



Cuyahoga Community College

Catalog

2011-2012

www.tri-c.edu/catalog

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Where futures beginSM

Discrimination against any individual based upon a person's age, ancestry, color, disability, genetic information, military status, national origin, race, religion, sex, sexual orientation or veteran status is prohibited. Any employee, student or other person who wishes to report discrimination or harassment based on any of the aforementioned protected classes, should contact the College's Office of Diversity & Inclusion at: Cuyahoga Community College, 700 Carnegie Avenue, Cleveland, OH 44115, 216-987-4772. In addition, the College's Title IX (related to sex discrimination) and Section 504 and Title II of the Americans with Disabilities Act (related to disability discrimination) Coordinator is the Director of Diversity & Inclusion. The Coordinator can be reached at the above address and telephone number.

Table of Contents

Board of Trustees..... 6	Selective Service..... 20	Change of Address..... 28
Mission/Vision/Values 6	International/Foreign Students..... 20	Directory Information..... 28
A Message from the President..... 7	Orientation Services 21	My Tri-C Card Photo ID..... 28
Important Phone Numbers 8	Transfer Policies 21	Housing 28
2011-2012 Academic Calendar..... 9	Visiting Status 21	Parking..... 28
Campuses and Corporate College® Sites 10	Post-Secondary Enrollment Options Program..... 21	Student Services..... 29
General Information 11	Program 60 Admission..... 21	College Bookstores 29
Cuyahoga Community College..... 12	College Tech Prep..... 22	Campus Dining Facilities 29
College Climate and Commitment to Diversity and Affirmative Action..... 12	Career Technical Credit Transfer 22	Customer Service Center 29
History of Cuyahoga Community College, the Campuses and Corporate College® 12	Registration 22	Counseling 29
Center for Community & Continuing Education 13	Full-Time/Part-Time Status..... 22	Career Development and Transition Services 29
Workforce and Economic Development Division (WEDD)..... 14	Assessment Services..... 22	Disability Services for Students 30
Workforce Solutions 14	Cancelled Classes 23	Veterans Affairs 30
Center for Career Pathway Development..... 14	Prerequisites..... 23	Student Life..... 31
Public Safety Institute 14	Course Adjustment Period..... 23	Activities, Clubs and Organizations..... 31
Manufacturing, Engineering & Bioscience 15	Changes in Curriculum, Fees and Other Requirements 23	Intercollegiate Athletics 31
Regional Transportation Institute ... 15	Money Matters..... 23	Phi Theta Kappa 31
Center for Health Industry Solutions 15	Tuition and Fees 23	Recreation Facilities..... 32
Corporate College® 16	Refunds..... 23	Cuyahoga Community College Foundation..... 32
Accreditation and Institutional Memberships 16	Student Financial Aid & Scholarships 23	Alumni Relations..... 32
Northeast Ohio Commission on Higher Education 17	SFA Application Procedures for Financial Aid..... 23	Academic Information 33
Admissions, Registration and Money Matters 19	Description of Financial Aid Options 24	Student Rights and Responsibilities 34
Admissions..... 20	Scholarships 24	Student Conduct Code..... 34
How to Apply 20	The Hope Scholarship Credit..... 25	Attendance 34
Residency Requirements..... 20	Lifetime Learning Credit..... 25	Snow Closing 34
	American Opportunity Tax Credit.. 25	Student Right-to-Know and Campus Security Act 34
	Student Affairs 27	Academic Information..... 34
	Student Information..... 28	Change of Major Field of Study..... 34
	Access to Student Records 28	Class Standing..... 35
	<i>my Tri-C space</i> & Student E-mail 28	Comparable Credit Procedure..... 35
	Updating Student Information..... 28	Comparable Credit Options..... 35
		Cross-registration 35

Table of Contents

Distance Learning/ eLearning 36	English as a Second Language (ESL)..... 42	Program Sequences 61
Degree Audit Reporting System 36	Student Support Services 42	Associate of Applied Degree Programs Listing 62
Grading System 36	Veterans Upward Bound..... 43	Apprenticeship Programs Listing ... 62
Comparable Credit Grading 37	Educational Opportunity Center..... 43	Short-Term Certificates Listing..... 62
Grade Point Average 37	Women in Transition 43	One-Year Certificate of Proficiency Programs Listing 63
Academic Probation or Dismissal ... 38	Degree & Certificate Program Requirements 45	Post-Degree Professional Certificate Programs Listing 63
Pass/No Pass Grade Option..... 38	Certificates and Degrees..... 46	General Application Procedures 64
Auditing a Course..... 38	General Education Statement of Purpose..... 46	Suggested Semester Sequences..... 66
Honors Program..... 39	Short-Term Certificate 47	Course Descriptions 199
Academic Honors: Dean’s List 39	One-Year Certificate of Proficiency. 47	Course Numbering..... 200
Graduation with Honors..... 39	Associate of Arts Degree 48	Credits..... 200
Repeating a Course 39	Associate of Science Degree 49	Prerequisites..... 200
Fresh Start - GPA Adjustment Procedure for Student Success 39	Associate of Applied Business Degree 50	Ohio Articulation Number..... 200
Transcripts of Grades..... 39	Associate of Applied Science Degree..... 51	Schedule of Classes 200
Withdrawal 39	Associate of Technical Study Degree..... 52	How to Read the Course Descriptions 200
Petition for Withdrawal Exception . 40	Degree Programs No Longer Offered by the College..... 53	Subject Areas/Subject Codes 201
Academic Support Services 40	Post-Degree Professional Certificate 53	Special Topics..... 202
Cooperative Education..... 40	General Curriculum Information 55	Independent Study/Research Descriptions 202
Developmental Education Services 40	Catalog-in-Force 56	Cooperative Education Description 203
Library/Technology Learning Center/Learning Resources Center 40	Choosing a Technical Career Field.. 56	Honors Courses 203
Student Faculty Conferences 41	Awards of Study..... 56	Applied Music Course Enrollment..... 204
College Pathway Programs..... 41	General Application Procedures for Degree and Certificate Programs 56	Course Descriptions 205
Early College & Outreach Programs 41	Semester Course Numbering..... 56	Appendices 423
TRIO/Educational Talent Search 41	Course Equivalency 56	I - Transfer Module 424
High Tech Academy 41	Prerequisite(s) 57	II - Transfer Assurance Guides 431
Tri-C Freedom Project..... 41	Transferring Credits - Transfer Module..... 57	III - Career Technical Assurance Guides 438
Science, Engineering, Mathematics and Aerospace Academy 42		IV - Semester Course Numbering 442
Upward Bound (UB) 42		V - Equivalent Courses 443
Upward Bound Math/Science 42		VI - Personnel 460
Youth Technology Academy 42		VII - Campus Maps 474
Adult College Access Programs..... 42		Index 482
Adult Basic Literacy Education (ABLE) 42		
Literacy Services..... 42		

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 – an innovative, inclusive learning community dedicated to student success. We are delighted that you are taking this next step in your education and career.

Cuyahoga Community College is proud of our tradition of excellence as we embrace the future. With over 1,900 courses and 143 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 Cuyahoga Community College 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	Westshore Campus
Assessment	987-2256	987-4311	987-5256	987-3888
Bookstore	987-2070	987-4550	987-5550	987-3908
Campus Police and Security	987-4325	987-4325	987-4325	987-3988
Cooperative Education	987-2575	987-4416	987-5579	987-5579
Counseling	800-954-8742	800-954-8742	800-954-8742	800-954-8742
Customer Service Center	800-954-8742	800-954-8742	800-954-8742	800-954-8742
Enrollment Center	800-954-8742	800-954-8742	800-954-8742	800-954-8742
Evening/Weekend Office	987-2226	987-4225	987-5227	987-3941
Library	987-2085	987-4292	987-5410	987-3888
My Tri-C Card Office	800-954-8742	800-954-8742	800-954-8742	800-954-8742
Program 60	800-954-8742	800-954-8742	800-954-8742	800-954-8742
Student Financial Aid & Scholarships	800-954-8742	800-954-8742	800-954-8742	800-954-8742
Student Life Activities	987-2045	987-4610	987-5428	987-5926
TDD for Hearing Impaired	987-2230	987-4048	987-5117	987-5117
Tutoring	987-2256	987-4319	987-5256	987-3888
Veteran Affairs	987-2516	987-3122	987-5389	987-3122
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	987-5900	General Information

2011-2012 Academic Calendar

FALL SEMESTER 2011	SPRING SEMESTER 2012	SUMMER SESSION 2012
FULL TERM 16-Week August 29, 2011-December 18, 2011	FULL TERM 16-Week January 17, 2012-May 13, 2012	FULL TERM 10-Week May 29, 2012-August 5, 2012
ACCELERATED SESSION A 8-Week August 29-October 23	ACCELERATED SESSION A 8-Week January 17-March 11	ACCELERATED SESSION J 5-Week May 29-July 1
ACCELERATED SESSION B 8-Week October 24-December 18	ACCELERATED SESSION B 8-Week March 19-May 13	ACCELERATED SESSION K 5-Week July 2-August 5
ACCELERATED SESSION O 14-Week September 12-December 18	ACCELERATED SESSION O 14-Week January 30-May 13	ACCELERATED SESSION L 8-Week June 11-August 5

FALL SEMESTER 2011

Date	Day	Calendar Description
April 18 - August 27	Monday - Saturday	Registration for Fall Semester 2011
August 29	Monday	Fall Semester (16-Week) and Session A (8-Week) Begin
September 5	Monday	Labor Day - College Closed - No Classes Scheduled
September 12	Monday	Session O Begins
October 7	Friday	Last Day to Remove Incomplete Grades for 2011 Spring and Summer Semesters
October 10	Monday	Deadline to submit class work for courses with Incomplete Grade
October 18	Tuesday	Academic Progress Reporting for Full Term (16-Week) Due
October 23	Sunday	Session A Ends
October 24	Monday	Session A Final Grades Due
October 24	Monday	Session B Begins
November 7	Monday	Deadline to Petition for Graduation in Spring 2012
November 11	Friday	Veterans' Day - College Closed - No Classes Scheduled
November 16	Wednesday	Last Day to Withdraw from Full Term (16 Week) Course with a 'W' Grade
November 24-27	Thursday - Sunday	Thanksgiving Recess - College Closed - No Classes Scheduled
December 12-18	Monday - Sunday	Final Exam Week - Full Term
December 18	Sunday	Fall Semester Full Term, Session B and Session O End
December 20	Tuesday	Final Grades Due - Full Term, Session B and Session O
Dec 23 - Jan 2, 2012	Friday - Monday	Winter Break - College Closed - No Classes Scheduled

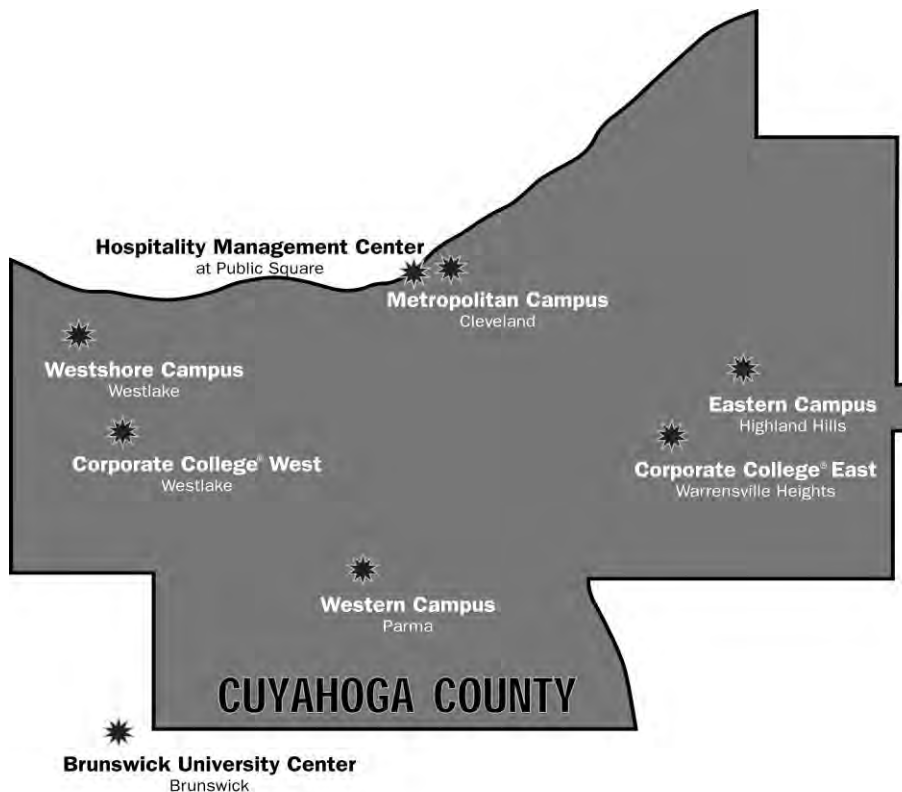
SPRING SEMESTER 2012

October 17 - January 14	Monday - Saturday	Registration for Spring Semester 2012
January 16	Monday	Martin Luther King Jr. Day - College Closed
January 17	Tuesday	Spring Semester Full Term and Session A Begin
January 30	Monday	Session O Begins
February 24	Friday	Deadline to submit class work for courses with Incomplete Grade
February 28	Tuesday	Deadline to Petition for Graduation in Summer 2012
March 2	Friday	Last Day to Remove Incomplete Grades for Fall Semester 2011
March 7	Wednesday	Academic Progress Reporting for Full Term (16-Week) Due
March 11	Sunday	Session A Ends
March 12-18	Monday - Sunday	Spring Break - No Classes Scheduled
March 19	Monday	Session A Final Grades Due
March 19	Monday	Session B Begins
April 13	Friday	Last Day to Withdraw from Full Term (16 Week) Course with a 'W' Grade
April 27	Friday	Deadline to Petition for Graduation in Fall 2012
May 7-13	Monday - Sunday	Final Exam Week - Full Term
May 13	Sunday	Spring Semester Full Term, Session B and Session O End
May 15	Tuesday	Final Grades Due - Full Term, Session B and Session O
May 17	Thursday	Commencement

SUMMER SESSION 2012

March 19 - May 26	Monday - Saturday	Registration for Summer Session 2012
May 28	Monday	Memorial Day - College Closed
May 29	Tuesday	Summer Session Full Term and Session J Begin
June 11	Monday	Session L Begins
June 22	Monday	Academic Progress Reporting for Full Term (10-Week) Due
July 1	Sunday	Session J Ends
July 2	Monday	Session J Grades Due
July 2	Monday	Session K Begins
July 4	Wednesday	Independence Day - College Closed - No Classes Scheduled
July 20	Friday	Last Day to Withdraw from Full Term (10 Week) Course with a 'W' Grade
August 5	Sunday	Summer Session Full Term, Session K and Session L End
August 7	Tuesday	Final Grades Due - Full Term, Session K and Session L

Note: Withdrawal and Academic Progress Reporting dates for all parts of term are available on the Academic Calendar located at: www.tri-c.edu/acadcalendar/Pages/default.aspx.



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
 216-987-3885

Brunswick University Center
 3637 Center Road
 Brunswick, OH 44212
 866-933-5182

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

Hospitality Management Center
 At Public Square, Cleveland
 180 Euclid Avenue
 Cleveland, OH 44113
 866-933-5181

Unified Technologies Center
 2415 Woodland Avenue
 Cleveland, OH 44115
 216-987-3075



General Information

Page	
12	Cuyahoga Community College
12	College Climate and Commitment to Diversity and Affirmative Action
12	History of Cuyahoga Community College, the Campuses and Corporate College®
13	Center for Community & Continuing Education
14	Workforce and Economic Development Division (WEDD)
16	Corporate College®
16	Accreditation and Institutional Memberships
17	Northeast Ohio Commission on Higher Education (NOCHE)

Cuyahoga Community College

Education at Cuyahoga Community College (Tri-C®) is a life-changing experience. More than 900,000 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 school building in 1963 to register for Tri-C's first classes to today's students who register through the Internet. 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

Discrimination against any individual based upon a person's age, ancestry, color, disability, genetic information, military status, national origin, race, religion, sex, sexual orientation or veteran status is prohibited. Any employee, student or other person who wishes to report discrimination or harassment based on any of the aforementioned protected classes, should contact the College's Office of Diversity & Inclusion at: Cuyahoga Community College, 700 Carnegie Avenue, Cleveland, OH 44115, 216-987-4772. In addition, the College's Title IX (related to sex discrimination) and Section 504 and Title II of the Americans with Disabilities Act (related to disability discrimination) Coordinator is the Director of Diversity & Inclusion. The Coordinator can be reached at the above address and telephone number.

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

On September 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 four modern campuses in downtown Cleveland, Parma, Highland Hills and Westlake, 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 four buildings, each of which offers an environment that supports lifelong learning. In addition to state-of-the-art classrooms and laboratories, the campus features a newly opened Health Careers and Technology building with programs in nursing, massotherapy, pharmacy technology, health information technology and other high demand allied health training options. Students, faculty, and community members can also make use of a full-service library, 600-seat performing arts center, art gallery, massage therapy clinic, music studios, cafeteria, employment and career services center, and athletic facilities. The Eastern Campus is located in the growing I-271 and I-480 corridor. 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 heart of the Hospitality Program is the **Hospitality Management Center** located across from Public Square in Downtown Cleveland. This location is in the center of the “culinary and hotel district”, within walking distance of nationally recognized chef-run restaurants and expanding lodging and entertainment businesses.

The campus also features a commercial kitchen and full service restaurant. Students in the Hospitality Management program operate the restaurant, serving 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, library and 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 added in 2008 and the Brunswick University Center, located in Brunswick, OH, opened in 2011, offering a wide-range of credit courses.

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 campus buildings.

Westshore Campus

Cuyahoga Community College is proud to announce the opening of its fourth campus and is pleased to be a part of the vibrant city of Westlake, Ohio. The College has long been committed to meeting the educational needs of the residents in the Westshore communities, beginning with classes at the Corporate College West facility in 2003. The western area of Cuyahoga County had a lack of higher education opportunities that lead to family sustaining jobs and Tri-C felt it was necessary to fulfill its mission of access by offering classes in Westlake. The strong growth in enrollment at the Westlake facility, coupled with high-demand for health care-related education and training prompted the College to look at expanding. With the opening of the Westshore Campus and the existing Corporate College West facility, Tri-C

provides additional opportunities for students to complete an associate degree for transfer to a four year institution or for entry into the workforce in business and a variety of health careers areas.

Center for Community & Continuing Education

Tri-C offers a wide range of Community and Continuing Education programs and courses spanning a broad base 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 as well as a great start for young people thinking about their futures. 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: Young people can experience college life with our varied line up of courses and camps that meet state standards including those directed by the Ohio Department of Education and the Ohio Department of Public Safety. These opportunities provide a fun and challenging learning environment for young students that complement their current studies and enable them to easily move into adulthood. Classes are held at local schools as after-school programs, at our campuses evenings, weekends and days in summer camps, as well as at facilities of off-site community partners.

Boomer Generation: Our Boomer programs are flexible in format and address the desires of Boomers to remain a valuable and productive part of their communities, now and into retirement. These programs also offer adults a snapshot of what would be required for a career change or to enhance the quality of their lives and lifestyles.

Professionals: Certified and license individuals will find our selection of personal career development classes and continuing education courses appealing as they help build resumes and assist individuals in maintaining their certifications or licenses with convenient and economical classes taught by professional in the field.

Adult Enrichment: Tri-C encourages community members of all ages to participate in both events and classes that enhance the quality of life while building skill with hands-on and informative classes. These classes and events seek to show the ease of acquiring a new skill in a casual and fun environment.

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, and various other certificate/ continuing education courses.

Special Topic Areas: Tri-C's Community & Continuing Education program boasts specialty courses such as our Culinary Boot Camp. Here, participants can take one, two, or all three modules focusing on basic food preparation taught by chefs and culinary professionals. The Boot Camp as with many of our programs offer a glimpse of what a career in the course topic would entail.

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, and teacher/educator among others.

Personal Career Development: Our Continuing Education area offers ways to enhance your resume and your income. Courses include: Notary test prep, Certified Bookkeeper, voice-over technician, buying and selling on eBay, FCC Amateur Radio Technician, Food Writing & Blogging, and many more.

Enrichment: Try our do-it-yourself classes ranging from painting to digital photography to car maintenance, all hands-on and informative.

All classes and courses offer valuable information to learners of all ages looking to change careers or enhance their current skills or quality of life. From programs enabling participants to quickly learn a skill 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 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 assists with recruiting and assessing qualified candidates to support workforce training grant programs. The center offers employability training which includes: customer service, work ethic, communications and teambuilding. In addition, job readiness skills such as resume review, interviewing techniques, employer networking, online job search and placement assistance is also offered to all students participating in workforce training grant programs.

Career Development and Transition Services

(See page 29)

Public Safety Institute

The Public Safety Institute has provided over three 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 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 and B CDL, 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. All training is delivered at Tri-C sites, and scheduled for the convenience of students during the day, evenings, or on weekends.

Programs exist for those interested in entry-level positions, as well as for seeking career changes. There are also programs for professionals 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.
- **Home Health Aide**
The Home Health Aide course is designed to prepare the nurse assistant for employment to provide home health care. STNA training experience is required.
- **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 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 provides learning solutions and builds talent in Northeast Ohio using a proven methodology – the client engagement approach. This model standardizes our approach to client work in a simple four-step process: listen and assess the need; design the solution; deliver the solution; and sustain the solution. Solutions can include custom-designed training, as well as various individual courses relating to leadership, quality, customer service, green and sustainable solutions, and certifications and licensures.

In addition, Corporate College provides state-of-the-art facilities, a place for people to learn, collaborate and grow without being disrupted. Event planners work side-by-side with clients to identify learning objectives and ensure that our physical environment meets those learning objectives.

The Corporate College team of talented and experienced consultants, event planners, business analysts, and subject matter experts are designing some of the most innovative learning solutions in this region. Our talent, our approach and our facilities are the three pillars that have enabled us to successfully serve our clients. We all share the same core value - we are only successful when our clients are successful.

Accreditation and Institutional Memberships

Tri-C holds institutional memberships in numerous national educational, professional, and accrediting organizations, as well as local area chambers of commerce. 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 Association for Paralegal Education (AAFPE)
American Association for Women in Community Colleges (AAWCC)
American Association of Collegiate Registrars and Admissions Officers (AACRAO)
American Association of Community Colleges (AACCC)

American Association of University Women (AAUW)
American Bar Association
Accreditation Board for Engineering and Technology (ABET)
American Council on Education (ACE)
American Council on the Teaching of Foreign Languages (ACTFL)
American Dental Educators Association
American Occupational Therapy Association (AOTA)
American Society of Health-System Pharmacists (ASHSP)
American Society of Mechanical Engineers (ASME)
American Student Association of Community Colleges (ASACC)
American Student Government Association (ASGA)
American Technical Education Assistance (ATEA)
Association for Gerontology in Higher Education (AGHE)
Association for the Promotion of Campus Activities (APCA)
Association for Theatre in Higher Education (ATHE)
Association of Community College Trustees (ACCT)
Association of Governing Boards of Universities & Colleges (AGB)
Association of Performing Arts Presenters (APAP)
Association of Physical Plant Administrators (APPA)
Association of Veterinary Technician Educators (AVTE)
Automotive Maintenance and Repair Association (AMRA)
Automotive Service Association (ASA)
Chamber Music America
Chief Student Affairs Officers (CSAO)
City Club of Cleveland
Cleveland Foundation, The
College Board, The
Commission of Accreditation of Allied Health Education Programs (CAAHEP)
Community Colleges for International Development (CCID)
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 of North Central Two-Year Colleges (CNCTYC)
Cuyahoga County Police Chiefs Association (CCPCA)
Employer Resource Council (ERC)
50 Club of Cleveland, The
Government Finance Officers Association (GFOA)
Greater Cleveland Partnership, The
Higher Learning Commission, The
Hispanic Association of Colleges & Universities (HACU)
Inter University Council of Ohio
International Association of Business Communicators (IABC)
International Association of GM Automotive Services Education Program (IAGMASEP)
Jazz Education Network

Joint Review Committee on Education in Radiologic Technology (JRCERT)
 League for Innovation
 Midwest Institute for International/Intercultural Education
 National Academic Advising Association (NACADA)
 National Alliance of Community and Technical Colleges
 National Alliance of Concurrent Enrollment Partnerships, Inc.
 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 Student Financial Aid Administrators (NASFAA)
 National Association of Student Personnel Administrators (NASPA)
 National Collegiate Honors Council
 National Council for Marketing and Public Relations (NCMPR)
 National Council on Black American Affairs
 National Fastpitch Coaches 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 Junior College Athletic Association Region XII Men's Division
 National Verbatim Reporters Association (NVRA)
 Northeast Ohio Council on Higher Education (NOCHE)
 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 Two-Year College Administration (OATYCA)
 Ohio Campus Compact (OCC)
 Ohio College Access Network (OCAN)
 Ohio Community College Athletic Conference (OCCAC)
 Ohio Council of Associate Degree Nursing Education Administrators (OCADNEA)
 Ohio Council of Massage Therapy Schools (OCMTS)
 Ohio Fuel Cell Coalition
 Ohio Music Education Association (OMEA)
 Ohio Pharmacists Association (OPA)
 Ohio Scientific Education & Research Association
 Ohio Society of Health Systems Pharmacists (OSHP)
 Ohio Two Year Colleges Technology Council (OTYCTC)

Physician Assistant Education Association (PAEA)
 RC-2020
 Service Members Opportunity Colleges
 Society of Professional Journalists
 University Clean Energy Alliance of Ohio (UCEAO)

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 16 Northeast Ohio colleges and universities that represents a partnership among these institutions of higher education and the business and industrial community.

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



NOTES





Admissions, Registration and Money Matters

Page	
20	Admissions
20	Admissions
20	How to Apply
20	Residency Requirements
20	Selective Service
20	International/Foreign Students
21	Orientation Services
21	Transfer Policies
21	Visiting Status
21	Post-Secondary Enrollment Options Program
21	Program 60 Admission
22	College Tech Prep
22	Career Technical Credit Transfer
22	Registration
22	Full-Time/Part-Time Status
22	Assessment Services
23	Cancelled Classes
23	Prerequisites
23	Course Adjustment Period
23	Changes in Curriculum, Fees and Other Requirements
23	Money Matters
23	Tuition and Fees
23	Refunds
23	Student Financial Aid (SFA)
23	SFA Application Procedures for Financial Aid
24	Description of Financial Aid Options
24	Scholarships
25	The Hope Scholarship Credit
25	Lifetime Learning Credit
25	American Opportunity Tax Credit

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/ Or in person at any campus Enrollment Center
2. Submit an official high school transcript and/or GED transcript. (Request the high school or GED office to forward the transcript directly to the Office of the Registrar, P.O. Box 5966, Cleveland, OH 44101-0966.) GED transcript request forms are available in the Enrollment Center.
3. Submit official transcripts from all colleges and universities attended. (Request former college or university officials to forward these transcripts directly to the Office of the Registrar, P.O. Box 5966, Cleveland, OH 44101-0966.)

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 the 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 by the end of the first week for the term in which you are requesting a change in residency.

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 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 aid. The admission application requires a Selective Service Registration number or reason for exemption. Contact the Enrollment Center 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 Aid & Scholarship 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. A Student Services Coordinator is available at one of the campuses below to address deadlines for F-1 international student admission and for other F-1 issues.

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 at (800)-954-8742.

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.

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 articulation agreement 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 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 will also 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 a non-credit, tuition-free, space-available basis. Registrations are processed through the Enrollment Center 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. Please confirm class availability with an Enrollment Center representative at time of registration.

College Tech Prep

The North Coast Tech Prep Consortium prepares students for high skill, high demand technical careers in a competitive global economy. Rigorous educational pathways emphasize math, science and technology and lead to postsecondary education. Educators, employers and communities collaborate to develop and deliver Tech Prep opportunities to all North Coast Tech Prep Consortium students.

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.

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.

All North Coast Tech Prep students have the opportunity to earn college credit while enrolled in a College Tech Prep program at their high school. Uncompromising standards, outstanding instruction, employer involvement, and parental guidance enable College Tech Prep students to enter postsecondary education without the need for remediation in math or English; and, earn state and/or nationally recognized industry specific certifications

For more information regarding College Tech Prep, please call 216-987-4987 or visit www.techprep4u.com

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. Please visit <http://www.tri-c.edu/apply/new/> 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 four 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 during the 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.

Course Adjustment Period

Students may adjust their schedule during the first week of the term but can enter a class that has not held the first scheduled session. Exceptions must be approved in writing by the academic associate dean responsible for the discipline. Contact the Enrollment Center or consult *my Tri-S 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.

For current tuition and fees, please visit:

www.tri-c.edu/payingforcollege/Pages/TuitionPaymentSchedule.aspx.

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 Aid (SFA)

Financial aid consisting of scholarships, grants, loans and part-time student employment, is designed to supplement a student's own resources. Student financial aid 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 financial aid 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 Financial Aid

Students applying for financial aid are required to complete the Free Application for Federal Student Aid (FAFSA) form. Students can complete the FAFSA online at www.fafsa.gov. Student can obtain complete information about procedures and financial aid application process on the Student Financial Aid & Scholarships Office Web site at [www.tri-c.edu/financial assistance](http://www.tri-c.edu/financialassistance).

Admissions, Registration and Money Matters

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 aid 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 academic 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 academic 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 may 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 Aid & Scholarships Office and are awarded based on an approved credit check. Students are required to complete the FAFSA to apply for the PLUS Loan 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 student 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 ACG program is no longer funded by the U.S. Department of Education and will not be offered beyond Summer 2011.

Federal Perkins Loan Program: Students who apply for Perkins loans will be awarded based on financial need. Students must be enrolled in at least six credits and maintain satisfactory academic 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. Loan amounts are based on term enrollment. Repayment begins six months after the student leaves school or drops below 6 credits. Students must complete the FAFSA to be considered for the Perkins Loan Program. In some instances, based on student's course of study, part of the Perkins Loan may be forgiven or cancelled after employment in selected fields of study and a period of repayment of the loan. Contact the Student Financial Aid & Scholarships Office for more information.

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 Aid & Scholarships 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.

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.

American Opportunity Tax Credit

Taxpayers may be eligible to claim a refundable American Opportunity Tax Credit for college expenses against their federal income taxes. The American Opportunity Tax 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. This tax credit is scheduled to have a limited lifespan through 2012. For more information

regarding the American Opportunity Tax Credit, please contact the Internal Revenue Service or your tax preparer.



NOTES



Page	
28	Student Information
28	Access to Student Records
28	<i>my Tri-C space</i> and Student E-mail
28	Updating Student Information
28	Change of Address
28	Directory Information
28	My Tri-C Card Photo Identification
28	Housing
28	Parking
29	Student Services
29	College Bookstores
29	Campus Dining Facilities
29	Customer Service Center
29	Counseling
29	Career Development and Transition Services
30	Disability Services for Students - Access Program
30	Veterans Affairs
31	Student Life
31	Activities, Clubs and Organizations
31	Intercollegiate Athletics
31	Phi Theta Kappa
32	Recreation Facilities
32	Cuyahoga Community College Foundation
32	Alumni Relations

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 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, emergency contact and academic major. Look for these options on the Student Records channel located on the My Info tab of *my Tri-C space*.

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, and height.

Students who wish to have this information kept confidential should contact the Enrollment Center.

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 obtained at the Enrollment Center located on each campus. 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 College Bookstores. 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.

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.

Citations may be paid by mail or in-person at any Enrollment Center. 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 located at: www.tri-c.edu/parking. 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 four campuses to serve students, faculty and staff by providing required textbooks and supplies in a customer service-focused retail environment and for an additional convenience, the College Bookstores also offers online ordering of textbooks either from the external Tri-C Web site or *my Tri-C space*. A satellite College Bookstore is offered at Corporate College West (CCW) one week prior to the beginning of each CCW credit semester. Service for the Brunswick site is available at the Western Campus. 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.

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 be found at the Eastern, Metropolitan and Western campuses, as well as the Corporate Colleges. Hours of operation are posted at each operation and on the Campus Dining Web site page. The Westshore Campus features a convenience store within the College Bookstore which offers grab-and-go items and freshly brewed coffee. 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 academic and career goals
- Mapping program of study and complementary experiences
- Developing strategies to build on 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 progress from initial matriculation through program completion and graduation.

Career Development and Transition Services

The Tri-C Career Development and Transition Services Centers (Key Career Centers) is a college wide network providing career services to students, alumni, veterans, and job seekers in Northeast Ohio. The Key Career Centers are located on each Tri-C campus and staffed with experienced career services specialists. Each location has laptops, Wi-Fi access, laser printing, fax, and phones for job search use. Services include co-op/internship identification and preparation, career planning and job coaching, job search preparation, skills and interests assessments, online career tools, resumes/cover letters, interviewing preparation, and job placement assistance. The Key Career Centers partner with the region's

employers to identify experiential learning opportunities for students and employment opportunities in the region. And, in conjunction with the Counseling Office, they provide linkage with four-year colleges and universities through transfer agreements creating a seamless transition for students in academic programs and technical training. The Key Career Centers are your resource for all things job, co-op/internship, and career-related. Visit www.tri-c.edu/careerservices for more information.

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/apply/specialinterest/disabilities, 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
Westshore	216-987-5077	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 24,000 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 2010, 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 Today 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/apply/specialinterest/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 Club
 Campus Activities Board
 Campus Crusade for Christ
 Campus Ministry
 Chess Club
 Collegiate 100
 Commuter Club
 Computer Club
 Dance Club
 Dietetic Tech Club
 Digital Media Group
 Drama Club
 Tri-C 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 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
 Student Peace Alliance
 Surgical Technology Club
 The Philosophy and Religious Studies Forum Club
 Theatre Arts Club
 Tri-C Entrepreneur Club
 Tri-C Extreme Wellness Club
 Tri-C West Post-Secondary Enrollment Options 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 three fold: 1) recognize and encourage the academic achievement of two-year college students, 2) provide opportunities for individual growth and development through participation in honors, leadership, service and fellowship programming and 3) opens opportunities for competitive national and regional scholarship funds. See www.ptk.org and www.ohioptk.org for scholarship opportunities.

Tri-C has three chapters of Phi Theta Kappa: 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; Westshore students may inquire with any of the campus advisors listed below.

Eastern Campus:
Bassem Al-Kaimari, M.A., 216-987-2492

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. The new Recreation & Wellness Center (MRC) is equipped with state-of-the-art fitness equipment, studio classroom space for group instruction, secure locker room facilities and a demonstration kitchen for workshops/seminars. Outdoor facilities include an all-weather track and soccer field.

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 (Tri-C) 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 at Cuyahoga Community College.

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 aid 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 nearly 50 years, investments in Tri-C have paid immense dividends. Tri-C is the largest community college in Ohio, serving more than 60,000 students each year on its campuses, at multiple off-campus sites, and through online learning.

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 Alumni Relations at 216-987-4810, via e-mail at alumnirelations@tri-c.edu, or visit www.tri-c.edu/alumni to learn more.

Page	
34	Student Rights and Responsibilities
34	Student Conduct Code
34	Attendance
34	Snow Closing
34	Student Right-to-Know and Campus Security Act
34	Academic Information
34	Change of Major Field of Study
34	Class Standing
35	Comparable Credit Procedure
35	Cross-registration
36	Distance Learning/eLearning
36	Degree Audit Reporting System
36	Grading System
37	Comparable Credit Grading
37	Grade Point Average
38	Academic Probation or Dismissal
38	Pass/No Pass Grade Option
38	Auditing a Course
38	Honors Program
39	Academic Honors: Dean's List
39	Graduation with Honors
39	Repeating a Course
39	Fresh Start - GPA Adjustment Procedure for Student Success
39	Transcript of Grades
39	Withdrawal
40	Petition for Withdrawal Exception
40	Academic Support Services
40	Cooperative Education
40	Developmental Education Services
40	Library/Technology Learning Center/Learning Resources Center
41	Student-Faculty Conferences
41	College Pathway Programs (CPP)
41	Early College & Outreach Programs (ECOP)
42	Adult College Access Programs
43	Women in Transition

Student Rights and Responsibilities

For a comprehensive list of all Tri-C procedures, please refer to the Student Handbook at www.tri-c.edu/about/Documents/StudentHandbook.pdf or by logging into *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.

The Student Conduct Code and Student Judicial System may be found through Tri-C's Web address 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. Federal regulations require that students attend all registered classes in order to receive federal financial aid funds. Students who do not attend the full session are responsible for withdrawing from the courses. Tri-C is required to insure that students receive financial aid only for courses that they attend and complete. Students who fail to complete at least one course may be required to repay all or a portion of their federal financial aid funds and may be ineligible to receive future federal financial aid awards. Students who withdraw from classes prior to completing more than 60 percent of their enrolled class time may be subject to the required federal refund policy.

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. Students 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 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 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 television and radio stations and their websites. The Tri-C Web site and *my Tri-C space* will also announce closing information. Closing announcements will also be distributed as a Tri-C Alert, with a phone call or text message 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 or text, you must have provided an updated Alert number in your personal information. Look for this option on the Student Records channel located on the My Info tab of *my Tri-C space*. Note: *Anyone who has opted out of the Tri-C Alert system will not receive notification from the college.*

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/administrative/campuspolice.

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 additional requirements.

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 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

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 originated by the Northeast Ohio Council on Higher Education. Area colleges and universities participating in this program are Baldwin-Wallace College, Case Western Reserve University, Cleveland Institute of Art, Cleveland State University, Chancellor University, John Carroll University, Kent State University, Notre Dame College, Ursuline College and Youngstown State University. 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.

Academic Information

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 on each campus. Cross-registration is not available during the Summer Session.

Distance Learning/eLearning

As an alternative to the traditional classroom environment, Tri-C also offers more than 800 distance learning courses. For students who are self-directed and motivated, distance learning can be a flexible and effective way to earn college credit. Students must be able to use a computer, navigate the Internet and use email to successfully complete a course.

Registration procedures and cost per credit are the same as on-campus courses. For more information about Distance Learning/eLearning courses:

- Visit our Web site at www.tri-c.edu/onlinelearning
- Call the Office of eLearning & Innovation at: 216-987-4257
- E-mail us at elarning@tri-c.edu

Instructional modes used for the delivery of Distance Learning courses include:

Online - Many credit classes are offered online using the Internet. Online courses are available 24 hours a day. Students can log in at any time to study lessons and assignments, access the syllabus and course information, upload and download assignments and homework, and communicate virtually with the instructor and classmates. In place of face-to-face class discussion, students use online "discussion forums" to read what the instructor and classmates have said about a topic and add their own comments.

Hybrid - A hybrid course combines online learning with face-to-face instruction reducing 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 and require assignments, homework and online activities to be completed via the Internet. Classroom time is an essential component of a hybrid course, but the online portion gives students more flexibility than a traditional classroom course.

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 repeated on a scheduled weekly basis on the Internet (*high speed Internet access required*). Instructors are available for consultation via e-mail, telephone or in-person. Some instructors may

require students to submit assignments electronically using the Internet.

To participate in televised Cable College courses from home, students must have cable service from Time Warner in the City of Cleveland or digital service with Cox Cable, and telephone service for interaction. Repeats of all Cable College courses throughout the semester may be viewed at any campus Technology Learning Center (TLC) through SmartTV's Video on Demand services.

Independent Learning - Independent Learning courses allow students to 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. Instructors are available for consultation via email, telephone or in-person.

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/eLearning 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.

WF (Withdrawal for Stopped Attending – 0 pts.): A grade notation of “WF”, noted with a specific date, indicates that a student stopped attending class on the noted date. “WF” will count in attempted hours, carries a weight of zero quality points and will be calculated into GPA as such. It indicates a student’s failure of the course due to stopped attending.

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

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

Academic Information

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 ten (10) business days prior to the start of the semester. Forms can be obtained from the Enrollment Center. 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 Assistant Dean, Honors and Experiential Learning Programs at 216-987-4660. Honors Coordinators are available to answer any of your questions and help you get started. Contact information is listed on the Honors Program Web site at:

www.tri-c.edu/programs/honors/.

Academic Honors: Dean's List

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

Graduation with Honors

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 Aid & Scholarships 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 at: 1-800-954-8742.

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 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

Academic Information

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 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. 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/Experiential Learning

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 various 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 Co-Op assignment, students receive vocational advising, pay, 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. Be currently enrolled at Tri-C.
2. Be working toward a degree or program certification.
3. Have completed 12 credits of college coursework, transfer credits included.
4. Have taken at least two courses related to the major field or have equivalent experience (subject to employer's requirements).
5. Have a GPA of 2.75 or better.
6. Complete the co-op application process and orientation process.
7. Complete and sign an experiential learning (co-op) agreement.

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 Key Career Office at 1-866-933-5180, or email: careerservices@tri-c.edu

Developmental Education Services

Tri-C's Developmental Education Services are administered through the Learning Centers at all four 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) 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, which can be accessed off-campus.

The TLC provides access to the latest learning technologies, including computers, network resources and information services. 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 Tri-C Freedom Project. Included in the Office of CPP is the Early College & Outreach Programs (ECOP) unit, and several 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: <http://www.tri-c.edu/apply/hsstudents/Pages/>.

Early College & Outreach Programs (ECOP), a Unit of the Office of College Pathway Programs

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/apply/hsstudents/Pages/EducationalTalentSearch.

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.

Tri-C Freedom Project (FP)

The Tri-C Freedom Project consists of three unique programs linked to form a year-around, innovative educational concept designed to actively engage students, grades 8 to 12, in a comprehensive approach to achieving academic success. Students become "scholars" as they are immersed in academically enriching activities that enhance their literacy in language arts and mathematics. Scholars begin their Freedom Project experience with the summer component, Tri-C Freedom Schools. Freedom Schools is a six week literacy-based program that engages scholars in a unique classroom experience through an integrated reading-based

Academic Information

curriculum that is taught by trained college students and certified teachers.

Upon successful completion of Freedom Schools, scholars are placed in one of two programs, The Freedom Leadership Academy (FLA) or Freedom Partnerships (FP). FLA is an opportunity for scholars who exhibit high academic achievement and leadership potential to continue to build on their academic and leadership skills. FP is an opportunity for scholars who need additional academic support to continue learning through the "Freedom Schools Way" with support from certified teachers in their "home" schools. Both programs utilize social media, virtual networks, and the arts to create an innovative approach to learning.

Science, Engineering, Mathematics and Aerospace Academy (SEMMA)

SEMMA 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

SEMMA is targeted to under-represented/under-served 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/apply/hsstudents/upwardbound/.

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/apply/hsstudents/upwardbound/Pages/UpwardBoundMathScience.

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/apply/hsstudents/Pages/YouthTechAcademy.

Adult College Access Programs

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 the Eastern, Metropolitan, and Western 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-serve 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 North American culture and civics. If requested or proposed, preparation for the U.S. Citizen test may be included in the course.

Student Support Services (SSS)

The SSS programs provide academic and other support services to Metropolitan and Western 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 (Metro), 216-987-5073 (West) or visit : www.tri-c.edu/studentsuccess/Pages/StudentSupportServices.

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 Eastern, Metropolitan and Western 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: www.tri-c.edu/apply/specialinterest/veterans/Pages/VeteransUpwardBound.

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 216-987-6305 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 for more information.

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. 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. The program runs classes every eight weeks at the Eastern Campus (call 216-987-2270), the Metropolitan Campus (call 216-987-4187) or the Western Campus (call 216-987-5425) or visit WIT at: www.tri-c.edu/apply/specialinterest/Pages/Women.aspx.



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