Quick Reference Guide

Academic Affairs ...........................................................................................................................................................................Dr. Steve Wood
Administrative Affairs ......................................................................................................................................................................Dr. Donna Tipton-Rogers
Admissions ......................................................................................................................................................................................Lee Beal
College and Career Readiness (Basic Skills) .................................................................................................................................Susann West
College and Community Initiatives ...............................................................................................................................................Robert (Bo) Gray
Counseling ......................................................................................................................................................................................Lee Beal
Deans
  Executive Dean of Vocational and Business Technologies ........................................................................................................Scott Sherrill
  Dean of Humanities, Social Sciences, and Public Service Technologies ......................................................................................Lee Ann Hodges
  Dean of Math, Sciences, and Allied Health Technologies ........................................................................................................Ronnie Whitener
Developmental Education ...............................................................................................................................................................Dr. Steve Wood
Distance Learning ...............................................................................................................................................................................Linda Kressal
Economic and Workforce Development ........................................................................................................................................Paul Worley
Financial Affairs ..................................................................................................................................................................................Bill Vespasian
Financial Aid/Scholarships ..............................................................................................................................................................Diane Owl
Foundation ...................................................................................................................................................................................Dr. Donna Tipton-Rogers
Graham County Center ......................................................................................................................................................................Paul Worley
Human Resources/Employment .........................................................................................................................................................Sallie Baker
Information Highway .........................................................................................................................................................................Jason Outen
Instructional Effectiveness (Planning, Research, and Assessments) ...............................................................................................Dr. Steve Wood
Library/Audio Visual ........................................................................................................................................................................Rachel McLean
Marketing .......................................................................................................................................................................................Dotie Stafford-Ortega
Media Inquiries .............................................................................................................................................................................Robert (Bo) Gray
Online Classes/Distance Learning ................................................................................................................................................Cody Anderson
Parking Permits ................................................................................................................................................................................Business Office
Policies and Procedures .......................................................................................................................................................................Sallie Baker
Questions for the President ..............................................................................................................................................................Sallie Baker
Registration Payment .........................................................................................................................................................................Business Office
Resources and Development ..............................................................................................................................................................Roarke Arrowood
Small Business Center ......................................................................................................................................................................Kathryn Jenkins
Student Affairs ................................................................................................................................................................................Lee Beal
Technology ....................................................................................................................................................................................Jason Outen
Transcripts – Curriculum .................................................................................................................................................................Holly Hyde
Transcripts – Non-Curriculum .......................................................................................................................................................Lisa Hardin
Transfer Information .........................................................................................................................................................................Lee Beal
WebAdvisor .....................................................................................................................................................................................Cody Anderson
Website.......................................................................................................................................................................................Tipper Pressley
Faculty and Staff Directory

Steve Browning
Instructor - Mathematics
Attended Huntingdon College
B.C.E. - Auburn University
M.A.T., M.S.C.E. - University of West Alabama
West Building
828-835-4278
sbrowning@tricountycc.edu

Shannon Bryant
Curriculum Records and Reporting Specialist
A.A.S. - Tri-County Community College
Harper Building
828-835-4206
sbryant@tricountycc.edu

Justin Byers
Systems Administrator Back-up
A.A.S. - Tri-County Community College
McSwain Building
828-835-4265
jbyers@tricountycc.edu

Charles (Red) Carey
Interim Graham County Center Instructor - Welding
Diploma - Tri-County Community College
Graham County Center
828-479-9256
ccarey@tricountycc.edu

Jason Chambers
Dean of Planning and Research/Early College Liaison
Attended Tri-County Community College
A.A. - Young Harris College
A.B.J. - University of Georgia
M.A. Ed. - Western Carolina University
Ed.D. - Western Carolina University
Patterson Building
828-835-4297
jchambers@tricountycc.edu

Wesley K. Chastain
Systems Administrator/Data Base Manager
A.A.S. - Tri-County Community College
Certifications: A+, CNA
McSwain Building
828-835-4253
wchastain@tricountycc.edu

Allen Denny
Instructor - Criminal Justice
B.S. - Appalachian State University
M.S. – East Carolina University
McSwain Building
828-835-4243
adenny@tricountycc.edu

Katie Dockery
Financial Aid Technician
A.A.S. - Tri-County Community College
Harper Building
828-835-4260
kdockery@tricountycc.edu

Cody Anderson
Learning Management Systems Administrator
A.A.S. - Tri-County Community College
McSwain Building
828-835-4287
canderson@tricountycc.edu

Peggy Anderson
Technical Assistant for Technology
A.A.S. - Tri-County Community College
McSwain Building
828-835-4248 or 837-6810, ext. 4258
panderson@tricountycc.edu

Roarke Arrowood
Coordinator of Institutional Advancement
B.S. - Appalachian State University
McSwain Building
828-835-4305
rarrowood@tricountycc.edu

M.L. Bagwell
Continuing Education Specialist - Graham County Center
Certificate - Tri-County Community College
A.A.S. - Tri-County Community College
Graham County Center
828-479-9256
mbagwell@tricountycc.edu

Sallie Baker
Director of Human Resources
Executive Assistant to the President
Clayton State University
Harper Building
828-835-4202
sbaker@tricountycc.edu

Robert (Bobby) Barton
Coordinator of Fire and Rescue Training
Attended Tri-County Community College
B.S. – Western Carolina University
M.Ed. – Lincoln Memorial University
Enloe Building
828-835-4251
bbarton@tricountycc.edu

Lee Beal
Director of Enrollment Management
Attended Isothermal Community College
B.S. - Western Carolina University
M. Ed., Ed. Specialist - Lincoln Memorial University
Harper Building
828-835-4233
lbeal@tricountycc.edu
Robert (Robi) Elliott
IT Technician/NCH Coordinator
A.A.S. - Tri-County Community College
McSwain Building
828-835-4284
relliott@tricountycc.edu

Greta Farmer
Instructor - Medical Assisting
A.A.S. - Tri-County Community College
B.S. - Mars Hill College
Enloe Building
828-835-4247
gfarmer@tricountycc.edu

Susan M. Fowler
Instructor - Nursing Education
B.S.N. - Berea College
M.H.S. - Western Carolina University
Enloe Building
828-835-4252
sfowler@tricountycc.edu

Leon (Butch) Freeman
Instructor - History
Juris Doctor - Mercer University
M.A. - Valdosta State University
West Building
828-835-4228
lfreeman@tricountycc.edu

Julie Garner
Instructor - Developmental English
B.A. - University of Florida
M.A. Ed. - Western Carolina University
McSwain Building
828-835-4281
j garner@tricountycc.edu

Arlinda (Lindi) Gentry-Lechelt
Instructor - Psychology and Human Services
A.A.S. - Tri-County Community College
B.A. - Mars Hill College
M.A. of Science - Lee University
Nationally Board Certified Counselor
McSwain Building
828-835-4280
l gentry@tricountycc.edu

Robin Gibson
Instructor - Accounting
B.S. - Western Carolina University
M.B.A. - University of Phoenix
828-835-4231
rgibson@tricountycc.edu

Robert (Bo) Gray
Vice President for College and Community Initiatives
A.A. – St. Petersburg Junior College
B.S. – University of Florida
M. Div. – Trinity Evangelical Divinity School
Harper Building
828-835-4222
bgray@tricountycc.edu

Julia Hall
Payroll/Accounting Technician
B.A. - University of Tennessee
Harper Building
828-835-4285
jhall@tricountycc.edu

Byron Hampton
Maintenance/Custodian
A.A.S. - Tri-County Community College
828-837-6810
bhampton@tricountycc.edu

Lisa Hardin
Coordinator of Non-Curriculum Records and Reports
A.A.S. - Tri-County Community College
Harper Building
828-835-4257
lhardin@tricountycc.edu

Tonya Harris
Cashier/Accounting Technician
A.A.S. - Tri-County Community College
Harper Building
828-835-4276
tharris@tricountycc.edu

Kelly Hembree
Coordinator of Career Services Center and HRD Program
B.A. - University of North Carolina - Asheville
M.A. of Science - University of West Alabama
McSwain Building
828-835-4291
k hembree@tricountycc.edu

Melvin Hicks
Maintenance/Custodian
A.A.S. - Tri-County Community College
828-837-6810
mhicks@tricountycc.edu

Trevis Hicks
Instructor - Information Systems / Networking Technology
A.A.S. - Tri-County Community College
B.S.B.A. - Western Carolina University
CCNA, CCAI, A+
McSwain Building
828-835-4235
thicks@tricountycc.edu
Richard Hincke  
Instructor - Mathematics  
B.S. - University of Tennessee  
M.A. - Appalachian State University  
West Building  
828-835-4274  
rhincke@tricountycc.edu

Lee Ann Hodges  
Dean of Humanities, Social Science, and Public Service  
Instructor - English  
B.A., M.A. Ed. - Western Carolina University  
McSwain Building  
828-835-4269  
lhodges@tricountycc.edu

Lauren (Debbie) M. Hogan  
Instructor - Nursing Education  
B.S.N., M.H.S. - Western Carolina University  
Enloe Building  
828-835-4246  
dhogan@tricountycc.edu

Kimberly G. Holloway  
Instructor - Office Systems Technology (Full-time Temporary)  
Diploma and A.A.S. - Tri-County Community College  
B.B.A. - Montreat College  
McSwain Building  
828-835-4271  
kholloway@tricountycc.edu

Ginger B. Hubbard  
Payroll and Purchasing Specialist  
A.B.A. - Southwestern Community College  
Harper Building  
828-835-4214  
ghubbard@tricountycc.edu

Holly Hyde  
Registrar - Curriculum  
B.S. - University of North Carolina - Asheville  
M.B.A. - American InterContinental University  
Harper Building  
828-835-4219  
hhyde@tricountycc.edu

Angela Jaco  
College and Career Readiness Program Coordinator  
B.S. and M.S. - Southern Illinois University at Carbondale  
Crisp Building  
828-835-4256  
ajaco@tricountycc.edu

Kathryn Jenkins  
Director of Small Business Center  
A.B. - University of Georgia  
Center for Applied Technology  
828-835-9564  
kjenkins@tricountycc.edu

Amy Johnson  
Instructor - History  
A.A. - Valencia Community College  
B.A. - University of Central Florida  
M.L.S. - Fort Hays State University  
McSwain Building  
828-835-4223  
ajohnson@tricountycc.edu

Phil Jones  
Instructor - Computer Integrated Machining  
A.S. - Young Harris College  
Diploma - North Georgia Tech Center for Applied Technology  
828-835-9564, ext. 202  
pjones@tricountycc.edu

Ray Kaylor  
Instructor - Art  
B.F.A. - Western Carolina University  
M.F.A. - East Carolina University  
Graham County Center  
828-479-9256  
rkaylor@tricountycc.edu

Lisa Keener  
Graham County Center Student Liaison/Instructor - Developmental Education  
A.A. - Tri-County Community College  
B.S. - Western Carolina University  
Graham County Center  
828-479-9256  
lkeener@tricountycc.edu

Helen M. Kilpatrick  
Human Resources Assistant  
B.S.B.A. - Western Carolina University  
Harper Building  
828-835-4201  
hkilpatrick@tricountycc.edu

Linda Kressal  
Dean of Learning Resources  
A.A. - Palm Beach Community College  
B.A. - University of Florida  
M.L.S. - Emory University  
Dr. Carl D. Dockery Library/Media Center  
McSwain Building  
828-835-4288  
lkressal@tricountycc.edu

Brian Lambert  
Maintenance/Custodian  
828-837-6810  
blambert@tricountycc.edu

Candice Laney  
Instructor - Nursing  
A.A.S. - Tri-County Community College  
B.S.N. and M.S.N. - Western Carolina University  
Enloe Building  
828-835-4232  
claney@tricountycc.edu
Jeff Ledford  
Coordinator of Emergency Medical Training  
B.S. - University of Memphis  
B.S.N. - Winston-Salem State University  
West Building  
828-835-4227  
jledford@tricountycc.edu

Joan Ledford  
Instructor - Health Sciences  
B.A. - Ithaca College  
Physician Assistant Certification - Wake Forest University  
M.H.S. - Western Carolina University  
Enloe Building  
828-835-4283  
jfledford@tricountycc.edu

Pauline Ledford  
Head - Cosmetology Program / Instructor - Cosmetology  
Diploma - Tri-County Community College  
Cosmetology/Instructor License  
Crisp Building  
828-835-4234 or 828-835-4317  
pledford@tricountycc.edu

Suzann Ledford  
Instructor - English  
Attended Tri-County Community College  
B.A. - Mars Hill College  
M.A. - Appalachian State University  
McSwain Building  
828-835-4216  
sledford@tricountycc.edu

Lisa Thompson Long  
Director of Community Outreach  
A.A.S. - Tri-County Community College  
B.B.A. - American InterContinential University  
M.Ed. - American InterContinential University  
Harper Building  
828-837-6810, ext. 4241 or 828-835-4313  
lthompson@tricountycc.edu

Samantha Major  
Coordinator of Recruitment and Retention  
B.S. - Western Carolina University  
Harper Building  
828-835-4203  
smajor@tricountycc.edu

Keith Marcus  
Instructor - Automotive Technology  
Diploma, Nashville Auto Diesel College  
A.A.S. - Tri-County Community College  
A.S.E. Certified  
Automotive Technology Center  
828-835-4250  
kmarcus@tricountycc.edu

Melissa Mariano  
Receptionist  
A.A.S. - Tri-County Community College  
Harper Building  
828-837-6810 or 828-835-4200  
mmariano@tricountycc.edu

Gina McCabe  
Instructor - Information Systems/Networking Technology  
A.A.S. - Tri-County Community College  
B.S.B.E. - East Carolina University  
CNA(3-5), CCNE(3-5), CCNA, NAI(3-5), CCAI  
McSwain Building  
828-835-4266  
gmccabe@tricountycc.edu

Kathy McConnell  
Enrollment Management Technician  
Certificate - Tri-County Community College  
Harper Building  
828-837-6810, ext. 4221 or 828-835-4315  
kmconnell@tricountycc.edu

Janet McDougall  
Computer Technician – GCC  
B.S. - Biola College  
Graham County Center  
828-479-9256  
jmdougall@tricountycc.edu

Rachel McLean  
Coordinator - Library Services  
A.A.S. - Tri-County Community College  
B.S.B.E. - East Carolina University  
M.L.I.S. - North Carolina Central University  
Dr. Carl D. Dockery Library/Media Center  
McSwain Building  
828-837-6810, ext. 4218 or 828-835-4314  
rmlclean@tricountycc.edu

Tim Nicholson  
Coordinator of Facility Services  
Attended Tri-County Community College  
B.S. - Western Carolina University  
Harper Building  
828-835-4261  
tnicholson@tricountycc.edu

Jason Outen  
Director of Computing and Information Management  
A.A.S. - Tri-County Community College  
B.S.C.S - Strayer University  
M.S. - East Carolina University  
CNA, CCNA, NET+, CIA, MOS  
McSwain Building  
828-835-4229 or 828-837-6810, ext. 4258  
jouten@tricountycc.edu
Judy L. Owenby
Purchasing Agent/Equipment Coordinator
Assistant to the President for Special Events
A.A.S. - Tri-County Community College
B.B.A. - Montreat College
Harper Building
828-835-4212
jowenby@tricountycc.edu

Diane Owl
Director of Financial Aid
A.A. - Tri-County Community College
A.A.S. - Tri-County Community College
B.B.A. – Montreat College
Harper Building
828-835-4220
dowl@tricountycc.edu

Robin Panter
Instructor - Evening Cosmetology Program
Attending Tri-County Community College
Cosmetology/Instructor License
Crisp Building
828-835-4282
rpanter@tricountycc.edu

Karina Passmore
Workforce Coordinator
B.A. - Ashford University
Center for Applied Technology
828-835-9564
kpassmore@tricountycc.edu

Robert M. Payne
Enrollment Management Specialist
B.A. - University of North Carolina - Asheville
Harper Building
828-835-4225
rmpayne@tricountycc.edu

Jason Penley
Head - Welding Program / Instructor - Welding
A.A.S. - Tri-County Community College
Diploma – Tri-County Community College
West Building
828-835-4249
jpenley@tricountycc.edu

Tipper Pressley
Web and Social Media Specialist
A.A.S. (2 Degrees) - Tri-County Community College
McSwain Building
828-835-4310
tpressley@tricountycc.edu

Matt Pressley
Maintenance/Custodian
Attended Haywood Community College
828-837-6810
mattpressley@tricountycc.edu

Deborah Raper
Coordinator/Instructor of Health Occupations Training
A.S.N. - Hillsborough Community College
West Building
828-835-4293
draper@tricountycc.edu

Kathy D. Rathbone
Instructor - Business Administration
A.A. - Tri-County Community College
B.A. - University of North Carolina - Asheville
M.B.A. - Western Carolina University
McSwain Building
828-835-4244
k Rathbone@tricountycc.edu

Dulcie Riffle
Instructor - Early Childhood Education
Attended University of Connecticut and Fairfield University
B.A. - Florida Atlantic University
M.A. - Nova University
West Building
828-835-4273
driffle@tricountycc.edu

Sherry Robertson
Controller
B.B.A. — North Georgia College and State University
M.Tx. — Georgia State University
Harper Building
828-835-4289
srobertson@tricountycc.edu

Scott Sherrill
Executive Dean of Vocational and Business Technologies
Instructor - Information Systems Technology
Attended Tri-County Community College
B.S.B.A., M.B.A. - Western Carolina University
NCNI, NSNS, MOUS-Excel, NetPrep 1-4
McSwain Building
828-835-4268
ssherrill@tricountycc.edu

Dotie Stafford-Ortega
Marketing and Communications Specialist
A.A.S. - Tri-County Community College
B.B.A. - Montreat College
M.Ed. – Jones International University
McSwain Building
828-835-4208
dstafford@tricountycc.edu

Robin Stevenson
Non -Curriculum Records and Reporting Specialist
B.S. – Lebanon Valley College
Harper Building
828-835-4302
rstevenson@tricountycc.edu
Kathryn Lea Temple  
Instructor - English  
Attended Tri-County Community College  
B.A., B.S. - Western Carolina University  
Development Education Specialist -  
Kellogg Institute at Appalachian State University  
M.A. - California State University  
Enloe Building  
828-835-4224  
ktemple@tricountycc.edu

Ronnie Whitener  
Dean of Math, Science, and Allied Health  
Instructor - Chemistry  
B.S., M.S. - Western Carolina University  
Enloe Building  
828-835-4279  
rwhitener@tricountycc.edu

Charlene Waldroup Wood  
Assistant to the President for Graham County Operations  
A.A. - Tri-County Community College  
Graham County Center  
828-479-9256  
cwood@tricountycc.edu

Stephen D. Wood  
Vice President for Instruction and Institutional Effectiveness  
B.A., M.A., Ph.D. - University of Georgia  
Harper Building  
828-835-4254  
swood@tricountycc.edu

Retired Senior Administrators  
Emeritus

The following have been awarded Emeritus status from the Board of Trustees of Tri-County Community College:

K. David Jones  
Vice President of Administrative Services

F. David Slagle  
Vice President of Planning & Institutional Research
How to Access Your Email Account

Your Email Account
As an enrolled student, you have been given a Tri-County email account. To access that account you need to open the browser (probably Internet Explorer) on your computer. In the address bar at the top of the screen, type the address webmail.tricountycc.edu and then hit the enter key. This brings you to the opening page of our student email server. Click on the go button.

Logging into your Email Account
You are now asked for your username and password. Your username is the first four letters of your last name plus the last four digits of your student ID number.

Example 1 — Suppose my last name is Smith and my Student ID number is 1234567. My username would be smit4567.

Example 2 — Suppose my last name is Carpenter and my student ID number is 9876543. My username would be Carp6543.

The initial password for everyone is changeme. Click on the login button to view your email.

Changing Your Email Password
We suggest that you change your password so that others cannot access your account. To change the password, sign on to your account using the provided password. Then click on the middle button at the top of the screen. Type your old password (changeme) on the first line. Type your new password on the next two lines. Click “Save.”

Closing Your Email
When you are ready to leave your email account, always click on the third button at the top of the screen (the arrow that points to the left). This will close your account so others cannot access it. Enjoy your email account.

Student Instructions for Using the Wireless Network

Accessing the Wireless Network
If your computer uses a special program that you prefer, feel free to use that program. The following instructions use the basic wireless utility.

1. Right-click on the wireless network connection icon denoted by your particular operating system.
2. Left-click on “View Available Wireless Networks.”
3. Select “Open User” and click on “Connect.” You may be warned that this is not a secure network. Click on “Connect Anyway.”
4. Next click on your Internet browser program. You should immediately receive a message advising that there is a problem with the security certificate of the web site you have selected. Select “Continue to this web site (not recommended).”
5. The next screen will welcome you to the Tri-County Wireless Network and explain that this is an open network without security. Select “Click Here to Access the Internet.”

If you have problems accessing our wireless network, you can call (828) 837-6810 or email relliott@tricountycc.edu or jouten@tricountycc.edu. You may also find other email tips and helpful instructions on the web at: http://user101.tricountycc.edu/email/.
Catalog Index

A

About TCCC ............................................................1-12
Academic Advisors ........................................................22
Academic Calendar .........................................................4
Academic Freedom Policy .............................................60
Academic Forgiveness Policy .........................................64
Academic Honors ..........................................................27
Academic Probation ......................................................27
Academic Programs and Degrees ....................................7
Academic Progress and Standing ..................................27
Academic Related (ACA) ....................................142-143
Academic Support ...................................................39-50
Academic Support Centers ............................................42
Accreditation Statement ..................................................1
ACCOUNTING ..........................................................80
Accounting (ACC) ..............................................143-144
Admissions ....................................................................14
Admissions, Registration and Graduation ...............13-28
Adult Basic Education (ABE) .......................................41
Adult Basic Skills Program ...........................................40-41
AIDS and Other Contagious Diseases Policy ...............62
AIR CONDITIONING, HEATING AND
REFRIGERATION TECHNOLOGY .............................81
Air Conditioning, Heating and Refrigeration (AHR).....
144-146
Alpha Beta Gamma .......................................................48
Alternative Transportation Technology (ATT) ..........149
Animal Assisted Interactions (AAI) .............................142
Anthropology (ANT) ..................................................147
AP Credit and CLEP Credit ............................................64
Appeals Procedure for Non-Academic Matters ...... 57-58
Appeals Procedure for Academic Matters ...............58
Application Process ......................................................57-58
Architecture (ARC) ....................................................147
Art (ART) ...................................................................147-148
ASSOCIATE IN GENERAL EDUCATION
(A.G.E.) ........................................................................82
Astronomy (AST) ...........................................................148-149
Attendance Policy .........................................................24
Audit/Non-Degree Students .........................................16
Automation and Robotics (ATR) .................................149
Automotive (AUT) ...................................................... 149-152
AUTOMOTIVE SYSTEMS TECHNOLOGY .................84
AUTOMOTIVE SYSTEMS TECHNOLOGY
DIPLOMA ......................................................................85

B

Basic Math and Language Arts Refresher .....................41
Board of Trustees ....................................................... 5
Bookstore ......................................................................43
Bookstore Refunds ........................................................21
Biology (BIO) ..............................................................152-155
Blueprint Reading (BPR) .............................................155
Brush-up Courses and Developmental Education ...... 42
BUILDING CONSTRUCTION TECHNOLOGY ............86
BUSINESS ADMINISTRATION .....................................87
BUSINESS ADMINISTRATION – CUSTOMER
SERVICE ........................................................................88
BUSINESS ADMINISTRATION – CUSTOMER
SERVICE CERTIFICATE .............................................89
BUSINESS ADMINISTRATION –
ENTREPRENEURSHIP CERTIFICATE ......................89
BUSINESS ADMINISTRATION – SHOOTING
AND HUNTING SPORTS MANAGEMENT
CERTIFICATE ..............................................................89
Business (BUS) ..............................................................155-156

C

Career and College Promise ........................................17-18
Career and Community Education 8, 40-41, 71-76
Career and Community Education Policies .................73
Career KEYS ...............................................................79
Career Readiness Certification ....................................75
Cellphone Policy ...........................................................69
Certified Nursing Assistant .........................................74
Continuing Education Units .........................................73
Chemistry (CHM) .........................................................157-158
Chief Executive Officers .............................................. 5
Civil Engineering and Geomatic (CEG) .........................157
Clinical and Co-op Students/Faculty Criminal
Background Check/Drug Testing ..................................69
<table>
<thead>
<tr>
<th>Course Area</th>
<th>Pages</th>
</tr>
</thead>
<tbody>
<tr>
<td>College and Career Readiness</td>
<td>40</td>
</tr>
<tr>
<td>College Tech Prep</td>
<td>16</td>
</tr>
<tr>
<td>COLLEGE TRANSFER</td>
<td>90</td>
</tr>
<tr>
<td>ASSOCIATE IN ARTS</td>
<td>91-94</td>
</tr>
<tr>
<td>ASSOCIATE IN SCIENCE</td>
<td>95-98</td>
</tr>
<tr>
<td>Communication (COM)</td>
<td>162-163</td>
</tr>
<tr>
<td>Community Enrichment Courses</td>
<td>73</td>
</tr>
<tr>
<td>Computer Information Systems (CIS)</td>
<td>158</td>
</tr>
<tr>
<td>COMPUTER INFORMATION TECHNOLOGY</td>
<td>100</td>
</tr>
<tr>
<td>Computer Information Technology (CTS)</td>
<td>167-169</td>
</tr>
<tr>
<td>COMPUTER INTEGRATED MACHINING</td>
<td>101</td>
</tr>
<tr>
<td>Computer Science (CSC)</td>
<td>166-167</td>
</tr>
<tr>
<td>Construction (CST)</td>
<td>165-166</td>
</tr>
<tr>
<td>Construction Management (CMT)</td>
<td>161</td>
</tr>
<tr>
<td>Cooperative Education (COE)</td>
<td>162</td>
</tr>
<tr>
<td>COSMETOLOGY</td>
<td>102</td>
</tr>
<tr>
<td>Cosmetology (COS)</td>
<td>163-165</td>
</tr>
<tr>
<td>COSMETOLOGY INSTRUCTOR</td>
<td>103</td>
</tr>
<tr>
<td>Course Descriptions</td>
<td>141-234</td>
</tr>
<tr>
<td>Course Load</td>
<td>16</td>
</tr>
<tr>
<td>Course Repetition Policy</td>
<td>65</td>
</tr>
<tr>
<td>Course Substitution and Course Waiver</td>
<td>23</td>
</tr>
<tr>
<td>Credit by Examination</td>
<td>65</td>
</tr>
<tr>
<td>Crime Awareness and Campus Security</td>
<td>68</td>
</tr>
<tr>
<td>CRIMINAL JUSTICE</td>
<td>104</td>
</tr>
<tr>
<td>Criminal Justice (CJC)</td>
<td>159-161</td>
</tr>
<tr>
<td>CULINARY ARTS</td>
<td>105</td>
</tr>
<tr>
<td>Culinary Arts (CUL)</td>
<td>169-171</td>
</tr>
<tr>
<td>Customer Service Technology (CSV)</td>
<td>166</td>
</tr>
<tr>
<td>Customized Training</td>
<td>75</td>
</tr>
<tr>
<td>Drafting (DFT)</td>
<td>173</td>
</tr>
<tr>
<td>Drug and Alcohol Policy</td>
<td>61</td>
</tr>
<tr>
<td>EARLY CHILDHOOD EDUCATION</td>
<td>106</td>
</tr>
<tr>
<td>Economics (ECO)</td>
<td>179</td>
</tr>
<tr>
<td>Economic and Workforce Development</td>
<td>75</td>
</tr>
<tr>
<td>Ed2Go Online Classes</td>
<td>73</td>
</tr>
<tr>
<td>Education (EDU)</td>
<td>180-185</td>
</tr>
<tr>
<td>ELECTRICAL ENGINEERING TECHNOLOGY</td>
<td>108</td>
</tr>
<tr>
<td>ELECTRICAL SYSTEMS TECHNOLOGY</td>
<td>109</td>
</tr>
<tr>
<td>Electricity (ELC)</td>
<td>185-188</td>
</tr>
<tr>
<td>Electronics (ELN)</td>
<td>188</td>
</tr>
<tr>
<td>Emergency Contact of Students</td>
<td>65</td>
</tr>
<tr>
<td>EMERGENCY MEDICAL SCIENCE (Curriculum)</td>
<td>110</td>
</tr>
<tr>
<td>Emergency Medical Science (EMS)</td>
<td>188-190</td>
</tr>
<tr>
<td>EMERGENCY MEDICAL SCIENCE DIPLOMA</td>
<td>111</td>
</tr>
<tr>
<td>Emergency Medical Sciences (Career and Community Education)</td>
<td>74</td>
</tr>
<tr>
<td>Engineering (EGR)</td>
<td>185</td>
</tr>
<tr>
<td>English as a Second Language (ESL)</td>
<td>41</td>
</tr>
<tr>
<td>English (ENG)</td>
<td>190-193</td>
</tr>
<tr>
<td>ENTREPRENEURSHIP</td>
<td>112</td>
</tr>
<tr>
<td>Entrepreneural (ETR)</td>
<td>193</td>
</tr>
<tr>
<td>ESTHETICS</td>
<td>114</td>
</tr>
<tr>
<td>D</td>
<td></td>
</tr>
<tr>
<td>Database Management Technology (DBA)</td>
<td>171-173</td>
</tr>
<tr>
<td>Defensive Driving</td>
<td>74</td>
</tr>
<tr>
<td>Developmental Mathematics (DMA)</td>
<td>174-175</td>
</tr>
<tr>
<td>Developmental Reading/English (DRE)</td>
<td>177-179</td>
</tr>
<tr>
<td>Digital Media Technology (DME)</td>
<td>175-177</td>
</tr>
<tr>
<td>Disabilities, Services for Students with</td>
<td>43</td>
</tr>
<tr>
<td>Disciplinary Appeals Procedure</td>
<td>56-57</td>
</tr>
<tr>
<td>Discipline Procedure</td>
<td>54-55</td>
</tr>
<tr>
<td>Distance Learning</td>
<td>41, 46-47</td>
</tr>
<tr>
<td>Dr. Carl D. Dockery</td>
<td>45</td>
</tr>
<tr>
<td>Drama/Theatre (DRA)</td>
<td>174, 177</td>
</tr>
</tbody>
</table>

**E**

- **Early Childhood Education** 106
- **Economics (ECO)** 179
- **Economic and Workforce Development** 75
- **Ed2Go Online Classes** 73
- **Education (EDU)** 180-185

**F**

- **Faculty Advisor** 21
- **Faculty and Staff Directory** 237-242
- **Federal Supplemental Educational Opportunity Grant (FSEOG)** 31
- **Federal Work-Study Program** 31
- **Field Trips** 65
- **Financial Aid Information** 29-38
- **Financial Aid Process** 33-38
- **Fire and Rescue Training** 74
- **Foundation, TCCC** 9
- **French (FRE)** 194
General Reference

G
General Education Philosophy ........................................ 10
General Reference .................................................. 235-252
Geology (GEL) ...................................................... 194
Geography (GEO) .................................................. 194
Grading System ...................................................... 26-27
Grade Changes ....................................................... 64
Graduation Requirements ......................................... 28
Graduation Honors .................................................. 28

H
Health and Public Safety ............................................ 74
Health Services ....................................................... 43
Health (HEA) ........................................................ 194
High School Equivalency Diploma ............................ 41
History (HIS) ..................................................... 195-197
History of Tri-County Community College ............... 6
Home Schooled Students ........................................ 16
HOSPITALITY MANAGEMENT .......................... 115
Hotel and Restaurant Management (HRM) ............... 198
Human Resources Development (HRD) .................... 75
Human Services (HSE) ........................................... 198
HUMAN SERVICES TECHNOLOGY .................... 116
HUMAN SERVICES TECHNOLOGY - ANIMAL
ASSISTED INTERACTIONS ................................. 117
HUMAN SERVICES TECHNOLOGY -
ANIMAL ASSISTED INTERACTIONS
CERTIFICATE ................................................... 118
HUMAN SERVICES TECHNOLOGY -
SOCIAL SERVICES ......................................... 119
Humanities (HUM) .............................................. 199-201

I
Inclement Weather Policy ......................................... 66
Incomplete Grade .................................................. 26
Independent Study ................................................. 64
Industrial Science (ISC) ........................................ 201
Information Systems Security (SEC) ....................... 226-227
Instructional Evaluation by Student ......................... 67
Intellectual Property Policy ................................... 60-61
Intellectually Gifted Under 16 Years Old ................. 16
Italian (ITA) ..................................................... 201

J
Journalism (JOU) .................................................. 201

L
Law Enforcement/Detention/Telecommunications
Training ............................................................ 74
Library/Media Center ........................................... 44

M
Machining Technology (MAC) ............................ 202-203
MANICURE AND NAIL TECHNOLOGY ................. 120
Maps .................................................................... 243-245
Marketing and Retailing (MKT) ............................ 210-211
Mathematics (MAT) ........................................... 203-209
Mechanical (MEC) ............................................ 209
MEDICAL ASSISTING ........................................ 122
Medical Assisting (MED) .................................. 209-210
MEDICAL ASSISTING DIPLOMA ..................... 123
MEDICAL OFFICE ADMINISTRATION ................... 124
Mission Statement ................................................ 5
Music (MUS) ..................................................... 211-212

N
National Technical Honor Society ......................... 49
Networking Technology (NET) ............................ 212-214
Networking Operating Systems (NOS) ................... 214-216
Non-degree Students ......................................... 16
North Carolina Childcare Grant ......................... 31
North Carolina Community College Grant
(NCCCG) ......................................................... 31
North Carolina Education Lottery Scholarship ........ 31
NURSING .......................................................... 125-127
Nursing (NUR) ................................................... 216-217
Nutrition (NUT) ............................................... 217

O
Occupational Training ............................................ 75
OFFICE ADMINISTRATION ................................. 128
OFFICE ADMINISTRATION CERTIFICATE .......... 129
OFFICE ADMINISTRATION - LEGAL .................. 130
OFFICE ADMINISTRATION - LEGAL
CERTIFICATE ................................................... 131
Office Systems Technology (OST) ....................... 217-219
<table>
<thead>
<tr>
<th>Chapter</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Online Attendance Policy</td>
<td>46</td>
</tr>
<tr>
<td>Online Classes</td>
<td>46</td>
</tr>
<tr>
<td>Orientation</td>
<td>15</td>
</tr>
<tr>
<td>Organizations and Clubs</td>
<td>48-49</td>
</tr>
<tr>
<td>Other Student Categories</td>
<td>16</td>
</tr>
<tr>
<td><strong>P</strong></td>
<td></td>
</tr>
<tr>
<td>Pell Grant</td>
<td>31</td>
</tr>
<tr>
<td>Performance Measures</td>
<td>9</td>
</tr>
<tr>
<td>Personal Counseling</td>
<td>42</td>
</tr>
<tr>
<td>Phi Theta Kappa</td>
<td>49</td>
</tr>
<tr>
<td>Philosophy (PHI)</td>
<td>221-222</td>
</tr>
<tr>
<td>Physical Education (PED)</td>
<td>219-221</td>
</tr>
<tr>
<td>Physics (PHY)</td>
<td>222-223</td>
</tr>
<tr>
<td>Placement</td>
<td>15</td>
</tr>
<tr>
<td>Political Science (POL)</td>
<td>223-224</td>
</tr>
<tr>
<td>Pre-requisite/Co-requisite Waiver</td>
<td>23</td>
</tr>
<tr>
<td>President’s Message</td>
<td>3</td>
</tr>
<tr>
<td>Program Requirements</td>
<td>23</td>
</tr>
<tr>
<td>Programs of Study</td>
<td>77-140</td>
</tr>
<tr>
<td>Provisional Students</td>
<td>19</td>
</tr>
<tr>
<td>Psychology (PSY)</td>
<td>224-225</td>
</tr>
<tr>
<td>Public Access Computers</td>
<td>76</td>
</tr>
<tr>
<td><strong>Q</strong></td>
<td></td>
</tr>
<tr>
<td>Quick Reference Guide</td>
<td>236</td>
</tr>
<tr>
<td><strong>R</strong></td>
<td></td>
</tr>
<tr>
<td>Readmission to a Course</td>
<td>25</td>
</tr>
<tr>
<td>Readmission to the College</td>
<td>15</td>
</tr>
<tr>
<td>Real Estate Licensing</td>
<td>75</td>
</tr>
<tr>
<td>Refunds</td>
<td>20-21</td>
</tr>
<tr>
<td>Registering for Classes</td>
<td>21</td>
</tr>
<tr>
<td>Release of Student Information</td>
<td>63</td>
</tr>
<tr>
<td>Religion (REL)</td>
<td>225-226</td>
</tr>
<tr>
<td>Request for Privacy Flag</td>
<td>63</td>
</tr>
<tr>
<td>Residency</td>
<td>14</td>
</tr>
<tr>
<td><strong>S</strong></td>
<td></td>
</tr>
<tr>
<td>Sanctions</td>
<td>55</td>
</tr>
<tr>
<td>Satisfactory Academic Progress</td>
<td>33-34</td>
</tr>
<tr>
<td>Scholarships</td>
<td>32</td>
</tr>
<tr>
<td>SCHOOL-AGE EDUCATION</td>
<td>132</td>
</tr>
<tr>
<td>Science (SCI)</td>
<td>226</td>
</tr>
<tr>
<td>Secondary Majors</td>
<td>24</td>
</tr>
<tr>
<td>Senior Citizen Students</td>
<td>19</td>
</tr>
<tr>
<td>Services for Students with Disabilities</td>
<td>43</td>
</tr>
<tr>
<td>Sexual Harassment Policy</td>
<td>61</td>
</tr>
<tr>
<td>Shooting/Hunting Sports Management (SSM)</td>
<td>228-229</td>
</tr>
<tr>
<td>Small Business Center</td>
<td>76</td>
</tr>
<tr>
<td>Smoke-free Environment Policy</td>
<td>61</td>
</tr>
<tr>
<td>Social Work (SWK)</td>
<td>229</td>
</tr>
<tr>
<td>Sociology (SOC)</td>
<td>227-228</td>
</tr>
<tr>
<td>Solomon Amendment</td>
<td>63</td>
</tr>
<tr>
<td>Spanish (SPA)</td>
<td>228</td>
</tr>
<tr>
<td>Special Academic Needs</td>
<td>42</td>
</tr>
<tr>
<td>Special Credit Students</td>
<td>19</td>
</tr>
<tr>
<td>Special Credits</td>
<td>64-65</td>
</tr>
<tr>
<td>Standards of Student Conduct</td>
<td>53-54</td>
</tr>
<tr>
<td>Student Acceptable Use of Information Technology</td>
<td></td>
</tr>
<tr>
<td>Resources Policy</td>
<td>54-60</td>
</tr>
<tr>
<td>Student Email</td>
<td>46</td>
</tr>
<tr>
<td>Student Government Association</td>
<td>49</td>
</tr>
<tr>
<td>Student Lounge</td>
<td>43</td>
</tr>
<tr>
<td>Student Parking</td>
<td>65</td>
</tr>
<tr>
<td>Student Records</td>
<td>62, 64</td>
</tr>
<tr>
<td>Student Records and Grade Changes</td>
<td>64</td>
</tr>
<tr>
<td>Student Rights, Standards of Student Conduct</td>
<td></td>
</tr>
<tr>
<td>Discipline, Appeal and Grievance Procedures</td>
<td>51-70</td>
</tr>
<tr>
<td>Student Rights</td>
<td>52</td>
</tr>
<tr>
<td>Student Right-to-Know Information</td>
<td>67</td>
</tr>
<tr>
<td>Student Success Center</td>
<td>42</td>
</tr>
<tr>
<td>Sustainability Technologies (SST)</td>
<td>229</td>
</tr>
<tr>
<td><strong>T</strong></td>
<td></td>
</tr>
<tr>
<td>Table of Contents</td>
<td>2</td>
</tr>
<tr>
<td>Targeted Assistance</td>
<td>32</td>
</tr>
<tr>
<td>Tau Upsilon Alpha</td>
<td>49</td>
</tr>
<tr>
<td>Teacher Training</td>
<td>75</td>
</tr>
<tr>
<td>Telephone Use</td>
<td>65</td>
</tr>
<tr>
<td>Tests and Examinations</td>
<td>64</td>
</tr>
<tr>
<td>THERAPEUTIC MASSAGE</td>
<td>134-135</td>
</tr>
<tr>
<td>Therapeutic Massage (MTH)</td>
<td>211</td>
</tr>
</tbody>
</table>
General Reference

Transcripts ................................................................. 63
Transportation Technology (TRN) .......................... 229-231
Transfer Information ............................................. 19-20
Tri-County Early College High School .................... 8
Tuition and Expenses ............................................ 20-21
Tutoring and Supplemental Instruction ................. 42

U
Unit of Credit .......................................................... 26

V
Visitors and Campus Tours .................................... 65

W
Waiver, Pre-requisite/Co-requisite .......................... 23
Waiver, Course Substitution and Course ............... 23
WebAdvisor ............................................................ 23, 46-47
WEB TECHNOLOGIES ........................................... 136
Web Technologies (WEB) ...................................... 231-233
WELDING TECHNOLOGY ...................................... 138-139
Welding (WLD) ..................................................... 233-234
Wireless Network ................................................... 246
Withdrawal from Course ...................................... 25
Withdrawal, Return of Title IV Funds .................... 25
Work-Based Study (WBL) ..................................... 231
Work-Study Program ............................................. 31