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Student Rights and Responsibilities

For a comprehensive list of all College procedures, please refer to the Student Handbook at www.tri-c.edu/studenthandbook.

Student Conduct Code

The Student Conduct Code is established to foster and protect the mission of the College, to foster the scholarly and civic development of students in a safe and secure learning environment, and to protect the people, properties and processes that support the College and its mission. The Student Conduct Code identifies prohibited conduct, and clarifies when the Code applies to student behavior. The Student Conduct Code closely relates to the College procedure titled, "Student Judicial System" which sets forth the penalties imposed for prohibited conduct and establishes the disciplinary process for alleged violations.

The College's Student Conduct Code and Student Judicial System may be found through the College's Web site at: www.tri-c.edu/studenthandbook/doc/procedures.htm.

Academic Probation or Dismissal

A student will be placed on probation if the cumulative grade point average after the student has attempted 12 or more semester credits at Cuyahoga Community College is less than shown below:

Total Semester Cumulative Credits Attempted:	Grade Point Average
12-29 inclusive	1.50
30-50 inclusive	1.75
51 and above	2.00

Students with fewer than 12 cumulative credits attempted will not have an academic status. This will be designated as "NS - No Status."

A student who remains on probation two sequential full semester enrollment periods will be dismissed at the end of the full semester unless the student's grade point average for the most recent full semester period of enrollment is 2.00 or higher. Probation status will be continued until the student's cumulative GPA is not less than the requirements previously listed. It should be noted that the Summer Session, for the purposes of grade point average and dismissal, is equal to a normal semester.

A student who has attempted 12 or more semester credits and has less than a 0.75 cumulative grade point average at the end of any period of enrollment will be academically dismissed.

A student who has been dismissed for the first time from

Cuyahoga Community College because of poor grades will not be permitted to enroll for the semester following his/her dismissal. A student dismissed for a second or subsequent time will not be permitted to enroll for two semesters.

A student who has been dismissed from Cuyahoga Community College must apply for academic re-admission. A Petition for Readmission form must be submitted at least five (5) days prior to the start of the semester. Forms can be obtained from the Admissions and Records Office. Upon readmission, you are limited to one or two courses as recommended by your counselor. Once readmitted, you must maintain a 2.0 grade point average in the courses taken.

Attendance

Regular class attendance is expected. An instructor may withdraw a student for excessive absence unless arrangements satisfactory to the instructor can be made by the student to demonstrate that he or she can make acceptable academic progress.

Students who are unable to continue their classroom attendance are advised to initiate a withdrawal prior to the deadline.

If illness or emergency should necessitate a brief absence from class, students should confer with instructors upon their return. Students having problems with class work because of a prolonged absence should confer with the instructor or a counselor.

Snow Closing - Emergencies, Catastrophic Events and Severe Weather Closings

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.

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.

Academic Information

Change of Major Field of Study

Students may change their major field of study anytime during their enrollment at Cuyahoga Community College. Students are able to update their academic major by submitting changes through *my Tri-C space*. It is suggested that students check with a counselor/advisor before changing majors.

Class Standing

All students will be classified as freshmen or sophomores based upon the number of semester units of academic credit they have completed. Freshmen are students who have accumulated 29 or fewer academic credits. Sophomores are students who have accumulated 30 or more academic credits.

Comparable Credit Procedure

Comparable credit is defined as academic credit awarded to registered students upon demonstration of knowledge equivalent to that gained through College courses. Students may obtain a maximum of 30 semester credits through one or a combination of the recognized options for comparable credit. Awarded comparable credit will not affect a student's grade point average or quality points. Also, the awarded comparable credit will not substitute for the required 20 semester credits of residency needed for College graduation. Please see your academic counselor for further information.

Standardized methods of evaluation will be used to measure students' demonstrated knowledge of a subject area. Upon successful completion, the student will be awarded the same academic credit as that designated for the course.

Comparable Credit Options:

Recognized options under which comparable credit may be awarded:

Advanced Placement (AP) - Advanced Placement Exams are administered in the high schools and are usually culminating exams for high school students enrolled in honors courses.

College Level Examination Program (CLEP) - The College Level Examination Program (CLEP) includes general and subject-specific exams in a variety of areas. The College will award comparable academic credit to students for successful completion of the College Entrance Examination Board's College Level Examination Program (CLEP) general and subject area examinations. Official transcripts must be submitted to the Admission and Records Office with a letter requesting the posting of CLEP credit.

Defense Activity for Non-Traditional Education Support (DANTES)

- This is a group of standardized tests developed for the voluntary education programs of the U.S. Armed Forces which have now been made available for civilian use. The civilian tests are administered through Educational Testing Services (ETS).

American Council on Education (ACE) - Alternative educational learning related to subject areas, courses, and programs of study will be evaluated using authorized publications and methods for effecting assessment.

(1) Military Training Credit

Prior learning credit can be awarded for training a student received while a member of the armed forces. Credit is awarded based on recommendations of the American Council on Education (ACE). Publication: *American Council on Education's Handbook to the Guide to Evaluation of Educational Experiences in the Armed Forces*

(2) Standardized Training and Certification Programs

There are numerous standard training and certification programs for which you may earn credit for prior learning. Credit is awarded based on recommendation of the American Council on Education (ACE). Publication: *American Council on Education National Guide to Educational Credit for Training Programs*

Credit by Exam (CBE) - There are many courses offered by the College for which credit for prior learning may be awarded by taking and passing a comprehensive exam on the course subject. Students may be given the opportunity to demonstrate by examination college-level knowledge in a particular subject area. CBE for a particular course may be taken only once.

By-Pass Credit

- (1) For By-Pass Credit, comparable credit is awarded for achieving competence equivalent to a course or a sequence of courses applicable to fulfilling an academic degree requirement. Students must document the requisite knowledge and skills considered for comparable credit. By-Pass Credit may be awarded for learning attained through documented, valid academic and/or equivalent work experience, including professional certification/licensing, and completion of formal training programs. Formal training programs include, but are not limited to, hospital-based and corporate education where requisite knowledge, skills, and competencies are documented.

Credit by Portfolio - A portfolio is an organized and focused collection of information that documents a student's prior learning for the purpose of being awarded credit for that learning. Students may be awarded comparable credit by providing verifiable documentation

of college-level learning experiences gained by means other than formal classroom instruction.

Cross-registration

Qualifying full-time (currently registered for 12 or more credits) Cuyahoga Community College students may register for one course per semester during the regular academic year on a space-available basis, at any of the institutions participating in the Cross-registration Program coordinated by the Northeast Ohio Council on Higher Education. Area colleges and universities participating in this program are Baldwin-Wallace College, Case Western Reserve University, Cleveland State University, Cuyahoga Community College, Myers University, Hiram College, Lake Erie College, Lakeland Community College, Lorain County Community College, Notre Dame College, Ursuline College, John Carroll University, Cleveland Institute of Art and Cleveland Institute of Music. These host institutions waive their tuition and general fee charges for their courses taken as part of the Cross-registration Program.

However, for a Cuyahoga Community College student, the student will be billed for the number of credit taken at the host institution using the Cuyahoga Community College tuition rate once we receive confirmation of registration from the host institution. The tuition and fees assessed for a Cross-registration Program course will be equal to tuition fees paid by other Cuyahoga Community College students with the same total number of credits and residency status.

Participation must be approved by Cuyahoga Community College and the availability of the course must be approved by the host institution. Program applications and registration information are available in the Admissions and Records Office on each campus. Cross Registration is not available during the Summer Session.

Distance Learning

As an alternative to the traditional classroom setting, a number of the College's credit courses are offered as distance learning courses. For individuals who are self-directed and motivated, distance learning can be a convenient and effective way to earn college credit. Students who prefer regular face-to-face interaction with an instructor may feel more comfortable registering for campus-based courses.

Registration procedures and cost per credit are the same as for on-campus courses. For more information about distance learning courses, go to <http://dlc.tri-c.edu> or call contact the Distance Learning Center at 216-987-4257 or email distance@tri-c.edu. Instructional modes used for delivery of distance learning courses include:

Web-based Courses - Some credit classes are offered via the Internet. Because the Internet is available 24 hours a day, students can go to class at any time to study

lessons and assignments, access syllabi and course information, upload and download assignments and homework, and communicate electronically with the instructor and fellow students. In place of class discussion, students use Internet "discussion groups" to read what other students and the instructor have said about a topic and add their own comments.

Telecourses - The typical telecourse consists of up to 26 half-hour video programs, an assigned textbook, a study guide and several on-campus seminars conducted by the faculty member assigned to the course. The instructor also is available for telephone and in-person consultation. Some telecourse videos are broadcast on PBS Affiliate WVIZ-TV, cablecast on some area cable systems as Smart TV, or through Video on Demand streaming. All are available for viewing at Tri-C libraries. Some are available for loan through the Tri-C Book Centers as well.

Independent Learning Courses - Students work independently and at their own pace on campus or at home, and interact individually or in small groups with their classmates and instructor. Some courses require visits to a Tri-C library to check out materials. Faculty are available to confer with students in person, by phone or by voicemail.

Hybrid - Some courses combine computer-based interaction and face-to-face instruction. Hybrid courses move a significant part of course learning online and as a result, reduce the amount of classroom seat time.

Cable College - Cable College is "live" delivery of credit instruction via cable television that allows students to participate from the on-campus classroom studio or from the convenience of their homes. At-home students watch cablecasts at the scheduled class meeting time and interactively participate with the instructor and on-campus students via telephone. Instructors are available for consultation via telephone or in-person. Computer interaction may be required for some classes.

To participate in Cable College courses from home, a student must have cable service from Time Warner in the city of Cleveland, or digital service with Cox Cable, and telephone service for interaction.

Interactive Video - A course offered at one campus is televised simultaneously at the College's other campuses or selected off-campus sites. Students and faculty at each site are able to interact with each other using the College's video systems. Among the distance learning alternatives offered by the College, Interactive Video most closely matches the traditional classroom environment.

Grading System

A (Excellent-4pts.): A grade of "A" indicates that a student has demonstrated excellent academic performance; it carries a weight of four quality points for every credit of the course in which the grade is earned.

B (Good-3pts.): A grade of "B" indicates that a student has demonstrated good academic performance; it carries a weight of three quality points for every credit of the course in which the grade is earned.

C (Average-2pts.): A grade of "C" indicates that a student has demonstrated average academic performance; it carries a weight of two quality points for every credit of the course in which the grade is earned.

D (Below Average-1pt.): A grade of "D" indicates that a student has demonstrated minimal academic performance; it carries a weight of one quality point for every credit of the course in which the grade is earned.

F (Failure-0pts.): A grade of "F" indicates that a student has failed to demonstrate minimal academic performance; it carries a weight of zero quality points for each credit of the course in which the grade is earned.

P (Pass-0pts.): A grade of "P" indicates that a student has passed and completed a course requirement; it carries a weight of zero quality points for each credit of the course in which the grade is earned. "P" represents "C" or better work. The credits earned are awarded, but are not included in the computation of a student's cumulative grade point average.

NP (No Pass-0pts.):

A grade of "NP" indicates that a student has not passed and completed a course requirement; it carries a weight of zero quality points for each credit hour of the course in which the grade is earned. "NP" represents "D" or "F" work; however, the "NP" is not included in the computation of a student's cumulative grade point average.

AU (Audit-0pts.): A notation of "AU" indicates that a student was granted permission to register for a credit course and attend that course on an audit basis with no academic credits to be awarded. A student **may not** convert registration from a credit to audit status after classes begin.

CEU (Continuing Education Unit): A notation of CEU indicates the award of Continuing Education Units as specified in the College's policy on continuing education units.

I (Incomplete-0pts.): A notation of "I" indicates that a student has not completed all course requirements as a result of circumstances judged by the instructor to be beyond the student's control. A student must complete all course requirements no later than the end of the sixth

week of the academic term following the semester in which the "I" was noted. Failure to complete such requirements will result in an "F" (Failing) grade.

I/E: I (Include) and E (Exclude) course symbols:

A course considered eligible for repeat is one that is an identical course (number, title and credits) or one officially identified as equivalent by the College Catalog (effective Fall 1998). Specialized courses with allowable accrued credits will be considered for repeat calculations only upon written request and validation by the appropriate academic area of identical topic repeat.

T (Transfer Credit): A notation of "T" indicates that a student has been awarded credit for course work which has been evaluated and accepted in transfer from another institution of higher education in accordance with the College's policy on transfer credit from other institutions. The transfer credits awarded shall not be included in the computation of a student's cumulative grade-point average.

USF (Military Physical Education Credit-0pts.):

"USF" indicates a student has been awarded credit in recognition of physical education training received by a student who has served on active duty in the military services of the U.S. for at least 365 days as documented on the students' DD214.

W (Withdrawal-0pts.): A notation of "W" indicates a student's withdrawal from a course in accordance with the College's withdrawal policy.

Comparable Credit Grading

ACE (American Council on Education)

AP (Advanced Placement)

BYP (By-Pass)

CBE (Credit by Examination)

CEL (Council for Adult and Experiential Learning)

CLP (College Level Examination Program)

A notation of "ACE," "AP," "BYP," "CBE," "CEL" and/or "CLP" will indicate that credit has been awarded by Cuyahoga Community College as a result of a student successfully passing a College-wide equivalency exam or other recognized method of evaluation by policy. No quality points for credits earned through successful completion of appropriate examinations will be awarded, and the credits earned will not be included in the computation of a student's cumulative grade point average. Comparable credits awarded do not count towards the 20 hour residency requirement for graduation.

Grade Point Average

Grade point average (GPA) is a measure of scholastic performance. It is computed by dividing the sum of the total quality points earned by the total units of credits (quarter or semester) attempted. The following example illustrates the computation of GPA:

Academic Information

Grade	Points	x Credit	= Total Points
A	4	3	12
B	3	3	9
C	2	4	8
F	0	3	0
		13	29

$$\text{GPA} = 29/13 = 2.23$$

Grade point average can be computed for any given semester or for the total of all credits attempted. When a grade point average is computed for the total of all of the credits attempted, it is referred to as the cumulative grade point average.

Courses in which the letter symbols S, U, P, NP or the action symbols AU, W, CBE, I, IP, *, T, ACE, AP, CLP or USAF are noted but are not included in the computation of a student's grade point average.

Students who receive official permission to postpone an examination are assigned an "I" (incomplete) as the grade for that course. STUDENTS MUST PERSONALLY REQUEST AN INCOMPLETE GRADE FROM THEIR INSTRUCTORS. It is not granted automatically. Incomplete grades can be removed by completing the examination or other requirements no later than the end of the sixth week of the following academic term. Failure to do so will result in an "F" (Failure) grade.

Pass/No Pass Grade Option

An alternative to a letter grade [A, B, C, D and F] called Pass/No Pass grade option allows students who want to explore a discipline and/or course to register without the penalty of a grade impacting their grade point average.

A student can elect up to 12 credits taken Pass/No Pass to fulfill degree requirements at Cuyahoga Community College. Whereas, audited courses do not count, students may select up to 12 credits of Pass/No Pass that may transfer to another college or university as electives.

Things to be considered before selecting a P/NP Grade:

Some restricted/selective admission program courses require traditional letter grades (A, B, C, D) for their core course requirements. Courses used as prerequisites or core courses for the Health Career and Nursing programs must have a traditional letter grade. The P/NP grading option for prerequisites and core courses will not be accepted by the Health Career and Nursing programs. Students are responsible for consulting with their program manager or counselor to determine Pass/No Pass grading options.

Once you have registered for a course and select the Pass/No Pass grade option you cannot convert back to a traditional grade option for that particular course after the 100% refund period. If you later learn that you need a letter grade for a course that you are registered for or completed using the Pass/No Pass grade option, you will need to retake the courses to earn a letter grade.

International students and post-secondary enrollment options program students are not eligible to utilize the Pass/No Pass option.

Courses taken Pass/No Pass count toward financial aid enrollment requirements.

Auditing a Course

Auditing a course means that a student attends classes but is not required to submit assignments or take examinations. Students, therefore, receive neither a grade nor course credit. Students must indicate their intention to audit a course on a separate audit form to be completed during the audit registration period. The auditing fee is the same as when a student is regularly enrolled for credit. Credit courses or Pass/No Pass courses cannot be converted to audit status nor can audited courses be converted to credit status or Pass/No Pass status after audit registration ends.

Currently enrolled Cuyahoga Community College students are permitted to audit one or more courses. Careful consideration is advisable before requesting permission to audit a course. When uncertain whether to audit a course, students should see a counselor. Registration for auditing a course or courses must be completed through in-person registration only. The audited courses may be added on the dates published in the semester schedule of classes.

Honors Program

The College offers an Honors Program that provides an academically challenging and enriching learning experience for qualified students. Students in the Honors Program are invited to participate in various co-curricular experiences, cultural events and honors colloquia to supplement their honors classes. For more information, email the Honors Program director at honors@tri-c.edu or visit www.tri-c.edu/honors.

Academic Honors: Dean's List

Each term, the Dean's List gives public recognition to those students whose academic achievements are considered outstanding. The list includes all students who have earned a grade point average of 3.50 or higher in attempting 12 or more credits during the preceding term.

Graduation with Honors

The College encourages academic progress and success for its students. The College feels that those students who excel in their academic pursuits should be recognized for their achievements.

Academic achievement shall be determined by a student's grade and by the fulfillment of all graduation requirements.

The following designations are to appear on the commencement program, all diplomas and official College transcripts based on cumulative grade point

averages for Cuyahoga Community College course work only:

Cum laude: 3.50 - 3.69

Magna cum laude: 3.70 - 3.89

Summa cum laude 3.90 - 4.00

The above designations will appear in the commencement program for fall, spring and summer graduates (based on fall cumulative grade point average).

Upon confirmation that a student is eligible to receive a degree, the above specific designations are to be appended to the student's official academic college transcripts.

Repeating a Course

Students may repeat a course in which a grade of "B," "C," "D," "F," "P" or "NP" has been earned. When an identical course is repeated, the highest grade will be used in computing the cumulative grade point average. A word of caution: "P" and "NP" courses are not counted toward grade point average calculations.

Credit for courses will be awarded only once in the semester in which the highest grade was awarded for the course, unless the course description specifically states that additional credit may be earned.

Students planning to transfer to another college or university are cautioned that the receiving institution may use ALL grades earned to compute a grade point average for admission purposes. Also, since repeating a course may have an adverse effect on financial aid eligibility, students are urged to consult with the Student Financial Assistance Office and a counselor before they repeat a course.

Fresh Start – Grade Forgiveness Procedure for Student Success

The Fresh Start Procedure allows Cuyahoga Community College to grant academic grade forgiveness to former Cuyahoga Community College students who have received failing grades. This procedure is not applicable to those students previously awarded grade forgiveness or the change of degree option.

Fresh Start is available to returning students who have not been enrolled at Cuyahoga Community College for a period of at least five years, or to those students who have been enrolled in at least one quarter in the five-year period prior to the conversion to semesters. For detailed information, contact the Counseling Office.

Transcripts of Grades

Information on a student's academic performance is available by logging into *my Tri-C space* and clicking on the My Info tab and selecting the Student Records channel. Students can view their 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 Admissions and Records Office. Individual requests must bear the student's signature. Students receive one free transcript upon graduation. Other copies may be obtained from the Admissions and Records Office for a nominal fee.

Withdrawal

Students may withdraw from any semester course prior to the end of week 12 of the full semester or 80 percent of any instructional part of semester. Specific withdrawal dates are available by semester in any Admissions and Records Office or published in the schedule of courses.

Students must submit a completed withdrawal form on time or follow the approved electronic process when available. The refund schedule for all parts of semester and the Summer Session is determined in proportion to the full semester schedule as established by College procedure.

Up to the last day of week 12 of the full semester, a student may withdraw from a course(s) for any reason. Withdrawal from a course prior to the last day of the second week of the semester will have no notation made in permanent records; withdrawal thereafter will be noted with a "W."

If the student misses class time for the equivalent of one week of instruction, an instructor has the option to withdraw the student for excessive absence. The instructor may elect not to exercise this option; however, it is the student's responsibility to make sure that an official withdrawal takes place. The alternative is an "F."

All transactions involving withdrawal from courses shall be done in writing and on forms provided by the College or through electronic means. A student's failure to attend classes shall not constitute an official withdrawal.

The first and final day of withdrawal from a course during the Summer Session or any part of the semester will be appropriately pro-rated.

Beyond week 12 or 80 percent of any instructional part of semester, a student who is unable to complete the current semester for reasons beyond her/his control (such as an emergency medical condition or other extenuating circumstances) may petition for a late withdrawal after the deadline by completing a Petition for Withdrawal Exception and submitting substantiating documentation to the Admissions and Records Office for review by a College-wide Withdrawal Exception Review Committee. The Withdrawal Exception Review Committee meets monthly to review the petitions. Submission of a Petition for Withdrawal Exception does not guarantee approval. If the recommendation of the committee is to deny your request, the recommendation is final. If the

recommendation of the committee is to approve your request, each instructor has the final decision. Once the petition is approved it must have the appropriate instructor and/or academic dean's approval. Students can submit a Late Withdrawal Petition through the end of the next academic semester. Please note that conditions approved under past withdrawal petitions may not be approved again.

Academic Support Services

Cooperative Education

The Cooperative Education Program supplements formal classroom education with actual on-the-job experience in a variety of career disciplines. The program integrates classroom education with actual on-the-job experience in 14 different academic disciplines within the timeframe of an academic semester. Work may be either temporary or long-term depending upon an agreement between the student, the employer and the College. While working in a major-related position, students are paid employees who receive vocational advising, earn academic credit for documented learning derived from their experiences, and are evaluated by employers. Students may earn a maximum of nine credits for cooperative work experience, which may be applied toward certain degree requirements.

There are three types of co-op work schedules available: part-time, full-time, and alternating terms, any of which can be coordinated with academic schedules.

To participate in the Cooperative Education work experience program, students must:

1. Have completed 12 credits of college coursework, transfer credits included.
2. Have taken at least two courses related in the major field or have equivalent experience.
3. Maintain at least a 2.00 GPA or better.
4. Be working toward an associate degree or certificate at Cuyahoga Community College.
5. Complete the co-op application process.
6. Have a personal interview with, and the approval of, the campus Career Development Specialist at a campus Key Career Place office.

The benefits of Co-op include paid, hands-on experience in the field of study before graduation, the ability to earn academic credit in the major and the opportunity to network with employers. To find out more information, contact the Career Development Specialist on your campus. East: 216-987-2575, Metro: 216-987-4416, West: 216-987-5579.

Developmental Education Services

The College's Developmental Education Program,

through the campus Learning Centers, offers all students the opportunity to improve their basic skills, enhance their understanding of college courses, develop their study skills and maximize their academic achievement. Services include free tutoring, study skills workshops, mini-courses and access to print and media learning aids.

Library/Technology Learning Center/Learning Resources Center

A Library, Technology Learning Center (TLC), Academic Excellence Center (AEC), and Learning Resources Center (LRC) are located on each campus to provide a full range of library, academic computing and educational media support for students and faculty. Brochures describing these resources and services are available at each campus facility.

Each campus library provides you with access to a variety of resources and information with the assistance of professional librarians. You can use our electronic College-wide catalog to gain access to Tri-C's collection of over 170,000 books, periodicals, newspapers and non-print media; materials from other area libraries; and OhioLINK resources. The Ohio Library and Information Network is a consortium of 85 academic institutions including 17 public universities, 23 community/technical colleges, 44 private colleges and the State Library of Ohio. OhioLINK provides students and faculty easy access to information, rapid delivery of library materials, and over 100 online reference and research databases.

The TLC on each campus provides you with the latest learning technologies, including access to computers, network resources and information services. The College's three Academic Excellence Centers facilitate faculty development, including opportunities to incorporate effective technologies into the art of instruction. Each campus' Learning Resources Center provides a wide variety of media support services.

Student-Faculty Conferences

Tri-C faculty members maintain scheduled office hours to confer with students regarding class work and related matters. Schedules of office hours will be announced by instructors in their classes and posted in the faculty office areas. Students are urged to familiarize themselves with the schedules and to contact their instructors during those hours.

Access and College Pathway Programs

Access and College Pathway Programs is a component of the College's Division of Academic and Student Affairs. The Unit provides services to both current and prospective students, including supportive services, recruitment and enrollment growth initiatives and scholastic K-12 programming. The Unit also administers the Aeronautics Education Laboratory and the Youth Technology Academy and assists in student recruitment

and retention initiatives.

Science, Engineering, Mathematics and Aerospace Academy (SEMMA)

SEMMA is a combined effort between NASA's John Glenn Research Center at Lewis Field and Cuyahoga Community College to:

- Provide K-12 academic enrichment in mathematics and science
- Provide career awareness programs for students K-12
- Prepare students for undergraduate college programs in science, mathematics, engineering and technology.

SEMMA is targeted to under-represented/under-served groups. However, any student who meets program requirements is welcome to participate in this program. The programs of the Educational Opportunities Programs (EOP) Unit and multiple programs serving high school students, including the Youth Technology Academy, the Partnerships for Achieving Student Success (P.A.S.S.) Project and others are also under this Unit's leadership.

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. Visit the EOP programs at www.tri-c.edu/eop.

Women in Transition/Displaced Homemakers

The Women in Transition/Displaced Homemakers Program is for women in transition, including homemakers who need to make a living for themselves and their families. Visit our Web site at www.tri-c.edu/eop/docs/dh/dhm.htm for additional information. The U.S. Department of Education, the Carl Perkins Act and Cuyahoga Community College fund Women in Transition/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. Visit EOC at www.tri-c.edu/eop/docs/eocm.htm.

Student Support Services

The Student Support Services (SSS) program provides services to Metro Campus-based 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. Visit SSS at www.tri-c.edu/eop/docs/sss/ssm.htm.

Veterans Upward Bound

Veterans Upward Bound (VUB) assists veterans to successfully enter and complete their educational program of study. VUB helps veterans increase their academic skills, complete remedial coursework, and remain enrolled in postsecondary education. Services include academic advising, financial aid advising, personal and career guidance, tutoring, Veterans Affairs benefits information, college enrollment and registration assistance, peer mentoring and workshops. Free refresher courses in English, math, and science are available. Eligible participants include U.S. veterans and reservists who are low-income and/or first-generation college students. VUB is funded by the U.S. Department of Education and Cuyahoga Community College. Visit VUB at www.tri-c.edu/eop/docs/vubm.htm.

Educational Talent Search

Educational Talent Search (ETS) is an educational counseling and post-secondary placement program for individuals ages 11 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. Visit ETS at www.tri-c.edu/eop/docs/ets/etsm.htm.

Upward Bound (UB)

Upward Bound (UB) is a pre-college program for high school students. The program helps students to develop the skills and motivation needed to succeed in post-secondary education. UB provides college, career and financial aid counseling, tutoring, field trips and test preparation for the OGT, ACT and SAT tests. Students also attend a six-week summer session and graduating seniors attend an eight-week bridge component. UB is funded by the U.S. Department of Education. Visit UB at www.tri-c.edu/eop/docs/ubm.htm.

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