



# THE WESTSHORE CONNECTION

Live, Learn and Earn Locally

## Our Dean of Students welcomes you!

Welcome 2012, and welcome to Cuyahoga Community College! If you have been with us at Westshore or at another campus, welcome back! Thank you for choosing Cuyahoga Community College. I am glad you are here and I look forward to our journey of learning. Our staff and faculty are committed to supporting your success, and we want to make your experience at Westshore Campus and the Corporate College West Educational Site exceptional. Please ask questions and use the many resources available at the campus including our tutors, counselors and free workshops. Our Student Ambassadors and the Enrollment Center Representatives are here to help you as you work toward your education goals. As a college student, you will be challenged to think differently. My advice to you is to keep an open mind, welcome diversity, get involved in campus activities, meet people, learn from your peers and professors, study hard and most importantly - remain positive. Best wishes for a successful spring semester!



Dean Ann Proudfit

### get connected!

Westshore Welcome Back  
Get Connected Fair:

Monday, February 13

Corporate College West  
Lobby

10 a.m.– 1 p.m. & 5 - 6 p.m.

Thursday, February 16

Westshore  
Atrium

10 a.m.– 1 p.m. & 5 - 6 p.m.

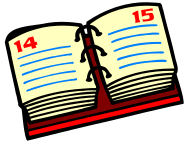
## Check Your Email!

Your Tri-C email account is the  
official and primary method of  
communication. Please check it every day!

How Do I Forward My Tri-C Email  
to another Email Account?



Join us on Facebook and “Like”  
Tri-C Success to get success tips,  
updates, deadlines, videos, contests  
and to connect with other Tri-C students!



## IMPORTANT DATES TO REMEMBER!

<b>Session O Begins:</b>	<b>Mon., 1/30</b>
<b>Session B Begins:</b>	<b>Mon., 3/19</b>
<b>Spring Break</b>	<b>Mon. 3/12-3/18</b>
<b>Finals Week:</b>	<b>Mon., 5/7 – Sun., 5/13</b>
<b>Grades Available:</b>	<b>Thu., 5/18</b>

### Drop Dates...

Full Semester & Session A: 1/31  
 O session: 2/13  
 B Session: 4/2

### For a full semester course, if a class is dropped by...

Fri., 1/23: 100% refund  
 Fri., 1/30: 70% Refund  
 Fri., 2/6: 50% refund  
 Fri., 2/13: 25% refund

**PLEASE REFER TO THE SPRING SCHEDULE BOOK & THE ACADEMIC CALENDAR FOR ADDITIONAL INFORMATION.**

## Take Advantage of Our Services!

**Access:** Classroom accommodations for students with disabilities. To receive services, students must make an appointment with an Access Student Advisor and provide documentation. Call 216-987-5077 to find out more.

**Academic, Personal and Career Counseling:** Providing educational advising, instruction and counseling services to all Tri-C students as well as short-term personal counseling covering a diverse range of topics from self-esteem, relationship and gender issues to conflict resolution and adjustment issues. For more information, go to [www.tri-c.edu/counseling](http://www.tri-c.edu/counseling) or call 1-800-954-8742 and select option 4.

**Career Services:** The Career Centers are a college-wide network providing FREE career development and transition services to students, alumni, veterans, dislocated workers, and community members. For Career Services at Westshore Campus, call Lynn Leon at 216-987-5889. Check the Career Services website for more information [www.tri-c.edu/careerservices](http://www.tri-c.edu/careerservices)

**Library:** Access a variety of resources and information. Professional librarians are available to assist you in finding the resources you need. There are over 17,000 books, periodicals, newspapers and non print media, as well as access to OhioLink resources. Monday-Thursday 9a.m.-7p.m. Friday & Saturday 9a.m.-2p.m. For more information call the Westshore HCS building: 216-987-3888.

**Technology Learning Center:** The TLC's are equipped with both Windows and, at some sites, MAC workstations. There are over 2,000 workstations installed college-wide. Each campus TLC has an open lab with network laser printers and support staff to assist users with technology. Call 216-987-5888 for the Westshore CCW building hours and 216-987-3888 for the Westshore HCS building for hours.

**Tutoring & Writing Center:** Free service to students to help them succeed. For more information on Tutoring and Writing Center information call 216-987-5888 or 216-987-3888.



# Meet Your Student Ambassadors

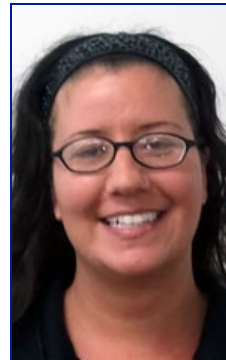
The Student Ambassador Program is designed to provide students with opportunities to develop extensive leadership skills and gain valuable lifelong work skills while assisting with college relations, retention, and outreach efforts. Participants will also enhance their skills in the areas of communication, decision-making, organization, and presentation. Student Ambassadors work in many different capacities around the College. They serve as hosts and hostesses at campus events, assist in new student orientations and campus tours, and, most important, provide critical support in the Student Services departments. The selection process for the Student Ambassador program is competitive. At the Westshore Campus, eligible students are invited to apply to the program every March, and commit to working for at least one year. For more information about the Student Ambassador Program, please contact Brenda Pongracz at [brenda.pongracz@tri-c.edu](mailto:brenda.pongracz@tri-c.edu) or (216) 987-3897.



## Student Success Workshops

Excel inside and outside the classroom. Workshops are non-credit and have Z numbers. You can now register for [Student Success Workshops](#) at each campus online at [www.my.tri-c.edu](http://www.my.tri-c.edu) and click on the *My Info* tab.

*Topics include critical thinking, speed reading, personal finances, stress management, and more!*



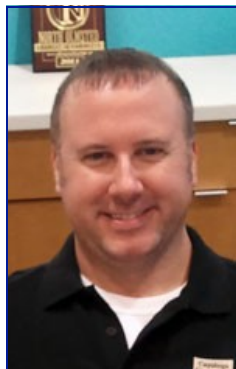
**Jessica Bellini**  
Nursing



**Jack Lastovka**  
Nursing



**Kahlil Martin**  
Art Therapy



**Ryan Reardon**  
Nursing



**Miro Tabanji**  
Liberal Arts



**Four Campuses, One Voice**

To join the Student Newspaper as a writer, editor, or photographer, contact Andrew Cox at 216-987-5849 or [andrew.cox@tri-c.edu](mailto:andrew.cox@tri-c.edu)

## Office of Student Life, Athletics & Recreation (CCW 318C) 216-987-5849

*The Office of Student Life, Athletics & Recreation provides programs and activities that promote learning and development outside of the classroom and encourage interaction among students and between students & staff.*

### Student Government

College-wide elections for student government will be held this April, 2012. We are actively recruiting candidates to serve as student senators at the Westshore Campus. Make your voice heard and represent your fellow students. **Your leadership is needed!**



### Athletics

Opportunities are available for students to attend any campus and participate on college teams including:

Men's Baseball,  
Basketball and Soccer

Women's Basketball,  
Cross Country/Track,  
Softball and Volleyball



### Phi Theta Kappa

- Membership in Phi Theta Kappa is a recognition of your hard work and academic achievement. Phi Theta Kappa offers unique opportunities for scholarships, leadership development, and civic engagement. To learn more, contact the student life office or visit us online at <http://www.ptk.org/>

*If you are interested in any of the above, please contact Andrew Cox at 216-987-5849 or [andrew.cox@tri-c.edu](mailto:andrew.cox@tri-c.edu)*



## ENRICH YOUR ACADEMIC & SOCIAL EXPERIENCE BY PARTICIPATING IN FIRST YEAR EXPERIENCE (FYE)

Register for classes	Search on-campus jobs
Change your major	Access Blackboard
View/print schedule	Find info about scholarships
Check email	Change address
Order transcripts	Access the Library
Run a Degree Audit	Access Career Info
Enroll in direct deposit	View unofficial transcripts
Check financial aid status	Make payments
Obtain forms	Read the Student Handbook
Access online tutoring	Get important phone #s

**AND MORE!!!**

**OPTION A:** complete any GEN (general studies) course or MATH 0850

**OPTION B:** complete 6 non-credit, free, one-hour student success workshops

*You will be enrolled in the FYE program automatically once you register using My Tri-C Space for any class/workshop in option A or B. All students who complete the FYE receive a Certificate of Completion!*

**AVOID LINES & GO ONLINE...**  
using My Tri-C Space

# New Student FAQ's

- **If I don't pay for my class(es) will I be dropped?**

Please be advised it is **YOUR** responsibility to complete a drop form to insure that you are not charged for the classes. Consult the current term Class Schedule Book for refunds and withdrawal deadline dates. If you have an outstanding balance from prior terms, this must be paid/resolved before payment for the current term will be accepted.

- **Can I change my class schedule after the semester starts?**

Registration for classes ends on the Saturday preceding the Monday start of term dates (16, 14, 8-week start dates). Students are expected to be registered and attending class from the first scheduled meeting of the class period. Students may adjust their schedule during the first week of the term, but can only enter a class that has not held the first scheduled session. Exceptions must be approved in writing by the Academic Associate Dean responsible for the discipline.

- **What books do I need for my classes?**

Tri-C Students currently have four ways to purchase textbooks: new, used, digital or RENT from Barnes & Noble. To view or purchase required textbooks online please login to [my Tri-C space](#) "My Info" tab, under the Registration channel click the "Purchase Textbooks" option. [Textbook rental information](#) is available online or on campus at the Bookstore.

- **How & when will I receive my Financial Aid?**

Paper refund checks take up to 14 days to be mailed after the credit is disbursed on the student's account. If you do not see a credit balance on your student account, there is nothing to refund at this time. If your financial aid is not enough to cover your tuition charges, you are responsible for the balance.

- **Where can I buy a parking pass?**

All vehicles parked on college property must have parking permits. Permits may be purchased online via [my Tri-C space](#) and either mailed directly to you or printed on your home printer. If you opt to have a permit mailed, please place your receipt on your dashboard until the permanent permit arrives. If you choose to print, you must have a printer available at the time of purchase. When purchasing the permits online, the charge will be added to your student account and you can pay the balance online as well. Semester and daily permits can also be purchased on campus at the [Enrollment Center](#); daily permits are available in the vending machines. For additional information please contact the Enrollment Center at (800)954-8742 option #3

- **How do I drop/withdrawal from a course?**

Students who choose not to complete a course must officially withdraw from that course by the established [deadline](#).. Withdrawals will be accepted as follows: **Online:** To withdraw from a course students can login to my Tri-C space. **In Person or by mail:** (postmark determines refund amount)

- **What do I do if I applied late for financial aid and my payment is due?**

You will need to get on an installment plan and make payments until your financial aid arrives. You will need to pay the \$25 installment fee and the first payment to activate the plan. Once your aid is in, you will be refunded for the payments that you made, excluding the \$25 fee, as long as your aid is sufficient to cover that amount.

- **If I change my schedule, can I return my book to the bookstore for a full refund?**

Yes, you can get a full refund with the receipt up until the end of the 1st week of the class term. Please visit the [bookstore website](#) for more details.

- **What is a credit hour? How many credit hours is full time/part time?**

A credit hour is generally the total amount of time per week spent in a class. Most courses are three credit hours, which means you are in class approximately three hours per week. Full time student status is 12 or more credit hours (usually 4 or more courses) and part time status is between 6 & 11 credit hours (usually 2 or 3 courses).

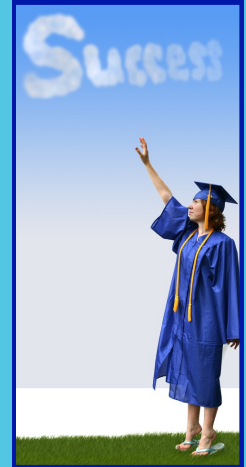
- **Why is there a hold on my account?**

You can check for a HOLD status by logging into [my Tri-C space](#) and selecting the **My Info** tab. For any administrative or financial holds the student will need to contact the Enrollment Center or call 1-800-954-8742 and press option 1 for administrative holds or option 3 for financial holds.

## Where is "TBA"??????

*As new students most of us are not familiar with the acronyms used in higher education. Below is a glossary of the most commonly used acronyms for you to become familiar with.*

- |     |                              |         |  |
|-----|------------------------------|---------|--|
| AA  | Associate of Arts            | Pre-Req | Needed in order to enroll in higher level course |
| AAS | Associate of Applied Science | PSEOP   | Post Secondary Enrollment Options                |
| AFA | Associate of Fine Arts       | SAP     | Satisfactory Academic Progress                   |
| ATB | Ability to Benefit Test      | SAR     | Student Aid Report                               |
| BFA | Bachelor of Fine Arts        | TBA     | To Be Announced                                  |
| BA  | Bachelor of Arts             | VUB     | Veteran's Upward Bound                           |
- Co-Req Courses must be taken at same times
- CRN Course Reference Number
- DARS Degree Audit Reporting System
- EFC Expected Family Contribution
- ESL English as a Second Language
- FA Financial Aid
- FAFSA Free Application for Federal Student Aid
- GED General Educational Development
- GPA Grade Point Average
- HY Hybrid Course (online and in person)
- IL Independent Learning
- MPN Master Promissory Note
- NSO New Student Orientation
- OL Online Course



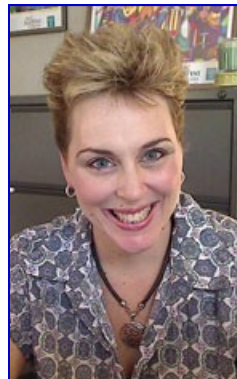
## *Your student Success Team*



**Ann Proudfit**  
Dean, Student Affairs



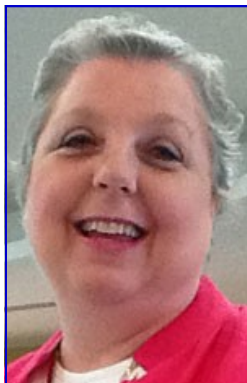
**Andrew Cox**  
Campus Director



**Lilah Wiant**  
Admin. Coordinator



**Holly Dufala**  
Office Assistant



**Dr. Ky Heinlen**  
Counselor/Assistant  
Professor



**Dr. Adam Zambetti**  
Counselor/Associate  
Professor



**Rose Hughes**  
TLC/LRC Supervisor



**Brenda Pongracz**  
Enrollment Center Mgr