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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.

### 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home), program of study (including college of enrollment, major and campus), enrollment status (full time, part time, withdrawn), dates of attendance, degrees, honors, and awards received.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.

### First Year Experience

Cuyahoga Community College is committed to students successfully completing degrees, certificates, and transfer programs. This commitment is demonstrated by the mandatory First Year Experience requirement that is designed to provide the support, information, tools, and connections necessary for success. The First Year Experience includes three key touch points:

- New Student Orientation connects students to a counselor, helps them select the right courses, learn important steps for success, and identify a major or program. New Student Orientation is offered through the Counseling Office at all the campuses.
- New Student Convocation officially welcomes new students to the College prior to the start of their first semester. Convocation has two major goals: 1) to make certain that students understand the pace, rigor, and expectations of the College, and to provide advice on meeting these expectations; and 2) to connect students to the faculty and academic leadership in their major or program of study.
- First Year Success Seminar is a course offered during a new student's first semester. The course goals include: understanding key College processes and services; practicing academic success strategies such as time management and study skills; deepening connections to program faculty and staff; and creating an academic plan that leads directly to degree or credential completion.

### 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 upon registration. 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 \$10 charge to replace a My Tri-C Card.

### *my Tri-C space* and Student Email

*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 email account to each student. To access your Tri-C email account, click on the email icon in the upper right-hand corner of *my Tri-C space*. You can view and update your email accounts by going to the My Info

tab in the Student Records channel and selecting the link for "Updating Your Personal Information. **Your Tri-C student email 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 email account, visit <http://cctss.tri-c.edu>.

## Housing

Tri-C is a commuter institution primarily designed to serve residents of Cuyahoga County and, therefore, does not provide housing for its students.

## Institutional Fee

The College charges an Institutional Fee automatically at the time of registration based on the credit hours registered. This fee is designed to provide students with unlimited access to all campuses, recreational facilities, Technology Learning Centers, libraries, and campus special events. This fee will be adjusted when courses are added or dropped in accordance with the withdrawal and refund deadlines and percentages. Below is the fee structure:

- 1-3 credit hours (\$10.00)
- 4-11 credit hours (\$50.00)
- 12+ credit hours (\$70.00)

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 hold; vehicle impounded; and 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.

## Updating Student Information

*my Tri-C space* provides personal student information such as registration, student schedules, student records, DARS (Degree Audit Reporting System), grades and financial aid information. Students are able to update personal information such as last name, address, phone, email, 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*.

## 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. For an additional convenience, the College Bookstores also offer online ordering of textbooks either from the external Tri-C website 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 at the Eastern, Metropolitan and Western campuses 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. Hours of operation are posted at each operation and on the Campus Dining website 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. 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. A Dining Dollars Meal Plan for use in the Campus Dining facilities is available as part of the My Tri-C Card program.

For a map of locations, current hours, and contact information go to <https://portal.tri-c.edu/campusdining>.

## College Information & Enrollment Support Center

The College Information & Enrollment Support 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 admission to the college, class registration, balances or information on available academic and student services at Tri-C. The College Information & Enrollment Support 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), via email at [CustomerService@tri-c.edu](mailto:CustomerService@tri-c.edu), or call 216-987-6000.

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 Centers

The Career Centers are a college-wide network committed to providing a variety of free services to support and prepare students with knowledge and skills that will guide them to achievement of their professional goals, and dreams. Our students, alumni, veterans, dislocated workers, and community members have the opportunity to learn skills that will enable them to launch a successful job search through informative workshops and individualized career coaching. The Career Centers are located on each Tri-C campus and are staffed with experienced career coaches. The services provided at each career center include skills and interests assessments, co-op and internship identification and preparation, job shadowing program, career

development and job coaching, job search preparation, online career tools, assistance with creating resumes and cover letters, interviewing preparation, and job acquisition assistance.

The Career Centers also partner with employers from all of Northeast Ohio to identify experiential learning opportunities, connect you with an employer to participate in a co-op or internship, and provide you with career-related resources. In addition, they provide linkages to other college-wide services for enrollment, financial aid, counseling, and transfer centers.

The Career Centers are your resource for all experiential learning and career-related needs. 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. Some services may require eight weeks or more to arrange. Services are individualized and may include advising, test proctoring, 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 website at: <http://www.tri-c.edu/access/> 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	216-987-5079	216-987-5117

## Student Support Services (SSS)

The SSS programs provide needed support services to students of the Metropolitan and Western Campuses through graduation and/or transfer to a four-year institution. Services include: academic and financial aid advising, career exploration, 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 Cuyahoga Community College. Call 216-987-4149 (Metro), 216-987-5360 (West) or visit: [www.tri-c.edu/ssc](http://www.tri-c.edu/ssc).

## 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 30,000 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 5,000 veterans will return over the next four years. Of that number, there are 800 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 2014-2015, 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 Technology
- 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

## Student Affairs

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- American Sign Language Club
- American Student Interior Design Student Chapter
- Anime and Gaming Club
- Association 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
- ENACTUS F.K.A. SIFE
- Eta Sigma Delta Hospitality Management Honor Society
- Extreme Wellness Club
- Focus on Christ Club
- French Club
- Graphics Arts Club
- HOLA Club
- History Club
- Hospitality Management Student Club
- INTG-A (Interior Design Association)
- 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
- N.E.R.D. (Neo Entertainment and Retro-Gaming Division) Club
- Nursing Student Association
- Occupational Therapy Assistant Club
- PA Student Falkenstein Society
- Pharmacy Club
- Phi Theta Kappa Honor Society
- Philosophy Club
- P.L.A.N.E.T. (Professional Landcare Network) Tri-C Chapter
- Printmaking Club
- Psychology Club
- Physical Therapy Club
- Physician Assistants/Surgical Assistants Club
- Pottery Club

- Religious Clubs
- Science Club
- 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
- 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; contact information can be found on the Tri-C Phi Theta Kappa website: [www.tri-c.edu/ptk](http://www.tri-c.edu/ptk).

## 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, 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 by 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 the College work closely with the community to build strong partnerships and seek financial support for development and enhancement of educational programs in response to workforce and student needs.

For more than 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](http://www.tri-c.edu/foundation).

## Cuyahoga Community College Alumni Initiative

The Cuyahoga Community College Foundation is pleased to lead Tri-C's Alumni Initiative. Alumni are valued members of our College family, contributing to a vibrant community. Alumni of Cuyahoga Community College include professionals across the region, the country, and the world. They represent all ages and every sector of the economy, as well as the cultural diversity of our region. Tri-C is proud to have awarded more than 80,000 degrees and certificates since the College's first commencement ceremony.

Services and benefits available to Cuyahoga Community College alumni include:

- An alumni website [www.tri-c.edu/alumni](http://www.tri-c.edu/alumni)
- Discounts and benefits for goods and services across the county, available at [www.tri-c.edu/alumni](http://www.tri-c.edu/alumni)
- Job search, career resources and professional networking opportunities
- E-newsletter sharing news including professional achievements of alumni, College information, and special discount offers.

To get involved in this initiative, contact Alumni Relations at 216-987-4870, via email 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.

