



# Cuyahoga Community College Catalog

2008-2009

<http://www.tri-c.edu/academics/catalog/pages/home.aspx>

**Where futures begin.<sup>SM</sup>**

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## **Board of Trustees**

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**Ms. Patricia Kennedy-Scott**

## **Mission**

To provide high quality, accessible and affordable educational opportunities and services - including university transfer, technical and lifelong learning programs - that promote individual development and improve the overall quality of life in a multicultural community.

## **Vision**

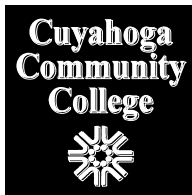
Cuyahoga Community College will be recognized as an exemplary teaching and learning community that fosters service and student success. The College will be a valued resource and leader in academic quality, cultural enrichment, and economic development characterized by continuous improvement, innovation, and community responsiveness.

## **Values**

To successfully fulfill the mission and vision, Cuyahoga Community College is consciously committed to diversity, integrity, academic excellence, and achievement of individual and institutional goals. We are dedicated to building trust, respect, and confidence among our colleagues, students, and the community.

Cuyahoga Community College is accredited by  
The Higher Learning Commission of the North Central Association  
of Colleges and Schools

30 N. LaSalle Street  
Suite 2400  
Chicago, IL 60602-2504  
**1-800-621-7440**



## A Message from the President

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Welcome to Cuyahoga Community College, Ohio's oldest and largest community college. Since our founding in 1963, more than 700,000 students have chosen to be a part of the Tri-C® legacy: the place *Where futures begin™*.

As a premier educational institution, Tri-C is at the forefront of teaching and learning and we are proud of our outstanding faculty, all our administrators and staff who are committed to your success. Our counselors are ready to assist you in developing your educational plan and in exploring career options.

The College offers more than 100 career and technical programs and the liberal arts. Our liberal arts courses are designed to provide you with the first two years of a baccalaureate degree, and our articulation agreements make your Tri-C credits easily transferable to four-year institutions where you can complete your degree.

Learning is enjoyable in Tri-C's attractive, well-maintained, state-of-the-art facilities. Each of our locations is equipped with the very latest computers, technology and Internet access. In addition, many of our courses can be completed partially or completely online.

Take the time to visit *Key Career Place* located at each of our campuses. The staff can assist you with internships, writing your resume and preparing you for job interviews so you are prepared to enter the workforce with your new knowledge and skills. If you are looking to start a business, *Key Entrepreneur Development Center* will help you build a strong, profitable business. Assistance is provided to budding entrepreneurs with new ideas and to established business owners at the Center.

Congratulations on your decision to be a part of the Tri-C legacy. After all, education is the single most significant factor in determining the quality of your life. We look forward to helping you map your career and launch you on your pathway to success.

Sincerely,

Jerry Sue Thornton, Ph.D.  
President

# Important Phone Numbers

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Customer Service Center 1-800-954-TRI-C (8742)

All Tri-C telephone numbers are in the 216 area code.

	Eastern Campus	Metropolitan Campus	Western Campus
Admissions and Records	1-800-954-8742	1-800-954-8742	1-800-954-8742
Assessment	987-2256	987-4311	987-5256
Book Center	987-2070	987-4550	987-5550
Business Office	1-800-954-8742	1-800-954-8742	1-800-954-8742
My Tri-C Card Office	987-2432	987-4007	987-5004
Program 60	1-800-954-8742	1-800-954-8742	1-800-954-8742
Cooperative Education	987-2575	987-4416	987-5579
Counseling	987-2280	987-4900	987-5200
Evening/Weekend	987-2226	987-4225	987-5227
Financial Aid	1-800-954-8742	1-800-954-8742	1-800-954-8742
Library	987-2085	987-4292	987-5410
Public Safety	987-4325	987-4325	987-4325
Student Life Activities	987-2045	987-4610	987-5428
TDD for Hearing Impaired	987-2230	987-4048	987-5117
Tutoring	987-2256	987-4319	987-5256
Veteran Affairs	987-3125	987-3125	987-3125

	Registration	General Information
Workforce and Economic Development Division	987-3075	987-3030
Corporate College® West	987-2800	987-2800
Corporate College® East	987-2800	987-2800

<b>FALL SEMESTER 2008</b>	<b>SPRING SEMESTER 2009</b>	<b>SUMMER SESSION 2009</b>
FULL TERM 16 Weeks August 23, 2008-December 17, 2008	FULL TERM 16 Weeks January 10, 2009-May 13, 2009	FULL TERM 10 Weeks May 26, 2009-August 2, 2009
ACCELERATED SESSION A 8 Weeks August 23-October 15	ACCELERATED SESSION A 8 Weeks January 10-March 4	ACCELERATED SESSION J 5 Weeks May 26-June 26
ACCELERATED SESSION B 8 Weeks October 18-December 17	ACCELERATED SESSION B 8 Weeks March 21-May 13	ACCELERATED SESSION K 5 Weeks June 29-August 2
ACCELERATED SESSION O 14 Weeks September 8-December 17	ACCELERATED SESSION O 14 Weeks February 2-May 13	ACCELERATED SESSION L 8 Weeks June 8-August 2

**FALL SEMESTER 2008**

Date.....	Day .....	Calendar Description
April 21 - August 22.....	Monday - Friday.....	Registration for Fall Semester 2008
August 23.....	Saturday.....	Fall Semester (16 Weeks) and Session A (8 Weeks) Begin
September 1.....	Monday.....	Labor Day - College Closed - No Classes Scheduled
September 8.....	Monday.....	Session O Begins
October 3.....	Friday.....	Last Day to Remove Incomplete Grades for 2008 Spring and Summer Semesters
October 9.....	Thursday.....	Academic Progress Reporting for Full Term (16 Weeks) Due
October 15.....	Wednesday.....	Session A Ends
October 18.....	Saturday.....	Session B Begins
October 17.....	Friday.....	Session A Final Grades Due
October 24.....	Friday.....	Deadline to Petition for Graduation in Spring 2009
November 11.....	Tuesday.....	Veteran's Day - College Closed - No Classes Scheduled
November 14.....	Friday.....	Last Day to Withdraw from Full Term (16 Weeks) Course with a "W" Grade
November 27-30.....	Friday.....	Thanksgiving Recess - College Closed - No Classes Scheduled
December 9-10.....	Tuesday - Wednesday.....	Reading Day - No Classes Scheduled
December 11-17.....	Thursday - Wednesday.....	Final Exam Week - Full Term
December 17.....	Wednesday.....	Fall Semester Full Term, Session B and Session O End
December 19.....	Friday.....	Final Grades Due - Full Term, Session B and Session O
Dec 24 - 30.....	Wednesday - Tuesday.....	Christmas Recess - College Closed

**SPRING SEMESTER 2009**

October 20 - January 9.....	Monday - Friday.....	Registration for Spring Semester 2009
January 10.....	Saturday.....	Spring Semester Full Term and Session A Begin
January 19.....	Monday.....	Martin Luther King Day - College Closed - No Classes Scheduled
January 23.....	Friday.....	Deadline to Petition for Graduation in Summer 2009
February 2.....	Monday.....	Session O Begins
February 20.....	Friday.....	Last Day to Remove Incomplete Grades for Fall Semester 2008
February 26.....	Thursday.....	Academic Progress Reporting for Full Term (16 Weeks) Due
March 4.....	Wednesday.....	Session A Ends
March 7-13.....	Saturday - Friday.....	Spring Break - No Classes Scheduled
March 6.....	Friday.....	Session A Final Grades Due
March 21.....	Saturday.....	Session B Begins
April 10.....	Friday.....	Last Day to Withdraw from Full Term (16 Weeks) Course with a "W" Grade
April 24.....	Friday.....	Deadline to Petition for Graduation in Fall 2009
May 5-6.....	Tuesday - Wednesday.....	Reading Day - No Classes Scheduled
May 7-13.....	Tuesday - Wednesday.....	Final Exam Week - Full Term
May 13.....	Wednesday.....	Spring Semester Full Term, Session B and Session O End
May 15.....	Friday.....	Final Grades Due: Full Term, Session B and Session O
May 21.....	Thursday.....	Commencement

**SUMMER SEMESTER 2009**

March 23 - May 25.....	Monday - Monday.....	Registration for Summer Session 2009
May 25.....	Monday.....	Memorial Day - College Closed - No Classes Scheduled
May 26.....	Tuesday.....	Summer Session Full Term and Session J Begin
June 8.....	Monday.....	Session L Begins
June 19.....	Friday.....	Last Day to Withdraw from Session J (5 Weeks) Course with a "W" Grade
June 18.....	Thursday.....	Academic Progress Reporting for Full Term (10 Weeks) Due
June 26.....	Friday.....	Session J Ends
June 28.....	Sunday.....	Session J Grades Due
June 29.....	Monday.....	Session K Begins
July 3-4.....	Friday-Saturday.....	Independence Day - College Closed - No Classes Scheduled
July 15.....	Wednesday.....	Last Day to Withdraw from Session L (8 Weeks) Course with a "W" Grade
July 17.....	Friday.....	Last Day to Withdraw from Full Term (10 Weeks) Course with a "W" Grade
July 24.....	Friday.....	Last Day to Withdraw from Session K (5 Weeks) Course with a "W" Grade
August 2.....	Sunday.....	Summer Session Full Term, Session K and Session End
August 4.....	Tuesday.....	Final Grades Due, Full Term, Session K and Session



**Eastern Campus**

4250 Richmond Road  
Highland Hills, OH 44122  
216-987-2024

**Metropolitan Campus**

2900 Community College Avenue  
Cleveland, OH 44115  
216-987-4200

**Western Campus**

11000 Pleasant Valley Road  
Parma, OH 44130  
216-987-5150

**Unified Technologies Center (UTC)**

2415 Woodland Avenue  
Cleveland, OH 44115  
216-987-3075

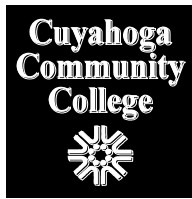
**Corporate College® East**

4400 Richmond Road  
Warrensville Heights, OH 44128  
216-987-2800

**Corporate College® West**

25425 Center Ridge Road  
Westlake, OH 44145  
216-987-5900





## General Information

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## Cuyahoga Community College

Education at Cuyahoga Community College is a life-changing experience. More than 700,000 present and former students have been touched by the Tri-C experience. The College has enriched the lives and built solid futures for all who have enrolled, from the hopeful students who stood in line at the Brownell building in 1963 to register for the College's first classes to today's students that register through the Web. The far-reaching effects of education at Tri-C have touched not only the individual students, but their families and the entire community.

The faculty, staff and administration at Cuyahoga Community College are dedicated to providing innovative and flexible services to students and the broader community as a whole. This commitment is expressed by developing a curriculum and delivering an academic experience that will produce students who are competitive within the job market, well-educated and informed. Whether these students are on the threshold of an exciting career, returning for new skills training or simply taking courses in a field of interest, the academic experience at Cuyahoga Community College meets their specialized needs.

## College Climate and Commitment to Diversity and Affirmative Action

In its acknowledgment of diversity, the College respects and welcomes differences among people, and carries out its mission mindful of the differences in its community. Through its overall climate, the College provides opportunities and reinforces understanding, appreciation and action intended to maximize the potential of all students. It is the intent of Tri-C that all terms of employment and educational benefits are administered without regard to race, color, religion, sex, national origin or ancestry, age, sexual orientation, disability or status as a disabled Vietnam-era veteran. Further, it is the College's intent to comply with appropriate federal and state laws, rules and regulations and to give special attention to increasing the participation of minorities, women, disabled persons and disabled or Vietnam-era veterans in all levels of the College. It is also the intent of the College to ensure that its environment is free from harassment or intimidation of any kind.

Inquiries concerning the College's affirmative action/equal opportunity procedure should be directed to: The Office of Inclusion, Diversity, and Equal Employment Compliance, Cuyahoga Community College, 700 Carnegie Avenue, Cleveland, OH 44115, 216-987-4772.

## History of Cuyahoga Community College, the Campuses and Corporate College®

On Sept. 23, 1963, the largest first day enrollment for a community college in the nation's history took place at Cuyahoga Community College's first home, the 19th century Brownell School building in downtown Cleveland, which was leased from the Cleveland Board of Education. The initial enrollment was just over 3,000 students. Today, the College serves more than 58,000 credit and non-credit students each year.

Now one of the largest colleges in Ohio and the largest in Greater Cleveland, Tri-C has expanded to three modern campuses in downtown Cleveland, Parma and Highland Hills, as well as two Corporate College® sites in Westlake and Warrensville Heights. Other facilities include the District Administrative office in Cleveland and the Unified Technologies Center (UTC) adjacent to the Metropolitan Campus. The UTC is one of the largest technology training facilities in the country.

### Eastern Campus

The Eastern Campus in Highland Hills was founded in 1971, with permanent facilities being completed in 1981. Since its founding, the Eastern Campus has grown to encompass three buildings, each of which is designed to offer an environment conducive to lifelong learning. The campus features a comprehensive array of resources and amenities, beginning with state-of-the-art classrooms and laboratories. Students and faculty can also make use of a full-service library, 600-seat performing arts center, art gallery, massotherapy clinic, music studios, cafeteria and athletic facilities. In keeping with its mission of being "A Destination for Learning," the College facilities are open to every member of the community, young or old. The Eastern Campus is easily accessible from Interstates 271 and 480. Regional Transit Authority (RTA) buses also provide public transportation services.

### Metropolitan Campus

The Metropolitan (Metro) Campus, opened in 1969, is the College's first campus. Located near downtown Cleveland in the St. Vincent Quadrangle, the Metro Campus is easily accessible from Interstates 71, 77 and 90. Classes are offered during the day, evenings, on weekends and through distance learning.

The Metro Campus houses outstanding science, engineering and health career laboratories. Students learn first-hand in laboratories similar to those in the work environment. Laboratories exist for nursing, dental hygiene, computer science, office administration, health information management, manufacturing and the recording arts industry.

A state-of-the-art center for Health Careers and Nursing provides hands-on learning. Students learn with the use

of a Human Patient Simulator, a computer-driven mannequin, which mirrors the physical characteristics of a human and allows students to respond to critical care issues. A simulated hospital care unit with 22 beds allows students to study and test simulated patients.

Allied health laboratories also exist on campus for many other careers in the health care field including dental hygiene, health information management, surgical technician, emergency medical training and occupational and physical therapy. The Dental Hygiene Clinic also provides low cost preventive dental care to the community.

The Center for Arts and Culture presents the best in local, regional and international artists in the areas of music, dance, theater and performance art. Students also can mix music, record and stage musicians as part of the Recording Arts and Technology program. An auditorium seating more than 800 hosts numerous community programs, concerts and art venues.

The campus also features a commercial kitchen and full service campus restaurant. Students in the Hospitality Management program operate the restaurant, which serves breakfast and lunch during portions of the school year.

### **Western Campus**

The Western Campus initially opened in 1966 in the former Crile Veterans Hospital in Parma. A Veterans Memorial and Garden commemorate this history. The original facilities were replaced in 1975 with a modern six-building interconnected complex. At the center of the campus is the Galleria, a three-story glass-roofed mall surrounded by student service offices, the library and the cafeteria. Other facilities include the Advanced Automotive Technology Center, the Fire Tower, a Technology Learning Center, multiple computer labs, numerous labs for the sciences, health careers and technologies, an indoor pool, gymnasium, fitness center, outdoor track, tennis courts, athletic fields for soccer, softball and baseball, and a theater.

The Western Campus is easily reached from Interstates 71, 77 and 480. Buses also provide public transportation services. Lighted parking is available on outdoor lots adjacent to the campus buildings.

### **Workforce and Economic Development Division (WEDD)**

The Workforce and Economic Development Division (WEDD) at Cuyahoga Community College develops and delivers non-credit training and skills enhancement which serves industry, government organizations and the people who need to obtain either entry-level job skills, cross-training or upgrade training to obtain or retain a job. WEDD is comprised of Business and Professional Learning, Manufacturing and Applied Technology, Center for Health Industry Solutions, Center for

Technology, Assessment Center, Institute for Organizational Excellence and the Key Entrepreneur Development Center.

### **Business and Professional Learning**

#### **Center for Career Pathway Development**

The Center for Career Pathway Development serves students who are new job seekers, dislocated workers, displaced homemakers, low-wage incumbent workers and those in transition who are interested in fast-track training to secure employment for jobs that are in demand. Most new students qualify for full or partial financial aid through the Employment Connection partner network. Training is offered in the following areas: customer service, health care, manufacturing and private security. Courses take five to 13 weeks to complete. Upon completion, students receive a college certificate and are prepared to take certification or state licensure exams for most programs.

Key Career Place staff provides job readiness and life skill training, including resume writing, interviewing skills, networking and other job search methods, career planning, meeting employer expectations and managing life outside of work, budgeting, dealing with co-workers and supervisors, and adjusting to different business cultures. Job placement assistance is provided upon successful completion of training.

#### **Literacy Services**

Literacy Services, a program of the Center for Career Pathway Development, provides teens 16 and over and adults pre-GED (General Education Diploma) developmental skills training, GED preparation and testing, basic skill remediation, assessment, workplace literacy training and career development. The program is designed for non-graduates from an accredited high school, graduates whose permanent records have been destroyed and émigrés who cannot provide a copy of high school records. GED preparation classes are offered at all three Tri-C campuses and the Unified Technologies Center. Literacy Services also offers civic instruction and adult English language skills courses through the program's Adult Basic Literacy Education (ABLE) program. The Literacy Services' GED Test Center offers both the Official Practice Test and the General Education Development test.

#### **21<sup>st</sup> Century Teller Training**

In spite of ATMs and online banking, with more than 350 openings per year, bank teller positions are in more demand as financial institutions are looking for their branch offices to connect with customers with innovative products and services. The five-week, 70-hour college certificate program provides instruction in teller roles and responsibilities, customer service and communication, handling cash, checks and other transactions, daily balancing, security procedures,

financial institution products, sales and cross-selling. The course includes targeting resume preparation and interviewing skills and the opportunity to meet with bank representatives. Successful bank tellers are energized in a customer-focused service-oriented work environment, are proficient using computers and comfortable presenting bank products and services matched to customer needs. Tri-C's 21<sup>st</sup> Century Teller graduates have been hired by KeyBank, Dollar Bank, National City Bank, Ohio Savings Bank, Park View Federal Savings Bank and Charter One Bank.

### **Customer Service/Call Center Training**

With 566 openings each year, customer service representative is in the Top 10 of occupations with the most job openings in Northeast Ohio. Tri-C's Fast Track Customer Service Call Center certificate programs, in partnership with AT&T, provide nine-week and four-week intensive course options for technical and job-readiness skills essential for customer service representative and call center agent positions. Techniques for providing outstanding customer service and developing exceptional phone or face-to-face communications skills - active listening, determining customer needs, dealing with foreign accents, handling irate callers and creating customer satisfaction - are covered. Students complete Through the Customer's Eyes, a certification offered in partnership with Rockhurst University and endorsed by the International Customer Service Association. Tri-C offers the only area program taught in a modern simulated call center. Area companies who have hired graduates include Ohio Savings Bank, Marriott Global Reservations, Moen, Barnes Distribution, Kirby and Kaiser Permanente.

### **Police/Fire Academies**

The Law Enforcement and Fire Academies at Cuyahoga Community College's Public Safety Institute offer the opportunity for police, fire and law enforcement students to learn the skills and teamwork necessary to be prepared when called upon for duty.

The Academies provide state certified training for police officers, fire fighters, security officers, corrections officers and bailiff personnel, as well as advanced training in law enforcement and fire. Hands-on training is given by experienced instructors.

### **Safety/Security**

The Safety/Security Division offers a variety of programs, courses and certifications designed to provide the tools needed to help you reduce risk and provide protection to critical resources.

Offerings range from half-day information sessions that heighten awareness to intense certification programs in Information Security, Computer Forensics and Environmental Safety to name a few. Courses on Risk and Vulnerability Assessments and table top exercise

design are also offered, as well as "turn key" exercises for various risks and threats.

## **Manufacturing and Applied Technology**

The Manufacturing and Applied Technology Division provides students with affordable, high-quality training leading to portable skill credentials. The Division offers credit, non-credit, certificate and customized programs in manufacturing foundation skills, manufacturing technologies, applied industrial maintenance, pre-apprenticeship and apprenticeship training.

At the downtown UTC facility, the shop floor spans more than 12,000 square feet of completely renovated space that supports the latest equipment which regional manufacturers either currently use or will use in the future. It is the largest industrial maintenance training center in Northeast Ohio and was recently upgraded with a \$1.5 million grant from the Department of Labor.

Standard programs include: Precision Machining, CNC machining, Industrial/Equipment Maintenance, Tool and Die Apprentice, Industrial Welding, Blueprint Reading, Shop Math, Computer-Aided Design (CAD), Quality Control, and Electronics Assembly. In addition to the standard programs, customized Job Skill Training is available.

Through consultation with an Industry Advisory Board, the standard and customized training programs provide participants with marketable skills that are "filling the talent pipeline" for Northeast Ohio manufacturers.

All programs meet the specifications and standards of the Department of Labor.

## **Center for Health Industry Solutions**

The Center for Health Industry Solutions provides training tailored to meet the needs of the health care industry and its current and future employees. The Center focuses on critical health care employment shortages and provides a wide selection of courses that includes entry-level, continuing education and certification programs.

The Center for Health Industry Solutions, established in partnership with the Mt. Sinai Health Care Foundation, works closely with representatives of the health care industry to develop accelerated training and education programs that respond quickly to critical workforce needs.

Training for nurses, nurse assistants, patient access specialists, veterinary technicians, opticians, dental auxiliaries and medical office personnel including billers and coders, among others, is delivered through a variety of offerings and locations. The purpose of all programming is to provide career preparation and skills needed now.

## Center for Technology Solutions Information Technology

As the demand for qualified Information Technology (IT) workers continues to grow, the information technology training group is prepared to meet the challenge by providing tailored, timely training solutions at affordable prices in all areas of the IT career fields.

We have programs and courses for each stage of your IT career. Thirty certification programs and hundreds of courses through partnerships with Microsoft, Oracle, CISCO, Sun and more are offered.

IT training is provided at convenient day, evening and weekend schedules, and customized courses and curriculum are available at our locations or at an employer's site.

Our locations feature training facilities complete with high speed Internet access, high-performance workstations and modern amenities. Education partnerships with the leading IT industry giants, coupled with the professional experience and technical credentials of our certified instructors, make this the perfect training option to sharpen your competitive edge.

An authorized Certiport Testing Center (for Microsoft Office Specialist exams) is located at Corporate College® West.

## Assessment Center

The Center for Assessment assists your human resources (HR) department with recruitment, pre-hire and performance assessments, and HR consulting. Employee assessments are valuable tools that help you match an individual's talents and strengths to job-related characteristics of specific jobs.

In addition, we provide customized, pre-employment testing. The Center offers employee selection testing for over 65 occupations and 12,000 jobs. Assessment areas include basic skills, job readiness, technical skills, customer service skills and computer skills for industries such as Legal, Financial Services, Retail, Health Care, Hospitality and Manufacturing.

## Institute for Organizational Excellence

The Institute for Organizational Excellence offers a one-stop shopping experience for upgrading skills, continuing education and quality management implementation and training. The Institute has assisted over 75 Northeast Ohio companies with ISO 9000, ISO 14001 and TS 10649 certification. Training course topics include customer service, leadership, team building, time-management, writing and communications, finance and payroll and management training.

Business planning courses provide strategic planning, administrative professional skills, diversity awareness and human resources training.

Standardized training programs from Franklin Covey and Motorola University are also available.

Partnerships with the American Society for Quality and the Cleveland Engineering Society allow for comprehensive refresher courses for professional certification.

The Center also helps companies develop plans to reach their quality goals by providing cost-effective training and consulting services.

The Center is a leader in quality system training and consulting. Since the late 1990s, the Center has been training and consulting with organizations to help them achieve quality and environmental goals. Our programs deliver the right knowledge, skill and motivation to make a difference.

The Quality Center offers assistance to allow for in-depth coverage of topics specific to your business or industry. Training programs can include overview and understanding of management systems; components, concepts and implementation; integrating and maintaining the system; system documentation; and internal and lead auditor training.

We pride ourselves on consistent and reliable service, and creative solutions for our customers' needs. You can learn how to fulfill the requirements of such standards as ISO 14001, ISO 9001:2000, and ISO/TS 16949:2002. Courses focus on how to implement these systems and gain a working understanding of corrective action, the audit process, documentation preparation and other key methodologies.

## Key Entrepreneur Development Center

Owning a small business can be an exhilarating, enriching experience. It can also be lonely, scary and confusing. The Entrepreneur Development Center at Corporate College® is here to help you avoid the pitfalls of business ownership and improve your chances for success.

We offer programs and services for small businesses. We work with start-up and established businesses, providing the information you need to take your business to the next level, whether that's from an idea to a written plan or from an existing business to a growing business.

We have online and instructor-led classes so you can get the information you need, when you need it, the way you want it. Our classes are taught by experienced entrepreneurs so they know what you are facing. We also have one-on-one coaching for business owners who need specific help to grow their businesses.

### Corporate College®

Corporate College® West (Westlake) and East (Warrensville Heights) is designed to be the model for providing new solutions and opportunities to individuals, businesses and industry to exceed in today's knowledge-based, high-tech economy. Our two campuses provide state of the art facilities for business meetings and conferences.

Corporate College® is the primary vehicle for delivering Cuyahoga Community College's non-credit training services to area employers and their employees. The concept includes a strategic initiative focused on professional development and training programs that are designed to meet employers' demands for a talented workforce. Corporate College® also offers credit and non-credit training and skills enhancement courses for the individual.

#### Professional Development Institute

Employee competency in core skill areas is critical to the success of business/industry. Courses at Tri-C's Corporate College® Professional Development Institute (PDI) bring every employee to a higher level of success and performance. Competent, confident employees experience higher morale and job satisfaction. So, you retain your top-ranked workers longer.

Use our award-winning, industry-driven training to enhance individual job performance, teamwork, and overall corporate competitiveness. Your staff can complete key certification, licensure, registration, and professional development programs, all in one easy-to-access curriculum.

PDI offers customized, professional training and consulting services using instructor-led courses coupled with e-learning and distance-learning programs at our site or yours, to maximize options and flexibility. Don't delay, our staff will help you choose the services that fit your needs. Make the investment today that will pay off for decades.

- Administrative Professional
- Accounting/Management
- Event & Meeting Planning
- Global Business
- Human Resources
- Leadership
- Sales & Marketing

### Accreditation and Institutional Memberships

Cuyahoga Community College holds institutional memberships in numerous national educational, professional and accrediting organizations. The College is accredited by the Higher Learning Commission, a

commission of the North Central Association of Colleges and Schools. In addition, a number of the College's career programs are approved or accredited by appropriate specialized associations or agencies. Some of these are:

Academy of Management (AM)  
American Academy of Professional Coders  
American Association for Women in Community Colleges (AAWCC)  
American Association of Affirmative Action  
American Association of Collegiate Registrars and Admissions Officers (AACRAO)  
American Association of Community Colleges (AACC)  
American Association of Dental Educators  
American Association of Hispanics in Higher Education, Inc. (AAHHE)  
American Association of Legal Nurse Consultants (AALNC)  
American Association of State & Local History  
American Association of University Women (AAUW)  
American Bar Association  
American Bar Association Financial Services  
Accreditation Board for Engineering and Technology (ABET)  
American Council on Education (ACE)  
American Council on International Intercultural Education (ACIIE)  
American Evaluation Association (AEA)  
American Health Information Management Association  
American Hotel & Lodging Association  
American Library Association (ALA)  
American Management Association  
American Marketing Association (AMA)  
American Mathematical Association of Two-Year Colleges (AMATYC)  
American Psychological Association (APA)  
American Red Cross  
American Society for Training and Development (ASTD)  
American Society for Training of Community Colleges (ASACC)  
American Society of Echocardiography (ASE)  
American Society on Aging  
American Student Association of Community Colleges (ASACC)  
American Technical Education Association (ATEA)  
Association for Collegiate Business Schools and Programs  
Association for Education in Journalism and Mass Communication (AEJMC)  
Association for Gerontology in Higher Education (AGHE)  
Association for the Promotion of Campus Activities  
Association for Theatre in Higher Education  
Association of College Administrator Professionals  
Association of College and Research Libraries (ACRL)  
Association of College and University Telecommunication Administrators (ACUTA)  
Association of Collegiate Business Schools and Programs (ACBSP)

Association of Community College Trustees (ACCT)  
 Association of Governing Boards of Universities & Colleges (AGB)  
 Association of Performing Arts Presenters  
 Association of Polysomnographic Technologist (APT)  
 Association of Veterinary Technician Educators (AVTE)  
 Athletic Equipment Managers Association (AEMA)  
 Automotive Maintenance and Repair Association (AMRA)  
 Automotive Service Association (ASA)  
 Automotive Service Association of Ohio  
 Automotive Training Managers Council (ATMC)  
 Beachwood Chamber of Commerce  
 Brecksville Chamber of Commerce  
 Broadview Heights Chamber of Commerce  
 Brunswick Area Chamber of Commerce  
 Builder's Exchange, The  
 Business Volunteers Unlimited (BVU)  
 CRS Registrars, Inc.  
 Case Western Reserve University/Wright Fuel Cell Group  
 Central Ohio Technical College / Ohio Coalition of Associate Degree Early Childhood Programs (OCCAD)  
 Chamber Music America  
 Citizens League of Greater Cleveland  
 City Club of Cleveland  
 Cleveland Advertising Association, The (CAA)  
 Cleveland Area Metropolitan Library System (CAMLs)  
 Cleveland Association of Paralegals (CAP)  
 Cleveland Bar Association  
 Cleveland Committee on Foreign Relations (CCFR)  
 Cleveland Council on World Affairs  
 Cleveland Employees Services Association (CESA)  
 Cleveland Engineering Society (CES)  
 Cleveland Society for Human Resource Management (CSHRM)  
 Cleveland Theatre Collective Inc.  
 College and Universities Personnel Association (CUPA)  
 College and University Professional Association for Human Resources (CUPA-HR)  
 College Board, The  
 College English Association of Ohio  
 College Media Advisor, Inc.  
 Cooperative for the Advancement of Community-Based Post-secondary Education (COMBASE)  
 Commission on Accreditation of Allied Health Education Programs (CAAHEP)  
 Community Colleges for International Development (CCID)  
 Community College Humanities Association (CCHA)  
 Community Technology Centers Network (CTCNet)  
 Consortium for Community College Development  
 Convention & Visitors Bureau of Greater Cleveland  
 Council for Adult and Experiential Learning (CAEL)  
 Council for Advancement & Support of Education (CASE)  
 Council for Higher Education Accreditation (CHEA)

Council for Opportunity in Education (COE)  
 Council for Resource Development (CRD)  
 Council of North Central Two-Year Colleges (CNCTYC)  
 Cuyahoga County Police Chiefs Association (CCPCA)  
 Data Center Management/Association for Computer Operations Management (DCM/AFCOM)  
 Downtown Cleveland Partnership  
 EduCause  
 Educators and Community Helping Hispanics Onward (ECHHO)  
 Employer Resource Council (ERC)  
 Financial Executives International (FEI)  
 50 Club of Cleveland, The  
 Fleet Maintenance Council of Northeast Ohio  
 Government Finance Officers Association  
 Foundation Center, The  
 Greater Cleveland Media Development Corporation (GCMDC)  
 Greater Cleveland Partnership, The  
 Greater Medina Chamber of Commerce  
 Help Desk Institute (HDI)  
 Higher Learning Commission, The  
 Hispanic Association of Colleges and Universities (HACU)  
 House of Blues Restaurant Corp. (Foundation Room Membership)  
 In Council with Women (ICWW)  
 Independent Oracle Users Group  
 Innovative Users Group  
 Institute for Health & Productivity Management  
 Institute of International Education (IIE)  
 Institutional Telecommunications Council (ITC)  
 Instructional Technology Council  
 Integrated Benefits Institute  
 International Association for Jazz Education (IAJE)  
 International Association of Directors of Law Enforcement Standards and Training (IADLEST)  
 International Association of GM Automotive Services Education Program (IAGMASEP)  
 International Council of Fine Arts Deans (ICFAD)  
 International House of Blues Foundation (Foundation Room Membership)  
 International Leadership Association  
 International Oracle Users Group (IOUG)  
 International Society for Performance Improvement (ISPI)  
 Kiwanis Club of Cleveland, Inc.  
 Lakewood Chamber of Commerce  
 League for Innovation  
 Lorain County Chamber of Commerce  
 Maricopa Community College/National Association of Community College Teacher Education Programs  
 Mechanical Contractors Association of Cleveland  
 Mid-Ohio Training Consortium  
 Middleburg Heights Chamber of Commerce  
 Midwest Institute for International/Intercultural Education  
 Midwestern Criminal Justice Association

## General Information

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Minority Health Alliance  
Mobile Air Conditioning Society  
Modern Language Association  
National Academic Advising Association (NACADA)  
National Alliance of Community and Technical Colleges  
National Association for Campus Activities (NACA)  
National Association for College Admission Counseling (NACAC)  
National Association for Community College Entrepreneurship (NACCE)  
National Association for Developmental Education (NADE)  
National Association for Equal Opportunity in Higher Education (NAFEO)  
National Association for Music Education  
National Association of College and University Attorneys (NACUA)  
National Association of College and University Business Officers (NACUBO)  
National Association of College and University Food Services (NACUFS)  
National Association of Colleges and Employers (NACE)  
National Association of Community College Teacher Education Programs (NACCTEP)  
National Association of Legal Assistants (NALA)  
National Association of State Chief Information Officers (NASCIO)  
National Association of Student Financial Aid Administrators (NASFAA)  
National Black MBA Association  
National Coalition of Advanced Technology Centers (NCATC)  
National College Testing Association (NCTA)  
National Collegiate Honors Council  
National Community College Council for Research and Planning (NCCCRP)  
National Community College Hispanic Council (NCCHC)  
National Community Education Association  
National Council for Marketing and Public Relations (NCMPR)  
National Council for Workforce Education (NCWE)  
National Council of Negro Women, Inc. (NCNW)  
National Council on Black American Affairs (NCBAA)  
National Council on Family Relations (NCFR)  
National Council on Measurement in Education (NCME)  
National Council on Student Development (NCSD)  
National Court Reporter's Association (NCRA)  
National Guild of Community Schools of the Arts  
National Institute for Leadership Development (NILD)  
National Institute for Staff and Organizational Development (NISOD)  
National Junior College Athletic Association (NJCAA)  
National Network of Health Career Programs in Two Year Colleges  
National Quality Assurance  
Newcomen Society of the United States, The  
North American Small Business International Trade

Educators (NASBITE)  
North Olmsted Chamber of Commerce  
North Royalton Chamber of Commerce  
Northeast Ohio Chapter/International Society for Information Management (NEO-SIM)  
Northeast Ohio Council on Higher Education (NOCHE)  
Northeast Ohio Italian-American Foundation (NOIA)  
Northern Ohio Branch of American Association for Laboratory Animal Science (AALAS)  
Northern Ohio Minority Business Council (NOMBC)  
Ohio Aerospace Council (OAC)  
Ohio Arts Presenters Network (OAPN)  
Ohio Association for Adult and Continuing Education  
Ohio Association for College Admissions Counselors (OACAC)  
Ohio Association of Chiefs of Police, Inc.  
Ohio Association of Collegiate Registrars and Admissions Officers (OACRAO)  
Ohio Association of Community Colleges (OACC)  
Ohio Association of Developmental Education (OADE)  
Ohio Association of Physician Assistants (OAPA)  
Ohio Association of Two-Year Colleges (OATYC)  
Ohio Association of Veterinary Technicians  
Ohio Award for Excellence (OAE)  
Ohio Board of Regents (OBR)  
Ohio Campus Compact (OCC)  
Ohio Coalition of Associate Degree/Early Childhood Programs (OCCADE)  
Ohio College Access Network (OCCN)  
Ohio College Association, The (OCA)  
Ohio College and University Professionals Association for Human Resources (Ohio CUPA-HR)  
Ohio Community College Athletic Conference Trainer  
Ohio Community Computing Network (OCCN)  
Ohio Construction Industry Licensing Board  
Ohio Continuing Higher Education Association (OCHEA)  
Ohio Council of Chief Academic Officers  
Ohio Educational Telecommunications Network Commission (OETNC)  
Ohio Fuel Cell Coalition  
Ohio Music Education Association  
Ohio Scientific Education and Research Association  
Ohio Two Year College Placement Association (O2YCPA)  
Ohio Two Year Colleges Technology Council (OTCTC)  
OHIONET  
Sloan Center for Online Education at Olin and Babson Colleges (SCOLE)  
Parma Area Chamber of Commerce  
Physician Assistant Education Association (PAEA)  
Presidents Round Table  
Printing Industries Association, Inc.  
Psychometric Society  
Public Relations Society of America (PRSA)  
Quadrangle, Inc., The  
Renewal and Change 2000 (RC-2000)  
Rock and Roll Hall of Fame and Museum  
Rotary Club of Cleveland



Society for Human Resource Management (SHRM)  
 Society for Industrial and Organizational Psychology (SIOP)  
 Society of Manufacturing Engineers (SME)  
 Society of Professional Audio Recording Services  
 Society of Professional Journalists (SPJ)  
 Strongsville Chamber of Commerce  
 TEC Worldwide, Inc.  
 Theatre Communication Group, Inc.  
 Tri-City Chamber of Commerce  
 Tri-State Center for Financial Training (CFT)  
 Uniform Code Council  
 University of Texas at Austin Program in Comparative Literature  
 Wellness Councils of America  
 Wellness Councils of Northeast Ohio  
 Westlake/West Shore Chamber of Commerce  
 Workforce Alliance, The  
 World Future Society (WFS)  
 World Trade Center Cleveland  
 Workforce Alliance, The  
 Wright State University / Ohio Link

**Northeast Ohio Commission on Higher Education (NOCHE)**

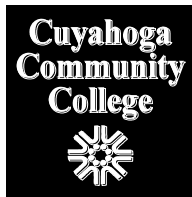
Cuyahoga Community College is a member of the Northeast Ohio Commission on Higher Education. This is an organization of 22 Northeast Ohio colleges and universities that represents a partnership among these institutions of higher education and the business and industrial community.

Established in 1951, the Commission works to address the common needs and problems of higher education in Northeast Ohio.



## NOTES





## 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.

## How to Apply

1. You can apply online at [www.tri-c.edu](http://www.tri-c.edu).
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 Enrollment Processing Center P.O. Box 5966, Cleveland, OH 44101-0966.) GED transcript request forms are available in the Admissions and Records Office.
3. Submit official transcripts from all colleges and universities attended. (Request former college or university officials to forward these transcripts directly to the Enrollment Processing Center, P.O. Box 5966, Cleveland, OH 44101-0966.)
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 to the Admission and Records Office 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 Special Student Services Coordinator at any campus.

An 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 Special Student Services Coordinator at the campus listed on your I-20 or visit one of the offices below:

East 216-987-2288 • ESS, Room 1629  
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 the Special Student Services Coordinator at any campus 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 processed 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.

### College Tech Prep

The Tech Prep program enables high school students in grades 11 and 12 to participate in state-approved career and technical programs to complete college credit course work while still in high school.

The curriculum reflects real-world technical careers in high demand today. Programs are offered in the following areas: automotive technology, biotechnology, business, construction, culinary arts, digital design, engineering technology, health careers, media arts, networking, programming, law and public service.

College Tech Prep is a partnership among business, industry, 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 while in high school that lead to an associate degree.

Tri-C serves as a higher education partner of the North Coast Tech Prep Consortium, offering college credits to Tech Prep Students. Tech Prep enables a smooth transition from high school into two and four year college degree programs.

For more information go to <http://www.tri-c.edu/pathways/techprep/pages/home.aspx>.

### Registration

Students must be admitted to the College before registering for classes. Students can register online or in-person at the Admissions and Records Office. Please see our Web site, [www.tri-c.edu](http://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 at Tri-C 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 and Technology Fee	Total
Cuyahoga County Residents	\$72.87	\$7.67	\$80.54
Other Ohio Residents	\$98.81	\$7.67	\$106.48
Out-of-State Residents	\$210.37	\$7.67	\$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 after .....none

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 (SFA)**

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.

Per federal and state regulations, 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.

### **SFA 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](http://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.

Students are strongly encouraged to complete the FAFSA at least 8 weeks prior to the priority deadlines listed below:

Summer Session	March 1
Fall Semester	June 1
Spring Semester	October 1

### **Description of Financial Aid Options**

#### **State Grant Programs:**

**Ohio Instructional Grants Program (OIG):** This program provides financial assistance for full-time (12 credits or more) college students who are Ohio residents and have enrolled in a college or university prior to May of 2006. 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



prior to October 1.

**Ohio College Opportunity Grant (OCOG):** This program provides financial assistance for students who are Ohio residents who began attendance in a college or university after May of 2006. Grants are awarded solely on the basis of financial need and cover all or a part of tuition. Award amounts are based on enrollment level, such as less than half-time (5 or less credits), half-time (6 to 8 credits), three-quarter time (9 to 11 credits), or full-time (12 or more credits). Students can apply for OCOG by completing the FAFSA prior to October 1.

### Federal Programs

**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. 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. Students who may be eligible for this program are encouraged to complete the FAFSA as early as possible each year to ensure funding.

**Federal Direct Student Loan Program:** These were previously known as Stafford Loans. Undergraduate first-year students may borrow up to \$3,500 per year. Second-year students may borrow up to \$4,500 per year. Students must be enrolled in at least six credits and maintain satisfactory progress in their course of study. Students who apply for loans will be awarded either a subsidized or unsubsidized loan based on financial need. During the in-school period and through the grace period after the borrower leaves school, all interest is paid by the federal government on subsidized loans. Interest on unsubsidized loans will accrue from the time the loan is disbursed to the student. Repayment, currently at a fixed interest rate of 6.8%, begins six months after the student leaves school. Students must complete the FAFSA to be considered for the Direct Loan Program.

Parents can also choose to borrow a Parent Plus Loan (PLUS) for students who are enrolled in at least six credits. PLUS loan applications are available in any Student Financial Assistance Office and are awarded based on an approved credit check. Students are not required to complete the FAFSA, but it is strongly recommended to ensure that the student has been considered for all types of aid programs.

**Federal Work-Study Program (FWSP):** This federal program provides part-time employment at the College or at a 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. For more information regarding the Hope Scholarship Credit, please contact the Internal Revenue Service or your tax preparer.

### 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.

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. For more information regarding the Hope Scholarship Credit, please contact the Internal Revenue Service or your tax preparer.

### 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](http://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](http://www.tri-c.edu/scholarships) and the FAFSA is online at [www.fafsa.ed.gov](http://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](http://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.



**NOTES**





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## 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 <http://www.tri-c.edu/about/Pages/FAQ.aspx>

### 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 information as directory information and will disclose this information without prior written consent unless otherwise instructed by the student: student name, address (local and home), program of study (including college of enrollment, major and campus), photograph, enrollment status (e.g. full-time, part-time, withdrawn), date and place of birth, dates of attendance, degrees, honors, and awards received, previous educational agencies or institutions attended, participation in officially recognized activities and sports, and weight and height of members of intercollegiate athletic teams.

Students who wish to have this information kept 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, 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. 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.

### Parking

The fee for parking is 50¢ (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. The Book Centers also offer on-line

ordering for textbooks on *my Tri-C space*.

## 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 <http://www.tri-c.edu/about/Pages/FAQ.aspx#>, email the Customer Service Center at [customerservice@tri-c.edu](mailto:customerservice@tri-c.edu), 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](http://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 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 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 <http://www.tri-c.edu/pathways/pages/disability.aspx> 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 Affairs

Since 1963, Cuyahoga Community College has provided veterans of the U.S. Armed Forces with access to affordable education and workforce training programs that allow them to transition successfully from military to civilian life. To date, more than 22,000 veterans and service members have attended Tri-C. The population of veterans in Northeast Ohio who are seeking higher education and workforce training is increasing. An estimated 1,500 service men and women and 1,200 reservists from the region are on active duty. Approximately 750 veterans have returned to Northeast Ohio over the past two years and approximately 1,500 veterans will return over the next four years. Of that

number more than 600 are currently enrolled in courses at Tri-C.

Like other area schools, Tri-C stands ready to meet the needs of veterans through high quality traditional educational opportunities leading to Associate Degrees which often result in upward movement for many graduates to four-year degree programs.

However, what distinguishes Tri-C's Veterans Services & Programs from other area college veteran programs is:

- Tri-C offers veterans wishing to quickly transition back to the workforce a variety of fast-track certification and degree programs that are aligned with Northeast Ohio workforce needs (i.e., manufacturing and applied technologies, skilled trades training, and healthcare).
- Tri-C's Veterans Upward Bound Program has a 35+ year history of providing support services to eligible veterans not yet ready for college to complete preparatory coursework, develop academic skills, and remain enrolled in and graduate from postsecondary education.
- Tri-C is committed to professional staff development to enable College faculty, staff and administrators to address veteran transition issues.
- Tri-C is committed to serving the families of veterans. On March 1, 2008, the College hosted its second major event for military families in transition. Family support and outreach is critical in that it is often a family member who helps to make the decision for a veteran to return to school.

Through the College's Veterans Initiative and its Veterans Services & Programs Office, Tri-C continues in its commitment to enhancing its outreach to veterans and their families and to customizing its support services to serve those who have served so proudly. Education and support services include:

- Benefits acquisition (GI Bill)
- Veterans Upward Bound Program
- Veterans Club
- Registration and Enrollment Support
- Assessment and Counseling
- Special classroom needs (ACCESS)
- Occupational Career Programs
- Baccalaureate transfer/liberal arts curriculum
- Bachelor's degree completion
- Post-degree professional certificates
- Apprenticeship Programs/ Applied Industrial Tech
- Career Planning (Key Career Place)
- Scholarship Opportunities

- Student Life Outreach and Activities
- Distance Learning opportunities
- Access to Community Resources
- Access to Employment Opportunities

Whether you are a discharged veteran, still serving on active duty, or a member of the Guard and Reserve, you should know that you and your families are Welcome Home at Cuyahoga Community College.

## 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  
Action Zone Student Programming Board  
American Sign Language Club  
American Student Interior Design Student Chapter  
Assoc. of Diagnostic Medical Imaging Technology Club  
Biology Club  
Business Club  
Business Focus  
Campus Crusade for Christ  
Campus Ministry  
Chess Club  
Collegiate 100  
Commuter Club  
Computer Club

Dietetic Tech Club  
 Digital Cinema Club  
 Drama Club  
 Environmental Action Group  
 Eta Sigma Delta Hospitality Management Honor Society  
 Focus on Christ Club  
 Graphics Arts Club  
 History Club  
 Horticultural Club  
 Information Technology Student Association  
 International Students Club  
 Japanese Culture Club  
 Lambda Gay-Straight Alliance  
 Medical Laboratory Technology Club  
 Multicultural International Club  
 Music Club  
 Nursing Student Association  
 Occupational Therapy Assistant Clubs  
 PA Student Falkenstein Society  
 Pharmacy Club  
 Phi Theta Kappa Honor Society  
 Philosophy Club  
 Psychology Club  
 Physical Therapy Club  
 Physician Assistants/Surgical Assistants Club  
 Pottery Club  
 R.E.A.L. Men  
 Religious Clubs  
 Sociology Club  
 Student Newspaper, *The Voice*  
 Students for the Advancement of Respiratory Therapy Education  
 Surgical Technology Club  
 The Philosophy and Religious Studies Forum Club  
 Theatre Arts Club  
 Tri-C Entrepreneur Club  
 Veterans Today Club  
 Vet-Tech Club  
 Visual G 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. The purpose of Phi Theta Kappa is to recognize and encourage scholarship

among two-year college students. To achieve this purpose, Phi Theta Kappa provides opportunities for the development of leadership and service, for an intellectual climate for exchange of ideas and ideals, for lively fellowship for scholars, and for stimulation of interest in continuing academic excellence.

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.

Interested students should contact the advisor at their respective campus:

Eastern Campus: Ormond Brathwaite 216-987-2401  
 Metropolitan Campus: Dorothy Salem 216-987-4515  
 Western Campus: Mary Hovanec 216-987-5482

## Recreation Facilities

Cuyahoga Community College is committed to providing students, faculty and staff with quality athletics and recreation programs. The College offers a program of athletics 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 and softball field.

## Cuyahoga Community College Foundation

The Cuyahoga Community College Foundation was chartered in 1973 as a 501(c)(3) charitable organization. The mission of the Foundation is to create funding

## Student Affairs

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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](http://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](mailto:alumni@tri-c.edu). You can also visit <http://www.tri-c.edu/foundation/pages/alumni.aspx> to learn more.







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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](http://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](http://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 <http://www.tri-c.edu/publicsafety/pages/home.aspx>.

## 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.

### 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 Case Western Reserve University, Cleveland State University, 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 credits 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](mailto:distance@tri-c.edu). Instructional modes used for delivery of distance learning courses include:

**Web-based Courses** - Many 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 the syllabus 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.

**Hybrid** - A hybrid course combines online learning with face-to-face instruction. Hybrid courses move a significant part of course learning online and, as a result, reduce the amount of classroom time. For example, a traditional course may meet twice a week in a classroom; whereas, a hybrid course may meet only once per week in a classroom, but require more homework and online activities to be completed. The classroom time is still an essential component of a hybrid, but the online portion of the course gives the student more flexibility than a traditional classroom course. Many assignments are completed online.

**Cable College** - Cable College is "live" delivery of credit instruction via cable television or the Internet. Students can participate live in the classroom, watch cablecasts on their television or their computer during the scheduled class meeting time, and interactively participate with the instructor and on-campus students via telephone. Class sessions are also repeated on a scheduled weekly basis on the Internet (high speed internet access required). Instructors are available for consultation via telephone or in-person. Computer interaction may be required for some classes to submit assignments.

To participate in televised 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. Recordings of each class are also available for playback at all campus Technology Learning Centers (TLC).

**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 campus library to check out materials. Faculty are available to confer with students in person, by phone or by voicemail.

**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.

### Degree Audit Reporting System (DARS)

The Degree Audit Reporting System is a software tool which significantly eases the academic advising process for students. DARS compares academic program requirements against a student academic history. This results in a report of courses taken that apply towards

graduation, courses yet to be taken and courses that do not apply to the program major. The ability of both students and staff to obtain this information is part of an effective academic advising program.

## 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.

**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

**AC** (Articulation Credit - Adult Education Training Partnership Agreements)

**ACE** (American Council on Education)

**ACN** (Access Nursing Credit)

**AP** (Advanced Placement)

**BYP** (By-Pass)

**CBE** (Credit by Examination)

**CEL** (Council for Adult and Experiential Learning)

**CLP** (College Level Examination Program)

**HAC** (High School Articulation Credit)

**TPC** (Tech Prep Credit)

**SLC** (Service Learning Credit)

A notation of "ACE," "AP," "BYP," "CBE," 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:

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](mailto:honors@tri-c.edu) or visit <http://www.tri-c.edu/programs/honors/Pages/Home.aspx>.

## 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 86 academic institutions including 16 public universities, 23 community/technical colleges, 47 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 provides access to 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 through the SEMAA Program, and the Youth Technology Academy and assists in student recruitment and retention initiatives. The Unit has two divisions: (1) Youth and Early College Programs and (2) Adult College Access Programs.

The programs within each division include, the Educational Opportunities Programs (EOP) Unit and multiple programs serving high school students, including the Youth Technology Academy (YTA), the Partnerships for Achieving Student Success (P.A.S.S.) Project, High Tech Academy (HTA), College Tech Prep, and others are also under this Unit's leadership.

These Tri-C Youth & Early College Programs all share common goals: 1) to increase educational opportunities for youth, 2) to assist students in gaining access to higher education, 3) to motivate students to participate in college courses while in high school, and 4) to provide opportunities to foster student success through interventions such as assessment, coaching, and mentoring.

## Youth & Early College Programs

### College Tech Prep Programs

The College Tech Prep program enables high school students in grades 11 and 12 to participate in state-approved career and technical programs to complete college credit course work while still in high school. The curriculum reflects real-world technical careers in high demand today. Courses are offered in the following career cluster areas: automotive technology, biotechnology, business, construction, engineering technology, health careers, information technology, law and public service. Tri-C serves as a higher education partner of the North Coast Tech Prep Consortium, the largest consortium offering credits in the State of Ohio. College Tech Prep enables a smooth transition from high school into two and four year college degree programs.

### 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 <http://www.tri-c.edu/pathways/pages/educationaltalent.aspx>.

### High Tech Academy (HTA)

High Tech Academy (HTA) is a dual enrollment program in which high school students in grades 10 through 12 in the Cleveland Metropolitan and the Warrensville Heights School Districts attend a half day of school at their high schools and then attend classes on the campuses of Tri-C. HTA helps students to develop skills in mathematics, sciences, technologies and communication, while preparing them for immediate employment, continuation at Tri-C, or transfer to four-year colleges and universities. Since the program's inception, nearly 40 students have earned an associate's degree at the same time as their high school diploma.

### Partnerships for Achieving Student Success (PASS)

The Partnerships for Achieving Student Success (PASS) increases student performance in core subject areas and increases the number of students entering college in college-level mathematics and English classes. Student participants are assessed in grade 10 using the College's Compass Assessment tool. Based on the identified skills gaps, students are then provided with ancillary programming to enhance their college readiness. The program includes summer sessions involving the use of a research-proven success program from The Ohio State University; Saturday Academies discussing the realities of college and post college life; after-school sessions with college faculty members that focus on "polishing" student skills in the academic core subjects; after-school participation that reinforces oral presentation and communication skills; preparation sessions for ACT and SAT test taking; and collaborative and reinforcing work between high school and college faculty.

### Science, Engineering, Mathematics and Aerospace Academy (SEMAA)

SEMAA 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

SEMAA is targeted to under-represented/under-served groups. However, any student who meets program requirements is welcome to participate in this program.

### Upward Bound

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 <http://www.tri-c.edu/pathways/Pages/UpwardBound.aspx>.

### **Upward Bound Math/Science**

Upward Bound Math/Science (UBMS) is a pre-college program for high school students interested in pursuing a math or science related field in their post-secondary education. UBMS provides college, career and financial aid counseling, tutoring, field trips, and test preparation for the OGT, ACT and SAT. Students also attend a six-week summer session and participate in a 21st century integrated curriculum. Graduating seniors attend an eight-week bridge component. UBMS is funded by the U.S. Department of Education. Visit UBMS at <http://www.tri-c.edu/pathways/Pages/UBmathScience.aspx>.

### **Youth Technology Academy (YTA)**

The Youth Technology Academy (YTA) aims to foster the development of high school students' math, science, and technology skills while preparing them for post secondary education and a career in the technical workforce. The program uses a robotics curriculum developed by Carnegie Mellon University in combination with engineering and manufacturing coursework at Tri-C. Concentrations include entrepreneurialism, computer programming, web design, engineering, precision machining, and robotics. Job shadowing experiences, mentorship from professional engineers and technicians, internships, and soft skills training help to increase high school students' interest and participation in technical careers. Youth Technology Academy has been the recipient of many nationally recognized awards. Tri-C's YTA students took first place in the Florida Regional FIRST Robotics Competition in 2007. YTA was established with support from the Workforce Investment Act and National Science Foundation. The program serves more than 300 students representing a total of 10 high schools. Visit YTA at <http://www.tri-c.edu/pathways/Pages/youthtechnology.aspx>

## **Adult College Access Programs**

### **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 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 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.

### **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 <http://www.tri-c.edu/pathways/Pages/eoc.aspx>.

### **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, women in transition, 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 <http://www.tri-c.edu/pathways/Pages/EOP.aspx>.

### **Student Support Services**

The Student Support Services (SSS) program provides academic and other support services to Metropolitan Campus students until their graduation and/or transfer to a four-year institution. Services include: academic advising, financial aid advising, career advising, tutoring, study groups and transfer assistance. Eligible participants include those who are low-income and first-generation college students with a need for academic support services. SSS is funded by the U.S. Department of Education (TRIO) and Tri-C. Call the Metropolitan Campus at (216) 987-4149 or visit our Web site at <http://www.tri-c.edu/pathways/Pages/StudentSupport.aspx> for additional information.

### **Veterans Upward Bound**

Veterans Upward Bound (VUB) provides a variety of support services to assist veteran students in the successful pursuit and completion of their educational and career goals. Services include academic and financial aid advising, career and personal counseling, tutoring, Veterans Affairs benefits information, college transfer assistance, scholarship opportunities, peer mentoring and a veterans club. A summer program is available to help participants transition into the nine-week academic refresher program in mathematics, science, English and

basic computer skills. All services are free to eligible participants. DD-214 and income verification are required to apply. The VUB Program is funded by the U.S. Department of Education (TRIO). You can call the Metropolitan Campus at (216) 987-4938 or visit VUB at <http://www.tri-c.edu/pathways/Pages/veterans.aspx> for information.

## Women in Transition

Women in Transition (WIT) for women who, due to changing circumstances, need to develop self-confidence, identify marketable skills, explore vocational interests, research options for job training or careers, and examine financial aid options in order to make a living for themselves and their families. The program runs classes every eight weeks at all three campuses. WIT is funded by the Carl Perkins Act, Cuyahoga Community College, the National Council of Jewish Women, the Ridgecliff, Westfield Insurance, and J. P. Morgan/Chase Foundations, the Sisters of Charity, and others. Visit WIT at <http://www.tri-c.edu/pathways/Pages/Women.aspx>.



## NOTES

