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## Student Information

### Access to Student Records

Tri-C, as part of its responsibilities to students, must maintain accurate and confidential student records. Tri-C recognizes the rights of students to have access to their educational records and to limit such access by others in accordance with the Family Educational Rights and Privacy Act (FERPA). These rights are spelled out in Tri-C's procedure on student education records.

Student records, with certain exceptions, will not be released without prior consent of the student. Students have the right to review and question the content of their educational records within a reasonable time after making a request for such a review. If there are any questions as to the accuracy or appropriateness of the records that cannot be resolved informally, an opportunity for a hearing on the matter is provided. Students wishing to review their educational records may apply to the appropriate Enrollment Center 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 for tuition purposes.

### 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

Starting Fall 2012, the College will implement a new Campus Security and Maintenance Fee for all students registered for classes. This fee will replace the current student hang tag system. Below is the tiered fee structure based on credit hours charged:

- 1-3 credit hours (no fee)
- 4-11 credit hours (\$40.00)
- 12+ credit hours (\$60.00)

The Campus Security and Maintenance Fee is designed to provide students with unlimited access to all Campuses, recreation facilities, Technology Learning Centers, libraries and Campus special events without having to purchase hang tags.

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](http://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 offer 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 representative at [www.tri-c.edu/CustomerService](http://www.tri-c.edu/CustomerService), e-mail the Customer Service Center at [CustomerService@tri-c.edu](mailto:CustomerService@tri-c.edu), or call 800-954-8742. 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](http://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 to overcome 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 Career Centers are a college-wide network providing FREE career development and transition services to students, alumni, veterans, dislocated workers, and community members in Northeast Ohio. They are located on each Tri-C campus and staffed with experienced career services specialists. Services include co-op and internship identification and preparation, career development and job coaching, job search preparation, skills and interests assessments, online career tools, resumes and cover letters, interviewing preparation, and job acquisition assistance.

The Career Centers partner with employers to identify cooperative education opportunities for students

## Student Affairs

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and employment opportunities in the region. In addition, they provide linkages to other college-wide services: enrollment, financial aid, counseling, and transfer centers.

The Career Centers are your resource for all things job, co-op/internship, and career-related. Visit [www.tri-c.edu/careerservices](http://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 an Access 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 and sign language interpreting. 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](http://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/veterans/](http://www.tri-c.edu/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 to offer a diverse co-curricular experience and in response to student requests and needs. Activities offered may vary each semester depending upon scheduling, availability and student feedback.

### Activities, Clubs and Organizations

Every student is welcome to participate in a variety of activities ranging from student government, diversity programming, student clubs and organizations, as well as numerous Tri-C and campus committees.

Students can participate in co-curricular activities including student leadership certification, etiquette training, planning 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.

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

Access Club  
 Action Zone Student Programming Board  
 Active Minds at Cuyahoga Community College  
 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  
 East Anime Club  
 Tri-C Environmental Action Group  
 Eta Sigma Delta Hospitality Management Honor Society

Focus on Christ Club  
 Graphics Arts Club  
 HOLA Club  
 History Club  
 Hospitality Management Student Club  
 Information Technology Student Association  
 International Club  
 Japanese Culture Club  
 Journalism Club  
 Lambda Gay-Straight Alliance  
 Mathematics Club  
 Medical Laboratory Technology Club  
 Multicultural International Club  
 Music Club  
 NEO Entertainment and Retro-Gaming Club  
 Nursing Student Association  
 Occupational Therapy Assistant Clubs  
 PA Student Falkenstein Society  
 Pharmacy Club  
 Phi Theta Kappa Honor Society  
 Philosophy Club  
 Printmaking Club  
 Professional Landcare Network, Tri-Chapter  
 (P.L.A.N.E.T.) Horticulture  
 Psychology Club  
 Physical Therapy Club  
 Physician Assistants/Surgical Assistants Club  
 Pottery Club  
 Religious Clubs  
 Sociology Club  
 Student Newspaper, *The Voice*  
 Students In Free Enterprise (S.I.F.E.)  
 Students for the Advancement of Respiratory Therapy  
 Education  
 Student Peace Alliance, Tri-C East  
 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, it 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.

Phi Theta Kappa's mission is two-fold: 1) recognize and encourage the academic achievement of two-year college students, and 2) provide opportunities for individual growth and development through participation in honors, leadership, service and fellowship programming. Society membership opens opportunities for competitive national and regional scholarships, including more than \$37 million in transfer scholarships available at over 700 four-year colleges and universities. Visit [www.ptk.org](http://www.ptk.org) and [www.ohioptk.org](http://www.ohioptk.org) for more information.

Tri-C has four chapters: Alpha Epsilon Eta (East), Alpha Zeta Delta (Metro), Chi Omega (West) and Beta Upsilon Beta (Westshore). Students are invited to join the society based on completion of at least 12 credits at the 1000-2000 level with a cumulative GPA of 3.5 or better. A one-time membership fee helps to support chapter activities as well as the regional and national organizations.

Interested students should contact the faculty advisor at their respective campus:

Eastern Campus  
Bassem Al-Kaimari, 216-987-2492

Metropolitan Campus  
Veronica Czekaj, 216-987-4458

Western Campus  
Mary Hovanec, 216-987-5482

Westshore Campus  
Anne Distler, 216-987-3936

## 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, new swimming pool exercise room, weight room with state-of-the-art fitness equipment, secure locker rooms and shower facilities, dance studio, and a newly resurfaced indoor track. Outdoor facilities include an all-weather track and an open field.

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, 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 55,000 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](http://www.tri-c.edu/foundation).

## Cuyahoga Community College Alumni & Friends Association

The Association is actively engaged in reconnecting with former students and graduates to build an on-going network and to engage friends in the community who support the College's mission and wish to keep up-to-date on the College's initiatives and events. Internal and external surveying revealed a strong interest in the community for an alumni program. The Marketing & Communications office also conducted extensive research amongst two and four year institutions to determine "best practices" and data retention procedures.

The Alumni & Friends Association will offer:

- An alumni Web site [www.tri-c.edu/alumni](http://www.tri-c.edu/alumni)
- An online community including social networking via Facebook
- An alumni mentoring network to support student success
- Updated job search, career resources and professional networking opportunities
- E-newsletter for special events, discounts and news including professional achievements of alumni and college information

To get involved in this initiative, contact Alumni Relations at 216-987-3068, via e-mail at [alumnirelations@tri-c.edu](mailto:alumnirelations@tri-c.edu) or visit [www.tri-c.edu/alumni](http://www.tri-c.edu/alumni) to learn more.