



Cuyahoga Community College

Catalog

2010-2011

www.tri-c.edu/academics/catalog

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Where futures beginSM

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Board of Trustees

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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
800-621-7440



A Message from the President

On behalf of the faculty, administration and staff, welcome to Cuyahoga Community College (Tri-C®) – an innovative, inclusive learning community dedicated to student success. We are delighted that you are taking this next step in your education and career.

Tri-C is proud of our tradition of excellence as we embrace the future. With over 1,900 courses and 150 degree and certificate programs (and counting), we are preparing students to thrive in the new global economy. We offer programs in just about every career field , including health care, green technology, culinary arts, engineering, bioscience, business, public service, liberal arts, transportation, music, manufacturing and media production – to name just a few of the possibilities.

The College is the leading provider of e-learning opportunities in Northeast Ohio. Transfer and dual enrollment agreements offer seamless transition to four-year institutions. Courses offered online, in the classroom, or a combination of both, provide flexibility, choice and convenience to fit your life. You may also take classes during the day, evenings or weekends in 15 locations throughout the region.

Our attractive campuses are well maintained with outstanding amenities, including wireless Internet, wellness facilities, libraries and study areas. Student life is vibrant and alive, inviting you to get involved in student government, collegiate athletics, volunteer activities, and a wide array of clubs and organizations. Take advantage of the rich opportunities before you.

We look forward to helping you map your pathway to success. Congratulations on your decision to be a part of the Tri-C legacy, the place where futures begin.

Sincerely,

A handwritten signature in cursive script that reads "Jerry Sue Thornton".

Jerry Sue Thornton, Ph.D.
President

Important Phone Numbers

Main Number 800-954-8742

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

| | Eastern Campus | Metropolitan Campus | Western Campus |
|--|---------------------------|--------------------------------|---------------------------|
| Enrollment Center (formerly Admissions and Records) | 800-954-8742 | 800-954-8742 | 800-954-8742 |
| Assessment | 987-2256 | 987-4311 | 987-5256 |
| Bookstore | 987-2070 | 987-4550 | 987-5550 |
| My Tri-C Card Office | 987-2432 | 987-4007 | 987-5004 |
| Campus Police and Security Services | 987-4325 | 987-4325 | 987-4325 |
| Cooperative Education | 987-2575 | 987-4416 | 987-5579 |
| Counseling | 987-4371 | 987-4371 | 987-4371 |
| Customer Service Center | 987-4358 | 987-4358 | 987-4358 |
| Evening/Weekend Office | 987-2226 | 987-4225 | 987-5227 |
| Library | 987-2085 | 987-4292 | 987-5410 |
| Program 60 | 800-954-8742 | 800-954-8742 | 800-954-8742 |
| Student Financial Assistance | 800-954-8742 | 800-954-8742 | 800-954-8742 |
| 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 | 987-2516 | 987-3122 | 987-5389 |
| | | | |
| Workforce and Economic Development Division | 987-3075 | Registration | 987-3075 |
| | | | General Information |
| Corporate College® East | 987-3075 | Registration | 987-2800 |
| | | | General Information |
| Corporate College® West | 987-3075 | Registration | 987-2800 |
| | | | General Information |

| FALL SEMESTER 2010 FULL TERM 16-Week August 30, 2010-December 19, 2010 | SPRING SEMESTER 2011 FULL TERM 16-Week January 18, 2011-May 15, 2011 | SUMMER SESSION 2011 FULL TERM 10-Week May 31, 2011-August 7, 2011 |
|---|---|--|
| ACCELERATED SESSION A 8-Week August 30-October 24 | ACCELERATED SESSION A 8-Week January 18-March 13 | ACCELERATED SESSION J 5-Week May 31-July 3 |
| ACCELERATED SESSION B 8-Week October 25-December 19 | ACCELERATED SESSION B 8-Week March 21-May 15 | ACCELERATED SESSION K 5-Week July 5-August 7 |
| ACCELERATED SESSION O 14-Week September 13-December 19 | ACCELERATED SESSION O 14-Week January 31-May 15 | ACCELERATED SESSION L 8-Week June 13-August 7 |

FALL SEMESTER 2010

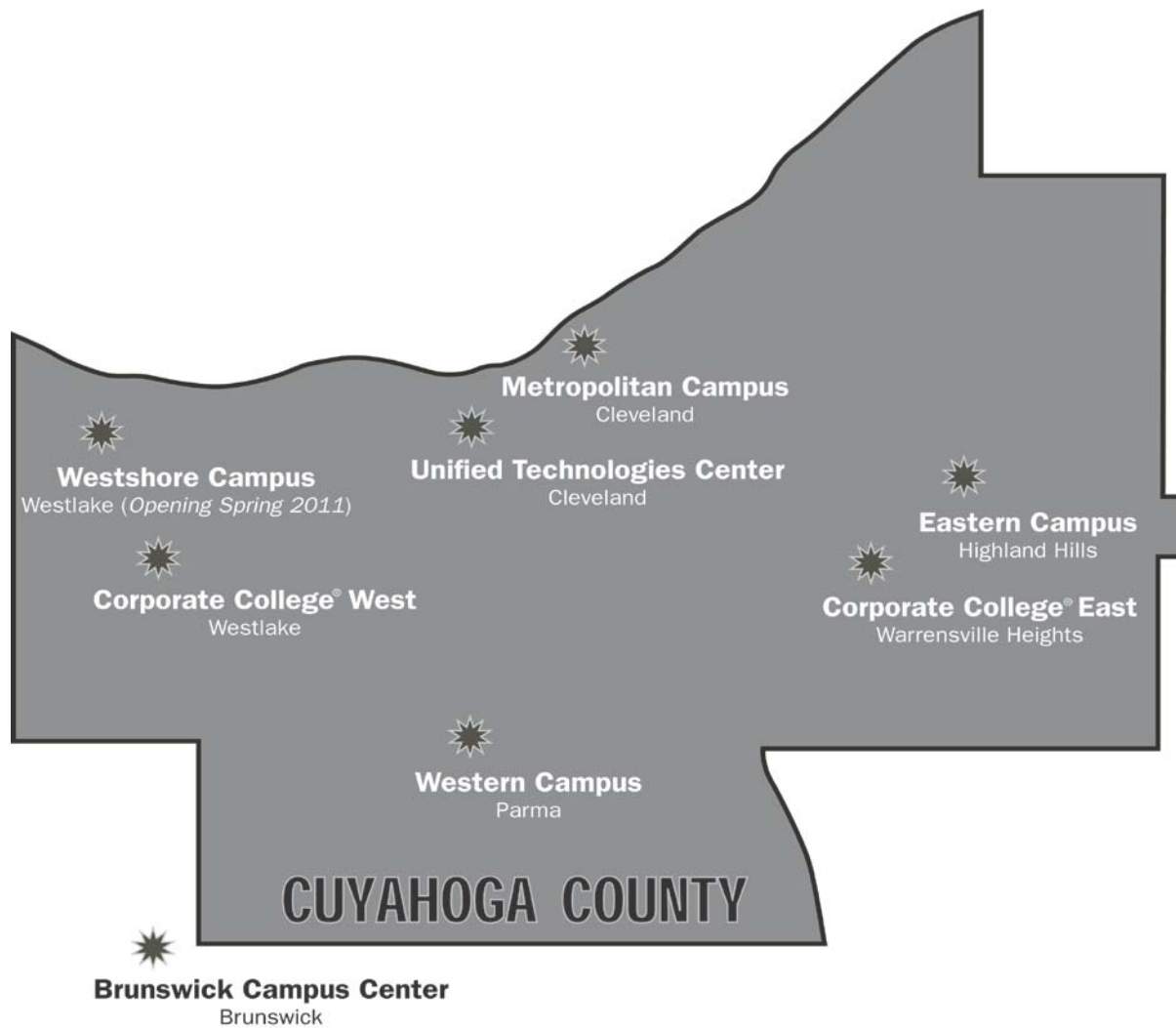
| Date | Day | Calendar Description |
|----------------------|-------------------|---|
| April 19 - August 28 | Monday - Saturday | Registration for Fall Semester 2010 |
| August 30 | Monday | Fall Semester (16-Week) and Session A (8-Week) Begin |
| September 6 | Monday | Labor Day - College Closed - No Classes Scheduled |
| September 13 | Monday | Session O Begins |
| October 11 | Monday | Deadline to submit class work for courses with Incomplete grade |
| October 15 | Friday | Academic Progress Reporting for Full Term (16-Week) Due |
| October 19 | Tuesday | Last Day to Remove Incomplete Grades for 2010 Spring and Summer Semesters |
| October 24 | Sunday | Session A Ends |
| October 25 | Monday | Session A Final Grades Due |
| October 25 | Monday | Session B Begins |
| November 1 | Monday | Deadline to Petition for Graduation in Spring 2011 |
| November 11 | Thursday | Veterans' Day - College Closed - No Classes Scheduled |
| November 16 | Tuesday | Last Day to Withdraw from Full Term (16-Week) Course with a "W" Grade |
| November 25-28 | Thursday - Sunday | Thanksgiving Recess - College Closed - No Classes Scheduled |
| December 13-19 | Monday - Sunday | Final Exam Week - Full Term |
| December 19 | Sunday | Fall Semester Full Term, Session B and Session O End |
| December 20 | Monday | Final Grades Due - Full Term, Session B and Session O |
| Dec 24 - Jan 3, 2011 | Friday - Monday | Winter Break - College Closed - No Classes Scheduled |

SPRING SEMESTER 2011

| | | |
|-------------------------|-------------------|---|
| October 18 - January 15 | Monday - Saturday | Registration for Spring Semester 2011 |
| January 17 | Monday | Martin Luther King Jr. Day - College Closed |
| January 18 | Tuesday | Spring Semester Full Term and Session A Begin |
| January 24 | Monday | Deadline to Petition for Graduation in Summer 2011 |
| January 31 | Monday | Session O Begins |
| February 18 | Friday | Deadline to submit class work for courses with Incomplete grade |
| February 25 | Friday | Last Day to Remove Incomplete Grades for Fall Semester 2010 |
| March 11 | Friday | Academic Progress Reporting for Full Term (16-Week) Due |
| March 13 | Sunday | Session A Ends |
| March 14-20 | Monday - Sunday | Spring Break - No Classes Scheduled |
| March 21 | Monday | Session A Final Grades Due |
| March 21 | Monday | Session B Begins |
| April 15 | Friday | Last Day to Withdraw from Full Term (16-Week) Course with a "W" Grade |
| April 29 | Friday | Deadline to Petition for Graduation in Fall 2011 |
| May 9-15 | Monday - Sunday | Final Exam Week - Full Term |
| May 15 | Sunday | Spring Semester Full Term, Session B and Session O End |
| May 16 | Monday | Final Grades Due - Full Term, Session B and Session O |
| May 19 | Thursday | Commencement |

SUMMER SESSION 2011

| | | |
|------------------|-------------------|---|
| March 7 - May 28 | Monday - Saturday | Registration for Summer Session 2011 |
| May 30 | Monday | Memorial Day - College Closed |
| May 31 | Tuesday | Summer Session Full Term and Session J Begin |
| June 13 | Monday | Session L Begins |
| June 23 | Thursday | Academic Progress Reporting for Full Term (10-Week) Due |
| June 24 | Friday | Last Day to Withdraw from Session J (5-Week) Course with a "W" Grade |
| June 27 | Monday | Last Day to Withdraw from Session L (8-week) Courses with a "W" Grade |
| July 3 | Sunday | Session J Ends |
| July 4 | Monday | Independence Day - College Closed - No Classes Scheduled |
| July 5 | Tuesday | Session K Begins |
| July 6 | Wednesday | Session J Grades Due |
| July 13 | Wednesday | Last Day to Withdraw from Session L (8-Week) Course with a "W" Grade |
| July 22 | Friday | Last Day to Withdraw from Full Term (10-Week) Course with a "W" Grade |
| August 1 | Monday | Last Day to Withdraw from Session K (5-Week) Course with a "W" Grade |
| August 7 | Sunday | Summer Session Full Term, Session K and Session L End |
| August 8 | Monday | Final Grades Due - Full Term, Session K and Session L |



Brunswick Campus Center
3637 Center Road
Brunswick, OH 44212
800-954-8742

Eastern Campus
4250 Richmond Road
Highland Hills, OH 44122
800-954-8742

Metropolitan Campus
2900 Community College Ave.
Cleveland, OH 44115
800-954-8742

Western Campus
11000 Pleasant Valley Road
Parma, OH 44130
800-954-8742

Westshore Campus
31001 Clemens Road
Westlake, OH 44145
800-954-8742

Unified Technologies Center
2415 Woodland Ave.
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 (Tri-C®) is a life-changing experience. More than 700,000 present and former students have been touched by the Tri-C experience. Tri-C has enriched the lives and helped build solid futures for all who have attended, from the hopeful students who stood in line at the Brownell building in 1963 to register for Tri-C's first classes to today's students who register through the Web. The far-reaching effects of education at Tri-C have touched not only the individual students but their families, as well as the entire community.

The faculty, staff and administration at Tri-C 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 Tri-C meets their specialized needs.

College Climate and Commitment to Diversity and Affirmative Action

In its acknowledgment of diversity, Tri-C respects and welcomes differences among people, and carries out its mission mindful of the differences in its community. Through its overall climate, Tri-C 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 Tri-C'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 Vietnam-era veterans in all levels of Tri-C. It is also the intent of Tri-C to ensure that its environment is free from harassment or intimidation of any kind.

Inquiries concerning Tri-C'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 Tri-C'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, Tri-C serves more than 60,000 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 Services 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," Tri-C 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 Campus which opened in 1969, is Tri-C's first campus. Located near downtown Cleveland in the St. Vincent Quadrangle, the Metropolitan Campus is easily accessible from Interstates 71, 77 and 90. Classes are offered during the day, evenings, on weekends and through distance learning/e-learning.

The Metropolitan 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 technician and occupational and physical therapy. The Dental Hygiene Clinic also provides low cost preventive dental care to the community.

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

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 Garden commemorates 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, athletic fields for soccer, softball and baseball, and a theatre. A state-of-the-art Health Technology Center was recently added in 2008.

The Western Campus is easily reached from Interstates 71, 77 and 480. Regional Transit Authority (RTA) buses provide public transportation services. Lighted parking is available on outdoor lots adjacent to the campus buildings.

Center for Community & Continuing Education

Tri-C offers a wide-range of Community and Continuing Education programs and courses spanning a broad range of career development, personal enrichment, and continuing education topics for all ages, youth through mature adult. Courses are convenient, affordable, and high quality for the community we serve. Our courses promote a continued interest in lifelong learning. We seek to promote individual development and improve

the overall quality of life through multicultural lifelong learning courses offered on all campuses, off-site locations, and distance learning venues. We work with students “where they are” by utilizing current technologies that also serve as a back up to traditional classroom learning.

Special audiences we serve:

Youth: We offer a varied line up of courses that meet state standards including those directed by the Ohio Department of Education and the Ohio Department of Public Safety, to provide a fun and challenging learning environment for young students that complements their current studies and enables them to easily move into adulthood. Classes are held at local schools as after-school programs, at our campuses evenings and weekends, at facilities of off-site partners and will be offered in an online format in the future.

Boomer Generation: Our Boomer program is a flexibly created program that addresses the desires of the Boomer generation to remain a valuable and productive part of their communities, now and into retirement; or, for those who wish for a career change. It also offers personal enrichment courses geared to the likes and needs of the Boomer population.

Professionals: We offer a timely and appropriate selection of personal career development classes and continuing education courses geared at the professional who wants to add to her or his resume; or, who needs to continue professional development in order to maintain a license or certification.

Topic Areas:

Taking a cue from the community we serve, our lineup of courses is continually updated based on the suggestions of residential and business community members. We offer programs that are fun, educational, and up-to-date with current trends. Our focus areas include personal enrichment classes such as culinary and crafts, personal career development programs such as test prep courses for notary licensing, test prep courses for youth such as SAT Prep and Driver Ed, certification courses for adults such as certified bookkeeper, various other certificate programs, and continuing education courses for professionals to continue their education. We serve all ages from birth through mature adult years.

Special Topic Areas:

We also offer specialty programs such as our Culinary Boot Camp whereby participants can take one, two, or all three modules focusing on basic food preparation and earn college credit upon completion of the full program. And, we offer career exploration programs for those looking to make a career change.

Continuing Education: We offer a broad range of topics approved for professionals in need of continuing education for many occupations and professions including personal trainer, realtor, CPA's, teacher/educator, social worker and counselor among others.

Personal Career Development: This area offers ways to enhance your resume and your finances. Courses include: Notary, Certified Records Manager, voice-over technician, buying and selling on eBAY, and buying and selling investment properties.

All programs and courses are designed to offer valuable information to learners looking to change careers or enhance their current skills. From programs that enable learners to quickly earn college credit by successfully passing the necessary components of the course to exploring new career options and enhancing their current careers and resumes, the Center for Community and Continuing Education meets students "where they are" to help them enjoy their community college experience and help them meet their personal and professional goals.

Workforce and Economic Development Division (WEDD)

The Workforce and Economic Development Division (WEDD) at Tri-C® partners with business and industry, government organizations and the community to provide: non-credit and credit fast track training for both individuals and businesses; employee and leadership development solutions for professionals and managers; and continuing education and community programs. WEDD is comprised of Workforce Solutions.

Workforce Solutions

Center for Career Pathway Development

The Center for Career Pathway Development offers Adult Basic Literacy Education (ABLE) courses, General Education Diploma (GED) preparation and testing, and English as a Second Language (ESL) classes to adults who need help in basic skills, reading, writing and mathematics.

The center also provides community outreach programs, training, and career readiness services in partnership with community based organizations throughout Cuyahoga County.

Adult Basic Literacy Education (ABLE)

The Adult Basic Literacy Education courses provide basic reading, writing, and mathematics remediation for adult learners who are preparing to take the GED test or high school graduates who need refresher courses.

Literacy Services

Literacy Services are available to adult learners who desire an educational assessment to determine readiness for official GED test or placement into a preparation course. The program is designed for non-graduates of

accredited high schools or home school participants. GED preparation classes are offered at all three Tri-C campuses, the Unified Technology Center, and off-campus sites.

Literacy Services' GED Test Centers offers both the Official Practice Test and the General Education Development Test. All testing is scheduled by appointment and on a first-come, first-served basis.

English as a Second Language/ESL classes focus on the four language skills of speaking, listening, writing and reading. Students learn the specific sounds of English, how to speak in conversations, and how to ask and respond to questions. These classes include information on American culture and civics. If requested or proposed, preparation for the U.S. Citizen test may be included in the course.

Key Career Place provides job readiness and life skills training, including resume writing, interviewing skills, networking and fast-track job training programs. Job placement assistance is provided upon successful completion of training.

Public Safety Institute

The Public Safety Institute has provided over three (3) decades of professional training to law enforcement and fire students as well as public safety professionals. 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, where students learn the skills and teamwork necessary to be prepared when called upon for duty.

The Law Enforcement Academies are certified through the Ohio Peace Officer Training Commission (OPOTC). The academy offices and training facilities are located in the Unified Technologies Center at the Metropolitan Campus in Downtown Cleveland. Tri-C offers four basic OPOTC certified academies: Peace Officer Basic Training, Private Security Training, Bailiff and Corrections. The advance training programs of the Public Safety Institute offers the opportunity for police, security and law enforcement professionals to enhance their skills and enable them to deal with the ever-changing needs of society.

The Fire Training Academy facilities are located at the Western Campus in Parma. The Academy is chartered by the State of Ohio, Department of Public Safety, Division of Emergency Medical Services in Columbus. The Fire Training Academy was established by a partnership with the Northeastern Ohio Fire Chiefs' Association and Tri-C. There are over 300 fire departments in a seven (7) county region that rely on Tri-C's Fire Training Academy to meet their training needs.

The Fire Training Academy provides academic and practical skills training for Level I & II firefighters. We provide four day academies and two evening academies each year. Annually, approximately 200 students graduate from the Academy. This training provides the skills necessary for an entry-level firefighter position. Training includes topics related to the established requirements of the Ohio Revised Code for Career Fire Fighters and the training and educational requirements identified in NFPA 1001.

Manufacturing, Engineering and Bioscience

The Advanced Manufacturing, Engineering and Bioscience Division provides students and industry 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, medical device manufacturing, pharmaceutical drug manufacturing, engineering skills development, pre-apprenticeship and apprenticeship training.

At the downtown Unified Technology Center 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 through the Bioscience Workforce Training and Assessment Center, the only location offering job skills training in this emerging technology.

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, Electronics Assembly, Mechatronics, and Wind Turbine Technician. 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.

Regional Transportation Institute

The Regional Transportation Institute provides high-quality workforce training in Transportation, Logistics and Distribution (TLD) job functions. The training is targeted toward entry level through first line supervision personnel and provides certificates in TLD concentrations that demonstrate comprehension of applicable terminology, an ability to execute operational activities and the role and impact of their job function on the supply chain.

Located in the Heritage Business Park in Euclid, Ohio, the Regional Transportation Institute operates in an industrial environment utilizing industry standard

equipment and supply chain management tools to simulate actual working environments.

Using active industry professionals to provide instruction, training is delivered through contract training, seminars and certificate programs. Current training programs include: Class A CDL, Diesel Technician, Remedial Driving, Forklift Operation, Hazardous Material/Dangerous Goods Certification and Fundamentals of Warehouse and Distribution.

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 include training to assist in entering the health care field, continuing education and professional certification programs.

The Center works closely with representatives of the health care industry to develop accelerated training and education programs that respond quickly to critical workforce needs.

Programs exist for entry-level positions, as well as those interested in changing careers, and for those professionals who need to keep up with change in their respective health care fields.

Entry-level Career Programs/Certifications

- **State Tested Nurse Assistant (STNA)**
STNAs work in a variety of health care settings to improve their patient’s well-being by assisting them with personal care and monitoring progress with their recovery goals. In addition, the Center provides a career pathway for the State Tested Nurse Assistant through advanced training in its Certified Patient Care Technician program.
- **Patient Access Specialist**
The Patient Access Specialist program is designed to prepare students for the many opportunities available in the Patient Access department in a hospital setting. These may include admitting and registering, financial counseling or providing customer service to patients.
- **Medical Front Office Specialist**
The Medical Front Office Specialist program is designed to prepare students to carry out the multiple tasks involved in providing support to a medical office.
- **Dental Front Office Training**
The Dental Front Office training program prepares students for careers in dental practice management.
- **Medical Coding and Billing**
The Professional Coding program utilizes the Professional Medical Coding Curriculum designed by the American Academy of Professional Coders to prepare students for the Certified Professional Coder exam.

General Information

The Center provides a Home Health Aide course which is an add-on track to the STNA course designed to prepare the nurse assistant for employment to provide home health care.

Training programs are offered for a variety of continuing education seminars, such as Dental Auxiliaries, Opticians and Coders, as well as exam reviews. All training is delivered at Tri-C sites, and scheduled for the convenience of students during the day, evenings, or on weekends.

The Center works with health care organizations to develop customized training programs that can be presented at their sites. Our programs keep up with the rapid changes in health care, and our expert instructors focus training on the key areas students need to succeed on the job. Whether you are a health care professional looking for career advancement, or a displaced worker looking to get into the health care field, the Center has high quality programs to meet your needs.

Corporate College®

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

Corporate College® is the primary vehicle for delivering Tri-C'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 and industry. Courses at Corporate College® Professional Development Institute (PDI) bring employees to a higher level of success and performance. Competent, confident employees experience higher morale and job satisfaction, enabling employers to retain top-ranked workers longer.

Corporate College®'s award-winning, industry-driven training will enhance individual job performance, teamwork, and overall corporate competitiveness. Staff can complete key certification, licensure, registration, and professional development programs, all in one easy-to-access curriculum.

- Administrative Professional
- Accounting/Management

- Event and Meeting Planning
- Global Business
- Human Resources
- Leadership
- Sales and Marketing

PDI offers customized, professional training and consulting services using instructor-led courses coupled with e-learning and distance learning programs. To maximize options and flexibility, services are available at Corporate College® facilities or at the client's site.

Accreditation and Institutional Memberships

Tri-C® holds institutional memberships in numerous national educational, professional and accrediting organizations. Tri-C is accredited by the Higher Learning Commission, a commission of the North Central Association of Colleges and Schools. In addition, a number of Tri-C's career programs are approved or accredited by appropriate specialized associations or agencies. Some of these are:

- American Advertising Federation (AAF) - Cleveland
- American Association for Women in Community Colleges (AAWCC)
- American Association of Collegiate Registrars and Admissions Officers (AACRAO)
- American Association of Community Colleges (AACC)
- American Association of University Women (AAUW)
- American Bar Association
- Accreditation Board for Engineering and Technology (ABET)
- American Council on Education (ACE)
- American Dental Educators Association
- American for the Arts (AFTA)
- American Library Association (ALA)
- American Marketing Association (AMA)
- American Occupational Therapy Association (AOTA)
- American Society for Nondestructive Testing (ASNT)
- American Society for Quality (ASQ)
- American Society for Training & Development (ASTD)
- American Society of Health-System Pharmacists (ASHSP)
- American Society of Mechanical Engineers (ASME)
- American Society on Aging
- American Student Association of Community Colleges (ASACC)
- American Student Government Association (ASGA)
- American Technical Education Assistance (ATEA)
- American Wind Energy Association (AWEA)
- ASIS International Online (ASIS)
- Association for Conflict Resolution (ACR)
- Association for Education in Journalism and Mass Communication (AEJMC)
- Association for Gerontology in Higher Education (AGHE)

Association for the Promotion of Campus Activities (APCA)
 Association for Theatre in Higher Education (ATHE)
 Association of College Administration Professionals (ACAP)
 Association of Community College Trustees (ACCT)
 Association of Governing Boards of Universities & Colleges (AGB)
 Association of Physical Plant Administrators (APPA)
 Association of Records Management & Administrators International (ARMA)
 Automotive Industry Action Group (AIAG)
 Automotive Maintenance and Repair Association (AMRA)
 Automotive Service Association (ASA)
 Chair Academy
 Chamber Music America
 Chief Student Affairs Officers (CSAO)
 City Club of Cleveland
 Cleveland Council on World Affairs
 Cleveland Foundation
 College Board, The
 Commission of Accreditation of Allied Health Education Programs (CAAHEP)
 Community College Business Officers (CCBO)
 Community College Humanities Association (CCHA)
 Community Colleges for International Development (CCID)
 Construction Employers Association (CEA)
 Construction Management Association of America (CMAA)
 Construction Owners Association of America (COAA)
 Corporate University Exchange
 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)
 Council of Supply Chain Management Professionals (CSCMP)
 Cuyahoga County Police Chiefs Association (CCPCA)
 Drug Enforcement Administration (DEA)
 Employer Resource Council (ERC)
 50 Club of Cleveland, The
 Gartner Inc.
 Government Finance Officers Association (GFOA)
 Greater Cleveland Partnership, The
 Higher Learning Commission, The
 Hospitality Sales & Marketing Association International (HSMIA)
 Innovative Users Group
 Institute of Certified Records Management (ICRM)
 Inter University Council of Ohio
 International Association of Business Communicators (IABC)
 International Association of GM Automotive Services

Education Program (IAGMASEP)
 International Conference of Fine Arts Deans (ICFAD)
 International Special Events Society (ISES)
 Instructional Technology Council (ITC)
 Joint Review Committee on Education in Radiologic Technology (JRCERT)
 Labor and Employment Relations Association
 League for Innovation
 LERN (Learning Resources Network)
 Midwest Archives Conference (MAC)
 Midwest Institute for International/Intercultural Education
 Municipal Finance Officers Association of Northeast Ohio (MFOANEO)
 National Alliance of Community and Technical Colleges
 National Alliance of Concurrent Enrollment Partnerships, Inc.
 National Association of College & University Attorneys (NACUA)
 National Association of College & University Business Officers (NACUBO)
 National Association of Community College Teacher Education Program (NACCTEP)
 National Association of diversity Officers in Higher Education (NADOHE)
 National Association of Educational Procurement (NAEP)
 National Association of Student Financial Aid Administrators (NASFAA)
 National Association of Student Personnel Administrators (NASPA)
 National Association of Workforce Development Professionals (NAWDP)
 National Council for Continuing Education and Training (NCCET)
 National Collegiate Honors Council
 National Community College Hispanic Council (NCCHC)
 National Council for Marketing and Public Relations (NCMPR)
 National Council for Workforce Education (NCWE)
 National Educational Opportunity Centers Association
 National Guild of Community Schools of the Arts
 National Junior College Athletic Association (NJCAA)
 National Institute for Staff and Organizational Development (NISOD)
 National Junior College Athletic Association Region XII Women's Division
 National Organization of Black Law Enforcement Executives (NOBLE)
 National Public Employer Labor Relations Association (NPELRA)
 National Tactical Officers Association (NCTA)
 National Wellness Institute
 Northeast Ohio Council on Higher Education (NOCHE)
 Northeast Ohio SIM
 Northeast Ohio Society for Technical Communication (NEO STC)

General Information

Northeast Ohio Translators Association (NOTA)
Northern Ohio Italian American Foundation
Northern Ohio Minority Business Council (NOMBC)
Ohio Arts Presenters Network (OAPN)
Ohio Association for College Admissions Counselors (OACAC)
Ohio Association of Collegiate Registrars and Admissions Officers (OACRAO)
Ohio Association of Community Colleges (OACC)
Ohio Association of Student Financial Aid Administrators (OASFAA)
Ohio Association of Two-Year Colleges (OATYC)
Ohio Association of Veterinary Technicians
Ohio Board of Architects (OBA)
Ohio Campus Compact (OCC)
Ohio College Access Network (OCAN)
Ohio College Association, The (OCA)
Ohio College University Professional Administrators
Ohio Community College Athletic Conference (OCCAC)
Ohio Consortium for Undergraduate Conferences
Ohio Continuing Higher Education Association
Ohio Council of Associate Degree Nursing Education Administrators (OCADNEA)
Ohio Council of Massage Therapy Schools (OCMTS)
Ohio Music Education Association (OMEA)
Ohio Pharmacists Association (OPA)
Ohio Public Facilities Maintenance Association
Ohio Restaurant Association
Ohio Scientific Education & Research Association
Ohio Society of CPA's
Ohio Society of Health Systems Pharmacists (OSHP)
Ohio Two Year Colleges Technology Council (OTYCTC)
Physician Assistant Education Association (PAEA)
Positively Cleveland
President's Round Table
Project Management Institute
Public Relations Society of America (PRSA)
Quadrangle, Inc., The
Recording for the Blind & Dyslexic, Inc.
Sales & Marketing Executives of Cleveland
Sloan Consortium
Society for College & University Planning
Society for Human Resource Management
Society for American Archivists
Society of Ohio Archivists
State of Ohio Accreditation
Wellness Council of Northeast Ohio

Northeast Ohio Commission on Higher Education (NOCHE)

Tri-C® is a member of the Northeast Ohio Commission on Higher Education. This is an organization of 15 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.





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 participating in dual enrollment programs, and those 18 years of age or older.

It is not necessary to enroll in a specific program to be admitted to Tri-C. 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 career/occupational program to prepare for employment.

The general admissions procedure of Tri-C 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.

Applicants 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.

How to Apply

1. You can apply online at www.tri-c.edu/apply/Pages/Default.aspx
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 Enrollment Center (formerly 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. Those 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

Tri-C 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 admission according to the residency policies of the State of Ohio, the Ohio Board of Regents and Tri-C 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 Enrollment Center (formerly Admissions 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 Tri-C, 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 Enrollment Center (formerly Admissions and Records Office) at each campus.

Selective Service

All male U.S. citizens, and those with a permanent resident card 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 assistance. The admission application requires a Selective Service Registration number or reason for exemption. Contact the Enrollment Center (formerly 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 already have or are applying for the status of an F-1 nonimmigrant student, you must consult with a campus Student Services Coordinator before applying and registering for classes. F-1 students with an I-20 form from Tri-C 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/e-learning will apply towards the 12 credit minimum. To obtain deadlines for F-1 international student admission, please contact the Student Services Coordinator at any campus.

A Student Services Coordinator is available at each campus Enrollment Center (formerly Admissions and Records Office) 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 Student Services Coordinator at the campus listed on your I-20 or visit one of the offices below:

East 216-987-2118 • Student Services Building, Rm 1629
Metro 216-987-4167 • Student Services Building, Rm G09
West 216-987-5203 • Student Services Building, Rm 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 Tri-C. 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 Tri-C to another college or university begins by meeting with a Tri-C counselor to ensure that the student enrolls in the appropriate courses.

It is the student's responsibility to schedule a meeting with the appropriate admissions office at the receiving college or university to ensure that all requirements for admission and transfer to the receiving school have been met. An official transcript of courses completed at Tri-C will be required by the receiving college or university. The student can request this transcript online from the Tri-C Web site or in person at the Enrollment Center (formerly Admissions and Records Office).

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 Tri-C will be determined to the extent feasible within the context of agreements and working relationships between Tri-C and other institutions of higher learning.

Tri-C has agreed to accept credit from colleges and universities accredited by regional accrediting associations. Tri-C also accepts credit from other institutions that can demonstrate that instruction provided at their institution meets Tri-C'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 (Transient)

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 Enrollment Center (formerly Admissions and Records Office) or the Counseling Office.
2. Complete the form, get approval from a counselor, and return it to the Enrollment Center.
3. The Enrollment Center 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.

Post-Secondary Enrollment Options Program

The Post-Secondary Enrollment Options Program (PSEOP) provides the opportunity 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 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 Enrollment Center (formerly Admissions and Records 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 College Tech Prep program enables high school students 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 career fields: Agriculture and Environmental Systems, Arts and Communication, Business and Administrative Services, Construction Technologies, Education and Training, Engineering and Science Technologies, Finance, Health Sciences, Hospitality and Tourism, Human Services, Information Technology, Law and Public Safety, Manufacturing Technologies, Marketing, and Transportation Systems.

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:
www.tri-c.edu/pathways/techprep.

Career Technical Credit Transfer

Career Technical Credit Transfer (CT²) is a collaborative effort among the Ohio Board of Regents, the Ohio Department of Education's Office of Career-Technical & Adult Education, public secondary/adult career-technical education institutions and state supported institutions of higher education. The career technical credit transfer initiative ensures that students at an adult career-technical institution or secondary career-technical education institution can transfer successfully-completed technical courses that adhere to recognized industry standards to any state institution of higher education without unnecessary duplication or institutional barriers.

It enables students to attain their highest educational aspirations in the most efficient and effective manner as a result of clear and consistent standards. Career Technical Credit Transfer is meant to complement the College Tech Prep program. See Appendix III for information on Career Technical Assurance Guides (CTAGs) which serve as an advising tool, identifying the specific courses or programs which are part of the statewide guarantee. Additional information can also be found on the Ohio Board of Regents web site:
<http://regents.ohio.gov/careertechtransfer/index.php>

Registration

Students must be admitted to Tri-C[®] before registering for classes. Students can register online or in-person at the Enrollment Center (formerly Admissions and Records Office). Please see our Web site, www.tri-c.edu/register, 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 who is registered for fewer than 12 credits.

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. Tri-C 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 Tri-C.
3. All students who have accumulated a total of 12 credits during previous terms.
4. All applicants who are currently in high school.

Students may retake their placement tests one time within twelve months without charge. 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 COMPASS English as a Second Language test.

Students may use qualifying ACT scores instead of taking the COMPASS math and English placement tests.

Students applying for financial aid who cannot provide documentation that they hold a high school diploma or GED must take Ability to Benefit tests in order to establish eligibility for financial aid.

Cancelled Classes

Occasionally Tri-C 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 open 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 or Counseling office prior to registering for that course.

Note: Students who have taken prerequisite courses at Tri-C prior to Fall 1998, will be required to obtain an exception from a counselor or academic department in order to register for some courses.

Schedule Changes

Any registered student who finds it necessary to make a schedule change can do so through the end of the registration period. Tuition and fees will be adjusted accordingly. Contact the Enrollment Center (formerly Admissions and Records Office) or consult *my Tri-C space* for withdrawal 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 and Fees Per Semester Credit

| | Tuition | General and Technology Fee | Total |
|---------------------------|----------|----------------------------|----------|
| Cuyahoga County Residents | \$76.51 | \$8.05 | \$84.56 |
| Other Ohio Residents | \$103.74 | \$8.05 | \$111.79 |
| Out-of-State Residents | \$220.89 | \$8.05 | \$228.94 |

Refunds

Refunds of tuition and fees for courses of academic credit will be made when students withdraw from a course. Students who choose not to complete a course *must officially withdraw* from the course. Tri-C is not obligated to refund students who have not withdrawn, even if they did not attend a class.

The following schedule governs all refunds of tuition and fees for full-term 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 Tri-C 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 Tri-C 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, U.S. citizenship or eligible non-citizenship status, and the potential to succeed in an academic program at Tri-C. Some types of assistance are based on criteria other than financial need.

Check out Financial Aid TV – a collection of video clips providing quick answers to common questions. This online service is available 24 hours a day, seven days a week at <http://tri-c.financialaidtv.com>.

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.gov. Upon request, the Office of Student Financial Assistance at any Tri-C campus will forward a detailed brochure explaining financial aid opportunities.

Students are strongly encouraged to complete the FAFSA at least eight 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 Program:

Ohio College Opportunity Grants (OCOG): Tri-C students are no longer eligible to receive state grant assistance from the Ohio Board of Regents unless they qualify for the Ohio Education Training Voucher funded by the Orphan Foundation of America.

Federal Programs:

Pell Grants: The federal government makes Pell Grant funds available for tuition and other college-related expenses to undergraduate students who demonstrate financial need and maintain satisfactory progress in their course of study. Pell Grant recipients are eligible to receive awards from this program to complete the first undergraduate bachelor's degree. Note that students who received their first Pell Grant award July 1, 2008 or after are limited to 18 full-time semesters of Pell Grant eligibility. 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. 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 full consideration.

Federal Direct Student Loan Program: These are also known as Stafford Loans. Students who apply for loans will be awarded either a subsidized or unsubsidized loan based on financial need. Students

must be enrolled in at least six credits and maintain satisfactory progress in their course of study. During the in-school period and through the grace period after the borrower leaves school, all interest is paid by the federal government on subsidized loans. Interest on unsubsidized loans will accrue from the time the loan is disbursed to the student. Loan amounts are based on year in college and dependency status as established by the U. S. Department of Education. Repayment begins six months after the student leaves school or drops below 6 credits. Students must complete the FAFSA to be considered for the Direct Loan Program.

Parents can also choose to borrow a Parent Loan (PLUS) for students who are enrolled in at least six credits. Parent 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 (FWS): This federal program provides funds for part-time employment at Tri-C or at a community service agency. Students apply for FWS funds by completing the FAFSA. Awards are contingent on availability of funds and need. Students who may be eligible for this program are encouraged to complete the FAFSA as early as possible each year to ensure full consideration.

Academic Competitiveness Grant (ACG): The federal government makes Academic Competitiveness Grants available to Pell Grant recipients graduating from a rigorous high school program on or after January 1, 2005. First year recipients may be eligible to receive up to \$750 while second year recipients may be eligible to receive up to \$1,300. Students apply for the ACG by completing the FAFSA and submitting their high school transcripts to Tri-C.

The Hope Scholarship Credit

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

Lifetime Learning Credit

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 at 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 Lifetime Learning Credit, please contact the Internal Revenue Service or your tax preparer.

Scholarships

Tri-C offers scholarships for students who participate in various programs. Scholarships include the Academic Excellence Scholarship, Honors Program Scholarship, Athletic Scholarship, Journalism Scholarship, Student Senate Scholarship, and the Trio-Access Scholarship. Visit the scholarship website at www.tri-c.edu/scholarships or contact any Student Financial Assistance Office for the awarding criteria for each scholarship.

The Cuyahoga Community College Foundation offers a variety of scholarship opportunities from numerous scholarship funds for Tri-C students enrolled in various disciplines. These scholarship opportunities have been created and supported through the generosity of many donors who believe in Tri-C'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 online scholarship application is at www.tri-c.edu/scholarships and the FAFSA is online at www.fafsa.gov.

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

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



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Student Information

Access to Student Records

Tri-C®, as part of its responsibilities to students, must maintain accurate and confidential student records. Tri-C 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 Tri-C'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 Enrollment Center (formerly Admissions and Records Office) for details regarding Tri-C procedures designed to expedite their request.

my Tri-C space and Student E-mail

my Tri-C space is a portal that provides the primary point of access, 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.

Tri-C issues an e-mail account to each student. To access your Tri-C e-mail account, click on the E-MAIL ICON in the upper right-hand corner of *my Tri-C space*. You can view and update your e-mail accounts by going to the My Info tab in the Student Records channel and selecting the link for "Your Personal Information". **Your Tri-C student e-mail account is the official and primary communication method between Tri-C and students.** For information or help with *my Tri-C space* or your Tri-C e-mail account, visit <http://cctss.tri-c.edu>.

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, e-mail 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 Tri-C 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. See the section titled "Residency Requirements" for information about changing residency status.

Directory Information

Tri-C 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), enrollment status (full time, part time, withdrawn), dates of attendance, degrees, honors, and awards received. The following will be disclosed for members of athletic teams only: previous educational institutions attended, participation in officially recognized activities and sports, weight, height photograph, date and place of birth.

Students who wish to have this information kept confidential should contact the Enrollment Center (formerly 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 special discounts and incentives at all campus dining retail operations, Java Cities, vending machines and the Book Centers. Tri-C authorities may ask to see an ID card at any time; therefore, it is important that it is always with you. Cards are non-transferable. There is a \$5 charge to replace a *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

Tri-C has implemented a pre-paid parking permit system on all campuses. All vehicles parked on Tri-C property must have parking permits (for state handicap placards contact Ohio BMV). All parking lots on campus require a parking permit except designated visitor lots which cost \$1.00 for a two hour time block, payable at the Visitor Parking Meter Stations. Permit registration may be done online or at any campus Enrollment Center (formerly Business Office).

Daily Rate - 75¢
Semester Rate - \$56.25
Summer Rate - \$37.50

No vehicle is to be left on Tri-C property longer than 24 hours. Vehicles are subject to tow at the owner's expense thereafter. If a vehicle must be left overnight, notify the department of Campus Police and Security Services. Tri-C is officially closed one hour after classes end. All parking gates are equipped with a phone connected directly to Campus Police and Security Services.

Citations may be paid by mail or in person at any Enrollment Center (formerly Business Office). Appeals must be made within 10 days of the notice of violation by either coming to the department of Campus Police and Security Services or using the [online parking appeal form](#). Penalty for non-payment may include: grades withheld; registration held; vehicle impounded; warrant citation (Municipal Court).

Parking and Traffic rules and regulations have been adopted by the Cuyahoga Community College Board of Trustees to regulate traffic and parking on Tri-C property. Motorcycles, motorbikes and motor scooters are subject to the same regulations as automobiles. The motor vehicle laws of the State of Ohio are in full effect on Tri-C property.

Student Services

College Bookstores

College Bookstores are located at the three main campuses to serve students, faculty and staff by providing required textbooks and supplies in a customer service-focused retail environment. A Satellite College Bookstore is also offered at Corporate College® West (CCW) one week prior to the beginning of each CCW credit semester. The College Bookstores carry a selection of general reading books, Tri-C® apparel and gifts. Hours of operation are posted at each of the College Bookstores and may vary during the course of a semester. For additional convenience, the College Bookstores also offer online ordering of textbooks either from the external Tri-C Web site or *my Tri-C space*.

Campus Dining Facilities

Campus dining facilities offer assorted beverages and a wide variety of freshly prepared entrees including hot breakfast items, pizza, specialty and grilled 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 and on the Campus Dining Web site page. 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. For a map of locations, current hours, and contact information go to: <https://portal.tri-c.edu/campusdining/>

Customer Service Center

The Customer Service Center provides convenient enrollment support services to Tri-C's new, continuing and returning students. Customer service representatives will provide prompt responses to inquiries about class registration, balances or information on available academic and student services at Tri-C. The Customer Service Center also accepts credit card payments towards registration and fees. Chat live with a CSC representative at www.tri-c.edu/CustomerService, e-mail the Customer Service Center at CustomerService@tri-c.edu, or call 800-954-Tri-C (8742). Check out **ask TRI-C** for quick answers to common questions. This online service is available 24 hours a day, seven days a week at www.tri-c.edu/ask.

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 and 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

Key Career Place is Tri-C's career center with locations at each of the three campuses and the Unified Technologies Center. It provides 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 on resume writing, interviewing, salary negotiation and more. Online tools are available 24/7, and 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 printers, career-related books and videos, fax machines and phones for job search use. The career development professionals

Student Affairs

at Key Career Place can assist you in finding a job while enrolled at Tri-C, a co-op or internship to gain experience, or a job upon graduation. Services are free to students. visit www.keycareerplace.info for campus locations, hours and activity calendar.

Disability Services for Students – Access Program

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

Visit our Web site at:

www.tri-c.edu/pathways/pages/disability.aspx
or call for additional information.

| <u>Campus</u> | <u>Voice</u> | <u>TTY</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, Tri-C 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 1,000 service men and women and 500 reservists from the region are on active duty. Approximately 1,500 veterans have returned to Northeast Ohio over the past two years and approximately 1,000 veterans will return over the next four years. Of that number more than 1,000 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.

Tri-C veterans services and programs are distinguished from other area college veteran programs because:

- 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 (e.g., manufacturing and applied technologies, skilled trades training, and health care).

- The Tri-C 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 post-secondary education.
- Tri-C is committed to professional development that enables Tri-C faculty, staff and administrators to address veteran transition issues.
- Tri-C is committed to serving the families of veterans. During 2009, Tri-C hosted four major events for military families. Family support and outreach is critical in that it is often a family member who helps a veteran make the decision to return to school.

Through Tri-C's Veterans Initiative and its Veterans Services & Programs Office, Tri-C continues in its commitment to enhance its outreach to veterans and their families and to customize 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
- Scholarship Opportunities
- Student Life Outreach and Activities
- Distance Learning/eLearning opportunities
- Access to Community Resources
- Access to Employment Opportunities

Whether a discharged veteran, still serving on active duty, or a member of the Guard and Reserve, you and your family are welcomed home at Tri-C. For further information visit: www.tri-c.edu/welcome/veterans

Student Life

Tri-C® 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. Tri-C 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 student government, programming, student clubs and organizations, as well as numerous Tri-C 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.

Many clubs and organizations may be found on one or more of the Tri-C campuses each semester:

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
 Dance 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
 HOLA 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

Tri-C 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 Tri-C athletic programs are red, white and blue. The name of Tri-C's teams is the "Challengers." Intercollegiate sports offered are: men's soccer, women's volleyball, women's cross country, women's track, men's 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, an intellectual climate for exchange of ideas and ideals, lively fellowship for scholars, and 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.

Tri-C has three chapters of Phi Theta Kappa, one on each main 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 completion of at least 12 credits at the 1000-2000 level with a cumulative GPA of 3.5 or better.

Interested students should contact the advisor at their respective campus:

Eastern Campus:
Ormond Brathwaite, Ph.D., 216-987-2401

Metropolitan Campus:
Dorothy Salem, Ph.D., 216-987-4515

Western Campus:
Mary Hovanec, M.A., 216-987-5482

Recreation Facilities

Tri-C is committed to providing students, faculty and staff with quality athletics and recreation programs. Tri-C offers athletics and recreation designed to develop an understanding and appreciation of physical fitness and improve the students' recreational and athletic skills.

The Eastern Campus indoor facilities include a gymnasium, weight training room, locker and shower rooms, indoor track and dance studio. Outdoor facilities include an all-weather track.

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

The indoor facilities at the Western Campus include a fitness center, gymnasium, swimming pool, weight training room, locker and shower rooms. 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 Tri-C Foundation is to create funding opportunities for scholarships and educational program development and enhancement for Tri-C.

Thanks to the continued financial support of business partners, corporations, foundations, governmental agencies, friends, Tri-C 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 Tri-C 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 Tri-C have paid immense dividends. Tri-C is the largest community college in Ohio, serving more than 58,000 students each year on its campuses, at multiple off-campus sites, through television, and via the Internet.

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

Alumni Relations

Tri-C is rejuvenating its alumni program to better meet the needs and expectations of our alumni, who are a great resource to our community. Tri-C alumni represent all ages and every sector of the economy – teachers, nurses and health care professionals, fire fighters, police officers, engineers, and business professionals – and they reflect the cultural diversity of our region. Tri-C 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 Tri-C
- Mobilize Tri-C graduates to serve as community ambassadors, inspiring current and future students
- Provide opportunities for alumni involvement in the life of Tri-C and the Greater Cleveland community

To get involved in this initiative, contact the Office of Resource Development and Tri-C Foundation at 216-987-4868, via e-mail at alumni@tri-c.edu, or visit 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 Tri-C® procedures, please refer to the Student Handbook at <https://portal.tri-c.edu/studenthandbook/StudentHandbook2010.pdf> or by logging in to *my Tri-C space* and clicking on the Student Services tab. The Student Handbook is in the College Guidelines channel.

Student Conduct Code

The Student Conduct Code is established to foster and protect the mission of Tri-C, 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 Tri-C 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 Tri-C procedure titled, "Student Judicial System" which sets forth the penalties imposed for prohibited conduct and establishes the disciplinary process for alleged violations.

Tri-C's Student Conduct Code and Student Judicial System may be found through Tri-C's Web site listed above.

Attendance

Regular class attendance is expected. Tri-C is required by law to verify the enrollment of students who participate in Federal Title IV student aid programs and/or who receive educational benefits through other funding sources. Tri-C is responsible for identifying students who have not attended or logged into a class for which they are registered. At the conclusion of the first two weeks of a semester, instructors may report any registered students who have "Never Attended" a class so that those reported students will be administratively withdrawn from that class. However, it is the student's responsibility to withdraw, using the appropriate Tri-C form, from any class which she/he is no longer attending or risk receiving a failing grade in that class. Student's wishing to withdraw must complete and submit the appropriate Tri-C form by the established withdrawal 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

Tri-C is committed to providing it's students with the maximum number of scheduled instructional days possible. In the instance of an emergency, catastrophic event or severe weather conditions, Tri-C initiates a procedure to determine if classes can continue as scheduled.

Three criteria determine if classes will be held: 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. Closing announcements will also be distributed as a Tri-C Alert, with a phone call to the Alert number provided by employees and students. This message will always come from 1-866-989-ALRT(2578). In order to receive a call, you must have provided an updated Alert number in your personal information on *my Tri-C space*. Note: students who have opted out of the Tri-C Alert system will not receive a phone call.

Student Right-to-Know and Campus Security Act

Tri-C complies with all federal regulations concerning the Student Right-to-Know and Campus Security Act. For specific information contact your Campus Police and Security Services office or visit the Campus Police Web site at:
www.tri-c.edu/campuspolice/pages/crimestats.aspx.

Academic Information

Change of Major Field of Study

Students may change their major field of study anytime during their enrollment at Tri-C®. 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. See an academic counselor for further information.

Standardized methods of evaluation are used to measure students' demonstrated knowledge of a subject area. Upon 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 include:

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 (CLEP) includes general and subject-specific exams in a variety of areas. Tri-C will award comparable academic credit to students for successful completion of the College Entrance Examination Board's (CLEP) general and subject area examinations. Official transcripts must be submitted to the Enrollment Center (formerly 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 Tri-C 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) Tri-C 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, Chancellor 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 tuition and general fee charges for courses taken as part of the Cross-registration Program. However, Tri-C students are billed for the number of credits taken at the host institution using the Tri-C tuition rate once confirmation of registration is received from the host institution. Tuition and fees assessed for a Cross-registration Program course will be equal to tuition and fees paid by other Tri-C students with the same total number of credits and residency status.

Participation must be approved by Tri-C and the availability of the course must be verified by the host institution. Program applications and registration information are available in the Enrollment Center (formerly Admissions and Records Office) on each campus. Cross-registration is not available during the Summer Session.

Distance Learning/eLearning

As an alternative to the traditional classroom setting, a number of Tri-C's credit courses are offered as distance learning/e-learning courses. For individuals who are self-directed and motivated, distance learning/e-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/e-learning courses, go to www.tri-c.edu/distancelearning/ or, contact the Office of eLearning and Innovation at 216-987-4257 or e-mail elearning@tri-c.edu. Instructional modes used for delivery of distance learning/e-learning courses include:

Web-based/Online Courses - Many credit classes are offered via the Internet. 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 forums" 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 shift 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 to submit assignments for some classes.

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 (TLCs).

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 Tri-C's other campuses or selected off-campus sites. Students and faculty at each site are able to interact with each other using Tri-C's video systems. Among the distance learning/e-learning alternatives offered by Tri-C, 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's academic history. The resulting report lists courses taken that apply toward 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 below average 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; 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; 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 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 Tri-C'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 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 student's DD214.

W (Withdrawal-0pts.): A notation of "W" indicates a student's withdrawal from a course in accordance with Tri-C'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" indicates that credit has been awarded by Tri-C as a result of a student successfully passing a college-wide equivalency exam or other recognized method of evaluation by policy. No quality points will be awarded for credits earned through successful completion of appropriate examinations, 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 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.

Academic Probation or Dismissal

After attempting 12 or more semester credits at Tri-C, a student will be placed on probation if her/his cumulative grade point average 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 second 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. 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 Tri-C 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 Tri-C must apply for academic re-admission. A Petition for Readmission form must be submitted at least five (5) business days prior to the start of the semester. Forms can be obtained from the Enrollment Center (formerly Admissions and Records Office). Upon readmission, the student is limited to one or two courses as recommended by a counselor. Once readmitted, the student must maintain a 2.0 grade point average in the courses taken.

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 wish 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 Tri-C. 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.

Considerations before selecting a P/NP Grade:

Some restricted/selective admission programs require traditional letter grades (A, B, C, D) for their core course requirements. Courses used as prerequisites or core courses for 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 selected, the P/NP grade option cannot be converted back to a traditional grade option. Once selected, the traditional grade option cannot be converted to the P/NP option after the 100% refund period. If a letter grade is required for a course taken as Pass/No Pass, the course must be retaken using the traditional grade option.

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 for a student 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 Tri-C students are permitted to audit one or more courses. Careful consideration is advised 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

Tri-C 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, or to obtain an application, click on "Honors Program" under Quick Links on the Tri-C homepage, or call the Honors Program Director at 216-987-4660. Honors Coordinators are also available on the three main campuses to answer any of your questions and help you

get started. Their contact information is listed on the Honors Program website.

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

Tri-C encourages academic progress and success for its students. Tri-C 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 grades 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 Tri-C 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. "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 repeating a course.

Fresh Start - GPA Adjustment Procedure for Student Success

The Fresh Start Procedure allows Tri-C to consider a GPA adjustment for Tri-C students who have received failing grades. This procedure is not applicable to those students previously awarded this consideration.

Fresh Start is available to returning students who have not been enrolled at Tri-C for a period of at least five years. For detailed information, contact the Counseling Office.

Transcripts of Grades

Information on a student's academic performance is available on *my Tri-C space* under the My Info tab/ 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 60 calendar days after the disputed grade is recorded. Students may request official transcripts of grades earned at Tri-C on the My Info tab of *my Tri-C space*. Students receive one free transcript upon graduation.

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 Enrollment Center (formerly Admissions and Records Office) or published in the schedule of courses.

Students must submit a completed withdrawal form 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."

Regular class attendance is expected. Tri-C is required by law to verify the enrollment of students who participate in Federal Title IV student aid programs and/or who receive educational benefits through other funding sources. Tri-C is responsible for identifying students who have not attended or logged into a class for which they are registered. At the conclusion of the first two weeks of a semester, instructors may report any registered students who have "Never Attended" a class so that those reported students will be administratively withdrawn from that class. However, it is the student's responsibility to withdraw, using the appropriate Tri-C form, from any class which she/he is no longer attending

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or risk receiving a failing grade in that class. Student's wishing to withdraw must complete and submit the appropriate Tri-C form by the established withdrawal deadline.

Withdrawals related to student conduct are administrative withdrawals processed by the Dean of Student Affairs.

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

Petition for Withdrawal Exception

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) may petition for late withdrawal by completing a Petition for Withdrawal Exception and submitting substantiating documentation to the Enrollment Center (formerly Admissions and Records Office). The Withdrawal Exception Review Committee meets monthly to review petitions.

Submission of a Petition for Withdrawal Exception does not guarantee approval. A recommendation by the committee to deny a request is final. A recommendation by the committee to approve a request must also have the appropriate instructor and academic dean's approval. Students must submit a Withdrawal Exception Petition by the end of the next academic semester. 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 Tri-C®. 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 to 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 Tri-C.
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. For 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

Tri-C's Developmental Education Program is administered through the Learning Centers at all three campuses. The Learning Centers offer all students the opportunity to improve their basic skills, enhance their understanding of college courses, develop their study skills, and maximize their academic achievement through free tutoring and study skills workshops. Assessment, make-up, and eLearning course tests are administered through the Learning Centers on a walk-in basis during testing hours.

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 access to a variety of resources and information with the assistance of professional librarians. The electronic college-wide catalog can be used to gain access to the Tri-C 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 computers, network resources and information services. Tri-C'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 are 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.

College Pathway Programs (CPP)

The Office of College Pathway Programs (CPP) is a component of Tri-C'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, the Tri-C/Central State University Dual Enrollment Program, and the newly formed Freedom School Summer Program. The unit has two divisions: Early College & Outreach Programs (ECOP) and Adult College Access Programs further described below.

CPP 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, Aid to Dependent Children (ADC) recipients, limited English-speaking, etc.) among the eligible adult and youth population of the Greater Cleveland area. CPP offers programs for both adults and youth. Call 216-987-3260 or visit the CPP programs page at www.tri-c.edu/pathways/Pages/Home.aspx

Early College & Outreach Programs (ECOP)

Tri-C Early College & Outreach Programs (ECOP) 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.

College Tech Prep Programs

See page 22

TRIO/Educational Talent Search (Talent Search)

Talent Search is a pre-college program that provides college awareness counseling and academic support services to sixth through twelfth grade students with the ultimate goal being college enrollment. Talent Search provides college awareness workshops; career exploration activities; college and cultural field trips; assistance in completing college admissions and financial aid forms; tutoring; personal development activities; and referrals to supplementary programs and activities. A total of 1,250 students are served each year. Students targeted for the program are low-income, potential first-generation college students. Talent Search is funded by the U.S. Department of Education. Call 216-987-6310 or visit:

www.tri-c.edu/pathways/pages/educationaltalent.aspx.

High Tech Academy (HTA)

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 degree at the same time as their high school diploma.

Partnerships for Achieving Student Success (PASS)

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 Tri-C'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 using 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 Tri-C 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 Tri-C faculty.

Science, Engineering, Mathematics and Aerospace Academy (SEMAA)

SEMAA is a combined effort between NASA's John Glenn Research Center at Lewis Field and Tri-C 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

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groups. However, any student who meets program requirements is welcome to participate in this program.

Upward Bound (UB)

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. Call 216-987-4958 or visit UB at:

www.tri-c.edu/pathways/Pages/UpwardBound.aspx.

Upward Bound Math/Science (UBMS)

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. Call 216-987-4927 or visit UBMS at:

www.tri-c.edu/pathways/Pages/UBmathScience.aspx.

Youth Technology Academy (YTA)

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. YTA has been the recipient of many nationally recognized awards. Tri-C YTA students took first place in the Florida Regional FIRST Robotics Competition. 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 18 high schools. Visit YTA at:

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; some services may require additional time. Services are individualized and may include advising, test proctoring, support groups, books in alternate format, assistive technology, sign language interpreting and summer bridge classes. The Access Program is funded by the U.S. Dept of Education, the State of Ohio and Tri-C. 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>TTY</u> |
|---------------|--------------|--------------|
| East | 216-987-2052 | 216-987-2230 |
| Metro | 216-987-4344 | 216-987-4048 |
| West | 216-987-5079 | 216-987-5117 |

Educational Opportunity Center (EOC)

EOC offers free enrollment assistance to Cuyahoga County adults who wish to further their education. EOC advisors meet with individuals by appointment and provide information, workshops, and services to groups. Call EOC at 216-987-6503 to schedule a meeting with an EOC advisor to receive services such as: assistance enrolling in GED classes, college, certificate, or Vocational Training Programs; academic and career counseling; admissions information: applying for Federal Student Aid and scholarships; and resolving student loan defaults. EOC provides referrals to social service and community resources. Assistance in completing financial aid and admissions applications is available. All services are free. The U.S. Department of Education and Tri-C fund the EOC. Call 216-987-6305 or visit EOC at www.tri-c.edu/pathways/Pages/eoc.aspx

Student Support Services (SSS)

The SSS program provides academic and other support services to Metropolitan Campus students until they graduate 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 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 216-987-4149 or visit www.tri-c.edu/pathways/Pages/StudentSupport.aspx

Veterans Upward Bound (VUB)

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. VUB offers an academic enrichment program featuring refresher courses in mathematics, science, English and basic computer skills. Four nine-week sessions are offered per year as well as a six-week accelerated

Summer session. All services are free to eligible participants at the East, Metro and West campuses. DD-214 and income verification are required to apply. The VUB Program is funded by the U.S. Department of Education (TRIO). Call 216-987-4938 or visit VUB at: <http://www.tri-c.edu/pathways/Pages/veterans.aspx>.

Women in Transition (WIT)

WIT is 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 the three main 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. Call 216-987-2270 (Eastern Campus), 216-987-4187 (Metropolitan Campus) or 216-987-5425 (Western Campus) or visit WIT at: www.tri-c.edu/pathways/Pages/Women.aspx.



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