



Page	
26	Student Information
26	Access to Student Records
26	<i>my Tri-C space</i> and Student Email
26	Updating Student Records
26	Updating Student Information
26	Change of Address
26	Directory Information
26	My Tri-C Card Photo Identification
26	Housing
26	Parking
26	Student Services
26	Book Centers
27	Campus Dining Facilities
27	Customer Service Center
27	Counseling
27	Key Career Place (career center)
27	Disability Services for Students - Access Program
27	Veterans Information
28	Student Life
28	Activities, Clubs and Organizations
28	Intercollegiate Athletics
28	Phi Theta Kappa
28	Physical Education and Recreation Facilities
29	Cuyahoga Community College Foundation
29	Alumni Relations

Student Information

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 procedure on student education records.

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 Admissions and Records Office for details regarding College procedures designed to expedite their request.

my Tri-C space and Student Email

my Tri-C space is a portal that provides the primary point of information, a virtual "front door" to resources students use on a regular basis. This includes links to registration, grades, financial aid, Blackboard, announcements, campus news, links to government sites, or group activities. The information is personalized and organized by tabs, which are easily navigated. Each tab has various channels, which allow quick access to important information.

The College issues each student an email account. It is accessed by selecting the My Info tab, going to the Student Records channel and selecting Your Personal Information, which includes a link to the student's Tri-C email. Tri-C student email accounts are the official communication method between the College and students. For information or help with *my Tri-C space*, visit www.tri-c.edu/faq/portal.

Updating Student Information

my Tri-C space 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, email and academic major by submitting changes through the Online Change Form for their campus on *my Tri-C space* for accurate, up-to-date information.

Change of Address

Students are required to notify the College of an address change. Updates can be made on *my Tri-C space*. 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.

Directory Information

The College has designated the following as Directory Information (this information will be disclosed to parties outside Tri-C unless a written request is made to keep it confidential): Student name, address, date and place of birth, major field of study, campus of record, participation in officially recognized activities and sports, degrees and awards, weight and height of athletes, dates of attendance, and most recent school attended.

Students who wish to have this information confidential should contact the Admissions and Records Office.

My Tri-C Card Photo Identification

All Tri-C students are required to have a photo identification card called the My Tri-C Card. Cards are required for registration activities, library checkout and admission to athletic, cultural and social events. Use of the My Tri-C Card also allows you special discounts and incentives at all Campus Dining retail operations, Java Cities, Pepsi Vending Machines and the Book Centers. 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 \$5 charge to replace your My Tri-C Card.

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.

Parking

The fee for parking is 50 cents (two quarters), payable on exit. Change may be obtained at the Business Office or change machines. 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.

Student Services

Book Centers

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

Campus Dining Facilities

Campus dining facilities offer assorted beverages and a wide variety of freshly prepared entrees including breakfast items, pizza, specialty sandwiches, salads and desserts. Java City Specialty Coffee operations can also be found at each campus and the Corporate Colleges®.

Hours of operation are posted at each operation. In addition, vending machines offering a variety of foods, snacks and beverages are located at multiple sites throughout each campus, the Unified Technologies Center and the Corporate Colleges®.

Customer Service Center

The Customer Service 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 Customer Service Center also accepts credit card payments towards registration and fees. You can chat live with a CSC representative at www.tri-c.edu/contact or call 1-800-954-Tri-C (8742).

Counseling

The mission of the Counseling Department is to provide accessible counseling and advising services for current, former, and prospective students. Professional counselors at each of the campuses can assist students in:

- Clarifying their academic & career goals
- Mapping their program of study and complementary experiences
- Developing strategies to build on their strengths and overcoming barriers
- Accessing available collegiate and community resources to support reaching these goals.

Academic, career, and personal concerns are addressed as appropriate and needed. Direct student services are provided through individual and group counseling, general studies courses, and student success workshops. The Counseling Department also conducts the orientation program for new students. Students are encouraged to meet with a counselor on a regular basis to facilitate their progress from initial matriculation through program completion and graduation.

Key Career Place (career center)

Key Career Place is the College's career center with locations at each of the three campuses and the Unified Technologies Center, to provide job search training and assistance to students, graduates and job seekers within the Greater Cleveland area. Services available include individual appointments for resume reviews, mock interviews, career/ job search assistance, and workshops

covering topics from resume writing to interviewing, to salary negotiation and more. Online tools available 24/7 include a career assessment and exploration program, resume builder, practice interview software and an online job board with hundreds of full-time and part-time jobs, as well as paid and unpaid internships. The resource labs have PCs, laser printing, career-related books and videos, and fax and phones for job search use. Whether you need a job while enrolled at Tri-C, seek a co-op or internship to gain experience in your major or are looking for a job upon graduation, the career development professionals at Key Career Place can assist you. Services are free to students. Visit www.keycareerplace.info for campus locations, hours and activity calendar.

Disability Services for Students - Access Program

The Access Program provides classroom accommodations and support for students with disabilities enrolled at Tri-C. To receive services, students must make an appointment to meet with a Student Advisor and present documentation of a disability. We recommend scheduling the appointment at least eight weeks prior to the start of classes, although some services may require additional time. Services are individualized based on disability and may include academic advising, test proctoring, support groups, books in alternate format, assistive technology and summer bridge programs. The Access Program is funded by the U.S. Dept of Education (Carl Perkins), the state of Ohio and Tri-C.

Please visit our Web site at www.tri-c.edu/access or call for additional information:

<u>Campus</u>	<u>Voice</u>	<u>TDD</u>
East	216-987-2052	216-987-2230
Metro	216-987-4344	216-987-4048
West	216-987-5079	216-987-5117

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 Admissions and Records Office and the Veterans Affairs Office of their enrollment and any changes in enrollment.

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

progress.

The College also participates in the Veterans Upward Bound (VUB) program which assists veterans to successfully enter and complete their educational program of study. VUB also helps veterans increase their academic skills, complete remedial coursework, and remain enrolled in postsecondary education.

Student Life

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

Student Life, Athletics and Recreation 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. Activities offered may vary each semester depending upon student feedback.

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 Student Life and Athletics Office 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 Student Chapter
- Asian American Friendship Club
- Black Student Union
- Business Club
- Chess Club
- Chi Gamma Iota Vets Club
- Commuter Club
- Dietetic Tech Club
- Drama Club
- El Club De Espanol
- Eta Sigma Delta Hospitality Management Honor Society
- Focus on Christ Club
- Graphics Arts Club
- Horticultural Club
- Hispanic Organization Looking Ahead (HOLA)
- Information Technology Student Association

- International Club
- Multicultural International Club
- Nursing Student Association
- Occupational Therapy Assisting Clubs
- Paralegal Organization
- Pharmacy Club
- 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*
- The Philosophy and Religious Studies Forum Club
- Theatre Arts Club
- Vet-Tech Club
- Vocal Music Club

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.

Phi Theta Kappa

Phi Theta Kappa is the international honor society for students in community colleges. Its mission is two-fold: 1) recognize and encourage the academic achievement of two-year college students and 2) provide opportunities for individual growth and development through participation in honors, leadership, service and fellowship programming.

Cuyahoga Community College has three chapters of Phi Theta Kappa, one on each campus: Alpha Epsilon Eta (East), Alpha Zeta Delta (Metro) and Chi Omega (West). Students are invited to apply for admission to the society based on their completion of at least 12 credits at the 1000-2000 level with a cumulative GPA of 3.5.

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.

The Eastern Campus indoor facilities include a

gymnasium, weight training room, locker and shower rooms, indoor track, dance studio, and exercise room. Outdoor facilities include an all-weather track and soccer field.

The Metropolitan Campus indoor facilities include a gymnasium, swimming pool, racquetball/handball courts, weight training room, fitness room, dance studio, and locker/ 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, locker and shower rooms and an athletic training room. Outdoor facilities provided are an all-weather track, soccer fields, lighted baseball field, softball field, tennis courts, and a tennis volley wall.

Cuyahoga Community College Foundation

The Cuyahoga Community College (Tri-C) Foundation was chartered in 1973 as a 501(c)(3) charitable organization. The mission of the Foundation is to create funding opportunities for scholarships and educational program development and enhancement for Cuyahoga Community College.

Thanks to the continued financial support of business partners, corporations, foundations, governmental agencies, friends, College employees, alumni and philanthropic organizations throughout the area, the Tri-C Foundation provides scholarships to many outstanding students with financial need. The need is greater than ever for enhancing access to higher education for many students in our community, who without some financial assistance cannot access or continue their education.

Both the Tri-C Foundation and the College work closely with the community to build strong partnerships and seek financial support for development and enhancement of educational programs in response to workforce and student needs.

For more than 40 years, investments in Cuyahoga Community College have paid immense dividends. Tri-C is the largest community college in Ohio, serving more than 55,000 students each year on its three campuses, at multiple off-campus sites, through television, and via the Internet.

For more information or to make a contribution to the Tri-C Foundation, contact the Office of Resource Development and Tri-C Foundation at 216- 987-4868 or visit www.tri-c.edu/foundation.

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.

NOTES
