

Student Affairs

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Student Information**Overview**

The College's programs are designed to fulfill the needs of the residents of Cuyahoga County. Information concerning the cost of attending the College, refunds, rights and responsibilities of students, academic programs and student retention is available from the Office of the Dean of Student Affairs on each campus. Information concerning financial assistance is available from the Office of Financial Aid on each campus.

Access to Student Records

The College, as part of its responsibilities to students, must maintain accurate and confidential student records. The College recognizes the rights of students to have access to their educational records and to limit such access by others in accordance with the Family Educational Rights and Privacy Act. These rights are spelled out in the College's Student Records Policy.

Student records, with certain exceptions, will not be released without prior consent of the student. Students have the right to review and question the content of their educational records within a reasonable time after making a request for such a review. If there are any questions as to the accuracy or appropriateness of the records that cannot be resolved informally, an opportunity for a hearing on the matter is provided. Students wishing to review their educational records may apply to the appropriate Office of Admissions and Records for details regarding College policy and procedure designed to expedite their request.

Activities, Clubs and Organizations

Every student is welcome to participate in a variety of activities ranging from involvement in the College and campus governance systems, to fine arts and entertainment programming, and membership in student organizations and clubs.

Participation in College governance includes membership on numerous College and campus committees.

Participation in developing co-curricular activities includes committees on each campus that select and plan films, lectures, dramas, other entertainment and various recreational, leisure-time and educational programs.

Student organizations covering a wide spectrum of interests exist to meet the needs of students. Further information may be obtained from the Office of Student Activities on each campus.

Among the many activities and organizations to be found on one or more of the CCC campuses each semester are:

- Access Club
- Asian American Friendship Club
- Association of Diagnostic Medical Imaging Technology Students
- Black Student Union
- Business Club
- Chess Club
- Chi Gamma Iota Vets Club
- Choirs
- Concerts
- Cultural Exhibits
- Dances and other social functions
- Dental Lab Association
- Dietetic Tech Club
- Drama Club
- Fine Arts
- Hispanic Organization Looking Ahead (HOLA)
- Interest Groups
- International Club
- Jazz Bands
- Latin American Student Organization
- Lectures
- Nursing Student Association
- Occupational Therapy Clubs
- Phi Theta Kappa Honor Society
- Psychology Club
- Physical Therapy Clubs
- Recreation/game areas
- Religious Clubs
- Student Newspapers
- Student Senate
- Ski Club
- Tau Alpha Pi Engineering Club
- Theater performances

Alumni Association

The Alumni Association is a social and service organization designed to develop a stronger bond among former students, the College and the community. Its mission is to raise money for scholarships to support CCC students, to promote the College by participating in civic and community activities, and to provide opportunities for graduates and former students to meet to exchange information regarding careers. Membership is open to all CCC graduates and former students who have successfully completed 30 semester hours before leaving the College. Contact the CCC Alumni Relations Office for further details.

Change of Address

A student should report a change of address on forms available in the Office of Admissions and Records. A change of address does not automatically change residency status for the benefit of tuition charges.

Directory Information

Students participating in recognized activities including sports may have directory information released to third parties. Such information includes the students' names, addresses, major fields of study and areas of participation. Such students may control the release of information by contacting the Office of the Dean of Student Affairs and following the specified procedures.

Full-Time/Part-Time Status

A student must take at least 12 semester credits, usually referred to as credit hours or hours, to be considered a full-time student. A counselor or advisor may recommend a heavier or lighter load depending on ability and/or past performance. A part-time student is one registered for fewer than 12 semester credits. When job or family commitments restrict the time available for attending classes, careful and realistic planning is necessary to successfully manage one's job and academic studies.

Each credit hour usually requires a minimum of two hours of outside study each week. A student employed full time should probably not attempt to carry more than two courses per semester. A student who is working part time might consider taking more than two courses per semester, depending on other demands made on her/his time.

Housing

CCC is a commuter institution primarily designed to serve residents of Cuyahoga County and, therefore, does not provide housing for its students. The College has an arrangement, however, with Cleveland State University to provide housing for College students on a space available basis. Students should consult their campus Student Affairs Dean.

International Students

CCC will admit international students who meet the special admissions requirements established for obtaining F-1 visa status. Admission of an international student to the College does not assure admission to a particular course and/or career program. Admission to a particular course and/or career program will be based upon criteria determined by the College. The number of international students admitted is related to the extent of special services that can be made available by the College.

As part of the admissions procedure, international students are required to show proficiency in English. New international students will be required to take an English and mathematics placement test before registration. For more information regarding assessment or placement tests, please contact the Assessment Office at one of the campuses.

Parking

A pay-upon-exit parking fee is charged at all three campuses and at the District Administrative Services building. Parking cards, allowing unlimited exit, may be purchased on a semester basis.

Residency Requirements

CCC is supported by the taxpayers of Cuyahoga County and assisted by the State of Ohio. Students who are not county residents pay out-of-county or out-of-state fees. A student's official residency status is determined at the time of registration according to the residency policies of the State of Ohio, the Ohio Board of Regents and the Cuyahoga Community College Board of Trustees. A change to a Cuyahoga County address does not automatically entitle a student to pay the same instructional fees as a Cuyahoga County resident. It is the student's responsibility to request a change of residency status and provide supporting documentation at the appropriate campus by the first week of class.

For purposes of residency, a resident of Cuyahoga County/Ohio shall mean any person who can show proof of maintaining a 12-month domicile in this county/state not for the sole purpose of education, and is subject to tax liability. General residency for subsidy and tuition surcharge purposes shall also be applied to such persons as dependent students, persons living and gainfully employed in Ohio and pursuing a part-time program of instruction at CCC, and persons on active military service residing in Ohio or maintaining Ohio residency. There is also a provision for "instant" full-time residency of spouse and dependents who have accepted full-time employment and established primary domicile for reasons other than gaining the benefit of favorable tuition rates in Cuyahoga County/Ohio. More information on residency requirements is available in the Office of Admissions and Records at each campus

Rights and Responsibilities of the College Community (Student Conduct Code)

In December 1968, the College's Board of Trustees adopted the Policy on Rights and Responsibilities developed and recommended by a committee on student conduct. The committee consisted of representatives of the College's student body, Board of Trustees, faculty and administration.

The policy, codified in response to a directive by the 107th General Assembly of the State of Ohio, was prepared in an effort to encourage an environment conducive to the growth and development of all members of the College community. In preparation of the document, a positive attitude and a consistency with the mores of American society were maintained. The policy stresses the responsibilities necessary to maintain freedom, and establishes and protects the rights of all members of the College community. The College's Policy on Rights and Responsibilities may be found in the College-wide Policy/Procedure Manual.

Selective Service

Male students born after December 31, 1959 must complete a statement of Selective Service Status to qualify for in-county or in-state tuition rates and to be eligible for financial aid. The statement requires a Selective Service Registration number or reason for exemption. Contact the Office of Admissions and Records for information.

In accordance with the Defense Department Authorization Act (Pub. L. 97-252) and the Ohio Revised Code 3345.32, any student who is required to register with the Selective Service and fails to do so will be ineligible for federal and State of Ohio student financial aid funds. Contact the Financial Aid Office at your campus for further information.

Snow Closing

The College is committed to providing the student with the maximum number of instructional days possible. In instances of severe weather conditions the College initiates a procedure to determine if classes can continue as scheduled. The two criteria that determine if classes will be held are: 1) the municipalities and State Department of Transportation can confirm prior to 6:00 a.m. that the main roads and highways will be accessible, and 2) the Campus Physical Plant Departments can confirm that sufficient parking areas and access routes to campus buildings can be cleared. If these two criteria can be fulfilled, classes will be held. Snow closing announcements will be broadcast over all local electronic media.

Student Identification Card

Each student must obtain a CCC ID card as part of the registration procedure. Students who register in person will get their card during the registration process.

Currently enrolled students are expected to carry their ID cards at all times.

The card is required for registration processes, library checkout purposes, computer lab use and admittance to the athletic center, athletic, cultural and social events.

The CCC ID card is non-transferable and is void unless it is signed by the student and validated for the current term. There is a charge for replacing the ID card.

Student Right-to-Know and Campus Security Act

CCC complies with all Federal regulations concerning the Student Right-to-Know and Campus Security Act. For specific information regarding the Student Right-to-know and Campus Security Act, contact your campus Office of Admissions and Records.

Transcripts of Grades

Information on a student's academic performance is available via direct semester grade mailings or the transcript record. Students must file all grade disputes within 180 calendar days after the disputed grade is recorded. Students may request official transcripts of grades earned at CCC through the Office of Admissions and Records. Individual requests must bear the student's signature. Students receive one free transcript upon graduation. Other copies may be obtained from the Office of Admissions and Records for a nominal fee.

Veterans Information

Students may be eligible for educational benefits from the Veterans Administration (VA) while attending CCC. The College is approved for the training of veterans under the provisions of the War Orphans Assistance Act and the Veterans Readjustment Benefits Act of 1966.

To receive benefits, students/veterans at CCC must maintain satisfactory academic progress toward an educational objective, attend classes, maintain an acceptable grade point average, and, of equal importance, periodically notify the campus Admissions and Records Office and the Veterans Affairs Office of their enrollment and any changes in enrollment.

The College, in turn, is responsible for notifying the Veterans Administration of academic status changes, students' failure to attend classes, and the degree to which veterans are or are not maintaining satisfactory academic progress.

CCC will grant two semester hours of academic credit in Physical Education to veterans who have served at least 365 days on active duty in military service of the United States. After a veteran has been officially admitted to the College, a certified copy of Form DD-214 must be submitted to the Office of Admissions and Records in order to receive Physical Education credits for basic physical training during military service.

The College also participates in the Veterans Upward Bound program which assists veterans in completing basic educational skills, General Educational Development (GED) tests and joining special training programs as well as providing assistance in gaining admission to post-secondary educational/vocational programs and in obtaining other aid when necessary.

Student Services**Assessment Services**

All three campuses offer assessment services. The College will assess the English and mathematics skills of its students and prescribe enrollment in appropriate English and mathematics courses to maximize the student's opportunities for open access, equity and academic excellence.

The following students must participate in the assessment and placement process prior to registration:

- All students registering for an initial English or mathematics course.
- All students who register for 12 or more credit hours during their initial term at the College.
- All students who have accumulated a total of 12 credits during previous terms.
- All applicants who are currently in high school.

Students will be permitted to retake their placement tests one time only. Students who retake their placement tests prior to enrolling during the upcoming semester must retake their placement tests before the first class meeting. Placement scores will be valid for a maximum of one year from the date the original placement test was taken (pending Board Approval).

Persons holding a college degree may have the assessment process waived.

Students whose native language is not English must take the test for English language proficiency.

Students applying for financial aid who cannot provide documentation that they hold a high school diploma must take Ability to Benefit tests in order to establish eligibility for financial aid.

Book Centers

Book Centers are located at the three campuses to serve students, faculty and staff by providing required textbooks and supplies. In addition, the Book Centers carry a selection of non-required books and incidental items.

Career Services Centers

The Career Services Centers offer programs that provide opportunities to students and alumni, which address their respective career development and/or employment needs.

The Career Development programs are designed to contribute to the readiness of the individual to make the transition from education to work. This may be accomplished through cooperative education experience, career advisement activities or introduction to selected occupational information.

Career advisors are available on campus to assist students in preparing for the job market. Students and alumni are assisted in resume writing, interviewing and job search/career strategies.

Each campus has a Job/Career Employment program to help individuals implement their particular career goals. The program's career activities include referrals to full and part-time employment opportunities, graduate credential services, on-campus employer recruitment program and career informational days.

College Information Center

The College Information Center provides convenient enrollment support services to the College's new, continuing and returning students. Students are able to call customer service representatives for prompt responses to inquiries they may have about class registration or, for the most part, current information on available academic and student services at CCC.

Counseling

Professional counselors at each of the campuses help students achieve productive and rewarding experiences at the College. Counseling services are available for all students regardless of full-time, part-time, day or evening status.

Students should attend a College orientation session and schedule a conference with a counselor to discuss their educational background, interests and goals once admitted to the College. The counselors offer assistance in choosing an appropriate program of study from the variety of courses offered. Students are encouraged to meet with a counselor on a regular basis for academic advising to review their educational progress toward their educational objectives, select appropriate courses and schedules.

Also, counselors can assist students who wish to clarify their educational or career goals through individual and group counseling career development courses and reference to available career resource materials in the campus libraries. Counselors and campus psychologists also provide confidential professional help for personal problems.

Students can set up appointments in the Counseling Office.

Early Childhood Education Learning Centers (Day Care for Children)

The Early Childhood Education Learning Centers, located at each of the three campuses, offer full-day, half-day and flex-time service for the children of students, faculty and staff as well as parents who reside in the community. The Centers provide planned, developmentally appropriate programs for toddlers and preschool-age children.

Intercollegiate Athletics

The College is a member of the National Junior College Athletic Association and participates with other two-year colleges from Ohio, Indiana and Michigan in Region XII NJCAA competition. Independent contests are scheduled with colleges' from New York, Indiana, Pennsylvania, Kentucky and Illinois.

The official colors of the College athletic programs are red, white and blue. The name of the College athletic teams is "Challengers". Intercollegiate sports offered are: men's soccer, women's volleyball, men's cross country, women's cross country, men's indoor track, women's indoor track, men's outdoor track, women's outdoor track, baseball, women's softball, men's basketball, women's basketball and wrestling.

Physical Education and Recreation Facilities

The College offers a program of athletic; physical education and recreation designed to develop an understanding and appreciation of physical fitness and to improve the student's recreational skills.

Facilities at Eastern Campus include a multi-purpose gymnasium suitable for a variety of activities including basketball, volleyball, badminton, tennis and wrestling; activity space for individualized exercise; an indoor jogging track; a weight training room; and locker and shower rooms. New outdoor facilities include an all-weather track, softball field, tennis courts, basketball court and volleyball court.

The Metropolitan Campus indoor facilities include a gymnasium, a swimming pool, racquetball/handball courts, a weight training room, a wrestling room, fitness rooms, dance studios and locker and shower rooms. Outdoor facilities include an all-weather track, a soccer field, a softball field, a baseball field, tennis and basketball courts.

The indoor facilities at the Western Campus include a fitness center, gymnasium, a swimming pool, a weight training room, a baseball batting cage, locker and shower rooms and an athletic training room. Outdoor facilities provided are an all-weather track, soccer fields, a lighted baseball field (complete with dugouts, press box and electric scoreboard), softball fields, tennis courts, a tennis volley wall, basketball and volleyball courts.

Students with Disabilities

In compliance with the provisions of the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973, CCC provides access and support to students with disabilities, to enable them to fully utilize their intellectual abilities to achieve academic success.

Individuals who need services are urged to contact the Counseling or ACCESS office at each campus. All services are available on a self-referral or recommendation basis. Accordingly, each student is encouraged to identify his or her own needs and to contact the College at least six weeks prior to anticipated enrollment in order to allow time to arrange for individual accommodations.

The College provides a variety of services including: interpreters, alternative test taking arrangements, mobility aids, counseling, tutoring, assistance with taping of text and writer or readers services and adaptive equipment and software.

A student must provide documentation of his or her disability in order to receive services.

In addition to direct services, the College can assist a student in identifying and receiving services from appropriate community agencies.

Student Activities

CCC recognizes the educational, recreational and social values of a well-integrated program of student activities.

Student participation in co-curricular activities contributes to the total development of the individual and to the growth of leadership ability. The College provides a well-balanced program developed in response to student requests and needs.

A large measure of responsibility for campus affairs is in the hands of the students advised by the director of student activities and faculty members on each campus. Students plan and present many co-curricular campus activities, determine social programs and participate in the maintenance of the discipline essential for students in an academic community. Activities may vary from semester to semester depending upon student choice.