



Student Affairs

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Student Information

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 Student Financial Assistance 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 (FERPA). These rights are spelled out in the College's Student Records Procedure.

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 procedures designed to expedite their request.

Updating Student Information

InfoAccess, www.tri-c.edu/InfoAccess, provides personal student information such as registration, student schedules, student records, DARS (Degree Audit Reporting System), grades and financial aid information. Students are able to update personal information such as last name, address, phone, e-mail and academic major by submitting changes through the Online Change Form for their campus on the Student Services & Financial Assistance listing available through InfoAccess. Students are encouraged to use InfoAccess for accurate, up-to-date information.

Change of Address

An address change that impacts the residency fees (in-county, out-of-county, out-of-state) needs to be processed in the Office of Admissions and Records. A change of address does not automatically change residency status for the benefit of tuition charges. Please see the section titled "Residency Requirements" for information about changing residency status.

Activities, Clubs and Organizations

Every student is welcome to participate in a variety of activities ranging from involvement in student government, programming, membership in student clubs and organizations, as well as membership on numerous College

and campus committees.

Students can participate in co-curricular activities including planning films, lectures, dramas, entertainment and various educational programs.

Student organizations cover a wide spectrum of interests to meet the needs of students. Further information may be obtained from the Office of Student Life and Athletics on each campus.

Among the many clubs and organizations to be found on one or more of the Tri-C campuses each semester are:

Access Club
American Student Interior Design Association
Asian American Friendship Club
Black Student Union
Business Club
Chess Club
Chi Gamma Iota Vets Club
Commuter Club
Dietetic Tech Club
Drama Club
Eta Sigma Delta Hospitality Management Honor Society
Horticultural Club
Hispanic Organization Looking Ahead (HOLA)
International Club
Jewish Student Union
Literary Book Club
Massetotherapy Club
Multicultural Club
Nursing Student Association
Occupational Therapy Assisting Clubs
Paralegal Organization
Phi Theta Kappa Honor Society
Psychology Club
Physical Therapy Club
Physician Assistants/Surgical Assistants Club
Pottery Club
Public Relations Student Society of America
Religious Clubs
Student Newspaper, "The Voice"
Vet-Tech Club
Vocal Music Club

Alumni Relations

Tri-C is rejuvenating its alumni program to better meet the needs and expectations of our alumni, who are a great resource to our community. Tri-C alumni represent all ages and every sector of the economy - teachers, nurses and health care professionals, fire fighters, police officers, engineers, and business professionals - and they reflect the cultural diversity of our region. The College wants to identify and engage graduates who are interested in helping to achieve a new vision for alumni relations.

We invite you to partner with Tri-C as this exciting process unfolds.

The goals for this alumni outreach effort are to:

- Create, enhance and promote good relations and communications between alumni and the College.
- Mobilize Tri-C graduates to serve as community ambassadors, inspiring current and future students.
- Provide opportunities for alumni involvement in the life of the College and the greater Cleveland community.

If you would like to get involved in this initiative, please contact the Office of Resource Development and Tri-C Foundation at (216) 987-4868 or via email at alumni@tri-c.edu. You can also visit www.tri-c.edu/alumni to learn more.

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 Admissions and Records and following the specified procedures.

Educational Opportunity Programs (EOP)

EOP provides programs and services to improve access, retention and success for those in targeted groups (low-income, first generation, minority, displaced homemakers, veterans, youth, ADC recipients, limited English-speaking, etc.) among the eligible adult and youth population of the Greater Cleveland area. EOP offers programs for both adults and youth as described below:

ACCESS-Disabled Students Services

ACCESS-Disabled Students Services (DSS) supports and arranges accommodations for students with disabilities. Supportive services include career, academic, financial aid, personal counseling, support groups, classroom accommodations, interpreters and access to adaptive equipment. To receive services, students with disabilities must have an established need for academic assistance and provide documentation of their disability six to eight weeks before classes start. The U.S. Department of Education, the Carl Perkins Act and Cuyahoga Community College fund the DSS Program.

Women in Transition/Displaced Homemakers/ONOW

Displaced Homemakers is for people who have been homemakers supported by others and now need to make a living for themselves and their families. This program addresses future career options for those having no work experience. Those who are working may update skills and find purpose, stability and mobility in current employment. The Ohio Board of Regents and the Ohio Department of Education fund Displaced Homemakers.

Educational Opportunity Center

The Educational Opportunity Center (EOC) offers advising and assistance to adults in Cuyahoga County who wish to attend college or obtain vocational training. Advisors assist individuals and groups with career and financial planning and to create an educational plan. Assistance in completing financial aid and admissions applications is available. All services are free. The U.S. Department of Education and Cuyahoga Community College fund the EOC.

Student Support Services

The Student Support Services (SSS) program provides services to Metro Campus students until their graduation and/or transfer to a four-year institution. Services include academic and financial aid advising along with career information, tutoring, and transfer assistance. Eligible participants include those who are low-income and first-generation college students, have a demonstrated academic need, and/or have limited English proficiency. The U.S. Department of Education and Cuyahoga Community College fund the SSS program.

Veterans Upward Bound

Veterans Upward Bound (VUB) helps veterans to successfully pursue and complete their education and training goals. Services include academic advising, tutoring, career assistance, Veterans Administration benefits information, personal counseling, financial aid information and college transfer assistance. Free refresher courses in mathematics and English are available. Eligible participants include veterans who are low-income and/or first-generation college students. The U.S. Department of Education and Cuyahoga Community College fund the VUB program.

Educational Talent Search

Educational Talent Search (ETS) is an educational counseling and post-secondary placement program for individuals ages 12 through 18 wishing to pursue post-secondary education. The program provides academic assessment, career and financial aid assistance and assistance with post-secondary placement for 1,200 low-income and/or potential first-generation college students. The U.S. Department of Education funds ETS.

GEAR UP Program

The GEAR UP Program ensures that secondary school students are academically prepared for and motivated to pursue and succeed in a program of post-secondary education. Each year, the GEAR UP program serves all seventh grade students at Gallagher Middle School and continues through high school. The program services include: needs assessment; academic enrichment and instruction; tutoring; mentoring; personal, academic and career counseling; financial aid; and a summer component. GEAR UP is funded by the U.S. Department of Education.

Upward Bound (UB)

Upward Bound (UB) is a pre-college program for high school students. The program develops the skills and motivation needed to succeed in post-secondary education. UB provides college information, counseling, academic enrichment sessions, tutoring, encouragement and support to help students achieve their fullest potential. Students also attend a six-week summer session. The U.S. Department of Education funds UB.

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

Tri-C 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. If you need housing assistance, consult the Office of Residence Life located in Viking Hall Room 102 on the campus of Cleveland State University. The office hours are Monday-Friday from 8 a.m. to 5 p.m. Please call (216) 687-5196 for information.

International/Foreign Students

U.S. Immigration laws impose a variety of requirements or restrictions on college enrollment. If you have the status or are applying for the status of an F-1 nonimmigrant student, you must consult with an International Student Advisor before applying and registering for classes. F-1 students with an I-20 form from Cuyahoga Community College must successfully complete a minimum of 12 credit hours per semester in order to maintain status. No more than one 3 credit hour course taken via distance learning will apply towards the 12 credit hour minimum. To obtain deadlines for F-1 international student admission, please contact the International Student Advisor at the campus you plan to attend.

The International Student Advisor is available at each campus to address issues about F-1 student regulations. For issues that involve maintaining your visa status such as work permission, authorized withdrawals, transfers and

program extensions, please go to the International Student Advisor at the campus listed on your I-20 or visit one of the offices below:

Eastern (216) 987-2288 • Bldg. E3, Room 2217
Metropolitan (216) 987-4167 • Room SSC-G09
Western (216) 987-5203 • Room G-100

Parking

The fee for parking is 50 cents (two quarters), payable on exit. A gate card for all College facilities is available at the Business Office. The charge is \$37.50 per semester and \$25 for summer. The gate card is good at any Cuyahoga Community College parking lot. Change may be obtained at the Business Office or change machines.

Residency Requirements

Cuyahoga Community College 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 in the semester in which the residency change is to take effect.

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 Cuyahoga Community College, 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 stressed the responsibilities necessary to maintain freedom, and establishes and protects the rights of all members of the College community. The College's procedure on Rights and Responsibilities may be found in the Collegewide Administrative Guideline/Procedure Manual.

Selective Service

All male U.S. citizens, and male aliens living in the U.S., ages 18 through 25, are required to register with Selective Service 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 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 Student Financial Assistance Office at your campus for further information.

Emergencies, Catastrophic Events and Severe Weather Closings (Snow Closing)

The College is committed to providing the student with the maximum number of instructional days possible. In instances of emergencies, catastrophic events and severe weather conditions the College initiates a procedure to determine if classes can continue as scheduled.

The three criteria that determine if classes will be held are: 1) the municipalities and State Department of Transportation can confirm prior to 6 a.m. that the main roads and highways will be accessible. 2) Local governments and/or Homeland Security are at Orange or below alert status. 3) Campus Plant Operations can confirm that all buildings have heat, water, sufficient parking areas and clear access routes to campus buildings. If these three criteria can be fulfilled, classes will be held. Emergency closing announcements will be broadcast over local electronic media.

Tri-C ID Card

All Tri-C students are required to have a photo identification card. Cards are required for registration activities, library checkout and admission to athletic, cultural and social events. College authorities may ask to see your ID card at any time; therefore, it is important that you always have it with you. Cards are non-transferable

and void unless they bear your signature. There is a \$3 charge to replace your Tri-C ID.

Student Right-to-Know and Campus Security Act

Cuyahoga Community College 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 Department of Public Safety or visit the Public Safety web site at www.tri-c.edu/publicsafety/index.htm.

Transcripts of Grades

Information on a student's academic performance is available by logging into InfoAccess and using the Student Records listing. Students can view their Student Unofficial Educational Record at any time. Academic Progress Reports and Final Grades are available at the specific dates set in the academic calendar. 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 Cuyahoga Community College 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 Cuyahoga Community College. 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 Cuyahoga Community College 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 Office of Admissions and Records 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.

Cuyahoga Community College 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:

1. All students registering for an initial English or mathematics course.
2. All students who register for 12 or more credit hours during their initial term at the College.
3. All students who have accumulated a total of 12 credits during previous terms.
4. 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 nonrequired books and incidental items.

Career Centers/Jobs - Key Career Place

Key Career Place has four locations to serve students alumni and community job seekers; East, Metro and West Campuses and the United Technologies Center. Whether students need a job while enrolled at Tri-C, are seeking a co-op or internship to gain experience in their field or are looking for a position as they graduate, the career

development professionals at Key Career Place can assist you. Jobs are posted online and at each center. Workshops on resume writing, job search methods that work and effective interviewing are offered weekly. The resource and computer labs have the latest online tools, books, video tapes and magazines to research the job market, employers and prepare for the interview. Fax and phones are available for job search use. Services are free to students. Please call (216) 987-3029 or visit www.keycareerplace.info for campus locations, hours and activity calendar.

College Information Center (CIC)

The College Information Center provides convenient enrollment support services to the College's new, continuing and returning students. You may call customer service representatives for prompt responses to inquiries about class registration, balances or information on available academic and student services at Cuyahoga Community College. The CIC also accepts credit card payments towards registration and fees. The College Information Center may be reached by calling (216) 987-4000 and press zero or 1-800-954-8742.

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 progress toward their educational objectives and to 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.

Dining Facilities

Cafeteria-style dining facilities are located at each campus and the Unified Technologies Center. The cafeterias offer assorted beverages and a wide variety of freshly prepared entrees including breakfast items, pizza, specialty sandwiches, salads and desserts. Hours of operation are posted at each cafeteria. In addition, vending machines offering a variety of foods, snacks and beverages are located at multiple sites throughout each campus and at the Unified Technologies Center.

Early Childhood Education Learning Centers (Day Care for Children)

The Early Childhood Education (ECE) Learning Centers provide a learning environment for the children of students, faculty and staff, as well as community parents. The Centers provide quality child care for children 18 months

through five years old while the College is open. Contact the ECE Learning Centers for information on hours of operation and availability of space before you register for classes at:

Eastern (216) 987-2207
 Metropolitan (216) 987-4375
 Western (216) 987-5314

Intercollegiate Athletics

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

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

Physical Education and Recreation Facilities

Cuyahoga Community College is committed to providing students, faculty and staff with quality athletics, physical education and recreation programs. The College offers a program of athletics, physical education and recreation designed to develop an understanding and appreciation of physical fitness and to improve the student's recreational and athletic skills.

Facilities at the 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. Outdoor facilities include an all-weather track and softball field.

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

The indoor facilities at the Western Campus include a fitness center, gymnasium, swimming pool, weight training room, baseball batting cage, locker and shower rooms and an athletic training room. Outdoor facilities provided are an all-weather track, soccer fields, 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, Tri-C 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 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 eight 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, counseling, tutoring, assistance with taping of text, 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 Life

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

Student Life and Athletics provides diverse programs and services to enhance the overall social, cultural and educational growth of students by promoting learning and development outside of the classroom. The programs are designed to promote maximum interaction among students and between students, faculty and staff. College programs are developed in response to student requests and needs and activities offered may vary each semester depending upon student feedback.