Welcome to TRI-C

Starting a Future at Tri-C

Welcome to Cuyahoga Community College (Tri-C®). We are excited that you have chosen to begin your educational journey with us. The entire Tri-C community is dedicated to helping you be successful in reaching your educational and lifelong learning goals. Tri-C offers you one door with many options for success. Whether your plan is to transfer, prepare for a new career, or enroll in a few personal enrichment courses, the Tri-C staff will ensure you have a rich college experience and that you leave prepared for what may lie ahead.

The Student Affairs Division has assembled this student handbook to help ensure a meaningful and positive educational experience for you. It will help you create plans that lead to degree completion, transfer to a four-year college, or transition to a new career. Much of this handbook contains college survival information for new students, comprehensive resources for continuing students, and a compilation of activities that support learning.

For those students who will be participating in our new First Year Experience, this handbook will also serve as the textbook for the First Year Student Success Seminar. Throughout your first year, we will provide you with the resources and information that will help you develop essential life skills like time management, goal setting and creating an academic plan.

We encourage you to reference this handbook throughout your enrollment at Tri-C. While this handbook is a great resource, it may not answer every question. For questions beyond the scope of this document, please contact the Student Affairs offices that are located on each campus. The Tri-C team looks forward to being an active part of your success.

Once again, welcome!

This student handbook is intended for informational purposes. In the unlikely occurrence of a conflict between this handbook and any official College procedure, the procedure will govern. Every student should access the College’s official procedures via the College’s website at www.tri-c.edu. Many of the procedures impact student rights and responsibilities in important ways, and every student is expected to follow these procedures. Students are encouraged to contact the Student Affairs Office with questions or improvements.

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This handbook is effective June 2014. All information is subject to change without notice.
About Cuyahoga Community College

College Student Handbook - A Guide for College Life

2014-2015

This Handbook belongs to:

Name____________________________________________________

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 community.

Visit or contact us at http://www.tri-c.edu
College Culture

Tri-C® acknowledges the critical role that open, frank, and orderly communication plays in the achievement of the College’s mission, vision, values, and goals. Members of the College community should support and encourage such communications.

Respect toward other individuals and sincere consideration of their ideas is a critical step toward continuous improvement. Employees and students shall act toward others with respect, reasonableness, restraint, order, mutual dignity, and shall sincerely consider others’ ideas.

Members of the College community shall be free to support their convictions by means that do not violate others’ rights or freedoms and do not disrupt the regular operation of the College or other College activities.

The College acknowledges the importance of an environment that is conducive to learning. For more information, please visit the College’s procedure website at https://portal.tri-c.edu. Then go to the Student Services tab under College Guidelines to find this handbook.

Discrimination against any individual based upon a person’s age, ancestry, color, disability, gender identity and expression, 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 Ave., Cleveland, Ohio 44115, 216-987-4772. Tri-C has designated the director of the Office of Diversity & Inclusion as the coordinator for Title IX, Title II and Section 504. The director may be contacted at 2500 E. 22nd St., Cleveland, Ohio 44115, 216-987-4772.
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# IMPORTANT PHONE NUMBERS

Customer Service Center  1-800-954-8742

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

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ACADEMIC PROGRAM DIRECTORY

Eastern Campus
Academic Affairs .......................... 216-987-2121
Business, Math & Technology .......... 216-987-2262
Creative Arts .............................. 216-987-4125
Health Careers & Natural Sciences .... 216-987-2350
Hospitality Management ................. 216-987-4081
Liberal Arts ............................... 216-987-2290
Adjunct Services ......................... 216-987-2226

Metropolitan Campus
Academic Affairs .......................... 216-987-3651
Business, Math & Technology .......... 216-987-4462
Creative Arts .............................. 216-987-4125
Engineering Technology ................. 216-987-4104
Health Careers & Natural Sciences .... 216-987-4417
Nursing .................................. 216-987-4067
Liberal Arts ............................... 216-987-4122
Adjunct Services ......................... 216-987-4225

Western Campus
Academic Affairs .......................... 216-987-5230
Business, Math & Technology .......... 216-987-5007
Creative Arts .............................. 216-987-5307
Health Careers & Natural Sciences .... 216-987-5363
Liberal Arts ............................... 216-987-5508
Adjunct Services ......................... 216-987-5227

Westshore
Academic Affairs .......................... 216-987-3528
Adjunct Services ......................... 216-987-3941

BUILDING LOCATION REFERENCES

Eastern Campus
EEC  East Education Center
EHCT  East Health Careers & Technology
ELA  East Liberal Arts
ESS  East Student Services

Metropolitan Campus
MAM  Metro Arts & Music
MATC  Metro Advanced Technology Center
MBA  Metro Business & Administration
MCC  Metro Campus Center
MCCA  Metro Center for Creative Arts
MHCS  Metro Health Careers & Sciences
MLA  Metro Liberal Arts
MRC  Metro Recreation Center
MSS  Metro Student Services
MTA  Metro Theatre Arts & Media
MTLC  Metro Technology Learning Center

Western Campus
WAATC  West Advanced Automotive Technology Center
WBT  West Business & Technology
WHCS  West Health Careers & Sciences
WHTC  West Health Technology Center
WLA  West Liberal Arts
WRC  West Recreation Center
WSS  West Student Services
WTLC  West Technology Learning Center

Westshore Campus
WSHCS  Westshore Health Careers & Sciences

Corporate College East
CCE  Corporate College East

Corporate College West
CCW  Corporate College West
**Eastern Campus**  
4250 Richmond Road  
Highland Hills, Ohio 44122-6195  
800-954-8742

**By automobile:**

The Eastern Campus is bound by Harvard Road to the north, Emery Road to the south, Richmond Road to the east and Green Road to the west.

Motorists traveling south on I-271 should take the Harvard Road exit (Exit 28B). Turn right off the exit ramp and travel west on Harvard (about a quarter mile) to Richmond Road. Turn left on Richmond Road and travel south (about a quarter mile). The Eastern Campus entrance will appear on your right.

Motorists traveling north on I-271 should take the Harvard Road exit (Exit 28B). Turn left off the exit ramp and proceed (about a quarter mile) west on Harvard to Richmond Road. Turn left on Richmond and travel south to the Eastern Campus entrance (on your right).

Motorists traveling I-480 east should merge onto I-271 north (use local lanes) and then follow the directions above (north on I-271).

**By public transit:**

#15 Union-Harvard. Operates seven days, early a.m. through late night

#94 E. 260th - Richmond. Operates M-F, early a.m. through evening

For the most up to date information, go to RideRTA.com and do on-line trip planning or call the RTAnswerline at 216-621-9500.
Metropolitan Campus
2900 Community College Ave.
Cleveland, Ohio 44115-3196
800-954-8742

By automobile:
Motorists can reach the campus by traveling east or west via Euclid or Carnegie Ave. to East 30th Street and then south to the campus. From I-77 northbound take the Cuyahoga Community College exit (East 30th Street) onto Woodland Ave. From I-90 eastbound and I-71 northbound take the exit to I-77 south and immediately exit onto East 30th Street.

By public transit:
#11 Quincy-Buckeye. Operates seven days, early a.m. through late night
#14 Kinsman. Operates 24/7.
#15 Union-Harvard. Operates early a.m. through late night

For the most up to date information, go to RideRTA.com and do on-line trip planning or call the RTAnswerline at 216-621-9500.
Western Campus
11000 Pleasant Valley Road
Parma, Ohio 44130-5199
800-954-8742

By automobile:

The Western Campus is bound by Pleasant Valley Road to the south and York Road to the east. The campus is accessible from I-77 using the Pleasant Valley Road exit and traveling west on Pleasant Valley Road to the campus or from I-71 exiting at Bagley Road and traveling east on Bagley Road (its name changes to Pleasant Valley Road) to the campus.

By public transit:

#45 Ridge. Operates seven days, early a.m. through late night
#68 Bagley. Operates M-F, early a.m. through p.m. rush
#83 W. 130th. Operates seven days, early a.m. through evening

For the most up to date information, go to RideRTA.com and do on-line trip planning or call the RTAnswerline at 216-621-9500.
**Westshore Campus**

31001 Clemens Road  
Westlake, Ohio 44145  
1-800-954-8742

*By automobile:*

Motorists traveling West on I-90 should take the Crocker Road/Bassett Road exit (Exit 156). Turn right off the exit onto Crocker Road. Take an immediate left onto Clemens Road. The Westshore Campus entrance is about a half mile down the road, just after you pass the Bradley Road intersection.

Motorists traveling East on I-90 should take the Crocker Road/Bassett Road exit (Exit 156). Turn left off the exit onto Crocker Road. Take an immediate left onto Clemens Road. The Westshore Campus entrance is about a half mile down the road, just after you pass the Bradley Road intersection.

*By public transit:*

For the most up to date information, go to RideRTA.com and do on-line trip planning or call the RTAnswerline at 216-621-9500.
Brunswick University Center
3605 Center Road
Brunswick, Ohio 44212
866-933-5182

By automobile:
The Brunswick University Center is bound by Route 303 to the south and Old Eagle Drive to the east. Motorists traveling South on I-71 should take the Route 303 West/Center Road exit (Exit 226). Turn right off the exit onto Route 303/Center Road. The Brunswick University Center entrance is about one mile down the road on your right. Motorists traveling North on I-71, should take the Route 303 West/Center Road. exit (Exit 226). Turn left off the exit onto Route 303/Center Road. The Brunswick University Center entrance is about one mile down the road on your right.

By public transit:
Brunswick Transit Alternative (BTA) offers service to the Brunswick University Center via its regularly scheduled bus stops and anywhere along the routes by hailing the driver.

For more information about the BTA bus route or frequency, go to: http://brunswick.oh.us/Service-and-Streets/BTA or call 330-723-9670.

Cuyahoga County residents can link to BTA via RTA route #451 at Laurel Square.

For the most up to date information, go to RideRTA.com and do on-line trip planning or call the RTAnswerline at 216-621-9500.
Unified Technologies Center (UTC)/WEDD
2415 Woodland Ave.
Cleveland, Ohio 44115-3239
216-987-3075

Advanced Technology Training Center
3409 Woodland Ave.
Cleveland, OH 44115
800-954-8742

By automobile:
Motorists can reach the UTC adjacent to the Metropolitan Campus by traveling east or west via Euclid or Carnegie Ave. to East 30th Street and then south to the UTC. From I-77 northbound, take the Cuyahoga Community College exit (East 30th Street) onto Woodland Ave. From I-90 eastbound and I-71 northbound, take the exit to I-77 south and immediately exit onto East 30th Street.

By public transit:
#11 Quincy-Buckeye. Operates seven days, early a.m. through late night
#14 Kinsman. Operates 24/7.
#15 Union-Harvard. Operates seven days, early a.m. through late night

For the most up to date information, go to RideRTA.com and do on-line trip planning or call the RTAnswerline at 216-621-9500.
Corporate College® East
4400 Richmond Road
Warrensville Heights, Ohio 44128
216-987-2800

By automobile:
Corporate College East is easily accessed by traveling south on I-271, exiting at 28B Harvard Road. Proceed turning right off of the exit ramp, traveling west on Harvard Road. The entrance to Corporate College East is located on Richmond Road.

By public transit:
#15 Union-Harvard. Operates seven days, early a.m. through late night
#94 E. 260th - Richmond. Operates M-F, early a.m. through evening
For the most up to date information, go to RideRTA.com and do on-line trip planning or call the RTAnswerline at 216-621-9500.

Corporate College® West
25425 Center Ridge Road
Westlake, Ohio 44145
1-800-954-8742

By automobile:
Located at 25425 Center Ridge Road in Westlake, Corporate College is easily accessed from Interstate 90. Exit at Columbia Road (Route 252) and go south to Center Ridge Road. Corporate College is on the southeast corner. Enter from Center Ridge Road.

By public transit:
#49 Center Ridge. Operates seven days, early a.m. through evening
For the most up to date information, go to RideRTA.com and do on-line trip planning or call the RTAnswerline at 216-621-9500.
Hospitality Management Center
at Public Square
180 Euclid Avenue
Cleveland, Ohio 44114
800-954-8742

By automobile:

From West (I-90 E): Motorists should take exit 171B Ontario St. Continue straight onto Ontario St. Turn right onto S Roadway. S Roadway turns into Euclid Ave. HMC will be on the right.

From East (I-90 W): Motorists should take exit 173A for Prospect Ave. Turn right onto Prospect. Turn right onto Ontario St. Take the 1st right onto S Roadway. S Roadway turns into Euclid Ave. HMC will be on the right.

From South (I-71 N): Motorists should take exit 171B Ontario St. Continue straight onto Ontario St. Turn right onto S Roadway. S Roadway turns into Euclid Ave. HMC will be on the right.

From South (I-77 N): Motorists should take exit 163 for I-90 E toward E 9th St. Keep right at the fork, follow signs for E 9th St. and merge onto E 14th St. Turn right onto Orange Ave. Continue straight onto S Broadway Ave, S Broadway Ave turns into Ontario St. Turn right onto S Roadway, S Roadway turns into Euclid Ave. HMC will be on the right.

Parking:

Parking is offered at the ProPark Garage at 2047 Ontario Street, between Prospect and Euclid Avenues. When you enter the garage veer to the right and park on level 6. It is a short walk around the corner to the HMC.

By public transit:

HealthLine 24/7; a short walk from the Tower City Station, which is served by the Red, Blue and Green rapid transit lines; or a short walk from any of the 30 bus routes that pass through Public Square

For the most up to date information, go to RideRTA.com and do on-line trip planning or call the RTAnswerline at 216-621-9500.
## FALL SEMESTER 2014
### FULL TERM
- **Starts:** Aug. 25, 2014
- **Ends:** Dec. 14, 2014
- 16 Weeks

### SESSION A
- **Starts:** Aug. 25, 2014
- **Ends:** Oct. 19, 2014
- 8 Weeks

### SESSION B
- **Starts:** October 20, 2014
- **Ends:** December 14, 2014
- 8 Weeks

### SESSION O
- **Starts:** September 8, 2014
- **Ends:** December 14, 2014
- 14 Weeks

## FALL SEMESTER 2014

<table>
<thead>
<tr>
<th>Date</th>
<th>Calendar Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 14, 2014 - Aug. 24, 2014</td>
<td>Registration for Fall Semester 2014</td>
</tr>
<tr>
<td>August 25, 2014</td>
<td>Fall Semester (16 Weeks) and Session A (First 8 Weeks) Begin</td>
</tr>
<tr>
<td>September 1, 2014</td>
<td>Labor Day – College Closed</td>
</tr>
<tr>
<td>September 8, 2014</td>
<td>Session O (14 Weeks) Begins</td>
</tr>
<tr>
<td>September 8, 2014</td>
<td>Last Day to Withdraw from Full Term (16 Weeks) and Session A (First 8 Weeks) with NO RECORD</td>
</tr>
<tr>
<td>September 22, 2014</td>
<td>Last Day to Withdraw from Session O (14 Weeks) with NO RECORD</td>
</tr>
<tr>
<td>October 1, 2014</td>
<td>Incomplete Grades for Spring Semester 2014 and Summer Session 2014 will become “F” Grades</td>
</tr>
<tr>
<td>October 3, 2014</td>
<td>Last Day to Withdraw from Session A (First 8 Weeks) Course with a “W” Grade</td>
</tr>
<tr>
<td>October 10, 2014</td>
<td>Academic Progress Reporting for Full Term (16 Weeks) Due</td>
</tr>
<tr>
<td>October 17, 2014</td>
<td>Deadline to Petition for Graduation in Fall 2014</td>
</tr>
<tr>
<td>October 19, 2014</td>
<td>Session A (First 8 Weeks) Ends</td>
</tr>
<tr>
<td>October 20, 2014</td>
<td>Session B (Second 8 Weeks) Begins</td>
</tr>
</tbody>
</table>
October 20, 2014 Final Grades Due: Session A (First 8 Weeks)
October 22, 2014 Grades Available: Session A to Students
November 3, 2014 Last Day to Withdraw from Session B (Second 8 Weeks) with NO RECORD
November 7, 2014 Last Day to Withdraw from Full Term (16 Weeks) Course with a “W” Grade
November 11, 2014 Veterans Day - College Closed
November 19, 2014 Last Day to Withdraw from Session O (14 Weeks) Course with a “W” Grade
November 25, 2014 Last Day to Withdraw from Session B (Second 8 Weeks) Course with a “W” Grade
November 27-30, 2014 Thanksgiving Recess – College Closed
December 8-14, 2014 Final Exam Week – Full Term
December 14, 2014 Fall Semester Full Term, Session B (Second 8 Weeks) and Session O (14 Weeks) End
December 16, 2014 Final Grades Due – Full Term, Session B (Second 8 Weeks) and Session O (14 Weeks)
December 17, 2014 Fall Commencement
December 19, 2014 Grades (Full Term, Session B and Session O) Available to Students
December 24, 2014 - January 1, 2015 Winter Break – College Closed

Note: Some dates are subject to change. Additional dates for Academic Progress Reporting exist for all parts of term greater than 5 weeks in length.
## SPRING SEMESTER 2015

**FULL TERM**

**Starts:** January 12, 2015  
**Ends:** May 10, 2015  
**16 Weeks**

<table>
<thead>
<tr>
<th>SESSION A</th>
<th>SESSION B</th>
</tr>
</thead>
</table>
| **Starts:** January 12, 2015  
**Ends:** March 8, 2015  
**8 Weeks** | **Starts:** March 16, 2015  
**Ends:** May 10, 2015  
**8 Weeks** |

**SESSION O**  
**Starts:** January 26, 2015  
**Ends:** May 10, 2015  
**14 Weeks**

## SPRING SEMESTER 2015

<table>
<thead>
<tr>
<th>Date</th>
<th>Calendar Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>October 6-12, 2014</td>
<td>Priority registration</td>
</tr>
<tr>
<td>January 12, 2015</td>
<td>Spring Semester Full Term and Session A (First 8 Weeks) Begin</td>
</tr>
<tr>
<td>January 19, 2015</td>
<td>Martin Luther King Jr. Day - College Closed</td>
</tr>
<tr>
<td>January 26, 2015</td>
<td>Session O (14 Weeks) Begins</td>
</tr>
<tr>
<td>January 26, 2015</td>
<td>Last Day to Withdraw from Full Term (16 Weeks) and Session A (First 8 Weeks) with NO RECORD</td>
</tr>
<tr>
<td>February 9, 2015</td>
<td>Last Day to Withdraw from Session O (14 Weeks) with NO RECORD</td>
</tr>
<tr>
<td>February 18, 2015</td>
<td>Incomplete Grades for Fall Semester 2014 will become “F” Grades</td>
</tr>
<tr>
<td>February 23, 2015</td>
<td>Last Day to Withdraw from Session A (First 8 Weeks) Course with a “W” Grade</td>
</tr>
<tr>
<td>March 8, 2015</td>
<td>Session A (First 8 Weeks) Ends</td>
</tr>
<tr>
<td>March 9-15, 2015</td>
<td>Spring Break - No Classes Scheduled</td>
</tr>
<tr>
<td>March 14, 2015</td>
<td>Academic Progress Reporting for Full Term (16 Weeks) Due</td>
</tr>
<tr>
<td>March 16, 2015</td>
<td>Session B (Second 8 Weeks) Begins</td>
</tr>
<tr>
<td>March 16, 2015</td>
<td>Final Grades Due: Session A (First 8 Weeks)</td>
</tr>
<tr>
<td>Date</td>
<td>Event</td>
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<tr>
<td>----------------</td>
<td>----------------------------------------------------------------------</td>
</tr>
<tr>
<td>March 18, 2015</td>
<td>Grades (Session A) available to students</td>
</tr>
<tr>
<td>March 30, 2015</td>
<td>Last Day to Withdraw from Session B (Second 8 Weeks) with NO RECORD</td>
</tr>
<tr>
<td>April 3, 2015</td>
<td>Deadline to petition for graduation in Spring 2015 and Summer 2015</td>
</tr>
<tr>
<td>April 15, 2015</td>
<td>Last Day to Withdraw from Full Term (16 Weeks) Course with a “W” Grade</td>
</tr>
<tr>
<td>April 20, 2015</td>
<td>Last Day to Withdraw from Session O (14 Weeks) Course with a “W” Grade</td>
</tr>
<tr>
<td>April 27, 2015</td>
<td>Last Day to Withdraw from Session B (Second 8 Weeks) Course with a “W” Grade</td>
</tr>
<tr>
<td>May 4-10, 2015</td>
<td>Final Exam Week – Full Term</td>
</tr>
<tr>
<td>May 10, 2015</td>
<td>Spring Semester Full Term, Session B (Second 8 Weeks) and Session O (14 Weeks) End</td>
</tr>
<tr>
<td>May 12, 2015</td>
<td>Final Grades Due: Full Term, Session B (Second 8 Weeks) and Session O (14 Weeks)</td>
</tr>
<tr>
<td>May 15, 2015</td>
<td>Grades (Full Term, Session B and Session O) available to students</td>
</tr>
<tr>
<td>May 21, 2015</td>
<td>Commencement</td>
</tr>
</tbody>
</table>

*Note:* Some dates are subject to change. Additional dates for Academic Progress Reporting exist for all parts of term greater than 5 weeks in length.
SUMMER SESSION 2015

FULL TERM
Starts: May 26, 2015
Ends: August 2, 2015
10 Weeks

SESSION J
Starts: May 26, 2015
Ends: June 28, 2015
5 Weeks

SESSION K
Starts: June 29, 2015
Ends: August 2, 2015
5 Weeks

SESSION L
Starts: June 8, 2015
Ends: August 2, 2015
8 Weeks

SUMMER SESSION 2015

Date Calendar Description
March 9, 2015 – May 25, 2015 Registration for Summer Session 2015
May 25, 2015 Memorial Day - College Closed
May 26, 2015 Summer Session Full Term (10 Weeks) and Session J (First 5 Weeks) Begin
June 8, 2015 Session L (8 Weeks) Begins
June 9, 2015 Last Day to Withdraw from Full Term (10 Weeks) and Session J (First 5 Weeks) with NO RECORD
June 19, 2015 Academic Progress Reporting for Full Term (10 Weeks) Due
June 19, 2015 Last Day to Withdraw from Session J (First 5 Weeks) Course with a “W” Grade
June 22, 2015 Last Day to Withdraw from Session L (8 Weeks) with NO RECORD
June 28, 2015 Session J (First 5 Weeks) Ends
June 29, 2015 Session K (Second 5 Weeks) Begins
June 29, 2015 Final Grades Due: Session J (First 5 Weeks)
July 1, 2015 Grades (Session J) available to students
July 3, 2015 Independence Day - College Closed
July 13, 2015  Last Day to Withdraw from Session K (Second 5 Weeks) with NO RECORD

July 16, 2015  Last Day to Withdraw from Full-Term (10 Weeks) Course with a “W” Grade

July 21, 2015  Last Day to Withdraw from Session L (8 Weeks) Course with a “W” Grade

July 23, 2015  Last Day to Withdraw from Session K (Second 5 Weeks) Course with a “W” Grade

August 2, 2015  Summer Session Full Term, Session K (Second 5 Weeks) and Session L (8 Weeks) End

August 4, 2015  Final Grades Due: Full Term, Session K (Second 5 Weeks) and Session L (8 Weeks)

August 7, 2015  Grades (Full Term, Session K and Session L) Available to Students

Note: Some dates are subject to change. Additional dates for Academic Progress Reporting exist for all parts of term greater than 5 weeks in length.
Introduction
Cuyahoga Community College is committed to providing high quality, accessible and affordable education within a student-centered environment.

To maintain high standards, the College must furnish an atmosphere conducive to student and educational growth, as well as one that encourages civility. The Student Conduct Code is established to foster and protect the mission of the College, to promote the scholarly and civic development of the students in a safe and secure learning environment, and to protect the people, properties and processes that support the College and its’ mission. The Student Conduct Code identifies prohibited conduct and clarifies when the code applies to student behavior. The Student Conduct Code closely relates to the College procedure titled “Student Judicial System” (rule 3354:130-03.6), which sets forth the penalties imposed for prohibited conduct and establishes the disciplinary process for alleged violations.

Our goal for the student experience in our conduct process is that students will mature in both social responsibility and intellectual growth. Students will gain understanding of the institutional values reflected in our policies and become familiar with the importance of personal integrity. The values of the Office of Student Affairs provide a framework for programs and practices that mirror institutional values. The core values are:

- Integrity  •  Respect  •  Responsibility  •  Fairness  •  Diversity

As a student of Cuyahoga Community College you are expected to uphold these core values and contribute to the growth and development of the campus. It is the student’s responsibility and in his/her interest to become familiar with all applicable conduct-related policies. The student conduct process is not a legal process and is separate from local, state, and federal court proceedings. Instead, the standard of responsibility is based on a preponderance of evidence. The student conduct process is expected to:

1. Determine consequences for behaviors that violate College rules, policies, and local, state and federal laws
2. Offer outcomes that assist students in learning about the impact of their actions
3. Protect the integrity of students, faculty, staff, the institution, and the College community

If you have any questions, please contact the Student Affairs office on your campus. We look forward to serving you.

Sincerely,

Cuyahoga Community College, Office of Student Affairs
3354-1-30-03.5 STUDENT CONDUCT CODE AND STUDENT JUDICIAL SYSTEM

(A) Introduction

(1) The College is committed to providing high quality, accessible and affordable education within a student-centered environment. To maintain high standards, the College must furnish an atmosphere conducive to student and education growth, as well as one that encourages civility. The student conduct code is established to foster and protect the mission of the College, to promote the scholarly and civic development of the students in a safe and secure learning environment, and to protect the people, properties and processes that support the College and its mission.

(2) The student conduct code identifies prohibited conduct and clarifies when the code applies to student behavior.

(3) The student judicial system establishes the disciplinary process for alleged violations of the student conduct code. Student conduct hearings are administrative procedures and do not follow specific steps or methods used in civil or criminal proceedings.

(B) Jurisdiction

(1) The student conduct code applies to the on-campus conduct of all students and registered student organizations, including conduct using the College’s computing or network resources. The student conduct code also applies to the off-campus conduct of students and registered student organizations in direct connection with:

   (a) Academic course requirements or any credit or non-credit experiences, such as internships, field trips, study abroad trips, clinicals or practicums;

   (b) Any activity sponsored, conducted, or authorized by the College or by a registered student organization;

   (c) Any activity that causes substantial destruction of property belonging to the College or members of the College community or causes or threatens serious harm to the safety or security of members of the College community; or

   (d) Any activity in which a police report has been filed, a summons or indictment has been issued, or an arrest has occurred for a crime of violence.

(2) Each student shall be responsible for his/her conduct, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment (and even if their conduct is not discovered until after a student has ceased to be enrolled).

(3) The College reserves the right to administer the student conduct code and proceed with the student judicial system even if the student withdraws from the College, is no longer enrolled in classes, or subsequently fails to meet the definition of a student while a disciplinary matter is pending.
(4) Students continue to be subject to city, state, and federal laws while at the College, and violations of those laws may also constitute violations of the student conduct code. In such instances, the College may proceed with College disciplinary action under the student conduct code independently of any criminal proceedings involving the same conduct and may impose sanctions for violation of the student conduct code even if such criminal proceeding is not yet resolved or is resolved in the student’s favor. Determinations made or sanctions imposed under this student conduct code shall not be subject to change because criminal charges arising out of the same facts giving rise to violation of the student conduct code were dismissed, reduced, or resolved in favor of or against the criminal law defendant.

(5) If sanctioned, a hold may be implemented, which will impact a student’s ability to conduct any current or future business to include enrollment, obtain transcripts, or graduation.

(C) Definitions

(1) These definitions apply to both the student conduct code and the student judicial system.

(a) Accused student – Any person defined as a student who has been accused, in an incident report, of violating College rules, regulations, or policies.

(b) Advisor – A person, chosen by the accused student or complainant, at their own expense, who advises/supports them through the student judicial process. The advisor is not permitted to represent the accused student or complainant in the student judicial system or participate directly in the proceedings (examples of advisors include but are not limited to parents, attorneys, etc.).

(c) Appeal – The method by which a decision can be challenged. All appeals must be submitted in writing to the Office of Student Affairs and may be denied if not in accordance with student judicial system procedures.

(d) Appellant – A student who appeals the decision of a student conduct administrator.

(e) Appellate board – An unbiased group of three (3) administrators authorized by the executive vice president, Access, Learning, and Success, or his/her designee, in accordance with the student judicial system procedures to hear appeals of conduct meetings and/or level one hearings.

(f) Business day – Monday through Friday, excluding any date that is a College holiday, winter leave day, or day that the College is closed for weather, emergency, or any other reason.

(g) Charge – Formal accusation of specific violation(s) of the student conduct code.

(h) College – Cuyahoga Community College District, all College locations, and College-sponsored events or activities.

(i) College official – Any person employed by the College performing assigned administrative or professional responsibilities, including campus police and safety services.
(j) College premises – All land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the College (including adjacent streets and sidewalks).

(k) Complainant – Person providing information in an incident report alleging that a student violated College rules, regulations, or policies.

(l) Conduct code – Document that contains and explains College rules, regulations, policies, and procedures for addressing student behavior.

(m) Conduct meeting – Presentation of charges, fact finding and investigation of alleged conduct by the student conduct administrator.

(n) Expunge – Elimination of a student disciplinary file or redaction of a person’s name from a disciplinary file.

(o) Faculty member – Any person hired by the College to conduct classroom or teaching activities or who is otherwise considered by the College to be a member of its faculty.

(p) Incident report/public report – Written or electronic statement or report provided from a complainant to the Office of Student Affairs.

(q) Level one hearing – Meeting conducted with student conduct administrator involving both the accused student and complainant, either separately or together. Both parties may have the assistance of an advisor.

(r) Member of the College community – Any person who is a student, visitor, faculty member, College official or any other person employed by the College. A person’s status in a particular situation shall be determined by the student conduct administrator.

(s) Persona non grata – A person who has been deemed detrimental to the College community and is no longer permitted to frequent or be present in any or specified College locations.

(t) Plagiarism – The use of published or unpublished words, ideas, or other work that is not your own without full and clear acknowledgment of the source. Examples of plagiarism include, but are not limited to:

   (i) Using someone else’s information (regardless of whether you choose to quote or paraphrase) without citing the source

   (ii) Failing to use quotation marks when quoting a source word-for-word

   (iii) Failing to cite a paraphrased source

   (iv) Submitting work prepared by another person or agency engaged in the selling of term papers or other academic materials

   (v) Copying any information from an Internet site (or other source) without properly acknowledging the source

(u) Preponderance of the evidence – The standard used in determining if an accused student is responsible for a student conduct code violation; specifically it must be found that it is “more likely than not” that the alleged behavior/conduct occurred and was in violation of College rules, regulations, or policies.

(v) Registered student organization – Any number of persons who have complied with the formal requirements for College recognition.
(w) Decision letter – Written decision from the student conduct administrator that explains the outcome and sanction, if any, of a conduct meeting or level one hearing.

(x) Revocation – The process by which a College degree, certificate or license can be revoked.

(y) Student conduct administrator – Any person or persons authorized by the Executive Vice President, Access, Learning, and Success, or their designee.

(z) Student – A person who has applied, registered or is taking credit or non-credit courses at the College, either full time or part time, to pursue training, certification, undergraduate, or professional studies. A person who withdraws after allegedly violating the student conduct code, who is not officially enrolled for a particular term but who has a continuing academic relationship or educational interest with the College, or who has been notified of his/her acceptance for admission.

(aa) Tenure – Any period of active enrollment at any College location.

(bb) Witness – Any person who has direct information regarding an alleged incident.

(D) Prohibited Conduct

Any student found to have engaged, or to have attempted to engage, in any of the following conduct while within the College’s jurisdiction, as set forth in 3354-1-30-03.5(B), will be subject to disciplinary action by the College.

(1) Academic dishonesty – Acts of dishonesty, including but not limited to:
   (a) Cheating, plagiarism, or other forms of academic dishonesty
   (b) Furnishing false information to any College official, faculty member, or office
   (c) Forgery, alteration, or misuse of any College document, record, or instrument of identification
   (d) Resubmitting a portion of one’s own prior work, unless explicitly permitted to do so by the instructor in the current course

(2) College rules – Violation of any College policy, procedure, directive, or other requirement (including, without limitation, requirements set forth in the student handbook) published in hard copy or available electronically.
   (a) Unauthorized possession, duplication, or use of keys or other modes of entry to any College premises or unauthorized entry to or use of College premises
   (b) Unauthorized use of College supplies or equipment for personal purposes
   (c) Violating campus traffic rules or regulations or obstruction of the free flow of pedestrian or vehicular traffic on College premises or at College-sponsored or College-supervised functions.

(3) Controlled substances – Violation of the College’s alcohol, drugs and tobacco policy (3354:1-20-05) or any related College procedure.
(4) Destruction/misuse of property
   (a) Destroying, defacing, tampering with, materially altering or otherwise
damaging property not one’s own. This includes, but is not limited to,
doors, windows, elevators, swipe card mechanisms, restroom equipment,
vending machines, signs, College vehicles, computer equipment,
classroom equipment, etc.
   (b) Creating a condition that endangers or threatens property not one’s own

(5) Disorderly conduct – Actions that are disorderly, lewd or indecent; breach of
peace; or aiding, abetting, or procuring another person to break the peace,
disrupt or obstruct teaching, research, administration, disciplinary procedures,
and/or College activities or functions
   (a) Verbal abuse, threats, intimidation, bullying, harassment or coercion
   (b) Participating in an on-campus or off-campus demonstration, riot or
activity that disrupts the normal operations of the College and/or
infringes on the rights of other members of the College community; or
leading, inciting, or attempting to lead or incite others to disrupt the
schedule and/or normal College activities, whether on or off College
premises (this includes social networking sites and virtual environments)

(6) Gambling – Gaming or betting for money or other possessions on College
property or in any College operated or managed facility

(7) Harassment
   (a) Threatening or intimidating a person thereby creating a rational fear
within that person
   (b) Engaging in a course of conduct or repeatedly committing acts directed at
another person that would seriously annoy a rational person
   (c) Creating a condition that endangers or threatens the health, safety, or
welfare of another person
   (d) Physically restraining or detaining another person, or removing any
person from any place where he or she is authorized to remain

(8) Hazing – Doing, requiring, or encouraging any act, whether or not the act
is voluntarily agreed upon, that endangers the mental or physical health or
safety of a student for the purpose of initiation, admission into, affiliation with,
or as condition for continued membership in a group or organization. Such
acts may include, but are not limited to, use of alcohol, creation of excessive
fatigue, and paddling, punching or kicking in any form. The express or implied
consent of the victim will not be a defense.

(9) Student judicial system – Abuse of the student judicial system includes, but is
not limited to:
   (a) Failure to obey the notice from a student conduct administrator or other
College official to appear for a meeting or hearing as part of the student
judicial system
   (b) Falsification, distortion, or misrepresentation of information before a
student conduct administrator
(c) Disruption or interference with the orderly conduct of a student activity
(d) Initiation of a student conduct code proceeding in bad faith
(e) Using harassment, intimidation, threats, force, or coercion while attempting to discourage an individual's proper participation in, or use of, the student judicial system
(f) Attempting to influence the impartiality of a member of the student judicial system
(g) Harassment (verbal or physical) and/or intimidation of a member of the student judicial system prior to, during, and/or after a student judicial system proceeding
(h) Failure to comply with the sanction(s) imposed under the student judicial system
(i) Influencing or attempting to influence another person to commit an abuse of the student judicial system

(10) Laws – Violation of any federal, state, local or other applicable law.

(11) Physical violence – Physical abuse, including but not limited to: punching, slapping, kicking, or otherwise striking any person(s) and/or other conduct whether or not it threatens or endangers the health, safety and/or welfare of any person.

(12) Reasonable request – Failure to comply with directions of College officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons as, and when, requested to do so.

(13) Recording privacy – Any use of electronic or other devices to make an audio, photographic or video record of any person without the person's consent, when such a recording is likely to cause injury, distress or damage to reputation. This includes, but is not limited to, taking video or pictures of another person in a gym, locker room, restroom, or classroom. The storing, sharing, and/or distributing of such unauthorized records by any means is also prohibited.

(14) Sexual misconduct – Unwelcome conduct of a sexual nature, which includes sexual violence and sexual discrimination.

(a) Physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to substance influence or intellectual or other disability

(b) Acts including, but not limited to, rape, sexual assault, sexual battery, and sexual coercion

(15) Theft – Using, taking, and/or possessing property or services that are knowingly not one's own and/or without permission of the owner.

(16) Weapons – Illegal or unauthorized possession, use, or distribution of firearms, explosives, other weapons, or dangerous chemicals or other materials on College premises or use of any such item, even if legally possessed, in a manner that harms or threatens others.
(E) Sanctions

The following sanctions may be imposed upon any student found to have violated the student conduct code (More than one of the sanctions listed may be imposed for any single violation.):

1. Behavioral requirement – Required activities including, but not limited to, seeking academic or personal counseling, substance abuse screening, written apology, etc.

2. Discretionary sanctions – Work assignments, essays, services to the College, or other related discretionary assignments.

3. Dismissal – Separation of the student from the College for a defined period of time, after which the student is eligible to request, in writing, permission of the student conduct administrator to be readmitted. Such permission may be granted or denied in the sole discretion of the student conduct administrator. Additional conditions for readmission may be specified, including without limitation, the completion of the normal application process.

4. Eligibility restriction – Student deemed not in good standing for conduct purposes for a specific time period. Restriction may include:
   a. Ineligibility to hold an office in any registered student organization or hold an elected or appointed office at the College
   b. Ineligibility to represent the College in any way including participating in a study abroad program, attending conferences or representing the College at an official function, event or competition

5. Expulsion – Permanent separation of the student from all College locations, events and activities.

6. Fines – Reasonable fines may be imposed.

7. Loss of privileges – Denial of specified privileges for a designated period of time. Student may be denied specific privileges or be restricted to a specific mode of course work.

8. Probation – A written reprimand. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student violates any College rules during the probationary period.

9. Revocation of admission and/or degree – Admission to the College or a degree awarded from the College may be revoked for dishonesty, fraud, misrepresentation, or any other violation of the College standards for obtaining the degree, or for other serious violations committed by a student prior to graduation.

10. Restitution – Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement. This is not a fine but rather a repayment for the value of property or loss of service due to damage or loss inflicted.

11. Suspension – Temporary separation of the student from the College or specific activities/events, buildings or locations for a defined period of time, after which the student is deemed eligible to return. Eligibility for readmission may be contingent upon satisfactory or specific condition imposed at time of suspension.
(12) Warning – Official notice in writing or given verbally to the student that the student is violating or has violated the student conduct code. Such warning will be recorded in student conduct record.

(13) Withholding degree – The College may withhold awarding a degree otherwise earned until the completion of the student judicial system process, including completion of all sanctions imposed, if any.

(14) Group sanctions – The following sanctions may be imposed upon groups or registered student organizations found to have violated the student conduct code:
   (a) One or more of the sanctions listed above
   (b) Deactivation, de-recognition, loss of all privileges (including status as a registered student organization) for a specific time period

(F) Family Educational Rights and Privacy Act (FERPA)

The College complies with the Family Educational Rights and Privacy Act of 1974 in the maintenance of student education records. Disciplinary records fit within the purview of FERPA. For more information about FERPA at the College, see procedure on student education records (3354:1-30-02.2).

(G) Student Judicial System – Charges, Interim Suspension, Conduct Meetings, Level One Hearings, Decision Letter

(1) Bringing Charges
   (a) Any member of the College community may file an incident report accusing a student of violating the student conduct code. Incident reports must be submitted in writing to the Office of Student Affairs at any campus or through an electronic reporting tool made available through the Office of Student Affairs (as may be made available).
   (b) Incident reports should be submitted immediately following the alleged violation, but no later than ninety (90) calendar days, except where longer timeframes are required by law. After this 90-day timeframe (or longer timeframe required by law), no incident report may be submitted without the prior written permission of the executive vice president, Access, Learning, and Success, or his/her designee, who may grant or deny such permission at his/her sole discretion.
   (c) Upon receipt of an incident report, the Office of Student Affairs that receives the report will determine which campus will process the incident report.
   (d) The student conduct administrator will determine if the allegations contained in the incident report are within the parameters of the administration of the student conduct code. The student conduct administrator may conduct an initial investigation to determine if the charges have merit and/or if they can be disposed of administratively by mutual consent of the parties.
(e) The student conduct administrator shall present all charges in written form to the accused student.

(f) A time shall be set to discuss the charge during a conduct meeting, not more than ten (10) business days after the accused student has been notified of the charge(s). Maximum time limits for scheduling a conduct meeting may be extended at the discretion of the student conduct administrator.

(2) Interim Suspension

(a) After an incident report has been filed, the student conduct administrator may impose an interim suspension, but only if the student conduct administrator determines the suspension to be appropriate to:

(i) Protect the safety and well-being of members of the College community or to protect College property

(ii) Protect the complainant and/or accused student’s own physical or emotional safety and well-being

(iii) Prevent or deter disruption of, or interference with, the normal operations of the College

(b) During the interim suspension, an accused student may be denied access to all or part of the College (including classes) and/or all College activities or privileges for which the accused student might otherwise be eligible, and be deemed persona non-grata, as the student conduct administrator may determine.

(c) The interim suspension does not replace the student judicial system process.

(d) The accused student will be notified in writing of the interim suspension and the reasons for the interim suspension. The notice should include the time, date, and place of the conduct meeting and/or level one hearing at which the accused student may show cause as to why his or her interim suspension should be discontinued.

(3) Conduct Meeting(s) - Presentation of charges to the accused student, which includes, but is not limited to, fact finding and investigation of the conduct issue, can occur in one conduct meeting or over the course of multiple meetings. Upon the conclusion of the conduct meeting(s) the student conduct administrator, in their sole, reasonable discretion, will either (i) issue a decision letter or (ii) proceed to a level one hearing.

(4) Level one hearings – Level one hearings shall be conducted by the student conduct administrator according to the guidelines below:

(a) Level one hearings will be conducted in private, but communications in such hearings should not be considered confidential.

(b) The complainant and the accused student have the right to be accompanied by an advisor of their choice. The complainant and/or the accused student is responsible for presenting his or her own information, and therefore, advisors may be present but are not permitted to participate in the level one hearing.
(c) The student conduct administrator will determine if level one hearings involving more than one accused student are conducted separately or jointly.

(d) The student conduct administrator, at his or her discretion, may permit the complainant and/or other witnesses to attend the level one hearing.

(e) Pertinent records, exhibits, and written statements may be accepted as information for consideration by a student conduct administrator at his or her discretion.

(f) All procedural questions are subject to the final decision of the student conduct administrator.

(g) The student conduct administrator's determination shall be made on a preponderance-of-evidence standard.

(h) Formal rules of process, procedure, and technical rules of evidence, such as are applied in criminal or civil court, are not used in student judicial system process.

(i) The student conduct administrator shall create a record. This may include all or some combination of video, audio or written record of the level one hearing. The record shall be the property of the College.

(j) If an accused student fails to appear for his or her scheduled level one hearing, the hearing will continue in accordance with the student judicial system process. The accused student will be provided the decision in writing and held accountable for any finding of responsibility and all resulting sanctions.

(k) The student conduct administrator may accommodate concerns for the personal safety and well-being of the complainant, accused student, and/or other witness during the level one hearing. Appropriate accommodations will be made as determined by the student conduct administrator.

(5) Decision Letter

(a) Upon the conclusion of a conduct meeting and/or level one hearing, the student conduct administrator shall prepare and issue a decision letter.

(b) In each case in which a student conduct administrator determines that an accused student has violated the student conduct code, the sanction(s) shall be determined and imposed by the student conduct administrator. Following the conduct meeting and/or level one hearing, the student conduct administrator shall notify the accused student and the complainant, if permitted by law, in writing of the determination and any sanction(s) imposed, if applicable.
(H) Appeals

(a) Appellate board panel - The appellate board panel shall consist of three (3) of the following individuals from a cross section of the campuses: Student Affairs deans and assistant deans, Academic Affairs deans and assistant deans, associate deans, full-time faculty, and/or staff members at director level and above.

(b) Appeal Process

(i) A decision reached by the student conduct administrator or a sanction imposed by the student conduct administrator may be appealed by the accused student, and in the case of Title IX-related conduct, the complainant may also appeal a decision or sanction that was imposed within ten (10) business days of the date the student conduct administrator’s decision letter is issued. The appeal shall be limited to a review of the record of the conduct meeting and/or level one hearing and supporting documents for one or more of the following purposes:

i. To determine whether the conduct meeting and/or level one hearing was conducted fairly in light of the charge and information presented, and in conformity with prescribed procedures. Any inquiry into fairness shall consider, at a minimum, whether the accused student had a reasonable opportunity to prepare and to present a response to the charge. Deviations from prescribed procedures will not be a basis for sustaining an appeal unless such deviations might reasonably have led to a different decision and/or different sanctions than were imposed.

ii. To determine whether there were facts presented that, if believed by the student conduct administrator, were sufficient to establish that a violation of the student conduct code occurred.

iii. To determine whether the sanction(s) imposed were appropriate for the violation of the student conduct code that the accused student was found to have committed.

iv. To consider whether the conduct meeting and/or level one hearing should be reopened to allow the student conduct administrator to review newly available information. The appellate board may direct a re-opening of the conduct meeting and/or level one hearing to review newly available information if and only if the appellate board determines that:

1. The appellant neither knew nor should have known such information at the time of the conduct meeting and/or level one hearing; AND

2. The information could reasonably be expected to alter the decision made by the student conduct administrator.
(c) Appellate board decision - Following the appeal, the appellate board shall advise the accused student and the complainant, in cases in which the complainant had the ability to appeal a decision, in writing of the appellate board’s determination(s).

(i) If the appellate board overturns the decision of the conduct meeting or level one hearing, the matter will be returned to the student conduct administrator for re-opening of the conduct meeting or level one hearing, as applicable. In accordance with the ruling of the appellate board, the student conduct administrator shall reconsider the conduct meeting or level one hearing determination and/or sanction(s). The student conduct administrator shall then issue a decision letter in accordance with this procedure. The decision letter may be appealed as any other conduct meeting or level one hearing, in accordance with this procedure.

(ii) If the appellate board upholds the decision of the conduct meeting and/or level one hearing, the matter shall be considered final and binding upon all involved.

(I) Process to Expunge Student Conduct Code Records

(a) A student wishing to remove disciplinary actions from his/her education record must provide a written request to the student conduct administrator at the campus of their choice. The request must include the following information:

(i) Student’s full name at the time of attendance/disciplinary action
(ii) Student number
(iii) Disciplinary record for which student is requesting removal
(iv) Date of disciplinary action
(v) Reason for request

(b) Requests received will be reviewed by a College-wide panel consisting of student affairs deans, administrative deans, and faculty.

(c) The student will be advised in writing of the panel decision. Expulsion, dismissal, revocation of degree or any sanctions related to cheating or plagiarism may not be expunged.

Effective date: June 1, 2014
Prior effective date: June 10, 2008
Procedure amplifies: 3354:1-30-03
Student Affairs Office Locations (By Campus)

**Eastern Campus**  
4250 Richmond Road  
ESS 2232  
Highland Hills, Ohio 44122  
216-987-2202

**Western Campus**  
11000 Pleasant Valley Road  
WSS 204  
Parma, Ohio 44130  
216-987-5027

**Metropolitan Campus**  
2900 Community College Ave.  
MBA 105  
Cleveland, Ohio 44115  
216-987-3442

**Westshore Campus**  
31001 Clemens Road  
Westlake, Ohio 44145  
216-987-5929
(A) Introduction

(1) The College strives to provide every student with a successful and positive educational experience. As part of an effort to continuously improve the College, while also resolving legitimate student concerns, the College maintains this student complaints and grade disputes procedure. This procedure does not apply to issues covered by the college policy on affirmative action, equal opportunity, discrimination, and harassment (rule 3354:1-42-01 of the administrative code) or that policy’s associated procedures. It also does not apply to issues covered by the student conduct code or student judicial system.

(2) In this procedure, “days” means weekdays other than College holidays, winter leave days, or days the College is closed due to weather, emergency, or other reason.

(3) The student complaint and grade dispute processes are distinct and separate. A student who wishes to make a complaint and also to dispute a grade must follow both processes described in sections (B) and (C) below.

(B) Student Complaints

(1) The student complaints process does not apply to grade disputes, which are addressed in section (C) below.

(2) Any student who is dissatisfied with an aspect of his or her collegiate experience involving a faculty member or other employee may seek resolution of the matter with the College, as follows:

(a) The student must initiate the matter orally with the faculty member or other employee who is the focus of the complaint within a reasonable time frame.

(b) That individual will meet with the student, listen to the facts and circumstances surrounding the complaint, and provide a response to the student.

(c) In the event the student is not satisfied, he or she may appeal by explaining the complaint fully in writing to the associate dean of the faculty member or supervisor of the individual who is the focus of the complaint.

(d) The associate dean will meet jointly or independently with the student and faculty member (or the appropriate supervisor will meet jointly or independently with the student and individual who is the focus of the complaint) within fifteen (15) days following receipt of the complaint. The associate dean or supervisor will review the facts and circumstances and provide the student with a written response. This decision will be final. The associate dean or supervisor shall send a copy of the decision to the campus president.
Any student who is dissatisfied about an issue that does not involve a faculty member or other employee, or that involves an employee whose office or normal work location is not at a campus or Corporate College location, may seek resolution of the matter as follows:

(a) The student must address the complaint in writing to the executive vice president of Academic and Student Affairs. The executive vice president of Academic and Student Affairs or the executive vice president's designee shall receive the complaint and shall communicate the College's decision regarding the complaint to the student within fifteen (15) days of receipt of the written complaint.

(b) The decision communicated in prior paragraph (B) (3) (a) will not be subject to student appeal.

(C) Grade Disputes

(1) Grade disputes are challenges to recorded grades.

(2) In most circumstances other than as described in this procedure, responsibility for academic evaluation rests with the faculty member.

(3) Students are responsible for achieving academic performance standards established for each course in which they are enrolled.

(4) The grade dispute process is composed of three levels (Levels 1-3).

(5) If a student fails to take the required steps in the process within the time frames established for each step as stated below, the right to dispute the grade is automatically and permanently waived.

(6) Level 1 grade disputes: The instructor

(a) All Level 1 grade disputes must be filed by a student no later than sixty (60) days after the disputed grade is recorded.

(b) The student must notify the instructor of the grade dispute and request a discussion. The instructor must schedule the discussion for a mutually agreed date not later than ten (10) days after receiving the notice. Notification and discussion can take place in person, by email or by phone. If resolution satisfactory to the student is not achieved or the instructor does not respond to the student within the time frame allotted, the student may proceed to Level 2.

(7) Level 2 grade disputes: Peer review panel

(a) If the student wishes to pursue the grade dispute at Level 2, the student shall file a written notice of the grade dispute with the instructor's academic dean or designee within ten (10) days of the last meeting with the instructor. If the instructor fails to respond to the student's request for a discussion, the ten (10) day period would begin starting with the date on which the original request for a discussion was made. The notice must state the student's reasons for dissatisfaction with the outcome of Level 1, must provide some evidence to support the grade dispute, and must clearly and completely state any changes the student requests.
(b) A copy of the written notice shall be provided by the academic dean or designee to the instructor within ten (10) days after receipt. The academic dean or designee shall request a written response from the instructor. The instructor shall provide a written response within ten (10) days of receiving the request.

(c) The academic dean or designee will appoint and convene, within twenty (20) days of receipt of the student’s written notice, a peer review panel composed of three tenured faculty members, preferably from the field of the disputed class. In the case where there are no tenured faculty members in the field, tenure-track faculty members will be chosen. At least one faculty member will be from another campus. Faculty members who may have had responsibility for the grade in dispute should not be appointed to the peer panel. The panel will select its chairperson, who may remove or replace panel members. All members must be present at each panel meeting, or the meeting must be rescheduled.

(d) The peer review panel must offer the student and the instructor the opportunity to meet with the panel and deliver oral testimony. The panel may meet with both the student and the instructor present or may meet with them separately. The chairperson of the peer review panel will provide a minimum of seven days written notice to the student and instructor of any meeting they are required to attend. The student, instructor, or any panel member may request that the chairperson postpone a panel meeting if the requestor is unable to attend due to causes beyond the requestor’s control.

(e) The panel shall have sole discretion to approve or deny the request(s) made. It may meet with other parties as deemed necessary by the panel. It may independently investigate and gather evidence as it deems appropriate.

(f) When possible, the chairperson will report the panel’s decision in writing to the academic dean or designee within fifteen (15) days of the panel’s receipt of the charge to review the Level 2 grade dispute. In reporting its decision, the review panel will address each main point that the student has raised, state a rationale for the decision, and provide copies of all documents reviewed and considered to the academic dean or designee.

(g) The academic dean or designee shall notify, in writing, the student and instructor of the official decision and the action taken or to be taken in the matter within ten (10) days of receipt of the written report of the peer review panel. The academic dean or designee shall provide copies of the decision and all documents reviewed and considered to the campus president (or the campus president’s designee).

(h) The panel’s decision will end the matter unless it is appealed to Level 3.

(8) Level 3 grade disputes: College-wide academic appeals board

(a) If the student or instructor wishes to appeal the decision to Level 3, he or she must file a written notice of the appeal with the campus president (or the campus president’s designee). This notice must be filed within ten (10) days of the date the written Level 2 official decision is sent. The notice will
explain the reasons for the appellant’s dissatisfaction with the decision. A copy of the written notice of appeal shall be provided by the campus president (or the campus president’s designee) to the chairperson of the peer review panel and the student or instructor. The chairperson of the peer review panel and/or the instructor may choose to respond in writing to the appeal notice.

(b) The campus president (or the campus president’s designee) will request that the executive vice president for Academic and Student Affairs convene, within ten (10) days of receipt of notice of appeal, a College-wide academic appeals board. The board will comprise three tenured faculty members, one academic administrator, and one student affairs administrator. The appeals board membership will be selected annually by the executive vice president for Academic and Student Affairs from faculty members nominated by the joint faculty senate council (JFSC) who are acceptable to the executive vice president for Academic and Student Affairs and academic and student affairs administrative nominees who are acceptable to the JFSC. The academic administrator will chair the College-wide academic appeals board.

(c) The academic appeals board will review the Level 2 decision but will not consider any new issues.

(d) If it does not conclude its review within thirty (30) days of its first meeting on the case, the academic appeals board will issue a status report to all parties involved in the case.

(e) The academic appeals board will report its decision to the campus president (or the campus president’s designee) and the executive vice president for Academic and Student Affairs no later than sixty (60) days after having been convened. The academic appeals board’s decision may deny or affirm the appeal. If the appeal is denied, the decision of the board is final. If the appeal is affirmed, the board will refer the matter for a new peer review panel.

(f) The campus president (or the campus president’s designee) will notify relevant parties of the decision of the academic appeals board within ten (10) days of the receipt of the decision. Relevant parties are the student, the instructor, the peer review panel, the academic dean or designee, the dean of Student Affairs, and the executive vice president for Academic and Student Affairs.

(D) The campus president (or the campus president’s designee) is hereby directed to take all steps necessary and appropriate for the effective implementation of this procedure.

Effective date: Sept. 3, 2010 Procedure amplifies: 3354:1-30-03
Student/Faculty Complaint Procedure

A complaint is defined as a matter that the complainant believes requires institutional attention. If a student has a complaint, he or she may initiate the matter orally with the faculty member or individual who is the focus of the complaint. The individual who is the focus of the complaint should meet with the student, listen to the facts and circumstances surrounding the complaint and provide a response. In the event the student is not satisfied, he or she is asked to put the matter in writing to the dean of the academic area or appropriate supervisor of the individual who is the focus of the complaint.

Additional procedural steps include a meeting with the appropriate supervisor and a possible appeal to an appropriate dean. Forms for complaints can be obtained from the Dean of Student Affairs Office. For a detailed review of all procedures listed, please login to my Tri-C space then go to the Student Services tab. The policies are located in the College Guidelines channel located near the bottom of the page or contact any Dean of Student Affairs Office.

Conflict Resolution

Inquiries concerning a specific conflict should be directed to any Dean of Student Affairs Office. Depending on the type and severity of the conflict, methods, including conflict resolution approaches such as mediation and sustained dialogue, may be utilized. Tri-C is working to develop and put into place methods of conflict resolution including informal dispute resolution processes and more formal models such as mediation and sustained dialogue. Conflict resolution is an effort to address the underlying causes of the conflict by determining common interests and main goals. It includes building or strengthening processes through which parties interact peacefully.

Mediation is a process through which a trained, neutral third party helps facilitate a problem-solving process. The participants, not the third party, come to a mutually agreed upon solution. This confidential process often helps people in conflict preserve important relationships, come to a resolution that frequently meets the needs of both parties, and models a problem-solving process that can be used by the parties in the future.

If it is believed that mediation is the appropriate mechanism to resolve your dispute, you can initiate the process by filling out a Referral to Mediate form, which can be obtained from the Student Affairs Office, Global Issues Resource Center (GIRC) or online at www.tri-c.edu/GIRC. After submitting a form, GIRC will contact the students in conflict about the intent to undergo mediation. In the case of a third party reporting a dispute between two students, the same procedure to initiate a mediation is to be followed, after which GIRC will contact the involved disputing parties and inform them of the intent to mediate.

Mediation is a voluntary process. To proceed, it is required that necessary parties agree to mediation. If this is the case, then a date for mediation will be scheduled. For cases in which at least one party declines mediation, referral sources may decide to resolve the conflict through the student judicial system.

Sustained dialogue is a process through which trained student moderators facilitate a problem-solving process around critical issues regarding diversity and other issues of social division and propose College and campus-wide methods of addressing those conflicts.

Please check with your dean of Student Affairs about mediation and sustained dialogue program availability on your campus. For information about additional methods of informal dispute resolution and training, visit www.tri-c.edu/GIRC.
Emergency Procedure
Each classroom has evacuation instructions posted. Please be familiar with those postings. In case of an emergency, students should exit through the closest emergency exit.

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) and associated federal regulations. These rights are spelled out in the College’s procedure on student education records. A college-wide FERPA release form is available in hard copy or online through my Tri-C space at http://my.tri-c.edu on the My Info tab, under the Forms channel.

Student records, with certain exceptions, will not be released without prior written 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 College procedures designed to expedite their request or they can visit the website at www.tri-c.edu/compliance.

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: name, address (local and home), program of study (including College of enrollment, major and campus), enrollment status (e.g. full time, part time, withdrawn), dates of attendance, and degrees, honors and awards received.

The following will be disclosed for members of athletics teams only: previous educational agencies or 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 or call 216-987-6000.

ADA/Section 504 Grievance Procedure
Grievances of students, employees, and visitors pertaining to violations of Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 should be directed to:

Section 504 and Title II Coordinator
Director, Office of Diversity & Inclusion
Cuyahoga Community College, Room 310
700 Carnegie Ave.
Cleveland, Ohio 44115-2878
Telephone: 216-987-4772

Additional information on ADA can be found at www.tri-c.edu/ACCESS.
Technology Resources Procedure
Tri-C operates and maintains technology resources to facilitate achievement of its missions and goals. Access to technology resources is a privilege granted to users, but is not a right. Access may be denied, and technology resources may be seized at any time and without notice. Users should not have an expectation of privacy in anything they create, store, send, or receive using technology resources. Every user is subject to this procedure and to other applicable procedures of the College. To access the technology resources procedure, please visit our website at https://kweb.tri-c.edu/president/policies/default.aspx or my Tri-C space at http://my.tri-c.edu Student Services tab/College Guidelines channel/Tri-C’s Policies & Procedures/Administration Policies & Procedures.

Concealed Weapons
No person shall knowingly possess, have under the person’s control, convey, or attempt to convey a deadly weapon or dangerous ordinance onto Tri-C premises.

Drug- and Smoke-Free Environment
Tri-C is a drug- and smoke-free environment. Tri-C has procedures that outline the expectations of all persons on College property. Please visit my Tri-C space at http://my.tri-c.edu then go to the Student Services tab and select the Tri-C Policies & Procedures channel, Finance and Business, Policy 3341-1-20-5. Students interested in gaining more information regarding community resources can visit www.tri-c.edu/studentinfo.

Choose Not To Abuse
Tri-C is dedicated to providing a clean learning environment, free from the effects of alcohol and drug abuse. The use, possession, dispensation, manufacture or distribution of illegal drugs and controlled substances that are not medically authorized is prohibited.

Mandated by the Drug-Free Schools and Communities Act, Cuyahoga Community College has developed a Drug-Free Campus and Workplace Program. All students are required to receive a copy of this program annually. The program specifically covers:

- **Sanctions** – Those choosing to violate the drug-free policy are subject to corrective action, up to and including discharge and possible referral for criminal prosecution.

- **What You Can Do** – Alcohol and Drug Support Services. Treatment options and referrals for rehabilitation – Students in need of assistance should contact their campus counseling office.

- **Controlled Substances and You** – Health Risks associated with the use of tobacco, illicit drugs and the abuse of alcohol – The risks associated with drug and alcohol use are numerous and include emotional, mental, and physical effects. Some are irreversible, and even short-term use can cause or contribute to loss of life.

- **Substance Abuse Penalties and Enforcement** – Legal sanctions (local, state, and federal) and penalties for violators may include fines, imprisonment, or both.

Students may view the entire Drug-Free Campus and Workplace Program at my Tri-C space at http://my.tri-c.edu, then go to the Student Services tab and select the Wellness channel. Please contact the district director for Health and Wellness for a hard copy.
Hazing

Hazing is illegal in the state of Ohio. Hazing is an act that endangers the mental or physical health or safety of a student for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization. Hazing is prohibited under the student conduct code. Students may address their concerns to the dean of Student Affairs or view the student conduct code at my Tri-C space at http://my-tri-c.edu, Student Services tab, College Guidelines channel, Tri-C’s Policies and Procedures.

Discrimination and Harassment

Tri-C embraces diversity and is committed to affirmative action and equal opportunity. Tri-C is committed to eliminating discrimination and harassment in the workplace and academic environment. These commitments are moral imperatives consistent with an intellectual community that celebrates individual differences, diversity, and meaningful individual freedom to pursue professional and educational goals.

In many circumstances, these commitments also represent legal requirements. Employment and academic discrimination against any individual on the basis of age, ancestry, color, disability, gender identity and expression, military status, national origin, race, religion, sex, sexual orientation, pregnancy, veteran status, or genetic information is prohibited. The sexual-harassment procedure, as well as the discrimination-and-harassment-complaints procedure can be found at https://portal.tri-c.edu/Diversity or by contacting:

Office of Diversity & Inclusion
Cuyahoga Community College
700 Carnegie Avenue
Cleveland, Ohio 44115-2879
216-987-4772

In addition, Tri-C’s Title IX coordinator and Section 504 & Title II of the Americans with Disabilities Act coordinator is the director of Diversity & Inclusion. Students, employees or others with concerns related to sex and/or disability discrimination should contact Tri-C’s Title IX and/or Section 504 & Title II of the Americans with Disabilities Act coordinator at the above location.

Unattended Children

Except for Tri-C students who are younger than 18, minors must be accompanied and supervised by a parent or other responsible adult at all times at any Tri-C location or event. This helps ensure safety and also helps the College properly carry out its educational activities. Parents need to make the necessary child-care arrangements and are not permitted to bring children to classes.

Distributing and Posting Written Materials

No individual or organization may, at any College location, distribute or post any kind of notices, circulars, signs, or other written materials. For any possible exceptions to this rule, check with the Office of Student Life.
ACADEMIC SUPPORT

Student/Faculty Conferences

Tri-C faculty members maintain scheduled office hours to confer with students regarding class work and related matters. Office hours will be announced by instructors in their classes and posted outside of faculty offices. Students are urged to familiarize themselves with the schedules and to contact their instructors during those hours.

Learning Commons

Each campus provides a library, Technology Learning Center (TLC), and Learning Resources Center (LRC), which collectively are referred to as the Learning Commons, to offer a full range of library, academic computing and educational media support for students and faculty.

Each campus Learning Commons provides access to a variety of resources and information – librarians to assist with research, course materials placed on reserve by instructors, study spaces, computer labs, laptops and equipment loans. Tri-C’s College-wide catalog can be used to browse a collection of more than 170,000 books, periodicals, newspapers and non-print media, materials from local libraries and academic resources throughout the state of Ohio.

The TLC provides access to the latest learning technologies – computers, academic software, network resources and information services. The TLC staff is available to help with College-related computer applications, and software tutors are available Monday through Saturday.

Each campus’ LRC provides a wide variety of media-support services including access to and setup of equipment for classrooms and events.

Assessment Services

All four Tri-C campuses offer assessment services. Tri-C assesses the English and math skills of its students and prescribes enrollment in appropriate English and math courses to maximize the students’ opportunities for open access, equity and academic excellence.

The following students must participate in the assessment and placement process prior to registration:

- All students registering for an initial English or math course
- All students who register for 12 or more credits during their initial term at Tri-C
- All students who have accumulated a total of 12 credits during previous terms
- All applicants who are currently in high school

Students may retake their placement tests one time without charge within 12 months of taking the test the first time, but before the first class meeting. Placement scores will be valid for a maximum of one year from the date the original placement test was taken. Persons holding a college degree may have the assessment process waived.

Students whose native language is not English must take the COMPASS English as a Second Language test.
Students may use qualifying ACT scores instead of taking the COMPASS math and English placement tests. Students who perform well on the placement tests may reduce the number of courses they are required to take; therefore, students should prepare for the placement tests by reviewing basic math and English concepts.

**Tutoring & Learning Center**

The Learning Center at each campus offers students the resources to improve skills, develop strengths and maximize achievement in many college courses. Study guides, outlines and books can be reviewed to help students organize work. Also available are:

- Study-skills workshops
- Supplemental instruction
- Tutoring, individual and small-group, in many academic subjects
- Workshops in mathematics, reading, writing and science skills

Find out how to learn more effectively by calling these numbers or visiting these locations for more information.

**Eastern Campus:** 216-987-2256 • ESS 1108

**Metropolitan Campus:** 216-987-4311 • MSS fourth floor

**Western Campus:** 216-987-5256 • WTLG GT 115

**Westshore:** 216-987-3888 • WSHCS 130 in the TLC

**Fast Forward**

Fast Forward is a requirement at Tri-C that mandates students who place into developmental classes enroll in these classes during their first semester. Completing developmental courses first increases students’ basic skills, which can increase their chances of success in college-level course work.

**Developmental Education Services**

Tri-C’s Developmental Education program, offered through each campus’ Learning Center, gives students the opportunity to improve their basic skills, enhance their understanding of College courses, develop their study skills and maximize their academic achievement. Services include free tutoring, study skills workshops, mini-courses and access to print and media learning aids.

**Writing Center**

With locations on each campus, the Writing Center provides free, one-on-one consultations that offer guidance on writing for all courses, as well as professional, creative, and personal writing.

The consultants can help writers during any phase of the writing process, on any subject, from brainstorming to a final copy and anywhere in between. They assist with document preparation, citation style, research, and other more technical aspects of the writing process.

Proofreading and drop-off services are not provided.

For more information, visit the website at www.tri-c.edu/writingcenter.
Adjunct Services Office

The Adjunct Services Office coordinates the employment of all adjunct faculty while supporting and continuously engaging students and faculty members. Adjunct faculty mailboxes are in the Adjunct Services Office. The office is open during day, evening and weekend hours. It provides leadership and campus administrative supervision during evening and weekend hours. For office hours and other information call or visit:

- **Eastern Campus**: 216-987-2226 • EEC 156
- **Metropolitan Campus**: 216-987-4225 • MHCS 118
- **Western Campus**: 216-987-5227 • WSS 101
- **Westshore**: 216-987-5588 • WSHCS 226B

**ACADEMIC INFORMATION**

For a detailed review of all College procedures listed please visit the College’s *my Tri-C space* then go to the Student Services tab. The student handbook is located under the College Guidelines as an electronic view-book.

**College Catalog and Enrollment Guide**

The Tri-C catalog provides students with a complete list of career programs offered at Cuyahoga Community College. The College catalog provides a list of courses required to complete a program, information on College services and general information. It is available online. Students can view an up-to-date course schedule at [www.tri-c.edu/courses](http://www.tri-c.edu/courses).

The new enrollment guide is available at each campus and online at [www.tri-c.edu/apply](http://www.tri-c.edu/apply) as an electronic view-book for students. The enrollment guide provides students with important dates for enrollment, registration, paying tuition, and information about student services.
ACADEMIC RECOGNITION

Honors Program

Tri-C's honors program provides an academically enriching experience for highly motivated, intellectually talented students in order to develop their potential as learners, leaders, and citizens in a complex and culturally diverse world. The honors program encourages students to be actively involved in their own learning, and emphasizes scholarship, leadership, research, creativity, and critical thinking. Members are invited to participate in various cultural events, co-curricular experiences, and honors colloquia to supplement their honors classes. Honors program scholarships are available to members in good standing. For more information, visit www.tri-c.edu/honors.

Phi Theta Kappa

Phi Theta Kappa is the international honor society for students in community colleges. 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 also opens opportunities for competitive national and regional scholarships, including more than $37 million in transfer scholarships available at more than 700 four-year colleges and universities.

Tri-C has four chapters, one on each campus: 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 their 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. Visit www.tri-c.edu/honors for more information.

Dean's List

Each term, through qualifying for the dean's list, public recognition is given to those students whose academic achievements are considered outstanding. The list includes all students who have completed at least 12 credit hours and earned a 3.5 grade point average or higher for the preceding term.

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.
Procedure on Academic Status

(A) Good academic standing and Dean’s List.

Students will be considered to be in good academic standing as long as they meet the GPA requirements listed in Section (B). Students who have a current GPA of three point five zero (3.50) or higher and who have attempted twelve or more credits during the current term will be placed on the Dean’s List.

(B) Academic probation.

(1) A student is placed on academic probation (AP) if the cumulative GPA falls below the following:

<table>
<thead>
<tr>
<th>Total Credit Hours Attempted:</th>
<th>Cumulative Grade Point Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-11 inclusive</td>
<td>.75</td>
</tr>
<tr>
<td>12-29 inclusive</td>
<td>1.50</td>
</tr>
<tr>
<td>30-50 inclusive</td>
<td>1.75</td>
</tr>
<tr>
<td>51 and above</td>
<td>2.00</td>
</tr>
</tbody>
</table>

Academic probation continues (as P2) until the student’s cumulative GPA is not less than the requirement stated in B-1.

(C) Academic dismissal

A student will be dismissed when these four conditions are met:

- Twelve or more semester credits have been attempted at Tri-C.
- Student has been on academic probation for two consecutive semesters at Tri-C.
- Cumulative GPA is less than shown above.
- Term GPA is less than 2.0.

A student will continue on probation until attaining the cumulative GPA listed above, as long as term GPA is greater than 2.0.

(D) A student who has been academically dismissed from the College is prohibited from enrolling in additional classes, but may apply for academic readmission.

(E) Students with fewer than 12 cumulative credits attempted will be designated as “NS – No Status.”

(F) Students whose current credits attempted are 0.0 because of receiving all or any combination of “W,” “AU” and “I” grades will retain their previous academic standing.

(G) The College president or the president’s designee is hereby directed to take all steps necessary and appropriate for the effective implementation of this procedure.
GRADING

Academic Progress Reporting
Academic progress grades are an evaluation of students’ progress in courses at the mid-point of all sessions that are eight weeks long or longer. Faculty assigns grades of either “S” (satisfactory) or “U” (unsatisfactory). Students are encouraged to make an appointment to see an academic counselor if a “U” grade is received in any course. Students can view their (current term only) academic progress grades via my Tri-C space at http://my.tri-c.edu on the My Info tab. These grades will not appear on students’ permanent records.

Auditing a Course
Auditing a course means that a student attends classes but is not required to submit assignments or to 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 that of a regular course registration. 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 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 enrollment guide.

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 minimum of 20 semester credits of residency needed for graduation from Tri-C. See an academic counselor for further information.

Standardized methods of evaluation will be used to measure students’ demonstrated knowledge of a subject area. Upon successful completion, the student will be awarded the same academic credit as that designated for the course.

Comparable Credit Options
Recognized options under which comparable credit may be awarded:

Advanced Placement (AP) - Advanced Placement exams are administered in the high schools and are usually culminating exams for high school students enrolled in honors courses.

College Level Examination program (CLEP) – The College Level Examination program 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 ACE publication Guide to Evaluation of Educational Experiences in the Armed Forces.

2. **Standardized Training and Certification Programs**
   There are numerous standardized training and certification programs for which you may earn credit for prior learning. Credit is awarded based on recommendation of the ACE publication 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. Credit may be awarded at the discretion of Tri-C.

**By-pass credit (BYP)** – 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 to be considered for by-pass credit. Examples include 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. Credit may be awarded at the discretion of Tri-C.

**Comparable Credit Grading**

- **CAC** (articulation credit – Adult Education Training Partnership agreements)
- **ACE** (American Council on Education)
- **AP** (Advanced Placement)
- **BYP** (by-pass)
- **CBE** (credit by exam)
- **CEL** (Council for Adult and Experiential Learning)
- **CLP** (College-Level Examination program)
- **HAC** (high school articulation credit)
- **SLC** (service learning credit)
- **TPC** (Tech Prep credit)

A notation of AC, ACE, AP, BYP, CBE, CLP, HAC and or TCP will indicate 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.
Final Grades
Final grades are available at *my Tri-C space* (http://my.tri-c.edu) within one week after the last day of each term.

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-3 pts.): 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-2 pts.): 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-1 pt.): 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-0 pts.): 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-0 pts.): A grade of “P” indicates that a student has passed and completed a course requirement; it carries a weight of zero quality points for each credit of the course in which the grade is earned. “P” represents “C” or better work. The credits earned are awarded, but are not included in the computation of a student’s cumulative GPA.

NP (No Pass-0 pts.): A grade of “NP” indicates that a student has not passed and completed a course requirement; it carries a weight of zero quality points for each credit hour of the course in which the grade is earned. “NP” represents “D” or “F” work, no credits awarded, and the “NP” is not included in the computation of a student’s cumulative GPA.

AU (Audit-0 pts.): A notation of “AU” indicates that a student was granted permission to register for a credit course and attend that course on an audit basis with no academic credits to be awarded. A student may not convert registration from a credit to audit, or audit to credit, status after classes begin.

I (Incomplete-0 pts.): 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. 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. Incomplete grades are 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 academic term following the semester in which the “I” was noted. Failure to complete such in the required timeframe 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. Specialized courses with allowable
accrued credits will be considered for repeat calculations only upon written request and validation by the appropriate academic area of identical topic repeat.

**T (Transfer Credit):** A notation of “T” indicates that a student has been awarded credit for course work which has been evaluated and accepted in transfer from another institution of higher education in accordance with the 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 GPA.

**USF (Military Physical Education Credit-0 pts.):** “USF” indicates a student has been awarded credit in recognition of physical education training received by a student who has served on active duty in the military services of the U.S. for at least 365 days as documented on the student’s DD214. 0.0 quality points not computed in GPA.

**W (Withdrawal-0 pts.):** A notation of “W” indicates a student’s withdrawal from a course in accordance with the Tri-C’s withdrawal policy. 0.0 quality points not computed in GPA.

**WF (Withdrawal Fail-0 pts.):** A grade 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 is due to the fact that the student stopped attending the class.

**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 number of credits (quarter or semester) attempted. The following example illustrates the computation of GPA:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points x Credit = Total Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4 3  12</td>
</tr>
<tr>
<td>B</td>
<td>3 3  9</td>
</tr>
<tr>
<td>C</td>
<td>2 4  8</td>
</tr>
<tr>
<td>D</td>
<td>0 3  0</td>
</tr>
</tbody>
</table>

GPA = 29/13 = 2.23

GPA can be computed for any given semester or for the total of all credits attempted. When a GPA is computed for the total of all of the credits attempted, it is referred to as the cumulative GPA.

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 GPA.

**Pass/No Pass Grade Option**
An alternative to a letter grade [A, B, C, D and F] called Pass/No Pass grade option allows students who want to explore a discipline and/or course to register without the penalty of a grade impacting their GPA.

A student can elect up to 12 credits taken Pass/No Pass to fulfill degree requirements at Tri-C.
Things to be considered before selecting a P/NP Grade:
Some restricted/selective-admission program courses require traditional letter grades (A, B, C, D) for their core course requirements. Courses used as prerequisites or core courses for the health career and nursing programs must have a traditional letter grade. The pass/no pass 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 pass/no pass grade option cannot be converted back to a traditional grade option. In addition, the traditional grade option cannot be converted to the pass/no pass option after the 100 percent 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.

Courses taken pass/no pass count toward financial aid enrollment requirements.

Repeating a Course
Students may repeat a course in which a grade of B, C, D, F, P, NP or WF has been earned. When an identical course is repeated, the highest grade will be used in computing the cumulative GPA. Pass/no pass courses are not counted toward GPA 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 GPA 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 & Scholarship Office and a counselor before they repeat a course.

Fresh Start – Grade Forgiveness 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. For detailed information, contact the Counseling Office at 216-987-6000, option #4.

Transcripts of Grades
Information on a student's academic performance is available on my Tri-C space at http://my.tri-c.edu under the My Info tab in the Student Records channel. Students can view their unofficial educational record at any time. Academic progress reports and final grades are available on 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.
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. Eligibility for federal student financial aid is, in part, based on your enrollment status.

Tri-C faculty will report students who register for courses but do not attend them. Those students’ financial aid will be adjusted to reflect the financial aid eligibility only for those classes attended.

Students who do not attend classes for the entire term are required to withdraw from the course(s). Additionally, students who withdraw from a course or stop attending class without officially withdrawing may be required to return all or a portion of the financial aid based on the date of last attendance. Students who do not attend the full session are responsible for withdrawing from the courses.

Tri-C is required to ensure that students receive financial aid only for courses that they attend and complete. Students reported for not attending at least one of their registered courses will have all financial aid funds held until confirmation of attendance in registered courses has been verified. 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 report any registered students who have “Never Attended” a class. Those students will be administratively withdrawn from that course. However, it is the student’s responsibility to formally withdraw from the course 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.

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 the semester. Specific withdrawal dates are available by semester in any Enrollment Center or published in the enrollment guide.

To withdraw from a course or courses, students must withdraw online or submit a completed withdrawal form by specific deadlines. These dates are published in the enrollment guide and on my Tri-C space at http://my.tri-c.edu. Click on the My Info tab, then Registration Information channel, then Current Registration Information link. The refund schedule for all parts of terms within a semester and the Summer Session is determined proportionately to the full semester schedule which is established by Tri-C procedure.
A student may withdraw from a course or courses for any reason up to the last day of week 12 of the full 16-week semester. Withdrawal from a course prior to the last day of the second week of the semester will have no notation made in permanent records; withdrawal thereafter will be noted with a W grade.

Withdrawals related to student conduct are administrative withdrawals approved by the dean of Student Affairs or his/her designee.

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 a semester, a student who is unable to complete the current semester for reasons beyond his/her control, such as an emergency medical condition or other extenuating circumstances, may petition for a late withdrawal by completing a Petition for Withdrawal Exception and submitting supporting 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, and 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 previous withdrawal petitions may not be approved again.

**Refund Schedule**

Students who officially withdraw from the institution or reduce the number of credits for which they are registered may be entitled to an adjustment of charges or a refund of amounts paid. Any refund or adjustment will be based on the official drop/withdrawal date listed in the Enrollment Guide for that particular term.

A refund will only be issued if there are no other financial obligations to Tri-C. Refunds are paid by check and mailed to the student’s mailing address or directly deposited into the student’s checking or savings account. (For additional information see the Higher One section found on page 65.)

**Grade Dispute Information**

Grade disputes are challenges to recorded grades. Tri-C has adopted a grade dispute procedure to ensure that academic evaluation is fair and professionally performed. The faculty has chief responsibility for academic evaluation. Students are responsible for maintaining standards of academic performance set by the instructor for each course in which they are enrolled. Assistance with the grade dispute process is available through the academic deans at each campus. Grade disputes must be filed by a student no later than 60 days after the disputed grade is recorded. The grade dispute procedure can be found on my Tri-C space at http://my.tri-c.edu. Then go to the Student Services tab. The policy and procedures are located in the Tri-C Guidelines channel located near the bottom of the page.
Petition to Graduate

When a student is prepared to graduate, he or she must file a Petition to Graduate form within the posted deadlines. Students should meet with an academic counselor to review their status. Students may also review their course completion by using the Degree Audit Reporting System (DARS) available through my Tri-C space at http://my.tri-c.edu under the My Info tab and Student Records channel.

Petition to Graduate forms are available at each campus Enrollment Center and must be submitted by the appropriate deadline. Tri-C College-wide Commencement is held twice each year, in the fall and spring.

Graduation petition deadlines, based on semester of completion:

- Fall 2014 ............................... Oct. 17
- Spring 2015 ................................. April 3
- Summer 2015 .............................. April 3

Graduation Honors

Tri-C encourages academic progress and success for its students. Those students who excel in their academic pursuits should be recognized for their achievements. Academic achievement is determined by a student’s overall grade point average and by the fulfillment of all graduation requirements.

The following designations are to appear on the Commencement program, all diplomas and official Tri-C transcripts based on cumulative grade point averages for Tri-C course work only:

- Cum laude: ............................... 3.50 - 3.69 GPA
- Magna cum laude: ................. 3.70 - 3.89 GPA
- Summa cum laude: ............... 3.90 - 4.00 GPA

The above designations are based on fall cumulative grade point average. Upon confirmation that a student is eligible to receive a degree, the above designations will be appended to the student’s official academic transcripts.
Academic Advising

Academic advising is one of the most important services a student will receive in college. The student and the counselor will work together to achieve the student’s educational goals. Tri-C counselors will help students:

- Learn about requirements for Tri-C’s degree and certificate programs and help track degree completion using DARS;
- Develop educational goals as they relate to careers
- Develop short- and long-term academic plans
- Explore majors consistent with a student’s interests, abilities, and goals
- Explore transfer opportunities at area colleges
- Develop course schedules that consider a student’s academic background, course prerequisites, and educational goals
- Become aware of and interpret academic policies as they relate to a student’s situation
- Identify appropriate resource personnel to assist students with study skills, career counseling, financial aid, personal counseling, and resolving complaints
- Understand the Ohio Transfer Module, Transfer Assurance Guides (TAGS) and Ohio Articulation Numbers (OAN) used with courses.

eAdvising

Students are encouraged to use eAdvising to learn more about programs, degrees, certificates, and transferring. Please use the form located at www.tri-c.edu/eadvising to speak with a counselor via Internet, email or phone.

Degree Audit Reporting and My Academic Plan

The degree audit reporting system (DARS) is a software tool that significantly eases the academic advising process for students. DARS and My Academic Plan (MAP) compare 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. DARS is for all students enrolled prior to Fall Semester 2014. MAP is the tool for students new to the College for Fall Semester 2014.

New Student Orientation

As part of Tri-C’s First Year Experience program, in-person new-student orientation is required for all students who are new to college and recommended for students who have previously attended another college or university. Orientation sessions are designed to assess, inform, and prepare students prior to beginning classes. 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 216-987-6000 or toll free at 1-800-954-8742, Option #4
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 achieve success in a course. A passing grade of C or better is required in a prerequisite course before a student is permitted to enroll in the next level of the course sequence. The student is responsible for ensuring 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 the Counseling Department prior to registering for that course.

Note: Quarter courses taken prior to Fall Semester 1998 will require an exception from a counselor or academic department to meet prerequisite requirements. This may also be done electronically when you register online.

Registration

Students must be admitted to Tri-C before registering for classes. Students can register online, or in-person at the Enrollment Center. Registration for classes will end the day before the first class meeting for 16-, 14- or 8-week courses. Please see www.tri-c.edu/apply/new for complete registration instructions.

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, as applicable.

A student’s official residency status is determined at the point of application according to the residency policies of the state of Ohio, the Ohio Board of Regents and the Cuyahoga Community College Board of Trustees. A change to a Cuyahoga County address does not constitute an automatic change to in-county residency for tuition purposes. A student is responsible for requesting a change of residency status by completing the Change in Residency form and providing supporting documentation to the Enrollment Center by the end of the first week for the term in which he or she is requesting a change in residency.

Effective January 2012, a newly adopted provision, called Forever Buckeye, extends the in-state resident tuition rate to any Ohio high school graduate who left the state but returned to enroll in an Ohio public institution of higher education and has established domicile in Ohio.

If a student feels he or she qualifies for a change of residency, he or she should go to www.tri-c.edu/residency or visit any campus Enrollment Center for more information.

Full-Time/Part-Time Status

A student must take at least 12 semester credits to be considered a full-time student. A counselor or advisor may recommend a heavier or lighter load depending on ability and/or past performance. A part-time student is one registered for 11 credits or less. When job or family commitments restrict the time available for attending classes, careful and realistic planning is necessary to successfully manage one’s academic studies.

Each credit usually requires a minimum of two hours of outside study each week. A student employed full time should probably not attempt to carry more than two courses per semester. A student who is working part time might consider taking more
than two courses per semester, depending on other demands made on his or her time. A student should reach out to a counselor to determine the appropriate class load for the semester.

Canceled Classes
Occasionally, Tri-C must cancel a course due to insufficient enrollment. Every effort is made to notify students when this occurs. Students affected should consult with their counselors and may register for a different course through the open registration period.

Dropping or Adding Courses
Any registered student who finds it necessary to make a schedule change can do so from the first day of registration through the end of the late registration period. The full fee will be charged for courses added. Students may still adjust their schedule through the first week of the term, but can only enter a course 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 for refund information.

Withdrawal and refund deadline information can also be found on my Tri-C space at http://my.tri-c.edu on the Registration channel, as well as in the enrollment guide.

Wait List
Students who wish to register for a course that is closed because the maximum capacity has been met can choose to be wait-listed during the registration process. When a seat becomes available for registration, an email notification is sent to the student next in line on the wait list. The student has exactly 18 hours, including weekends and other days Tri-C is closed, to register for the course. If the student does not register by the designated timeframe, the student is dropped from the wait list and the next student on the wait list is notified.

The wait-list process does not guarantee a student a seat and is not available for all courses. Once a student's status for a course has converted from “wait-listed” to “registered,’’ he or she is treated as any other registered student and must make tuition payments on schedule, etc.

Selective Service
All male U.S. citizens between the ages of 18 and 25, and those with a permanent residency card living in the U.S., 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 required to register with Selective Service who fails to do so will be ineligible for federal and state of Ohio student financial aid funds. Contact the Student Financial Aid & Scholarships Office at any campus for further information.

Social Security Number and Tri-C ID
All students must provide Tri-C with their Social Security number (SSN). The Taxpayer Relief Act of 1997 requires that colleges and universities report names and Social Security numbers for all students.

Tri-C is concerned about and aware of privacy issues regarding SSNs. In response to these concerns, Tri-C students, faculty, and staff have a unique ID (S number) assigned for Tri-C business.
Veterans Information

For more than 47 years, 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. Students may be eligible for educational benefits from the U.S. Department of Veterans Affairs (VA) while attending Tri-C. Tri-C is approved for the training of veterans under the provisions of the War Orphans Assistance Act and the Veterans Readjustment Benefits Act of 1966.

To receive benefits, student veterans at Tri-C must apply with the VA to see if they are eligible for VA benefits, maintain satisfactory academic progress toward an educational objective, attend classes, maintain an acceptable grade point average and, of equal importance, periodically notify the campus Enrollment Center located on each of Tri-C’s four campuses of their enrollment and any changes in enrollment. For further information, call 216-987-3193 or visit www.tri-c.edu/veterans.

Veterans Upward Bound Program

Veterans Upward Bound (VUB) provides comprehensive support services to assist student veterans 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 the Veterans Today Club. An academic enrichment program provides refresher courses in mathematics, science, English and computer skills, and a summer accelerated and evening program is available.

All services are free to eligible participants. A copy of DD form 214 and income verification is required to apply. VUB is funded by the U.S. Department of Education (TRIO). Call 216-987-4938 or visit VUB at www.tri-c.edu/VUB for more information.

My Tri-C Card Photo Identification

All Tri-C students are required to have a photo identification card called the My Tri-C Card. Cards are required for registration activities, library checkout and admission to athletic, cultural and social events. My Tri-C Card also offers students special discounts and incentives at all campus dining operations, Java City, vending machines and bookstores. Discounts are also available off-campus by presenting a My Tri-C Card. A list of discounts is available at www.tri-c.edu/discounts.

College authorities may ask to see a student’s ID card at any time; therefore, it is important that students always carry the card. Cards are non-transferable. There is a $10 charge to replace a My Tri-C Card.

RTA U-Pass Program

Tri-C is pleased to support the Greater Cleveland Regional Transit Authority (RTA) Student U-Pass program. U-Pass, which is short for Universal Pass, allows Tri-C students to ride free of charge on all Greater Cleveland RTA buses and rapid trains during specific academic semesters.

In order to be eligible for the U-Pass, a student must be enrolled in one or more academic credit hours at Tri-C, and their account must be paid in full, have authorized financial aid to cover full tuition, or have a tuition payment plan in place to cover tuition. Eligible students receive their U-Pass in the mail to the address on file with the College Registrar’s Office once their enrollment is confirmed. The U-Pass must be placed on the front of your My Tri-C Card in the lower left hand corner and is only valid on your My Tri-C Card. The College administers the U-Pass program based on an agreement between Tri-C and RTA. For more information, go to www.tri-c.edu/RTA.
STUDENT FINANCIAL AID & FINANCIAL INFORMATION

Financial aid consisting of scholarships, grants, loans and part-time 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. However, some types of financial aid are based on criteria other than financial need.

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. Current tuition and fees can be found in the enrollment guide and online at www.tri-c.edu/payingforcollege.

Tuition Guarantee Program

The Tuition Guarantee program at Tri-C is an incentive for students to enroll full time for three years and pay the same tuition throughout the period. For more information and eligibility details, visit www.tri-c.edu/tuitionguarantee, or call 216-987-6000.

Refund Deadlines

Refunds of tuition and fees for courses of academic credit will be made in accordance with the following schedule when students withdraw from a course. Tri-C is not obligated to issue a refund to students who have not withdrawn, even if they did not attend a class.

The following schedule governs all refunds of tuition fees for full-term courses of academic credit:

<table>
<thead>
<tr>
<th>Refund Period</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Week</td>
<td>100%</td>
</tr>
<tr>
<td>Second Week</td>
<td>70%</td>
</tr>
<tr>
<td>Third Week</td>
<td>50%</td>
</tr>
<tr>
<td>Fourth Week</td>
<td>25%</td>
</tr>
<tr>
<td>Fifth Week and after</td>
<td>none</td>
</tr>
</tbody>
</table>

The refund schedule for all parts of a semester and the summer session will be determined in proportion to the full semester schedule.

Refunds of 100 percent 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.

Application Procedures for Assistance

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. Students may review details for applying for financial aid on the Student Financial Aid & Scholarships website at www.tri-c.edu/financialaid.
Students are strongly encouraged to complete the FAFSA at least eight weeks prior to the priority deadlines listed below:

- Fall 2014: July 1, 2014
- Spring 2015: December 1, 2014
- Summer 2015: April 1, 2015

**Higher One**

The College has partnered with Higher One to provide student refund services. Students should look for the green envelope in the mail. The services are easy to use and can deliver refunds faster and more securely. Higher One offers three options for students to receive their refunds: My One Money Card, a debit MasterCard; direct deposit through a checking or savings account; or check. Higher One ATM’s are conveniently located on most of the College's campuses. For more information on Higher One go to www.tri-c.edu/higherone.

**DESCRIPTION OF FINANCIAL AID OPTIONS**

**Federal Programs:**

**Pell Grant:**
The federal government makes funds available for tuition and other college-related expenses to undergraduate students with financial need who are U.S. citizens or have permanent or immigration visas and who have the capability of maintaining satisfactory progress in their course of study. Students apply for a Pell Grant by completing the FAFSA. Eligible students have up to 12 full-time (or equivalent) semesters to utilize the Pell Grant during their undergraduate career.

**Federal Supplemental Educational Opportunity Grant (FSEOG):**
The FSEOG program provides grants to students who demonstrate exceptional financial need. FSEOG recipients may receive awards for the period required to complete their first 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 grant are encouraged to complete the FAFSA as early as possible each year to ensure full consideration.

**Federal Direct Student Loan Program:**
Undergraduate students may borrow up to $3,500 for first year students, $4,500 for second year students, and an additional $6,000 for independent students. Students must be enrolled in at least six credits and maintain satisfactory progress in their course of study.

Students who apply for loans will be awarded either a subsidized or unsubsidized loan based on financial need. During the in-school period and through the grace period after the borrower leaves school, all interest is paid by the federal government on subsidized loans. If you are a new borrower as of July 1, 2012, interest will accrue during the grace period. Interest on unsubsidized loans will accrue from the time the loan is disbursed to the students. Repayment is at a fixed maximum interest rate of 6.8%, beginning six months after the student leaves school. Students must complete the FAFSA to be considered for the Direct Loan Program.

Parents can also choose to borrow a Parent Plus Loan (PLUS) for students who are enrolled in at least six credits. PLUS loan applications are available in any Student Financial Aid & Scholarships Office and are awarded based on an approved credit check. Students are not required to complete the FAFSA, but it is strongly recommended to ensure that the student has been considered for all types of aid programs.
Federal Work-Study Program:
At Cuyahoga Community College, the work-study program provides meaningful work experiences that develop desired attitudes and habits through varied job experiences resulting in self-confidence and self-sufficiency. The work experience is intended to compliment the student’s education and to enhance future employment. Whenever possible the work experience is related to the students’ educational program and career objectives. Student employment not only accommodates students’ needs, but also provides services necessary to the daily operation of the College.

Students can review their award through my Tri-C space to determine eligibility, or contact the Student Financial Aid & Scholarships Office. Work-study is awarded on a first-come first-served basis, and students can earn up to $6,000.

Standards of Satisfactory Academic Progress
Students must make measurable progress toward completion of their course of study in order to receive federal financial aid. At Tri-C, students must maintain a cumulative 2.0 grade point average, successfully complete at least 67 percent of courses attempted, and may not have attempted more than 93 credit hours (including transfer hours). All credits attempted since the first semester of enrollment will be included in this calculation, whether or not federal aid was received. Repeated courses are added into credits attempted and are used in the calculation of attempted credits vs. completed credits. Failure to meet the rate of completion requirement and/or the grade point average requirement will result in the following:

If after one semester, students are not making satisfactory progress they will be placed on financial aid warning for the next semester. Additionally, if a student receives all F grades within one semester, whether or not on warning status, his/her financial aid is automatically disqualified and the student would have to appeal the disqualification of his/her financial aid. While on warning, a student is eligible for financial aid; however, he or she must be within policy guidelines by the end of the second semester. Failure to do so will result in financial aid disqualification. In addition, if students attempt 93 credits and have not been awarded a degree, financial aid is automatically disqualified. Also, students who have earned an associate degree will be immediately disqualified, regardless of credit hours earned.

To appeal insufficient grade point average or completion rate, students are required to complete an Insufficient Grade Point or Completion Rate appeal form, meet with a counselor to create an academic plan, and attend a SAP workshop. To appeal a maximum credit limit disqualification, students are required to complete a maximum credit limit appeal and meet with a counselor to create an academic plan and determine their graduation date. To appeal disqualification as a graduate, students are required to complete an additional degree appeal. Students must meet with a counselor to create an academic plan and determine the graduation plan to obtain a second associate degree. The second degree must be a selective degree and students must be admitted into their program.

The Student Financial Aid & Scholarships Office considers the student’s written appeal, other supporting documentation and federal regulations when making a final determination. The decision of the Satisfactory Academic Progress Appeals Committee is final.
Repeated Courses and Financial Aid:

Federal financial aid funds may be used only ONE TIME to repeat previously passed courses, for which a student has already received credit. Therefore, if a student has passed a course with a grade of D and has received credit for the course, she/he may only repeat the course ONE TIME and receive federal financial aid funds to repeat a previously passed course to improve the grade. However, if a student has not passed a course by receiving an F or WF grade or withdrawn (W) from a course and has not received credit, she/he will be able to receive financial aid to repeat the course, provided she/he is in compliance with Tri-C’s SAP policy.

Example: If a student received a D grade in a course that has a minimum requirement of a C grade as a prerequisite to advance to the next level course, she/he will be required to repeat the course to meet the prerequisite academic standard of a C grade. A student may only repeat the course only ONE TIME and receive federal financial aid; however, she/he will be required to retake the course as many times as necessary to achieve a C grade in order to advance to the next level course. The student will not receive financial aid for the same course repeated more than two times, for which she/he has received credit.

If a student repeats a course for which she/he has already received credit, the financial aid award may be adjusted for the courses that the student is enrolled in and has not previously received credit. In some cases, it is still possible that the dollar amount of the financial award may cover the tuition balance. However, the student’s financial aid award will now be calculated based on the eligible financial aid coursework. If the individual has student loans, she/he will have to be enrolled in at least six (6) credits of non-repeated coursework to receive his/her student loan and to be eligible for work-study awards.

Scholarships

Tri-C offers scholarships for students who participate in various programs and/or demonstrate high academic achievement. Scholarships may also be based on course of study. Please visit the scholarship website at www.tri-c.edu/scholarships or contact any Student Financial Assistance Office for the awarding criteria for each scholarship.

The Cuyahoga Community College Foundation also offers a variety of scholarships for Tri-C students enrolled in various disciplines. These scholarships have been created and supported through the generosity of many donors who believe in the Tri-C mission and the importance of providing access to education.

Students can apply for Tri-C Foundation scholarships by completing both the FAFSA and the Tri-C Foundation scholarship application. The Foundation application is on the Tri-C website 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 application. These are noted in the criteria in the scholarship guide 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 the student may receive.
Tax Credit Info
Students may benefit from the American Opportunity Credit (1098-T), Hope Credit (1098-T), and/or the Lifetime Learning Credit (1098-T). Individuals should consult a tax consultant to determine what, if any, tax deduction he or she may qualify for and/or receive. For more information on the tax credits, please go to www.irs.gov.

Tuition and Fees Deduction (1098-T)
An individual may be able to deduct qualified education expenses paid during the year for him/herself, a spouse or a dependent. 1098T information can be retrieved from My Tri-C space.

Student Accounting
Student Accounting is responsible for billing, collection, refunding, and all third-party-sponsor-related activities. A third party sponsor is an entity that pays the tuition and fees for a student. Contact Student Accounting at bursar@tri-c.edu or by fax at 216-987-4731 between 8:30 a.m. and 5 p.m.

CAMPUS SERVICES

Automated Teller Machines (ATM)
An ATM is located at the Eastern Campus in the Student Services building near the Campus Police and Security Services Office; at the Metropolitan Campus in the South Concourse next to the bookstore; and at the Western Campus in the Student Services building near the courtyard entrance. ATMs are provided as a convenience to the Tri-C community but are not operated by Tri-C. Use of these machines is subject to the rules of the participating financial institution. Change machines are available at some campus locations.

Tri-C has recently partnered with Higher One to provide students a variety of options to manage their money and financial aid refunds. Higher One ATMs are located throughout the College’s campuses. Higher One ATMs allow students to deposit to and withdraw from their Higher One checking accounts without incurring any fees. Higher One also offers a same day deposit option. For more information on Higher One, go to www.tri-c.edu/higherone.

College Bookstores
The Tri-C bookstores, operated by Barnes & Noble College, are located at the four campuses. The bookstores offer textbooks in new, used, rental and digital formats. In addition, the bookstores carry a selection of school supplies, computers, general reading books, Tri-C apparel and gifts. The Westshore location offers a selection of grab-and-go, hot or cold food and coffee. For updated hours, online shopping and textbook information, visit www.cuyahoga.bncollege.com. Online shopping is also available through my Tri-C space.

Campus Dining Facilities
Campus dining facilities offer assorted beverages and a wide variety of freshly prepared entrees including hot breakfast items, pizza, specialty sandwiches, salads and desserts. Java City Specialty Coffee operations can also be found at the Eastern, Metropolitan, and Western campuses and Corporate College® West. Barnes and Noble, Inc. provides grab-and-go food service at the Westshore Campus.

Hours of operation are posted at each location and on the campus dining Web page.
In addition, vending machines offering a variety of food, snacks and beverages are located throughout each campus and at the Unified Technologies Center, Advanced Technology Training Center and Corporate Colleges®. The Tri-C Dining Dollars meal plan allows students to load money onto their My Tri-C Card that can be used at all campus dining locations (except for vending and the Westshore Campus). When Dining Dollars are added to the My Tri-C Card, students receive 10 percent more money in bonus Dining Dollars. For a map of locations, current hours, and contact information, go to https://portal.tri-c.edu/campusdining.

**Campus Police and Security Services**

The Campus Police and Security Services Department at Tri-C is a fully certified law enforcement agency equipped to provide all the necessary safety and security services. The Campus Police and Security Services Department is available to assist students seven days a week, 24 hours a day and provides internal facility patrol, outside campus patrol, student escort service, safety education programs, crime prevention programs, and emergency vehicle service.

**All services can be provided through:**

- **Central Dispatch Center:**
  - non-emergencies ............... 216-987-4325
  - emergencies ................... 216-987-4911

**For non-emergencies, contact Campus Police and Security Services at:**

- Eastern Campus: .................... 216-987-2325 • ESS 1620
- Metropolitan Campus: .......... 216-987-4325 • South Concourse 90
- Western Campus: ................... 216-987-5325 • WSS 105
- Westshore Campus: ............... 216-987-4325 • WSHCS 114

**Customer Service Center**

The Customer Service Center provides convenient enrollment support services to Tri-C’s new, continuing and returning students. A student may call customer service representatives for 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 toward registration and fees. A student can chat live with a CSC representative at www.tri-c.edu/customerservice, email the Customer Service Center at customerservice@tri-c.edu, or call 1-800-954-8742.

**Housing**

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

**Information Stations and Assistance**

Areas of assistance are highly visible near the Enrollment Center of any Tri-C campus where uniformed Student Ambassadors and other Tri-C staff are available to help students and visitors quickly find the information they need. Computer kiosks, known as Information Stations, are also located throughout each campus so students and visitors may quickly and conveniently access important information. No login is required to access many of the services at these stations.
Through these Information Station computer kiosks, students can:

- Make corrections or additions to their Free Application for Federal Student Aid (FAFSA) at www.fafsa.gov
- Register or verify registration for Selective Service at www.sss.gov
- Order required textbooks from the online Tri-C bookstore.
- Search courses online with real-time information regarding when classes are offered and which classes are still open/available.
- Review the Two Year Course Offering Guide for planned course offerings over the next two years
- Check degree and certificate requirements in the Tri-C catalog
- See academic calendars for the current and upcoming semesters
- Review a PDF file of the most recent student handbook
- Log in to my Tri-C space to register for classes, check the status of their financial aid, see holds on their academic or financial records, and make payments, order transcripts, update program major and personal and contact information

Campus visitors can:

- See the College-wide calendar of events
- Check employment opportunities
- Learn about resources available for students
- Access safety and security information on the campus police Web page

Career Center
The Career Center is a College-wide network providing free career services to students, alumni, veterans, and job-seekers in Northeast Ohio. Branches 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 and internship identification and preparation, career development and job coaching, job search preparation, skills and interests assessments, online career tools, resume/cover letter assistance, interview preparation, and job acquisition assistance. The Career Center partners with the region’s employers to identify experiential learning opportunities for students and employment opportunities in the region. In addition, the Career Center provides links to other college-wide services like enrollment, financial assistance, counseling and transfer. The Career Center is a resource for all things job-, co-op/internship-, and career-related. Visit www.tri-c.edu/careerservices for more information.

Lockers
Students can rent lockers for a small fee through the Student Life Office. A Tri-C student ID is required at time of rental. There are a limited number of lockers available at each campus, therefore, rentals are on a first-come, first-served basis. Please see individual campuses for locker locations. Westshore is currently not renting lockers, but students can go to the front desk to reserve a locker.

Lost and Found
Campus Police and Security Services assumes responsibility for accepting all found property. Individuals can contact Campus Police and Security Services at 216-987-4325 for either lost or found property. See the Campus Police and Security Services information section for locations.
Parking

Tri-C offers parking for students and visitors on all campuses. The College charges an institutional fee automatically at the time of registration based on credit hours. The fee is designed to provide students with unlimited access to all campuses, recreation facilities, Technology Learning Center locations, libraries and campus special events. Fees are adjusted accordingly when courses are added/dropped based on the resulting credit hours.

1-3 credit hours:.............. no fee
4-11 credit hours: ......... $40.00
12+ credit hours: .......... $60.00

This fee applies to ALL students and is based on credit hours charged. It is not based on a student's status (i.e., part-time, full-time, PSEOP, Distance Learning, etc.) Registration for vehicles is not required.

Students are permitted to park on any lot within the College except faculty, staff and visitor lots. Student vehicles found in visitor lots will be ticketed. Students parking in faculty/staff lots will be issued a citation.

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 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 notice of the violation by either going to 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: withholding grades; holding registration; impounding the vehicle; 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.

Parma School Employees (PSE) Credit Union

The PSE Credit Union is a non-profit organization designed to provide savings programs and loans to its members. It has branch offices at three campuses. Students and their families are eligible to join.

For more information contact the PSE locations:
  Eastern Campus: 216-987-2250 • ESS 1222
  Metropolitan Campus: 216-987-4250 • South Concourse 88-E
  Western Campus: 216-987-5250 • WSS 109

Voter Registration Service

The Cuyahoga County Board of Elections has authorized the Student Life Office to offer students the opportunity to register to vote. The office is also able to receive change-of-address notifications for voting purposes.
ONLINE SERVICES

ask Tri-C
Have questions? ask TRI-C has answers! Visit www.tri-c.edu/ask

This online service is available 24 hours a day, seven days a week. It allows both students and staff to find quick answers to many common questions. ask TRI-C also features the top 10 questions being asked at any given moment.

Log onto www.tri-c.edu/ask. Once ask TRI-C is accessed, Type a question in the search box and click the submit button. The best answer shows up along with a survey that allows the user to rate the response from poor to excellent. Feedback allows the quality of answers to improve. Links to related questions provide additional guidance. The individual can chat with or email a customer service representative if further assistance is needed.

my Tri-C space & Student Email
my Tri-C space (http://my.tri-c.edu) is a central gathering point for College information, a virtual “front door” to resources students use on a regular basis. It 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 channels that allow quick access to important information.

Tri-C issues each student an email account. It can be accessed by logging in to my Tri-C space and clicking on the email icon on the top right-hand corner of the home page. Tri-C student email accounts are the official communication method between the College and students. Students should check it regularly for important messages regarding registration, payment deadlines, account/financial aid information and College updates/events.

College Website – www.tri-c.edu
The Tri-C website address is www.tri-c.edu. The website has current information about Tri-C and provides answers to many questions. Check out the Tri-C catalog, research available programs, search for courses and/or view the academic calendar.

Course Offering Guide
The Two Year Course Offering Guide provides planned course offerings for future semesters. The guide shows each planned course offering and if the class meeting will be during the day, evening, weekend or by distance learning. Tri-C’s academic counselors or instructors can assist students in selecting future term courses. Planned course offerings are subject to change. Information on current course offerings can be found using the course-search tool at www.tri-c.edu/offerings. To use the course offering guide, select the campus, division, and course and select the Proceed to Guide button.

Online Class Schedule
The online course schedule allows students to search for courses offered each semester. On this site, students can also review the course location, the instructor’s name, current capacity, seats available, course catalog description and much more. Students may also take a look at the terms and the courses available before registering.
Visit www.tri-c.edu/courses, select the semester and then select the type of course needed:

- Credit courses
- Non-credit courses
- Other course listings

**DISTANCE LEARNING/ELEARNING**

Distance learning provides students with flexible scheduling options to complete courses with reduced time on campus. Tri-C offers four options: online, blended learning, Cable College, and independent learning. Call 216-987-4257 or log on to www.tri-c/onlinelearning.

**Online**

Online courses use Blackboard, an Internet-based learning management system, for course delivery and assignments.

The Blackboard course site is available 24/7, and students should access their course daily. Students need a Tri-C email account, which is the primary method of communication between the College and the student, and they should be able to use a Web browser, e.g. modify security settings, manage pop-ups and manipulate firewall settings. Students also need to know how to create, modify and attach documents as well as save, upload and download files.

Information about on-campus requirements and proctored testing is available at www.tri-c.edu/onlinelearning.

**Proctored Testing**

Proctored testing may be required in some online and blended learning courses, particularly math courses.

A “suitable proctored environment” is an environment directly monitored by an instructor, testing center administrator or other learning provider, in a physical or virtual setting and approved by faculty. While proctors must be approved by the instructor, some suitable proctors may include a Tri-C Assessment Center, other accredited college or university testing centers and military education centers. If the testing center requires a fee, it is the student’s responsibility to pay that fee.

**Blended Learning**

Blended learning describes courses that blend online learning with face-to-face classroom instruction, significantly reducing the amount of time spent in the classroom. Students attend class on-campus and complete course assignments on a computer. The on-campus requirement is set by the instructor. Students must be able to use a computer, the Internet and email.

**Cable College**

Cable College allows students to take credit courses and choose whether to participate “live” in a classroom through cable television and the Internet or watch replays at their convenience online.

Cable College courses are broadcast on Tri-C’s SmartTV, and video streams on the SmartTV website at www.tri-c.edu/smarttv. Students enrolled in Cable College are able to replay their classes at any time at http://tricsmarttv.pegcentral.com.
SmartTV is Tri-C’s television station and is broadcast on Time Warner’s digital channel 195 in the city of Cleveland (must have cable box or a digital TV to view); on Cox’s digital channel 216 in Broadview Heights, Brooklyn Heights, Fairview Park, Lakewood, Olmsted Falls, Olmsted Township, Parma, Parma Heights, Rocky River, Seven Hills; and on Brunswick Area Television Channel 24.

**Independent Learning**

Independent learning courses are designed as alternatives to classroom instruction, offering maximum scheduling flexibility for students interested in independent study.

Independent learning courses require viewing videos or listening to audio. Course materials such as texts and study guides are available at Tri-C libraries; some can be checked out. Some video programs are available on the Internet, requiring Windows Media Player and a high-speed (cable or DSL) connection to the Internet. Some materials are for sale at Tri-C bookstores.

Students complete assignments from the text and study guide and complete exams on campus.

Students should attend on-campus seminars which provide an opportunity for class discussion and course review. They are offered via closed-circuit television to enable participation from any campus.

**Financial Aid TV**

Financial Aid TV provides students and prospective students access to a library of videos designed to provide information on all aspects of financial aid at Tri-C. The bilingual video format allows viewers to get answers to their questions 24 hours-a-day, seven days-a-week.

**Top subjects include:**

- How can I pay for college?
- What is a Pell Grant?
- Understanding the FAFSA
- State of Ohio financial aid programs
- Satisfactory academic progress
- New GI Bill

Log on to www.tri-c.edu/financialassistance.

**STUDENT SERVICES**

**Student Affairs**

The Student Affairs Office oversees student services provided by Counseling, Enrollment Center, Student Life, and Athletics and Recreation.

**Admissions**

Admission to Tri-C is open to high school graduates, anyone with documentation of successful GED completion, non-high school graduates participating in dual enrollment programs, and those 18 years of age or older.

Specific program enrollment is not necessary 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 two-year career/occupational program to prepare for employment.

The general admissions procedure of Tri-C does not ensure admission 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 required to enroll in special courses to eliminate deficiencies in academic preparation.

Applicants are urged to begin their admission process well in advance of when they intend to start courses. High school students may apply in their senior year for entrance after high school graduation.

Students may attend more than one campus or rotate from campus to campus.

Student records are inactivated after a period of three consecutive years during which no registration activity has occurred. Students with an inactive status must re-apply for admission to the College online.

**Payments, Parking and My Tri-C Card**

The Enrollment Center, with locations at each campus, are responsible for multiple services including collecting tuition and supplemental fees, parking fines, billing statements, account status, generating the My Tri-C Card photo identification, and assisting students with loading cash onto their My Tri-C Card accounts. Hours of operation are posted at each campus Enrollment Center or call 216-987-6000 or 1-800-954-8742 (toll free).

- Eastern Campus • ESS 1600
- Metropolitan Campus • MSS 23
- Western Campus • WSS 100
- Westshore Campus • WSHCS 101G
- Corporate College West • CCW 174

**Counseling**

The mission of the Counseling Department is to provide accessible counseling and advising services for current, former, and prospective students. Professional counselors at each of the campuses can assist students in:

- Clarifying their academic and career goals
- Mapping their program of study and complementary experiences
- Developing strategies to build on their strengths and overcoming barriers
- Accessing available collegiate and community resources to support reaching these goals

Academic, career, and personal concerns are addressed as appropriate and needed. Direct student services are provided through individual and group counseling, general studies courses, and student success workshops. The Counseling Department also coordinates new student orientation sessions.

In person new student orientation is mandatory for all new students. Students are encouraged to meet with a counselor on a regular basis to facilitate their progress from initial matriculation through program completion and graduation.
Special Services and Programs

Disability Services for Students – Access Program
The Access program provides classroom accommodations and support for students with disabilities who are enrolled at Tri-C. To receive services, students must make an appointment to meet with a student advisor and present documentation of disability. The Access office recommends 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, providing books in alternate formats, 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.

Please visit our website at www.tri-c.edu/ACCESS, or call 216-987-5079 for additional information or to schedule an appointment. Metro and Eastern campus students may call 216-987-4344 or 216-987-2052, respectively. Students requiring TTY can call 216-987-5117.

Developmental Education Services
Tri-C’s developmental education program, through the campus Learning Center, offers all students the opportunity to improve their basic skills, enhance their understanding of College courses, develop their study skills and maximize their academic achievement. Services include free tutoring, study skills workshops, and access to print and media learning aids.

Educational Opportunity Center (EOC)
The Educational Opportunity Center (EOC) offers free enrollment assistance to Cuyahoga County adults age 19 and older who wish to further their education. EOC advisors meet with individuals by appointment and provide post-secondary enrollment services, including specialized workshops for social service organizations.

Call EOC at 216-987-6305 to schedule an appointment and meet with an EOC advisor to receive services such as assistance with enrolling in GED classes; college, certificate, or vocational training programs; academic and career counseling; applying for federal student aid and scholarships, and resolving student loan defaults. Additionally, EOC provides referrals to social service and community resources. All services are free and funded by the U.S. Department of Education.

Early College and Outreach Programs (ECOP)
Early College and Outreach Programs (ECOP) are designed to support early college awareness and preparation for the youth of Greater Cleveland. ECOP serve more than 10,000 youth annually through the following programs: North Coast Tech Prep; High Tech Academy Science, Engineering, Mathematics Aerospace Academy; TRIO Programs/Educational Talent Search, Upward Bound, Upward Bound Math & Science and the College Success Program. ECOP are run under the College’s Office of College Pathway Programs. Visit ECOP at www.tri-c.edu/pathways.
Adult Basic and Literacy Education (ABLE)

Adult basic and literacy education (ABLE) classes are offered at the Eastern and Metropolitan campuses and at a variety of off-campus sites throughout Cuyahoga County. The classes provide foundational math, reading and writing skills; high school refresher courses; assistance with GED® test preparation and transition assistance into employment or college.

In order to start classes, you must complete an orientation. The orientation consists of an overview of the ABLE program, completion of registration forms, and employment and college information and an assessment. The entire orientation takes approximately six hours.

Orientations are held 3-4 times during the school year at various locations. If the location you want is not available, check the location for the next orientation.

For more information, go to www.tri-c.edu/ABLE or call 216-987-3029 or 216-987-2135.

Official GED Test Information

GED® testing services are available to adult learners who want to take the official GED test. The services are designed for those who have not graduated from an accredited high school and students who were home-schooled.

Official GED testing is done on a computer at an authorized computer based site. Testing is done at the Metropolitan Campus in the Unified Technology Center. Parental consent forms are needed for students ages 16-17. Complete the on-line application for the official GED test through GED Testing Services by setting up a MyGED account.

For more information, go to www.tri-c.edu/ABLE and click on Official GED® Test or call 216-987-3029 or 216-987-2135.

Official GED Transcripts

Go to www.tri-c.edu/ABLE and click on Request an Official GED® Transcript for the latest information.

English as a Second Language (ESL)

Tri-C offers four levels of English-as-a-Second Language (ESL) courses in grammar, reading and writing, and speaking. Before enrolling in ESL courses, students must take the ESL placement tests to ensure placement in the appropriate level of courses. These tests are administered at the Assessment Center of each campus. Upon receiving the test scores, students are required to meet with the ESL coordinator for an oral interview to be placed at the appropriate level and in the appropriate classes.

Encore Campus Program

Encore Campus is a leading senior adult education program for individuals age 55 and older in Greater Cleveland. Students choose from a vast and diverse set of changing courses each session. Outstanding instructors include current Tri-C faculty, retired educators and professionals crossing the span of education, the arts, business, health and wellness. There are three sessions offered annually, and fees are per-person for the multi-week courses. For additional information, contact the Center for Aging Initiatives at 216-987-2274 or visit www.tri-c.edu/encore.
**International/Foreign Students**

U.S. immigration laws impose a variety of requirements or restrictions on college enrollment. If a student has or is applying for the status of an F-1 nonimmigrant student, he or she must consult with an international student advisor 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 three-credit course taken via distance learning will apply toward the 12-credit minimum. To obtain deadlines for F-1 international student admission, please contact the Special Student Services coordinator at any campus.

An international student advisor is available at each campus to address issues about F-1 student regulations. For issues that involve maintaining a visa status, such as work permission, authorized withdrawals, transfers and program extensions, please visit the Special Student Services coordinator at the campus listed on your I-20 or visit one of the offices below.

- **Eastern Campus**: 216-987-2118 • ESS 1600
- **Metropolitan Campus**: 216-987-4167 • MSS G09
- **Western Campus**: 216-987-5203 • WSS 100
- **Westshore Campus**: 216-987-3897 • WSHCA 101G

**Post-Secondary Enrollment Options Program (PSEOP)**

The Post-Secondary Enrollment Options Program (PSEOP) provides opportunities for eligible high school students to earn either College credit or both high school and College credit. This experience is the beginning of the official record (transcript) of their College studies.

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 in the Enrollment Center at any campus for more information on admission criteria.

**Program 60 Admission**

Through Program 60, residents of Ohio age 60 and older may register for regularly scheduled credit and non-credit classes on an audit, tuition-free, space-available basis. Registrations are processed through the Enrollment Center on the date published for Program 60 registration in the semester enrollment guide. Program 60 registration will not be accepted prior to the dates advertised. Please confirm class availability with the Enrollment Center at time of registration.

**Student Support Services**

Student support services provide academic and other support services to Metropolitan and Western campus students until their graduation and/or transfer to a four-year institution. Services include academic advising, financial aid advising, career advising, tutoring, study groups and transfer assistance.

Eligible participants include low-income and first-generation college students with a need for academic support. Student support services are funded by the U.S. Department of Education (TRIO) and Tri-C. Call the Metropolitan Campus at 216-987-4149, the Western Campus at 216-987-5360, or visit www.tri-c.edu/trio.
College Tech Prep
The North Coast Tech Prep Partnership 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 post-secondary education. Educators, employers and communities collaborate to develop and deliver Tech Prep opportunities to all North Coast Tech Prep Partnership students.

The curriculum reflects real-world technical careers in high demand today. Programs may be 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, government and public administration 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 Partnership, 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 Tech Prep program at their high school. Uncompromising standards, outstanding instruction, employer involvement, and parental guidance enable Tech Prep students to enter post-secondary education without the need for remediation in math or English and earn state and/or nationally recognized industry-specific certifications.

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

Women in Transition (WIT)
Women In Transition (WIT) is a free non-credit course that is designed to help empower adult women in moving their lives forward through education and training. Participants receive basic computer training, help in career exploration, financial literacy enrichment, personal development and soft skill training. Upon completing the program, participants are equipped to continue their educations, enter the workforce, understand financial aid options, and identify marketable skills and career opportunities.

The class runs every eight weeks during the school year at the Eastern, Metropolitan and Western campuses. Both day and evening classes are available.


For more information, call:
216-987-2272..................Eastern Campus
216-987-3885...................Westshore Campus,
216-987-4187...............Metropolitan Campus
216-987-5425...............Western Campus

or visit www.tri-c.edu/WIT
Student Life
Tri-C recognizes the educational, recreational and social values of a well-integrated Student Life, Athletics and Recreation program.

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’s programs are developed in response to student requests and needs. Activities offered may vary each semester depending upon student feedback.

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

Students can participate in student leadership certification and co-curricular planning including social, cultural, entertainment and educational programs.

Student clubs and organizations cover a wide spectrum of interests. Further information may be obtained from the Student Life, Athletics and Recreation Office on each campus.

Among the many clubs and organizations to be found on one or more of the Tri-C campuses each semester are:

- Access Club
- Action Zone Student Programming Board
- Active Minds at Tri-C
- American Sign Language Club
- American Student Interior Design Student Chapter
- Assoc. of Diagnostic Medical Imaging Technology Club
- Biology Club
- Business Club
- Business Focus
- Campus Activities Board (C.A.B.)
- Campus Crusade for Christ Campus Ministry
- Chess Club
- Collegiate 100
- Commuter Club
- Computer Club
- Criminal Justice Club
- Dance Club
- Dietetic Tech Club
- Digital Cinema Club
- Drama Club
- East Anime Club
- East Health and Safety Club
- El Club de Español
- Entrepreneurial Business Club
- Environmental Action Group
- Eta Sigma Delta Hospitality Management Honor Society
- Focus on Christ Club
- French Club
- Graphics Arts Club
- History Club
- Hospitality Management Student Club
Activities, Clubs and Organizations (continued)

Information Technology Student Association
International Students Club
Journalism Club
Lambda Gay-Straight Alliance
Mathematics Club
Medical Laboratory Technology Club
Multicultural International Club
Music Club
NEO Entertainment and Retro-Gaming Division
Nursing Student Association
Occupational Therapy Assistant Clubs
PA Student Falkenstein Society
Pharmacy Club
Phi Theta Kappa Honor Society
Philosophy and Religious Studies Club
Psychology Club
Physical Therapy Club
Physician Assistants/Surgical Assistants Club
Pottery Club
Printmaking Club
Programming Board
Professional Land Care Network
Horticulture Tri-C Chapter (P.L.A.N.T.)
R.E.A.L. Men
Religious Clubs
Science Club
Sociology Club
Students In Free Enterprise (S.I.F.E.)
Student Newspaper, The Voice
Student Peace Alliance
Students for the Advancement of Respiratory Therapy Education
Surgical Technology Club
Theatre Club
Tri-C Entrepreneur Club
Tri-C West PSEOP Club
Veterans Today
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’s athletic programs are red, white and blue. The Tri-C team name 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.

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

The Eastern Campus indoor facilities include a gymnasium, swimming pool, weight training room, indoor track, multipurpose fitness room, dance studio, and locker and shower rooms.

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

The indoor facilities at the Western Campus include a fitness center, gymnasium, swimming pool, weight training room, locker and shower rooms. Outdoor facilities provided are an all-weather track, soccer fields, lighted baseball field and softball field.

Student and staff discounts are available at the Westlake Recreation Center and Westlake YMCA.

Student Newspaper, The Voice
Tri-C supports the student newspaper, The Voice, which publishes College-wide information and pages specific to each of the four campuses. If you are interested in joining the newspaper staff or contributing articles, contact the Student Life Office at the Eastern and Metropolitan campuses; and Student Life, Athletics and Recreation Office at the Western Campus.

Student Government
The student government is the voice of all Tri-C students. Each campus has a student government and the College-wide governing body, called the joint student council, comprises the president and vice president from each campus’ student government.

Students who demonstrate exceptional leadership ability may be recognized with special awards and stipends.
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 composed of units providing workforce programs that include advanced manufacturing, health care, Truck Driving Academy, Fire Academy (firefighter and EMT training), Public Safety Institute (police and private security training), Goldman Sachs 10,000 Small Businesses program, Job Link Services, and the Advanced Technology Academy and Youth Technology Academy.
FIRST YEAR EXPERIENCE

Welcome to the First Year Experience at Tri-C. Starting college is a major step, and Tri-C wants to help our new students start their educational career on the right path. The four major goals for FYE are:

- **CONNECT:** You will connect with College personnel, resources, and peers to build a campus community and support system.
- **ENGAGE:** You will be active in the College community and be responsible for your own learning and development.
- **PLAN:** You will explore your personal and career interests and plot out a course sequence for degree completion. Additionally, you will reflect on what it means to be a student and develop a success plan that will help you balance school and personal demands.
- **SUCCEED:** You will acquire the necessary skills, habits and resources to help you achieve your goals

The First Year Experience features a series of activities designed to help you succeed. They include:

- **New Student Orientation** (www.tri-c.edu/orientation)
- **New Student Convocation** (GEN 0010)
- **First Year Success Seminar** (GEN 1803)
- **Peer Mentoring**
- **Fast Forward** is Tri-C’s foundational learning program. Students who qualify for Fast Forward (based on COMPASS scores) may be required to follow this program before proceeding to future classes. Foundational courses are in math and/or English, and they must be started in the first semester at the College.
- **Bridges** are intensive courses designed to help students complete their math or English requirements faster and with greater success. Bridges may be required based on the student’s math and English COMPASS scores.

Throughout the following pages, we have provided you with a few tools that we believe will help you succeed throughout your time at Tri-C.
**TIME MANAGEMENT ASSESSMENT**

Estimate how many hours a week you spend on each task and fill it in the right-hand column.

*Maximum Hours: 24 hours per day/168 hours per week*

<table>
<thead>
<tr>
<th>ACTIVITY</th>
<th>HRS. PER WEEK</th>
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<tbody>
<tr>
<td><strong>Education</strong></td>
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<tr>
<td>Travel time to/from class</td>
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<tr>
<td>Regularly scheduled classes</td>
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<tr>
<td>Study/Review (2 hrs. per credit)</td>
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<td>Library, special projects</td>
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<tr>
<td>Class preparation (homework)</td>
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<tr>
<td><strong>Work</strong></td>
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<tr>
<td>Preparing for work</td>
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<td>Travel time to/from work</td>
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<td>Working</td>
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<td>Winding down from work</td>
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<td><strong>Personal</strong></td>
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<td>Dressing/personal grooming</td>
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<td>Preparing meals and eating</td>
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<td>Outside physical activity</td>
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<td>Family time</td>
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<td>Social activities</td>
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<td>Personal activities</td>
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<tr>
<td>Sleep</td>
<td></td>
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<tr>
<td>Other activities</td>
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</tbody>
</table>

**TOTAL HOURS USED:**

| Maximum Hours: | 168 |

*(Subtract total hours used from maximum hours)*

Think about each item carefully and decide how much time you need to spend on each item per day and per week.

After you have totaled up all the items that apply to you, see how much free time you have left each day and each week.
YOUR WEEKLY “TO DO” LIST

Instructions:

1. Make a list of the items you need to accomplish in a typical week.
2. After making the list, give each item a priority rating of now, soon or later.
3. Indicate the date when your item is due.
4. Indicate the date that you completed your item.

<table>
<thead>
<tr>
<th>PRIORITY</th>
<th>ITEM I NEED TO DO</th>
<th>DATE DUE</th>
<th>DATE COMPLETED</th>
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</table>
August 2014

MON 25  Fall Semester 2014 (16 Weeks) and Session A (First 8 Weeks) Begins

TUE 26

WED 27
<table>
<thead>
<tr>
<th>MON</th>
<th>TUE</th>
<th>WED</th>
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<tbody>
<tr>
<td><strong>1</strong></td>
<td>Labor Day – College Closed</td>
<td><strong>2</strong></td>
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</table>

**Labor Day – College Closed**
<table>
<thead>
<tr>
<th>Day</th>
<th>&quot;Where futures begin&quot;</th>
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<tbody>
<tr>
<td>THUR 4</td>
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<td>FRI 5</td>
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<td>SAT 6</td>
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<td>SUN 7</td>
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</table>
MON
8
Session O (14 Weeks) Begins

Last Day to Withdraw from Full Term (16 Wks) and Session A (First 8 Wks) with NO RECORD

TUE
9

WED
10
<table>
<thead>
<tr>
<th>Date</th>
<th>Notes</th>
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<tbody>
<tr>
<td>11</td>
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</table>
Last Day to Withdraw from Session O (14 weeks) with NO RECORD.
Incomplete Grades for Spring Semester 2014 and Summer Session 2014 will become “F” Grades
October 2014

THUR
2

FRI
3  Last Day to Withdraw from Session A
   (First 8 Weeks) Course with a “W” Grade

SAT
4

SUN
5
### October 2014

<table>
<thead>
<tr>
<th>MON</th>
<th>October 6-12, 2014</th>
<th>Priority registration begins for Spring Semester</th>
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<tr>
<td>Date</td>
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<tr>
<td><strong>THUR 9</strong></td>
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<tr>
<td><strong>FRI 10</strong></td>
<td>Academic Progress Reporting for Full Term (16 Weeks) Due</td>
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<td><strong>SAT 11</strong></td>
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<td><strong>SUN 12</strong></td>
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</table>
October 2014

October 13, 2014 - January 11, 2015
Registration for Spring Semester 2015
Deadline to Petition for Graduation in Fall 2014

Session A (First 8 Weeks) Ends
MON 20
Session B (Second 8 Weeks) Begins
Final Grades Due: Session A (First 8 Weeks)

WED 22
Grades Available (Session A) to Students
November 2014

<table>
<thead>
<tr>
<th>S</th>
<th>M</th>
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</table>

**MON**

3  Last Day to Withdraw from Session B  
(Second 8 Weeks) with NO RECORD

---

**TUE**

4

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**WED**

5
<table>
<thead>
<tr>
<th>Date</th>
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<tr>
<td>Nov 6</td>
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<td>Nov 7</td>
<td>Last Day to Withdraw from Full Term (16 Weeks) Course with a “W” Grade</td>
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<td>Nov 8</td>
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<td>Nov 9</td>
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November 2014

MON
10

TUE
11  Veterans Day - College Closed

WED
12
November 2014

MON
17

TUE
18

WED
19 Last Day to Withdraw from Session O (14 Weeks) Course with a “W” Grade
November 2014

MON 24

TUE 25 Last Day to Withdraw from Session B (Second 8 Weeks) Course with a “W” Grade

WED 26
November 2014

THUR 27
November 27-30, 2014
Thanksgiving Recess – College Closed

FRI 28

SAT 29

SUN 30

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111
December 8-14, 2014
Final Exam Week – Full Term
Fall Semester Full Term, Session B (Second 8 Weeks) and Session O (14 Weeks) End
December 2014

MON
15

TUE 16  Final Grades Due – Full Term, Session B (Second 8 Weeks) and Session O (14 Weeks)

WED 17  Fall Commencement
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December 2014

MON
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TUE
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WED
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December 24, 2014 - January 1, 2015
Winter Break – College Closed
## December 2014

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Where futures begin™

www.tri-c.edu
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MON
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TUE
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WED
7
MON
12 Spring Semester Full Term and Session A (First 8 Weeks) Begin

TUE
13

WED
14
January 2015

MON 19  Martin Luther King Jr. Day - College Closed

TUE 20

WED 21
MON
26 Session O (14 Weeks) Begins

TUE
27

WED
28 Last Day to Withdraw from Full Term (16 Weeks) and Session A (First 8 Weeks) with NO RECORD
THUR
29

FRI
30

SAT
31

SUN
1 FAFSA application due for Summer session
**February 2015**

**MON**

9  Last Day to Withdraw from Session O (14 Weeks) with NO RECORD

**TUE**

10

**WED**

11
Incomplete Grades for Fall Semester 2014 will become “F” Grades
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**February 2015**

**THUR**

19

**FRI**

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**SAT**

21

**SUN**

22
## February 2015

### MON 23

**Last Day to Withdraw from Session A (First 8 Weeks) Course with a “W” Grade**

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### TUE 24

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### WED 25

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### February/March 2015

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Session A (First 8 Weeks) Ends
Spring Break March 9 - 15, 2015 – No Classes Scheduled

March 9, 2015 – May 25, 2015

Registration for Summer Session 2015
March 2015

THUR
12

FRI
13

SAT
14  Academic Progress Reporting for Full Term (16 Weeks) Due

SUN
15
March 2015

MON
16  Session B (Second 8 Weeks) Begins

TUE
17

WED
18  Grades (Session A) available to students

Final Grades Due: Session A (First 8 Weeks)
March/April 2015

MON
30

Last Day to Withdraw from Session B
(Second 8 Weeks) with NO RECORD

TUE
31

WED
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**April 2015**

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**Deadline to petition for graduation in Spring 2015 and Summer 2015**
April 2015

MON 13

TUE 14

WED 15 Last Day to Withdraw from Full Term (16 Weeks) Course with a “W” Grade
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16

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**FRI**

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**SAT**

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**SUN**

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April 2015

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**Last Day to Withdraw from Session O (14 Weeks)**

Course with a “W” Grade
April 2015

**MON 27**

Last Day to Withdraw from Session B
(Second 8 Weeks) Course with a “W” Grade

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**TUE 28**

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**WED 29**

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May 2015

Where futures begin™

SM

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May 2015

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Final Grades Due: Full Term, Session B (Second 8 Weeks) and Session O (14 Weeks)
May 2015

THUR 14

FRI 15 Grades (Full Term, Session B and Session O) available to students

SAT 16

SUN 17
## May 2015

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**THUR**

21  **Commencement**

**FRI**

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**SAT**

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**SUN**

24
May 2015

MON
25  Memorial Day - College Closed

TUE
26  Summer Session Full Term (10 Weeks) and Session J (First 5 Weeks) Begin

WED
27

Memorial Day - College Closed

Summer Session Full Term (10 Weeks) and Session J (First 5 Weeks) Begin
June 2015

MON
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# June 2015

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*Where futures begin℠*

www.tri-c.edu
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**June 2015**

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June 2015

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FRI 19
Academic Progress Reporting for Full Term (10 Weeks) Due

SAT 20

SUN 21
Last Day to Withdraw from Session J (First 5 Weeks) Course with a "W" Grade
June 2015

MON

22 Last Day to Withdraw from Session L (8 Weeks) with NO RECORD

TUE

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June 2015

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THUR 25

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SAT 27

SUN 28  Session J (First 5 Weeks) Ends
Mon 29  Session K (Second 5 Weeks) Begins

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Tue 30

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Wed 1  Grades (Session J) available to students

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Final Grades Due: Session J (First 5 Weeks)
July 2015

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3 Independence Day - College Closed

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4 Independence Day

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### July 2015

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Last Day to Withdraw from Session K (Second 5 Weeks) with NO RECORD
Last Day to Withdraw from Full-Term (10 Weeks) Course with a “W” Grade
TUE 21  Last Day to Withdraw from Session L (8 Weeks) Course with a “W” Grade
## July 2015

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**THUR 23**  
Last Day to Withdraw from Session K  
(Second 5 Weeks) Course with a “W” Grade

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**FRI 24**

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**SAT 25**

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**SUN 26**

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Where futures begin<sup>SM</sup>  
www.tri-c.edu
Summer Session Full Term, Session K (Second 5 Weeks) and Session L (8 Weeks) End
Final Grades Due: Full Term, Session K (Second 5 Weeks) and Session L (8 Weeks)
Grades (Full Term, Session K and Session L) Available to Students
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**August 2015**
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August 2015

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**August 2015**

**THUR 27**

**FRI 28**

**SAT 29**

**SUN 30**

**MON 31**
Student E-mail Accounts on my Tri-C space!

All currently enrolled credit students can communicate with their professors, classmates and Tri-C offices through their own Tri-C e-mail accounts.

Here’s how to login to my Tri-C space:

• Username = your Tri-C ID number beginning with “S” (found on the front of your My Tri-C Card)

• Password = your current Technology Learning Center (TLC) password

• If you do not have a current TLC password, click on the Change, Reset or Create Password link. Then, enter your S# and select the Change Password button. Enter your birth date as your old password (m/d/yyyy), create and verify your new password and then press the Change button.

• Re-enter Username and the Password you just created.

For more information or for help with my Tri-C space, visit www.tri-c.edu/ask