been enrolled for 30 days in your first semester
- Loans for a single semester are required to disburse in two parts, the second disbursement occurs after the half-way point of the semester
- When you are enrolled in six or more units

**IMPORTANT NOTE:** The Disclosure Statement you receive from Direct Loans once we have originated your loan provides two dates that are **NOT ACCURATE** as to when you will receive your loan disbursement from FRC.

# Quincy Lodging

Quincy and the surrounding communities have a variety of lodging options. Below is a list of those available in Quincy.

## Ada's Place

(530) 283-1954

<http://www.adasplace.com/>

Four units. One sunny one bedroom with a private yard; two studios with private garden; one rustic cedar unit with loft & fireplace. All with full kitchens.

Average rates: \$100 to \$145/night

## Quincy Courtyard Suites

(530) 283-1401

<http://www.quincycourtyardsuites.com>

Four luxury downtown suites; kitchens, laundry, non-smoking, minimum stay, no pets, TV's, fireplace.

Average rates: \$129 to \$175/night

## Quincy Feather Bed Inn

(530) 283-3000; (817) 414-2378

<http://www.quincyfeatherbed.com/>

Cottages and rooms with European pillow top beds, free WiFi, flat screen TV with satellite and music channels, microwave, refrigerator, coffee.

Average rates: \$110 to \$145/night

## Pine Hill Motel

(530) 283-1670 (866) 342-2891

<http://redcabins.hypermart.net/#>

11 uniquely decorated units, A/C, some with kitchens, phones in rooms, picnic area, internet, ask about pets.

Average rates: \$70 to \$85/night

## Gold Pan Motel

(800) 804-6541, (530) 283-3686

60 rooms, pets OK, continental breakfast, DVD players w/movies, phones in rooms.

Average rates: \$69 to \$136/night

## Lariat Lodge

(800) 999-7199, (530) 283-1000

20 rooms, pool, TV, phones.

Average rates: \$58 to \$95/night

## Ranchito Motel

(530) 283-2265

29 rooms, some with kitchens, fridges and microwaves available, TV's, phones in room, picnic area, some AC, non-smoking.

Average rates: \$69 to \$165/night

## Spanish Creek Motel

(530) 283-1200

28 rooms, pets OK, TV's, phones in room, picnic area, accessible.

Average rates: \$65 to \$95/night

Visit [www.plumascounty.org](http://www.plumascounty.org)

for information about events, weather, dining, shopping, camping, outdoor recreation, and additional lodging in the surrounding communities.

# GO EAGLES!



For sports team information, schedules, and to view live audio, video, and team statistics go to:

<http://athletics.frc.edu/>

