

PARKING FOR STUDENTS AND TEACHERS ON ANY CAMPUS –

Students and teachers must pay for parking at the meters scattered throughout the campus 24/7. Be sure to remind yourself and your students to purchase a parking permit from one of the meters. This will definitely help them have a more positive experience on our campuses. RCCD Parking Service Officers are very vigilant about ticketing. You can find campus maps that pinpoint the meter machines under the “Maps” link at the very top of: www.rccd.edu. Permits can also be purchased ahead of time online. RCCD Community Ed is not responsible for the purchasing of permits or returning fees if permits are purchased too far in advance and the class cancels.

GET IT ALL BACK TO US - After your class is over, please return the *roster, any payments of students at the class and the payment request* to our office. You can mail it to us at RCCD Community Education 152 E. Sixth Street, Corona, CA. 92879, or drop it by either our office or the Mail Room in the Administration Building, in the mail tub designated “Corona” if you prefer.

GETTING YOUR ROOM OPEN and CLOSED

Please call College Police at 951.222.8171 at least 30 minutes prior to your class start time and ask an Officer to meet you at your room and open the door. You must be at the door when the officer arrives, he will not wait and you will need to call again. Occasionally, you will find the room already pre-opened, but if the room is alarmed or is a lab containing computers or other valuable equipment, it will not be pre-opened.

Please be aware that there may *be an emergency incident on the campus that could delay the officer’s response to your call*, so do call well in advance of your start time. It is also your responsibility to ensure that your room is secure when you leave it, so call an Officer to ask for lock-up.