



Admissions, Registration, and Money Matters

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Admissions

Admission to Tri-C is open to all high school graduates, anyone with documentation of successful GED completion, as well as to non-high school graduates, 18 years of age or older.

It is not necessary to enroll in a specific program to be admitted to the College. Students can enroll in as few as one or two courses to pursue a general interest or can enroll in a two-year program to prepare to transfer to a four-year college, or choose a two-year career/occupational program to prepare for employment.

The general admissions procedure of the College does NOT ENSURE ADMITTANCE TO A PARTICULAR COURSE OR PROGRAM. In some instances, certain courses may be restricted to program majors. Admission to a specific program may be competitive or require specific minimum qualifications. Some students may be requested to enroll in special courses to eliminate deficiencies in academic preparation.

Students are urged to begin their admission process well in advance. High school students may apply in their senior year for entrance after high school graduation.

Students may attend more than one campus or move from campus to campus, but should submit an application and pay fees at the campus where they expect to enroll for the majority of their courses.

Addresses and telephone numbers for the Admissions and Records Offices at the three campuses are:

Eastern Campus, 4250 Richmond Road, Highland Hills, Ohio 44122, telephone 216-987-2024

Metropolitan Campus, 2900 Community College Avenue, Cleveland, Ohio 44115, telephone 216-987-4200

Western Campus, 11000 Pleasant Valley Road, Parma, Ohio 44130, telephone 216-987-5150

How to Apply

1. Submit a completed APPLICATION FOR ADMISSION/RE-ADMISSION form. You can apply online at www.tri-c.edu or in-person at the Admissions and Records Office.
2. Submit an official high school transcript and/or GED transcript. (Request the high school or GED office to forward the transcript directly to the Office of Admissions and Records.) GED transcript request forms are available in the Admissions and Records Office.
3. Submit official transcripts from all colleges and universities of attendance. (Request former college or university officials to forward these transcripts directly to the Admissions and Records Office.)
4. Students wishing to attend Tri-C temporarily while attending another college or university are accepted as

visiting students. It is strongly advised that you check with your college advisor concerning your home institution's procedures on visiting enrollment before you apply and enroll under this status.

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 point of application 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 prior to the first day of the semester in which the residency change is to take effect.

For purposes of residency, a resident of Cuyahoga County/Ohio is defined as any person who can show proof of maintaining a 12-month residence 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 residence for reasons other than gaining the benefit of favorable tuition rates in Cuyahoga County/Ohio. More information on residency requirements is available in the Admissions and Records Office at each campus.

Selective Service

All male U.S. citizens, and male aliens living in the U.S. between the age of 18 and 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 Admissions and Records Office 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 any campus for further 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 credits per semester in order to maintain status. No more than one 3-credit course taken via distance learning will apply towards the 12 credit minimum. To obtain deadlines for F-1 international student admission, please contact the International Student Advisor at any campus.

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:

East 216-987-2288 • ESS, Room 2217
Metro 216-987-4167 • MSS, Room G09
West 216-987-5203 • WSS, Room 100

Orientation Services

Orientation sessions are designed to assess, inform, and prepare students prior to beginning classes. Orientation is required for students new to college and recommended for students who have previously attended another college or university. Orientation provides students with information essential for successfully beginning and proceeding with their education at Cuyahoga Community College. For more information about orientation and initial academic advising, contact the Counseling Department.

East Counseling: 216-987-2280
Metro Counseling: 216-987-4900
West Counseling: 216-987-5200

Transfer from Tri-C

The process of transferring courses from Cuyahoga Community College to another college or university begins with a consultation with a Tri-C counselor to ensure that the student enrolls in the appropriate courses.

After completing a program of courses, the student must arrange for transfer of credits by completing a REQUEST FOR TRANSCRIPT form in the Admissions and Records Office with instructions for sending it to the school where course credits are to be transferred. The Admissions and Records Office will send the transcript to the appropriate official at the requested school.

It is the student's responsibility to schedule a meeting with the appropriate admissions office at the receiving college or university to ensure that the transcript has been received and that all requirements for admission and transfer to the receiving school have been met.

Because of the highly specialized nature of courses in career programs, many are not designed for transfer to a four-year institution. The exception to this is any course

in an approved two-plus-two program with a four-year college or university. A counselor can provide information about which programs offer this option. Students also should note that courses with numbers lower than 1000 usually do not transfer (see COURSE NUMBERING in this catalog).

Representatives from four-year colleges often visit the campuses to help Tri-C students plan their transfer programs. Acceptance of credit is always at the discretion of the receiving institution.

Transfer to Tri-C from another College

Students who wish to transfer to Tri-C should follow the established admissions procedures. The acceptance of transfer credits by the College will be determined to the extent feasible within the context of agreements and working relationships between Tri-C and other institutions of higher learning.

The College has agreed to accept credit from colleges and universities accredited by regional accrediting associations. Credit is also accepted from other institutions demonstrating that instruction provided at their institutions meets the College's standards.

Transfer credit may be awarded for courses earned through the college-level United States Armed Forces Institute (U.S.A.F.I.).

Visiting Status

If a student wishes to take a course for credit at another institution while attending Tri-C, he or she may do so and can usually avoid having to go through the admissions procedure at the other institution by requesting visiting status as follows:

1. Request a VISITING STUDENT FORM from the Admissions and Records Office or the Counseling Office.
2. Complete the form, get approval from a counselor, and return it to the Admissions and Records Office.
3. The Office of Admissions and Records will confirm the student's status so that credit earned at the other institution can be properly credited to the student's permanent Tri-C record. This information also will be sent to the institution where the student is seeking visiting status. (student checks whether they want to pick up form, mail to them, or mail to school).

Post-Secondary Enrollment Options Program

The Post-Secondary Enrollment Options Program (PSEOP) provides opportunities for eligible high school students to earn either college credit or both high school and college credit. This experience is the beginning of the official record (transcript) of their college studies.

The PSEOP benefits students in several ways. Students take courses not available in their schools that complement their educational programs. This enriches the high school experience and encourages exploration of

new fields through exposure to collegiate teaching methods, course content, and procedures.

Consult with a high school counselor and a Tri-C Office of Admissions and Records representative for more information on admission criteria.

Program 60 Admission

Through Program 60, residents of Ohio aged 60 and older may register for regularly scheduled credit and non-credit classes on an instructor-approved, non-credit, tuition-free, space-available basis. Registrations are made through the Admissions Office on the date published for Program 60 registration in the semester schedule of classes. Program 60 registration for credit classes will not be accepted prior to the dates advertised.

Tech Prep

Cuyahoga Community College participates as a member of the North Coast College Tech Prep Consortium. College Tech Prep is a partnership among business, industry, labor, high school and higher education, and a primary strategy for systemic educational change that prepares students for Ohio's 21st century workforce. Through the integration of academic, occupational and employability competencies verified by industry, students begin a seamless educational path in high school and can earn up to 30 college credits that lead to an associate degree. At Tri-C, College Tech Prep offers pathways in Automotive Technology; Business Management; Biotechnology; Engineering Technology; Information Technology; Health Careers; Horticulture; Construction; and Law and Public Safety. High school graduates who complete the College Tech Prep Program may apply for a scholarship and enroll at Tri-C to continue their field of study. For more information, go to www.tri-c.edu/techprep.

Registration

Students must be admitted to the College before registering for classes. Students can register online, through the touch-tone telephone, or in-person at the Admissions and Records Office. Please see our Web site, www.tri-c.edu, for complete registration instructions.

Full-Time/Part-Time Status

A student must take at least 12 semester credits 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 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 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.

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 credits 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.

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.

Cancelled Classes

Occasionally the College must cancel a class because of insufficient enrollment. Every effort is made to notify students when this occurs. Those affected may register for a different class through the Late Registration period.

Prerequisites

Prerequisites are established by each department, for each course in that department, to ensure that the student has an adequate and sufficient background to enroll in a course and achieve success. A passing grade of "C" or better is required. It is the student's responsibility to ensure that he or she has met the prerequisites for any course in which he or she enrolls. Prerequisites will be checked at the time of registration. If the student is unsure that the prerequisite has been met, he or she should consult with the academic department prior to registering for that course.

Note: Quarter courses taken prior to Fall 1998 to meet prerequisite requirements will require an exception form

from a counselor, academic department or may be done electronically when you register via the Web.

Dropping or Adding Courses

Any registered student who finds it necessary to make a schedule change can do so from the first day of registration through the end of the late registration period. The full fee will be charged for courses added. Contact the Admissions and Records Office for refund information.

Changes in Curriculum, Fees and Other Requirements

The Board of Trustees of the Cuyahoga Community College District reserves the right to change, at any time and without notice, graduation requirements, fees and other charges, curriculum, course structure and content, and such other matters as may be within its control, notwithstanding any information set forth in this catalog.

Money Matters

Tuition and Fees

Tri-C, supported by the taxpayers of Cuyahoga County and assisted by the state of Ohio, maintains modest tuition and fees, both of which are subject to review during any academic year by the Board of Trustees and may be changed at its discretion with the approval of the Ohio Board of Regents.

Tuition & Fees Per Semester Credit

	Tuition	General Fee	Tech Fee	Total
Cuyahoga County Residents	\$72.87	\$6.20	\$1.47	\$80.54
Other Ohio Residents	\$98.81	\$6.20	\$1.47	\$106.48
Out-of-State Residents	\$210.37	\$6.20	\$1.47	\$218.04

Refunds

Refunds of instructional, general and supplemental fees for courses of academic credit will be made when a program adjustment form is properly completed, authorized and processed through the Admissions and Records Office.

The following schedule governs all refunds of instructional, general and supplemental fees for courses of academic credit:

- Refund Period.....Full Semester
- First Week.....100%
- Second Week.....70%
- Third Week.....50%
- Fourth Week.....25%
- Fifth Week and afternone

The refund schedule for all parts of semester and the

Summer Session will be determined in proportion to the full semester schedule.

Refunds of 100% of the instructional, general and supplemental fees are granted if the College cancels a course, or if the student withdraws during the 100% refund period (see preceding schedule).

No refunds are granted if a student is dismissed from the College for disciplinary reasons.

Student Financial Assistance

The Tri-C Student Financial Assistance mission is to strive to eliminate financial barriers that may impede student access to college and success in achieving academic and career goals. Financial assistance consisting of scholarships, grants, loans and part-time employment is designed to supplement a student's own resources. Student financial assistance may be available for an entire academic year or for part of the year.

Primary considerations in selecting aid recipients are financial need and the potential to succeed in an academic program at the College. Some types of assistance are based on criteria other than financial need.

Application Procedures for Assistance

Students applying for financial assistance are required to complete the Free Application for Federal Student Aid (FAFSA) form. Students can complete the FAFSA online at www.fafsa.ed.gov. Upon request, the Office of Student Financial Assistance at any Tri-C campus will forward a brochure explaining financial aid opportunities in detail.

Description of Financial Aid Options

Ohio Instructional Grants Program (OIG): This program provides financial assistance for full-time (12 credits or more) college students who are Ohio residents. Grants are awarded solely on the basis of financial need and cover all or part of the tuition. Students apply for an OIG by completing the FAFSA.

Pell Grants: The federal government makes funds available for tuition and other college-related expenses to undergraduate students with financial need who are U.S. citizens or have permanent or immigration visas, and the capability of maintaining satisfactory progress in their course of study. Applications are available in the Student Financial Assistance Office at each campus. Students apply for Federal Pell Grants by completing the FAFSA.

Federal Supplemental Educational Opportunity Grants (FSEOG): The FSEOG Program provides grants to students who demonstrate exceptional financial need to help meet their costs of post-secondary education. FSEOG recipients are eligible to receive awards from this program for the period required to complete the first undergraduate bachelor's degree and are enrolled in a degree or transfer program. Students apply for FSEOG funds by completing the FAFSA. Awards are contingent on availability of funds.

Federal Direct Student Loan Program: These were previously known as Stafford Loans. Undergraduate first-year students may borrow up to \$2,625 per year. Second-year students may borrow up to \$3,500 per year. Students must be enrolled in at least six credits and maintain satisfactory progress in their course of study. During the in-school period and through the grace period after the borrower leaves school, all interest is paid by the federal government on eligible loans. Repayment, currently at a variable interest rate, begins six months after the student leaves school. Students must complete the FAFSA.

Federal Work-Study Program (FWSP): This federal program provides part-time employment at the College or community services agency. Students apply for FWSP funds by completing the FAFSA. Awards are contingent on availability of funds.

The Hope Scholarship Credit

Beginning January 1, 1998, taxpayers may be eligible to claim a nonrefundable Hope Scholarship Credit against their federal income taxes. The Hope Scholarship Credit may be claimed for qualified tuition and related expenses of each student in the taxpayer's family (i.e., the taxpayer, the taxpayer's spouse or an eligible dependent) who is enrolled at least half time in one of the first two years of post-secondary education and who is enrolled in a program leading to a degree, certificate, or other recognized educational credential.

Lifetime Learning Credit

Beginning July 1, 1998, taxpayers may be eligible to claim a nonrefundable Lifetime Learning Credit against their federal income taxes. The Lifetime Learning Credit may be claimed for qualified tuition and related expenses of the students in the taxpayer's family (i.e., the taxpayer, taxpayer's spouse or an eligible dependent) who are enrolled in eligible educational institutions. Through 2002, the amount that may be claimed as a credit is equal to 20% of the taxpayer's first \$5,000 out-of-pocket qualified tuition and related expenses for all students in the family. After 2002, the credit amount is equal to 20% of the taxpayer's first \$10,000 out-of-pocket qualified tuition and related expenses. Thus, the maximum credit a taxpayer may claim for a taxable year is \$1,000 through 2002 and \$2,000 thereafter. These amounts are not indexed for inflation.

An individual paying qualified tuition and related expenses at a post-secondary educational institution may claim the credit. Students are not required to be enrolled at least half-time in one of the first two years of post-secondary education. Nonresident aliens generally are not eligible to claim the Lifetime Learning Credit.

Workforce Development Fund (Tuition Assistance Voucher Program)

This fund will provide resources for education programs that prepare OCSEA/AFSCME bargaining unit members

for work in the 21st Century. This program will cover college credit courses that count toward graduation and any course related to a state unionized job.

Scholarships

Cuyahoga Community College offers scholarships for students who participate in various programs. The scholarships include the Academic Excellence Scholarship, Honors Program Scholarship, Athletic Scholarship, Journalism Scholarship, Student Senate Scholarship, and the Trio-Access Scholarship. Please visit the scholarship Web site at www.tri-c.edu/scholarships or contact any Student Financial Assistance Office for the awarding criteria for each scholarship.

The Cuyahoga Community College Foundation offers a variety of scholarship opportunities from numerous scholarship funds for Tri-C students enrolled in various disciplines. These scholarship opportunities have been created and supported through the generosity of many donors who believe in the College's mission and the importance of providing access to education to members of our community.

You can apply for Tri-C Foundation Scholarships by completing both the Free Application for Federal Student Aid (FAFSA) and the Tri-C Foundation Scholarship application. The Foundation application is on the Tri-C Web site at www.tri-c.edu/scholarships and the FAFSA is online at www.fafsa.ed.gov.

Some scholarships may require a special application in addition to the Tri-C Foundation Scholarship Application. These are noted in the criteria in the Scholarship Guide at www.tri-c.edu/scholarships.

The total scholarship award may not exceed the Cost of Attendance as determined by federal regulations and will be considered with all other financial aid you may receive.