

# TRI-COUNTY

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## COMMUNITY COLLEGE

*Pine Arts Degree*  
Coming Soon!

**It may not be TOO late to  
apply for graduation.**  
Details inside, page 16.



*Ray Taylor*

### Summer 2016 Schedule of Classes

June, July, and August

(828) 837-6810

[www.tricountycc.edu](http://www.tricountycc.edu)

(828) 479-9256

## INSIDE THIS EDITION

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# TRI-COUNTY COMMUNITY COLLEGE

*Engage... Inspire... Enrich...*  
**student learning**

### Main Campus

21 Campus Circle  
Murphy, NC 28906  
(828) 837-6810 ● (828) 837-3266 (fax)

### Center for Applied Technology

2415 Airport Road  
Marble, NC 28905  
(828) 835-9564 ● (828) 835-7835 (fax)

### Graham County Center

145 Moose Branch Road  
Robbinsville, NC 28771  
(828) 479-9256 ● (828) 479-6280 (fax)

## TUITION AND FEES

**\$76.00\*** per semester hour, North Carolina rate  
**\$268.00 \*** per semester hour, non-North Carolina rate

*\*Charges are set by North Carolina legislature and are subject to change at any time without notice.*

### Example

| In-State                   | Out-of-State               |
|----------------------------|----------------------------|
| \$76.00 per semester hour  | \$268.00 per semester hour |
| \$1,216 (16 or more hours) | \$4,288 (16 or more hours) |

In addition, all curriculum students will be charged a \$29.25 Activity, Parking, Insurance and Technology fee.

Tri-County Community College operates within the North Carolina Community College System. Tri-County Community College is accredited by the Southern Association of Colleges and Schools Commission of Colleges to award associate degrees. Contact the Commission on Colleges at: 1866 Southern Lane, Decatur, Georgia 30033-4097 or call (404) 679-4500 for questions about the accreditation of Tri-County Community College. The College is also approved by the North Carolina Board of Cosmetic Arts, the North Carolina Board of Massage and Bodywork Therapy, the North Carolina Board of Nursing, the National Automotive Technicians Education Foundation, and the American Association of Medical Assistants.

Tri-County Community College does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. Specific complaints of alleged discrimination under Title IX (sex) and Section 504 (handicap) should be referred to: Vice President for Instructional Services and Institutional Effectiveness at (828) 835-4254 or the Affirmative Action Officer at (828) 835-4202.

Tri-County Community College is in compliance with the Crime Awareness and Campus Security Act of 1990. Statistics are available at the TCCC Business Office or accessed at <http://ope.ed.gov/security>.

Published in November 2015 - 500 copies of this public document were printed on recycled paper using the College print shop.

## ACADEMIC CALENDAR

|                  |   |
|------------------|---|
| April 4-8        | Early Registration and Faculty Advising for Summer Semester 2016  |
| April 4 – May 31 | WebAdvisor Registration Available   |
| May 6            | 2016 Graduation Ceremonies at 5:30 p.m.   |
| May 15           | FAFSA Application Priority Date for Summer 2016 (Must submit 2015/2016 FAFSA). Financial Aid will be awarded at a later date if application is received after this date.                                      |
| May 30           | Memorial Day Holiday – College Closed   |
| May 31           | Registration for Summer Semester 2016 (8:00 a.m. - 6:30 p.m.)   |
| May 31           | Attention Students: If you are registered for classes and decide not to attend, you must officially “Drop” your classes before 6:30 p.m. on this date or you will be responsible for tuition and fee charges. |
| May 31           | Attention Students: All registered students must either verify their financial aid award or pay for classes by 6:30 p.m. on this day or they will lose their seats and have to re-register during Drop/Add.   |
| June 1           | First Day of Classes  |
| June 1-2         | Late Registration Drop/Add Summer 2016 (8:00 a.m. - 5:00 p.m.)  |
| June 3           | Late Registration (8:00 a.m. - 12:00 p.m.)  |
| June 3           | Last day to Drop/Add, Pay ALL FEES by 12:00 p.m.  |
| July 4           | Independence Day Holiday – College Closed   |
| July 5-14        | Early Registration for Fall Semester 2015   |
| July 5           | WebAdvisor Registration Available   |
| July 15          | FAFSA Application Priority Date for Fall 2016 (Must submit 2016/2017 FAFSA).  |
| July 27          | Last Day of Summer Semester Classes   |
| July 28          | All grades due by 10:00 a.m.  |
| July 28          | December 2016 Graduation Application Deadline   |

# HIGHER ONE



### What is this?

If you receive Financial Aid, please read how this card pertains to YOU by visiting [www.tricountycc.edu](http://www.tricountycc.edu).

If you anticipate a refund from Tri-County Community College, please make yourself familiar with this logo. All financial aid refunds will be awarded using a card similar to the one pictured above. At the beginning of each semester, HigherOne card will be mailed to **new students**. Please do not discard this correspondence as it will contain **VERY IMPORTANT** information as to where you must go to activate your account.

## Cover Photo: Instructor Ray Kaylor

### TCCC adds Visual Arts degree

“Really?” the student said, hardly believing the announcement that President Donna Tipton-Rogers had just made. “I can get an art degree here? That sounds so perfect for me!”

This response came from a recent visitor to Tri-County Community College’s What’s Next Open House for high school students. The young woman had just heard about the College’s new Associate in Fine Arts in Visual Arts, a degree program slated to begin Fall 2016.

“I always knew there would be a lot of interest in this program,” said Ray Kaylor, Art Instructor. “This area has a lot of creative talent.”

The A.F.A. in Visual Arts is an art-intensive College Transfer degree. “This gives the degree a unique flexibility,” said Lee Ann Hodges, Dean of Humanities, Social Sciences, and Public Service Technologies. “Graduates of this program can choose to transfer into a Bachelor of Fine Arts program, or they may start work immediately in a creative career as an independent artist or craftsperson or a graphic designer.”

Art-intensive classes will begin Fall 2016, but students who wish to get a jump-start on the A.F.A. may take classes to satisfy general education requirements this summer.

Please visit [www.tricountycc.edu](http://www.tricountycc.edu) and click on the AFA campaign to sign up to receive more information about this program.

You may also contact Lee Ann Hodges for details about the program at [lhodges@tricountycc.edu](mailto:lhodges@tricountycc.edu) or (828) 835-4269.



|  |          |
|--|----------|
| Admissions – Lee Beal .....  | 835-4233 |
| Career and College Promise - Samantha Major.....   | 835-4203 |
| Curriculum Records and Reporting Specialist - Shannon Bryant.....                          | 835-4206 |
| Dean of Humanities, Social Sciences, and Public Service Technologies - Lee Ann Hodges..... | 835-4269 |
| Dean of Math, Sciences, and Allied Health Technologies - Ronnie Whitener.....              | 835-4279 |
| Executive Dean of Vocational and Business Technologies - Scott Sherrill .....              | 835-4268 |
| Financial Aid – Diane Owl .....  | 835-4220 |
| Graham County Center .....   | 479-9256 |
| Human Resources – Sallie Baker.....  | 835-4202 |
| Learning Resources & Library Services – Linda Kressal.....                                 | 835-4288 |
| Marketing / Publications - Dotie Stafford-Ortega.....                                      | 835-4208 |
| Online Classes/Distance Learning (Moodle) – Cody Anderson.....                             | 835-4287 |
| Personal Counselor – Contact the Harper Help Desk .....                                    | 835-4221 |
| Registrar – Holly Hyde .....   | 835-4219 |
| Social Media / Web Updates - Tipper Pressley.....  | 835-4310 |
| Student Computer Support and Email - Donnie Morrow .....                                   | 835-4309 |
| Vice President for Business and Finance - Bill Vespasian.....                              | 835-4211 |
| Vice President for College and Community Initiatives - Bo Gray .....                       | 835-4222 |
| Vice President for Instruction and Institutional Effectiveness - Steve Wood.....           | 835-4254 |
| WebAdvisor - Donnie Morrow .....   | 835-4309 |

**NEW STUDENT ORIENTATION**

Tri-County Community College hosts New Student Orientation sessions every semester, and as needed by student demand. Typically, New Student Orientations last one and a half hours and are held in the student lounge in the Harper Building. It’s a good time for students to mingle amongst themselves and to get acquainted with faculty members and TCCC staff.

During this time, qualified TCCC staff will be on hand to answer questions and help students with all aspects of registration and financial aid. Student ID badges will be issued and the sessions are wrapped up with a TCCC campus tour.

New students are strongly encouraged to attend one of these sessions. This introduction will prepare new students for all aspects of Tri-County Community College and give them a strong foundation to ensure their academic success. Go to [www.tricountycc.edu/add-me-to-the-list/new-student-orientation-registration](http://www.tricountycc.edu/add-me-to-the-list/new-student-orientation-registration) to pre-register for the next available session.

If you have any questions about the new student orientation sessions, please contact Tri-County Community College at (828) 837-6810 or stop by the Harper Help Desk anytime!



## ACADEMIC ADVISORS - MAIN CAMPUS

| Program of Study   | Advisor                | Location             |     |          | Number               |
|--|------------------------|----------------------|-----|----------|----------------------|
| Accounting   | Robin Gibson           | McSwain              | 151 | Bus Tech | 835-4231             |
| Air Conditioning, Heating & Refrigeration Technology       | Doug Bishop            | CCAT                 | 100 | A        | 835-9564             |
| Automotive Systems Tech                                    | Keith Marcus           | T-Bldg               |     |          | 835-4250             |
| Business Administration                                    | Kathy Rathbone         | McSwain              | 148 | Bus Tech | 835-4244             |
| College Transfer Associates in Arts                        | Suzann Ledford (A-E)   | McSwain              | 130 |          | 835-4216             |
|  | Amy Johnson (F-J)      | McSwain              | 113 |          | 835-4223             |
|  | Lee Ann Hodges (K-N)   | McSwain              | 145 |          | 835-4269             |
|  | Leon Freeman (O-S)     | West                 | 103 |          | 835-4228             |
|  | Kathryn Temple (T-Z)   | Enloe                | 127 |          | 835-4224             |
| College Transfer Associates in Science                     | Bill Trotter (A-E)     | Enloe                | 121 |          | 835-4245             |
|  | Steve Browning (F-J)   | West                 | 110 |          | 835-4278             |
|  | Rick Hincke (K-N)      | West                 | 108 |          | 835-4274             |
|  | Ronnie Whitener (O-S)  | Enloe 128            |     |          | 835-4279             |
|  | Joan Ledford (T-Z)     | Enloe                | 108 | B        | 835-4283             |
| College Transfer - Engineering                             | Ronnie Whitener        | Enloe                | 128 |          | 835-4279             |
| Computer Information Systems                               | Scott Sherrill (A-L)   | McSwain              | 145 | C        | 835-4268             |
|  | Trevis Hicks (M-R)     | McSwain              | 140 | A        | 835-4235             |
|  | Gina McCabe (S-Z)      | McSwain              | 147 | B        | 835-4266             |
| Computer Integrated Machining                              | Phil Jones             | Harper Office – CCAT | 104 | B        | 835-4308<br>835-9564 |
| Cosmetology  | Pauline Ledford - Day  | Crisp                | 115 | A        | 835-4234             |
|  | Robin Panter - Evening | Crisp 115            | A   |          | 835-4282             |
| Criminal Justice   | Allen Denny            | McSwain              | 149 | Bus Tech | 835-4243             |
| Career/College Promise                                     | Samantha Major         | Harper               | 104 | C        | 835-4203             |
| Culinary Arts  | Greg Spencer           | McSwain              | 145 | D        | 835-4242             |
| Early Childhood  | Dulcie Riffle          | West                 | 115 | B        | ext. 4273            |
| Electrical Engineering                                     | Steve Wood             | Harper Admin         | 4   |          | 835-4254             |
| Electrical Systems Tech                                    | Steve Wood             | Harper Admin         | 4   |          | 835-4254             |
| Emergency Medical Science                                  | Jeff Ledford           | West                 | 102 |          | 835-4227             |
| Entrepreneurship   | Kathy Rathbone         | McSwain              | 148 | Bus Tech | 835-4244             |
| Esthetics  | Pauline Ledford        | Crisp                | 115 | A        | 835-4234             |
| Human Services<br>***Animal Assisted<br>***Social Services | Lindi Gentry-Lechelt   | McSwain              | 115 |          | 835-4280             |
|  | Lindi Gentry-Lechelt   | McSwain              | 115 |          | 835-4280             |
|  | Lindi Gentry-Lechelt   | McSwain              | 115 |          | 835-4280             |
| Manicuring/Nail Tech                                       | Pauline Ledford        | Crisp                | 115 |          | 835-4234             |
| Medical Assisting  | Greta Farmer           | Enloe                | 108 | A        | 835-4247             |
| Medical Office Admin                                       | Kim Holloway           | McSwain              | 150 | Bus Tech | 835-4271             |
| Nursing  | Debbie Hogan           | Enloe                | 114 |          | 835-4246             |
|  | Susan Fowler           | Enloe                | 113 |          | 835-4252             |
| Office Administration                                      | Kim Holloway           | McSwain              | 150 | Bus Tech | 835-4271             |
| School Age Education                                       | Dulcie Riffle          | West                 | 115 | B        | 835-4273             |
| Special Credit   | Lee Beal               | Harper               | 104 | A        | 835-4233             |
| Therapeutic Massage  | Julie Brown            | Crisp                | 114 |          | 835-4296             |
| Web Technologies   | Scott Sherrill         | McSwain              | 145 | C        | 835-4268             |
| Welding  | Jason Penley           | West                 | 111 |          | 835-4249             |

## ACADEMIC ADVISORS - GRAHAM COUNTY CENTER

Graham County Center

Ray Kaylor and Charlene Wood

Shope

479-9256

# HOW DO I APPLY?

## CURRICULUM STUDENT REGISTRATION

STEP BY STEP GUIDE

**Submit an application to the College.** You may pick up an application at the Harper Help Desk in the Harper Building on the Main Campus or in the Shope Building on the Robbinsville campus. You may also apply online at [www.tricountycc.edu](http://www.tricountycc.edu) and click on the "Apply Today" button.

If you have previously taken college credit classes at Tri-County in the past, please do not use the online application. You will need to complete a "Re-Enter Form" with the Admissions Office.

**Apply for financial aid.** To begin the financial aid process, all students should submit the Free Application for Federal Student Aid (FAFSA) online at [www.fafsa.gov](http://www.fafsa.gov). Students needing assistance with the FAFSA application are welcome to contact the TCCC Financial Aid office located in the Harper Building on the Main Campus, or call 828-837-6810. The FAFSA school code for TCCC is 009430. The Financial Aid office also helps with assistance related to scholarships, grants, and the Federal Work-Study program.

**Submit your transcripts/placement scores.** Have all official transcripts (high school, GED, or other college), and SAT or ACT scores sent to the College. Take the College Placement Test **BEFORE** you meet with your advisor if prerequisites have not been met for courses in your program of study.

**Meet with your advisor.** New student? You must meet with your advisor to discuss your program of study and register for classes.

Returning student? During Early and Regular Registration you may use WebAdvisor by logging onto [www.tricountycc.edu](http://www.tricountycc.edu) and clicking on the WebAdvisor link.

**Pay for your classes.** If you are private pay or have other sources of funding (Out-of-State Waiver, TEACH, or ESC) go to the Business Office in the Harper Building on the Main Campus or the Shope Building in Robbinsville for payment. If you have financial aid (scholarships or Pell) you must verify your award with your advisor at the time of your registration, or at the Harper Building Help Desk located on the Main Campus or the Shope Building in Robbinsville.

**Pick up a parking decal.** Once your financial aid has been verified or payment has been made for your classes, you should pick up your parking decal at the Business Office in the Harper Building on the Main Campus or the Shope Building in Robbinsville.

**Purchase your books.** You may purchase your books at the bookstore in the Harper Building on the Main Campus or during designated dates at the Robbinsville campus (check with reception area in Shope Building for additional information). Information on the textbooks required for each class can be found on the TCCC Bookstore link on the College's website.

**Obtain a student identification card.** You obtain your identification card at the Harper Help Desk in the Harper Building on the Main Campus or the Shope Building in Robbinsville.

Tri-County Community College offers a wide range of Programs of Study, Human Resource Development, Employment Services, and Career Counseling. Would you like assistance in taking the first step? Call our friendly and experienced staff to explore the opportunities available to you at all three Tri-County Community College locations.

**TCCC - MAIN CAMPUS**  
(828) 837-6810

**Lee Beal**

Director of Enrollment Management  
(828) 835-4233

### McSwain

Accounting, Business, Computer Information Technology, Computer Labs, Conference Room, English, HRD, Instructional Services, Lecture Hall, Library/Media Center, Marketing and Publications Office

### West

Education, EMS, History/Social Sciences, Information Highway, Internet Technology, Nurse Aide, Mathematics, Welding

### Crisp

College and Career Readiness, Community Services Classes, Cosmetology, Esthetics, Therapeutic Massage

### Enloe

Culinary, Health Occupations, Multi-Purpose Room, Sciences

### Harper

Administration, Admissions, Bookstore, Business Office, Community Enrichment, Career and Counseling Center, Financial Aid, Harper Help Desk, High School Liaison, Institutional Effectiveness, President's Office, Public Internet Access, Registrar - Curriculum, Registrar - Non-Curriculum, Rose Board Room

### "T" Building

Automotive

### Patterson

Early College High School

### Fire and Rescue Burn Building

Burn Facility and Training

### Emergency Services Training Center

Emergency Services Training Instruction

**TCCC - GRAHAM COUNTY CENTER**  
(828) 479-9256

**Charlene Wood**

Assistant to the President for  
Graham County Operations

### Shope

Administration, Computer Labs, TeleCenter

### Phillips

Laboratory, NC Information Highway, Welding

### MAIN CAMPUS

21 Campus Circle  
Murphy, NC 28906  
(828) 837-6810

### GRAHAM COUNTY CENTER

145 Moose Branch Road  
Robbinsville, NC 28771  
(828) 479-9256

### CHEROKEE COUNTY CENTER

### FOR APPLIED TECHNOLOGY

2415 Airport Road  
Marble, NC 28905  
(828) 835-9564

## IMPORTANT NOTICES

**Schedule Adjustments** North Carolina Administrative Code has determined that a student's refund will be limited to 75 percent after the beginning of a term through the last day of the late registration cycle. In Summer Semester 2016, the drop process must be completed by 12:00 p.m. on June 3. TCCC recommends the student be prepared to transact a drop/add at the same time in order to avoid a 25 percent charge.

**Refund Policy** A 100 percent refund will be made if you officially withdraw prior to 6:30 p.m. on May 31, or if a course is canceled due to insufficient enrollment. A 75 percent refund will be made if you drop a class prior to or on the official 10 percent point of each section. No refunds will be issued if a student drops after 12:00 p.m. on June 3. NOTE: All course seats will be filled on a first-come, first-served basis.

**Out of State Tuition Waiver** A tuition waiver program for non-residents is available for students who are employed by a North Carolina business (GS115D-39). Any out-of-state student can qualify for in-state tuition rates if his or her employer agrees to pay the tuition charges. Tuition Waiver forms are available at the Harper Help Desk.

**Early Registration** The April 4 - 8 Early Registration period is designed to help TCCC students obtain a place in desired classes prior to the May 31 regular registration period.

**High School Students** Select TCCC classes are available for high school students. See the Guidance Counselor or Distance Learning Advisor at your high school for more information about registration and course offerings. You may also contact Samantha Major at (828) 835-4203 or smajor@tricountycc.edu for more information on how to sign up for post-secondary education classes.

**Special Credit Students** Special Credit, non-degree seeking students must follow registration procedures prescribed at the Student Services desk located on either campus. Please note: Non-degree seeking students are not eligible for any type of financial aid.

**Placement Testing** Applicants to any program of study (degree, diploma, or certificate), Career and College Promise program (CCP) for high school students, are required to demonstrate competence in English, mathematics, and computer skills. Competence can be demonstrated in one of three ways:

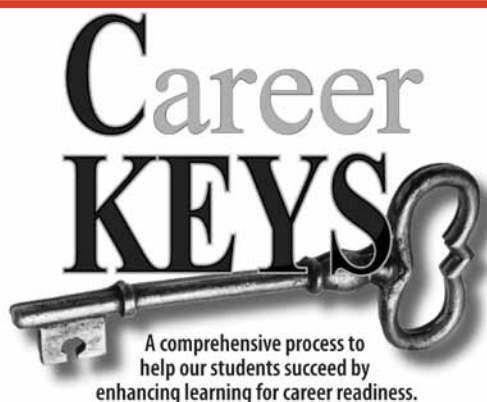
- Have successfully completed a college level math, English, and computer course at another institution.
- Have met College Readiness determination through Multiple Measures evaluation and/or have taken the SAT or ACT (Students must have SAT scores of at least: Writing 500 or Critical Reading 500 and/or 500 math; ACT Reading 22, ACT English 18, and/or ACT Math 22).
- Take the Tri-County Community College placement test to be placed in the appropriate course(s) according to the college guidelines.

Placement test scores, SAT/ACT scores, and developmental courses are valid for five years.

**Open Door Admissions** Any person 18 years of age, or a high school graduate or equivalent, may be accepted by the College upon presentation of transcripts and evaluation of the Multiple Measure Placement Policy adopted by the NCCCS in 2013. SAT, ACT, or TCCC placement test scores are also considerations. In addition, high school students and home school applicants who are 16 years of age or older may be admitted in accordance with the CCP policies adopted by the state of North Carolina. For more information on the admissions process, please call the Harper Help Desk at (828) 837-6810.

**Textbooks** Information on the textbooks required for each class can be found on the TCCC Bookstore link on the College's website.

## Career KEYS: A Quality Enhancement Plan



**Career KEYS** is a program to help Tri-County Community College students succeed by learning career readiness skills.

Students are introduced to **Career KEYS** during an early course using career inventories and assessments to ensure that interests and skills are matched with chosen careers.

Employability skills are taught in every program using lessons and assignments to ensure that students are prepared to apply knowledge in a variety of life situations.

During upper level courses the **Career Readiness Certification (CRC)** is administered to measure the student's employability skills. The CRC certificate provides the student with skills documentation which is easily recognized by potential employers.

Students are encouraged to visit the Career Center at any time for individualized career counseling and assistance with resumes, applications, and more.



## Pell Grant Recipients

Pell Grants are classified as Title IV federal aid and awarded only to undergraduate students who demonstrate financial need by completing a Free Application for Federal Student Aid (FAFSA). Students are limited to receiving a Pell Grant for the equivalent of 12 full-time enrolled semesters. This applies to all Federal Pell Grant eligible students and includes all years of receiving Pell Grant Funds. Students who have earned a bachelor's degree do not qualify for a Pell Grant. For more information go to: [studentaid.ed.gov/types/grants-scholarships/pell/calculate-eligibility](http://studentaid.ed.gov/types/grants-scholarships/pell/calculate-eligibility).

## Purchasing Books and Supplies

Students receiving financial aid may purchase books and supplies at the TCCC bookstore during the regular registration and the drop/add period each semester. Purchasing books and supplies in the TCCC bookstore authorizes TCCC to deduct all charges from the student's financial aid account. Students have the option to purchase books and supplies through another vendor; however, students will have to pay for those purchases on their own. For more information, contact the Financial Aid Office.

## Multiple Class Sessions

Students who register for four or eight week class sessions during each semester and receive financial aid will not receive funding for these classes until approximately four - five weeks after they have begun. According to Federal/State guidelines, students cannot receive Federal/State funds for classes until those classes have begun and class attendance has been taken. For more information, contact the Financial Aid Office.

## Financial Aid Refunds/Higher One

Financial aid refunds will be disbursed to students via their Higher One account, bank account or by check based on the preference selected at [MyTriCountyCard.com](http://MyTriCountyCard.com) approximately four to five weeks after classes begin. For additional information regarding the College's refund process, please take a look at the College website at [www.tricountycc.edu](http://www.tricountycc.edu).

## North Carolina Childcare Grant

The North Carolina Childcare Grant was established by the North Carolina General Assembly to assist student-parents with their financial responsibilities for childcare expenses so they may complete their educational goals. Students must demonstrate financial need to qualify for the Childcare Grant. To determine financial need, students must complete the Free Application for Federal Student Aid (FAFSA) prior to applying for the Childcare Grant. For more information, please contact the Financial Aid Office.

## Final Facts for TCCC Financial Aid Recipients

- Students can apply for financial aid at [www.fafsa.gov](http://www.fafsa.gov). This is a free application.
- Students must re-apply annually.
- Students/parents should utilize the IRS Data Retrieval for the quickest response.
- Tri-County Community College's school code is 009430.
- Be aware of and adhere to all financial aid deadlines.
- Students should enroll in a program of study that meets eligibility for financial aid assistance.
- Students should promptly submit all requested documentation to the Financial Aid Office.
- A student must register for classes only under his/her program of study.
- Students must attend scheduled classes from the outset to prevent delays in financial aid refunds.
- Financial aid cannot be received for classes outside a student's program of study, classes not attended, audited classes, or exempted.
- Financial aid will only pay for 30 hours of remedial courses.
- In order to avoid losing financial aid or owing money to the school, students must drop classes before the first day of class if not planning to attend TCCC.
- Students must maintain Satisfactory Academic Progress (SAP) each semester to continue receiving financial aid assistance.
- Consult with the Financial Aid Office staff if withdrawing or dropping classes because this could jeopardize future financial aid or result in a student having to repay funds.
- Consult with the Financial Aid Office staff if changing or adding a secondary major.
- Financial aid cannot be received at two institutions for the same semester.
- Financial aid is awarded based on enrollment hours:
  - Full-time = 12 or more credit hours
  - Three-quarter-time = 9-11 credit hours
  - Half-time = 6-8 credit hours
  - Less than half-time = 1-5 credit hours
- Students enrolled in a diploma, certificate, or clock hour program that require a conversion of enrollment hours will receive financial aid based on the number of enrollment hours after the calculated conversion.
- Financial aid refunds will be disbursed to students via their Higher One account, bank account or by check based on the preference selected at [MyTriCountyCard.com](http://MyTriCountyCard.com) approximately four to five weeks after classes begin.
- If a student receives any type of financial aid assistance as a refund, the student will receive a 1098T yearly from TCCC for tax filing purposes. Please remember the refund is considered income to the student's household and MUST be reported on the student's annual tax return.



## ONLINE/DISTANCE LEARNING AT TRI-COUNTY: ANYWHERE, ANYTIME, ONLINE

**Online or Distance classes at TCCC** are presented on Moodle, an Internet learning site students use to view class materials, submit assignments, communicate, take quizzes, check grades, participate in classroom activities and communicate with the instructor online.

**Online courses are offered in three formats. Look for these symbols:**

- **Online/Internet Courses (IN)** 100% of the course is online.
- **Hybrid (HY)** 50% or more of the class is online but students also meet in face-to-face sessions. **Web Supported/Web Assisted (WB)** Face-to-face instruction is greater than 50% of the class, although students will need Internet access to participate in supplemental parts of the course.
- **Web Supported/Web Assisted (WB)** Face-to-face classes are enhanced with Internet activities.

**Further information about online classes** can be found at the TCCC Distance Learning website, [www.tricountycc.edu/learning-resources/distance-learning-at-tccc/](http://www.tricountycc.edu/learning-resources/distance-learning-at-tccc/) and on the Moodle login page, [www.moodle.tricountycc.edu](http://www.moodle.tricountycc.edu).

### STEPS TO ONLINE STUDENT SUCCESS

#### STEP 1

**Have the correct equipment and software: You will need:**

- Access to an adequately equipped computer
- Internet connectivity
- Specific software programs (if required by instructor)

#### STEP 2

**Have good basic computer skills: You will need to know how to:**

- Save, organize, find and attach files and folders
- Create and format documents and pictures
- Effectively search and open web pages
- Send and receive messages

#### STEP 3

**Participate in Moodle orientations:**

- Watch login videos in the Moodle Student Orientation training course in Moodle.
- Visit the Computer Support Lab.

#### STEP 4

**Complete assignments and quizzes:**

- Online students must login to each online class the first day of the class to submit a mandatory attendance assignment.
- Login to each class regularly to complete and submit assignments and quizzes.
- **Students who do not submit assignments will be dropped from the class.**

#### STEP 5

**Ask for HELP:**

- 24/7 online computer support on the Student Computer Support website: [tricountycc.libguides.com/computingresources/moodle\\_support](http://tricountycc.libguides.com/computingresources/moodle_support).
- Visit the Student Computer Support lab - McSwain Building Room 119
- Contact your instructor with course-specific questions
- Contact Cody Anderson, TCCC's Learning Management System Administrator:
  - [help@tricountycc.edu](mailto:help@tricountycc.edu)
  - (828) 835-4287



Access Moodle at: [moodle.tricountycc.edu](http://moodle.tricountycc.edu)  
or click the icon at the top of the TCCC webpage

## HOW DO I LOG IN TO ALL MY ACCOUNTS AT TCCC?

### WebAdvisor

Check Grades, Financial Information, Register

**TO LOGIN:** Click WebAdvisor logo on TCCC homepage  
**USERNAME:** First 4 letters of the last name + last 4 digits of student ID#  
**PASSWORD:** Please click the WebAdvisor icon on the TCCC main page for instructions.  
**CREATE NEW PASSWORD:**

### Online Library

Find e-books, Magazines and Information for Assignments

**TO LOGIN:** Click Library on TCCC homepage  
**USERNAME:** Your library account number

### Moodle

Your Online Courses

**TO LOGIN:** Click Moodle on TCCC homepage  
**USER NAME:** First 4 letters of last name + last 4 digits of Student ID#  
**PASSWORD:** changeme 1st time login  
**CREATE NEW PASSWORD:** At least 8 or more characters, case sensitive

### Email

Don't Miss Important College Information

**TO LOGIN:** Click Student Email on TCCC homepage  
**USERNAME:** First 4 letters of last name + last 4 digits of Student ID#  
**PASSWORD:** changeme 1st time login  
**CREATE NEW PASSWORD:** At least 8 or more characters, case sensitive  
**YOUR EMAIL ADDRESS:** username@webmail.tricountycc.edu

### WIRELESS ACCESS

Bring Your Laptop/Mobile Device to Campus

**PASSWORD:** tricounty

## HINT

Student ID# is found on your registration form or student photo ID card. Remember to re-enter your new password EXACTLY the way you created it . . . including any capitalization or special characters.

## MY LOG-IN INFORMATION

Last Name: \_\_\_\_\_

First Name: \_\_\_\_\_

Email: \_\_\_\_\_

Student ID#: \_\_\_\_\_

### MOODLE

**User Name:** \_\_\_\_\_  
{First 4 letter last name} {Last 4 numbers student #}

**Password:** \_\_\_\_\_  
{8 or more characters}

### TCCC E-Mail

**User Name:** \_\_\_\_\_  
{ First 4 letter last name} {Last 4 numbers student #}

**Password:** \_\_\_\_\_  
{8 or more characters}

### Web Advisor

**User Name:** \_\_\_\_\_  
{ First 4 letter last name} {Last 4 numbers student #}

**Password:** \_\_\_\_\_  
{8 or more characters}

### Online Library

**User Name:** \_\_\_\_\_  
{Your Library account #}

**NO Password**

**For HELP:** Visit Student Computer Support, McSwain 119  
Hours: Monday - Thursday 9:00 a.m. - 9:00 p.m. and Friday 8:00 a.m. - 12:00 p.m.  
Visit online: [www.tricountycc.edu/learning-resources/student-computer-support/](http://www.tricountycc.edu/learning-resources/student-computer-support/)  
[help@tricountycc.edu](mailto:help@tricountycc.edu) or (828) 835-4309

## STUDENT COMPUTER SUPPORT

TCCC's Student Computer Support Technician is ready to answer questions and to offer help in the use of student email, course software, WebAdvisor, Moodle, and more to both traditional and online students.



**Visit the Student Computer Support lab:**

McSwain Building, Room 119

*The lab is equipped with student computers, Moodle, Internet, Microsoft Office software, scanners, and printers.  
ADA access is available.*

**HOURS:**

Monday – Thursday: 9:00 a.m. – 9:00 p.m.

**Online Computer Support:**

[tricitycc.libguides.com/computingresources](http://tricitycc.libguides.com/computingresources)

**Contact Donnie Morrow, Student Computer Support Technician:**

[help@tricitycc.edu](mailto:help@tricitycc.edu) or (828) 835-4309

## DIGITAL LIBRARY RESOURCES

**Digital Library Resources are highlighted on the TCCC Library website:**

[www.tricitycc.edu/learning-resources/library](http://www.tricitycc.edu/learning-resources/library)

Apps, tools, downloadable eBooks, eAudios, eZines, and more are available!

You will need your Library Account Number to access the Digital Library off-campus.

Bring your Student ID to the Library in the McSwain Building to activate your Library Account.

**(828) 835-4314**

**[library@tricitycc.edu](mailto:library@tricitycc.edu)**

**Distance Education Students**

**Activate your library account online using the Library Account Form available at:**

[www.tricitycc.edu/learning-resources/library/online-library-card-application](http://www.tricitycc.edu/learning-resources/library/online-library-card-application)

## MY SCHEDULE WORKSHEET

| Circle One  | Course | Number | Section | Title | Cred | Mon | Tues | Wed | Thurs | Fri | Sat |
|-------------|--------|--------|---------|-------|------|-----|------|-----|-------|-----|-----|
| Add<br>Drop |        |        |         |       |      |     |      |     |       |     |     |
| Add<br>Drop |        |        |         |       |      |     |      |     |       |     |     |
| Add<br>Drop |        |        |         |       |      |     |      |     |       |     |     |
| Add<br>Drop |        |        |         |       |      |     |      |     |       |     |     |
| Add<br>Drop |        |        |         |       |      |     |      |     |       |     |     |
| Add<br>Drop |        |        |         |       |      |     |      |     |       |     |     |
| Add<br>Drop |        |        |         |       |      |     |      |     |       |     |     |
| Add<br>Drop |        |        |         |       |      |     |      |     |       |     |     |

**Please use this worksheet as you plan your academic schedule.**

| Course/<br>Section                  | Title                               | Start<br>Time                                       | End<br>Time   | Days                   | Instructor | Credit<br>Hours | Pre-<br>reqs | Course<br>Start<br>Date | Course<br>End<br>Date | Other     |
|-------------------------------------|-------------------------------------|---|---|------------------------|------------|-----------------|--------------|-------------------------|-----------------------|-----------|
| <b>COLLEGE SUCCESS AND SUPPORT</b>  |                                     |   |   |                        |            |                 |              |                         |                       |           |
| ACA-090-WB1                         | Student Success Strategies          | 9:10 AM   | 12:00 PM  | MW                     | Goebel     | 3               |              | 6/1/16                  | 7/27/16               | Web Based |
| ACA-118-IN1                         | College Study Skills                |   |   |                        | Riffle     | 2               |              | 6/1/16                  | 7/27/16               | Online    |
| ACA-122-IN1                         | College Transfer Success            |   |   |                        | Hodges     | 1               |              | 6/1/16                  | 7/27/16               | Online    |
| <b>ACCOUNTING</b>                   |                                     |   |   |                        |            |                 |              |                         |                       |           |
| ACC-120-IN1                         | Principles of Financial Accounting  |   |   |                        | Gibson     | 4               |              | 6/1/16                  | 7/27/16               | Online    |
| ACC-121-IN1                         | Principles of Managerial Accounting |   |   |                        | Gibson     | 4               | y            | 6/1/16                  | 7/27/16               | Online    |
| ACC-150-IN1                         | Accounting Software Applications    |   |   |                        | Gibson     | 2               | y            | 6/1/16                  | 7/27/16               | Online    |
| <b>AUTOMATION AND ROBOTICS</b>      |                                     |   |   |                        |            |                 |              |                         |                       |           |
| ATR-280-HY1                         | Robotic Fundamentals                | 8:10 AM   | 3:00 PM   | T                      | Jones      | 4               |              | 6/7/16                  | 7/26/16               | Hybrid    |
| <b>AUTOMOTIVE</b>                   |                                     |   |   |                        |            |                 |              |                         |                       |           |
| ATT-115-TR1                         | Green Trans Safety and Service      | 8:10 AM<br>12:40 PM<br>2:40 PM                      | 10:00 AM<br>2:30 PM<br>4:30 PM                        | T<br>W<br>TH           | Marcus     | 2               |              | 6/1/16                  | 7/27/16               |           |
| ATT-115-TR2                         | Green Trans Safety and Service      | 5:40 PM<br>6:10 PM                                  | 7:30 PM<br>9:00 PM                                    | TH<br>T                | Marcus     | 2               |              | 6/1/16                  | 7/27/16               |           |
| ATT-140-TR1                         | Emerging Transportation Technology  | 4:40 PM<br>10:10 AM<br>8:10 AM<br>12:40 PM          | 5:30 PM<br>12:00 PM<br>12:00 PM<br>2:30 PM            | W<br>MW<br>TH<br>TH    | Marcus     | 3               |              | 6/1/16                  | 7/27/16               |           |
| ATT-140-TR2                         | Emerging Transportation Technology  | 7:40 PM   | 11:30 PM  | TH                     | Marcus     | 3               |              | 6/1/16                  | 7/27/16               |           |
| TRN-140-TR1                         | Transportation Climate Control      | 8:10 AM<br>12:40 PM<br>10:10 AM                     | 10:00 AM<br>3:30 PM<br>11:00 AM                       | M<br>M<br>T            | Marcus     | 2               |              | 6/6/16                  | 7/26/16               |           |
| TRN-140-TR2                         | Transportation Climate Control      | 5:40 PM<br>9:40 PM<br>4:10 PM                       | 7:30 PM<br>11:30 PM<br>6:00 PM                        | M<br>M<br>T            | Marcus     | 2               |              | 6/6/16                  | 7/26/16               |           |
| TRN-140A-TR1                        | Transportation Climate Control Lab  | 8:10 AM<br>11:10 AM<br>12:40 PM                     | 10:00 AM<br>12:00 PM<br>3:30 PM                       | W<br>TH<br>T           | Marcus     | 2               | y            | 6/1/16                  | 7/27/16               |           |
| TRN-140A-TR2                        | Transportation Climate Control Lab  | 7:40 PM<br>4:40 PM<br>9:10 PM<br>4:40 PM<br>5:40 PM | 9:30 PM<br>5:30 PM<br>11:00 PM<br>5:30 PM<br>11:30 PM | M<br>M<br>T<br>TH<br>W | Marcus     | 2               | y            | 6/2/16                  | 7/26/16               |           |
| <b>BIOLOGY</b>                      |                                     |   |   |                        |            |                 |              |                         |                       |           |
| BIO-110-IN1                         | Principles of Biology               |   |   |                        | Trotter    | 4               |              | 6/1/16                  | 7/27/16               | Online    |
| BIO-111-IN1                         | General Biology                     |   |   |                        | Trotter    | 4               |              | 6/1/16                  | 7/27/16               | Online    |
| BIO-169-IN1                         | Anatomy and Physiology II           |   |   |                        | Ledford    | 4               | y            | 6/1/16                  | 7/27/16               | Online    |
| <b>BUSINESS</b>                     |                                     |   |   |                        |            |                 |              |                         |                       |           |
| BUS-110-IN1                         | Introduction to Business            |   |   |                        | Rathbone   | 3               |              | 6/1/16                  | 7/27/16               | Online    |
| BUS-137-IN1                         | Principles of Management            |   |   |                        | Rathbone   | 3               |              | 6/1/16                  | 7/27/16               | Online    |
| <b>CHEMISTRY</b>                    |                                     |   |   |                        |            |                 |              |                         |                       |           |
| CHM-151-IN1                         | General Chemistry I                 |   |   |                        | Whitener   | 4               |              | 6/1/16                  | 7/27/16               | Online    |
| <b>COMPUTER INFORMATION SYSTEMS</b> |                                     |   |   |                        |            |                 |              |                         |                       |           |
| CIS-110-IN1                         | Introduction to Computers           |   |   |                        | Sherrill   | 3               | y            | 6/1/16                  | 7/27/16               | Online    |
| CIS-111-IN1                         | Basic PC Literacy                   |   |   |                        | Anderson   | 2               | y            | 6/1/16                  | 7/27/16               | Online    |

**Key to the Course/Section**

HY - Hybrid IN - Online TR - Traditional WB - Web-Based S1 - 1st 4 weeks S2 - 2nd 4 weeks S3 - 3rd 4 weeks S4 - 4th 4 weeks "...G..." - at the Graham County Campus



| Course/<br>Section                     | Title  | Start<br>Time | End<br>Time | Days | Instructor | Credit<br>Hours | Pre-<br>reqs | Course<br>Start<br>Date | Course<br>End<br>Date | Other           |
|--|--|---------------|-------------|------|------------|-----------------|--------------|-------------------------|-----------------------|-----------------|
| <b>CRIMINAL JUSTICE</b>                |  |               |             |      |            |                 |              |                         |                       |                 |
| CJC-111-IN1                            | Introduction to Criminal Justice                   |               |             |      | Denny      | 3               |              | 6/1/16                  | 7/27/16               | Online          |
| CJC-121-IN1                            | Law Enforcement Operations                         |               |             |      | Denny      | 3               |              | 6/1/16                  | 7/27/16               | Online          |
| CJC-132-IN1                            | Court Procedure & Evidence                         |               |             |      | Denny      | 3               |              | 6/1/16                  | 7/27/16               | Online          |
| <b>COSMETOLOGY</b>                     |  |               |             |      |            |                 |              |                         |                       |                 |
| COS-115-TR1                            | Cosmetology Concepts III                           | 8:10 AM       | 1:00 PM     | M    | Ledford    | 4               | y            | 6/1/16                  | 7/27/16               |                 |
|  |  | 3:10 PM       | 4:00 PM     | TWTH |            |                 |              |                         |                       |                 |
| COS-116-TR1                            | Salon III  | 1:10 PM       | 4:00 PM     | M    | Ledford    | 4               | y            | 6/1/16                  | 7/27/16               |                 |
|  |  | 8:10 AM       | 3:00 PM     | TWTH |            |                 |              |                         |                       |                 |
| <b>COMPUTER INFORMATION TECHNOLOGY</b> |  |               |             |      |            |                 |              |                         |                       |                 |
| CTS-115-IN1                            | Information Systems Business Concepts              |               |             |      | Sherrill   | 3               |              | 6/1/16                  | 7/27/16               | Online          |
| CTS-130-IN1                            | Spreadsheet  |               |             |      | McCabe     | 3               | y            | 6/1/16                  | 7/27/16               | Online          |
| CTS-285-IN1                            | Systems Analysis & Design                          |               |             |      | McCabe     | 3               | y            | 6/1/16                  | 6/29/16               | 1st 4 weeks     |
| CTS-289-IN1                            | System Support Project                             |               |             |      | McCabe     | 3               | y            | 6/30/16                 | 7/27/16               | 2nd 4 weeks     |
| <b>DEVELOPMENTAL MATHEMATICS</b>       |  |               |             |      |            |                 |              |                         |                       |                 |
| DMA-010-WB1S1                          | Operations With Integers                           | 9:10 AM       | 11:30 AM    | MW   | Whitener   | 1               |              | 6/1/16                  | 6/27/16               | 1st 4 weeks     |
| DMA-040-WB1S1                          | Expressions, Linear Equations, Linear Inequalities | 9:10 AM       | 11:30 AM    | MW   | Whitener   | 1               | y            | 6/1/16                  | 6/27/16               | 1st 4 weeks     |
| DMA-020-WB1S2                          | Fractions and Decimals                             | 9:10 AM       | 11:30 AM    | MW   | Whitener   | 1               | y            | 6/29/16                 | 7/27/16               | 2nd 4 Weeks     |
| DMA-050-WB1S2                          | Graphs and Equations of Lines                      | 9:10 AM       | 11:30 AM    | MW   | Whitener   | 1               | y            | 6/29/16                 | 7/27/16               | 2nd 4 Weeks     |
| DMA-010-WG1S1                          | Operations With Integers                           | 6:10 PM       | 8:30 PM     | TTH  | Beasley    | 1               |              | 6/2/16                  | 6/28/16               | GCC 1st 4 weeks |
| DMA-020-WG1S1                          | Fractions and Decimals                             | 6:10 PM       | 8:30 PM     | TTH  | Beasley    | 1               | y            | 6/2/16                  | 6/28/16               | GCC 1st 4 weeks |
| DMA-030-WG1S1                          | Proportion/Ratios/Rates/Percents                   | 6:10 PM       | 8:30 PM     | TTH  | Beasley    | 1               | y            | 6/2/16                  | 6/28/16               | GCC 1st 4 weeks |
| DMA-040-WG1S1                          | Expressions, Linear Equations, Linear Inequalities | 6:10 PM       | 8:30 PM     | TTH  | Beasley    | 1               | y            | 6/2/16                  | 6/28/16               | GCC 1st 4 weeks |
| DMA-050-WG1S1                          | Graphs and Equations of Lines                      | 6:10 PM       | 8:30 PM     | TTH  | Beasley    | 1               | y            | 6/2/16                  | 6/28/16               | GCC 1st 4 weeks |
| DMA-010-WG1S2                          | Operations With Integers                           | 6:10 PM       | 8:30 PM     | TTH  | Beasley    | 1               |              | 6/30/16                 | 7/26/16               | GCC 2nd 4 weeks |
| DMA-020-WG1S2                          | Fractions and Decimals                             | 6:10 PM       | 8:30 PM     | TTH  | Beasley    | 1               | y            | 6/30/16                 | 7/26/16               | GCC 2nd 4 weeks |
| DMA-030-WG1S2                          | Proportion/Ratios/Rates/Percents                   | 6:10 PM       | 8:30 PM     | TTH  | Beasley    | 1               | y            | 6/30/16                 | 7/26/16               | GCC 2nd 4 weeks |
| DMA-040-WG1S2                          | Expressions, Linear Equations, Linear Inequalities | 6:10 PM       | 8:30 PM     | TTH  | Beasley    | 1               | y            | 6/30/16                 | 7/26/16               | GCC 2nd 4 weeks |
| DMA-050-WG1S2                          | Graphs and Equations of Lines                      | 6:10 PM       | 8:30 PM     | TTH  | Beasley    | 1               | y            | 6/30/16                 | 7/26/16               | GCC 2nd 4 weeks |
| <b>DIGITAL MEDIA TECHNOLOGY</b>        |  |               |             |      |            |                 |              |                         |                       |                 |
| DME-110-HY1                            | Introduction to Digital Media                      | 10:10 AM      | 12:00 PM    | T    | Hicks      | 3               |              | 6/7/16                  | 7/26/16               | Hybrid          |
| <b>DEVELOPMENTAL READING/ENGLISH</b>   |  |               |             |      |            |                 |              |                         |                       |                 |
| DRE-096-WB1                            | Integrated Reading and Writing I                   | 9:10 AM       | 11:30 AM    | TTH  | Goebel     | 3               |              | 6/2/16                  | 7/26/16               |                 |
| DRE-096-WB2                            | Integrated Reading and Writing I                   | 1:10 PM       | 3:30 PM     | MW   | Goebel     | 3               |              | 6/1/16                  | 7/27/16               |                 |
| DRE-097-WB1                            | Integrated Reading and Writing II                  | 9:10 AM       | 11:30 AM    | TTH  | Goebel     | 3               |              | 6/2/16                  | 7/26/16               |                 |
| DRE-097-WB2                            | Integrated Reading and Writing II                  | 1:10 PM       | 3:30 PM     | MW   | Goebel     | 3               |              | 6/1/16                  | 7/27/16               |                 |
| DRE-098-WB1                            | Integrated Reading and Writing III                 | 9:10 AM       | 11:30 AM    | TTH  | Goebel     | 3               |              | 6/2/16                  | 7/26/16               |                 |
| DRE-098-WB2                            | Integrated Reading and Writing III                 | 1:10 PM       | 3:30 PM     | MW   | Goebel     | 3               |              | 6/1/16                  | 7/27/16               |                 |
| DRE-096-WBG1                           | Integrated Reading and Writing I                   | 9:10 AM       | 11:30 AM    | TTH  | Hobbs      | 3               |              | 6/2/16                  | 7/26/16               | GCC             |
| DRE-097-WBG1                           | Integrated Reading and Writing II                  | 9:10 AM       | 11:30 AM    | TTH  | Hobbs      | 3               | y            | 6/2/16                  | 7/26/16               | GCC             |
| DRE-098-WBG1                           | Integrated Reading and Writing III                 | 9:10 AM       | 11:30 AM    | TTH  | Hobbs      | 3               | y            | 6/2/16                  | 7/26/16               | GCC             |
| <b>EDUCATION</b>                       |  |               |             |      |            |                 |              |                         |                       |                 |
| EDU-145-IN1                            | Child Development II                               |               |             |      | Riffle     | 3               | y            | 6/1/16                  | 7/27/16               | Online          |
| EDU-216-IN1                            | Foundations of Education                           |               |             |      | Riffle     | 4               | y            | 6/1/16                  | 7/27/16               | Online          |
| <b>ELECTRICITY</b>                     |  |               |             |      |            |                 |              |                         |                       |                 |
| ELC-111-TR1                            | Introduction to Electricity                        | 9:10 AM       | 11:00 AM    | MT   | Bishop     | 3               |              | 6/6/16                  | 7/26/16               |                 |
|  |  | 12:10 PM      | 2:00 PM     | MT   |            |                 |              |                         |                       |                 |
| ELC-118-TR1                            | National Electrical Code                           | 9:10 AM       | 11:00 AM    | W    | Bishop     | 2               |              | 6/1/16                  | 7/27/16               |                 |
|  |  | 12:10 PM      | 4:00 PM     | W    |            |                 |              |                         |                       |                 |
| ELC-119-IN1                            | NEC Calculations                                   |               |             |      | Bishop     | 2               |              | 6/1/16                  | 7/27/16               | Online          |

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| Course/<br>Section               | Title                                   | Start<br>Time                 | End<br>Time                    | Days         | Instructor     | Credit<br>Hours | Pre-<br>reqs | Course<br>Start<br>Date | Course<br>End<br>Date | Other                |
|----------------------------------|---|-------------------------------|--------------------------------|--------------|----------------|-----------------|--------------|-------------------------|-----------------------|----------------------|
| <b>EMERGENCY MEDICAL SCIENCE</b> |   |                               |                                |              |                |                 |              |                         |                       |                      |
| EMS-220-WB1                      | Cardiology II                           | 5:10 PM                       | 10:00 PM                       | TW           | Stiles         | 3               | y            | 6/1/16                  | 7/27/16               | Web Based            |
| <b>ENGLISH</b>                   |   |                               |                                |              |                |                 |              |                         |                       |                      |
| ENG-111-INL1                     | Writing and Inquiry                     |                               |                                |              | Leek           | 3               | y            | 6/1/16                  | 7/27/16               | Online               |
| ENG-112-INL1                     | Writing and Research in the Disciplines |                               |                                |              | Leek           | 3               | y            | 6/1/16                  | 7/27/16               | Online               |
| ENG-114-INT1                     | Professional Research & Reporting       |                               |                                |              | Temple         | 3               | y            | 6/1/16                  | 7/27/16               | Online               |
| ENG-231-INL1                     | American Literature I                   |                               |                                |              | Leek           | 3               | y            | 6/1/16                  | 7/27/16               | Online               |
| <b>HEALTH</b>                    |   |                               |                                |              |                |                 |              |                         |                       |                      |
| HEA-110-IN1                      | Personal Health/Wellness                |                               |                                |              | Ledford        | 3               |              | 6/1/16                  | 7/27/16               | Online               |
| <b>HISTORY</b>                   |   |                               |                                |              |                |                 |              |                         |                       |                      |
| HIS-111-IN1                      | World Civilizations I                   |                               |                                |              | Johnson        | 3               |              | 6/1/16                  | 7/27/16               | Online               |
| HIS-112-IN1                      | World Civilizations II                  |                               |                                |              | Freeman        | 3               |              | 6/1/16                  | 7/27/16               | Online               |
| HIS-131-IN1                      | American History I                      |                               |                                |              | Johnson        | 3               |              | 6/1/16                  | 7/27/16               | Online               |
| <b>HUMANITIES</b>                |   |                               |                                |              |                |                 |              |                         |                       |                      |
| HUM-123-IN1                      | Appalachian Culture                     |                               |                                |              | Temple         | 3               |              | 6/1/16                  | 7/27/16               | Online               |
| HUM-160-IN1                      | Introduction to Film                    |                               |                                |              | Temple         | 3               |              | 6/1/16                  | 7/27/16               | Online               |
| <b>INDUSTRIAL SCIENCE</b>        |   |                               |                                |              |                |                 |              |                         |                       |                      |
| ISC-112-TR1                      | Industrial Safety                       | 2:00 PM                       | 2:50 PM                        | MTWTH        | Penley         | 2               |              | 6/1/16                  | 7/27/16               |                      |
| ISC-112-TR2                      | Industrial Safety                       | 4:40 PM                       | 5:30 PM                        | MTWTH        | Penley         | 2               |              | 6/1/16                  | 7/27/16               |                      |
| <b>MACHINING TECHNOLOGY</b>      |   |                               |                                |              |                |                 |              |                         |                       |                      |
| MAC-224-HY1                      | Advanced CNC Milling                    | 8:10 AM                       | 2:00 PM                        | W            | Jones          | 2               |              | 6/1/16                  | 7/27/16               | Hybrid               |
| <b>MATHEMATICS</b>               |   |                               |                                |              |                |                 |              |                         |                       |                      |
| MAT-110-INAH1                    | Mathematical Measurement and Literacy   |                               |                                |              | Browning       | 3               | y            | 6/1/16                  | 7/27/16               | Online Allied Health |
| MAT-110-INT1                     | Mathematical Measurement and Literacy   |                               |                                |              | Browning       | 3               | y            | 6/1/16                  | 7/27/16               | Online Gen./Vocat.   |
| MAT-143-IN1                      | Quantitative Literacy                   |                               |                                |              | Browning       | 3               | y            | 6/1/16                  | 7/27/16               | Online               |
| MAT-171-HYG1                     | Precalculus Algebra                     | 4:10 PM                       | 6:00 PM                        | M            | White          | 4               | y            | 6/6/16                  | 7/25/16               | GCC Hybrid           |
| <b>MECHANICAL</b>                |   |                               |                                |              |                |                 |              |                         |                       |                      |
| MEC-111-WB1                      | Machine Processes I                     | 8:10 AM                       | 4:00 PM                        | M            | Jones          | 3               |              | 6/6/16                  | 7/25/16               | Web Based            |
| <b>MARKETING AND RETAILING</b>   |   |                               |                                |              |                |                 |              |                         |                       |                      |
| MKT-120-IN1                      | Principles of Marketing                 |                               |                                |              | Rathbone       | 3               |              | 6/1/16                  | 7/27/16               | Online               |
| <b>NURSING</b>                   |   |                               |                                |              |                |                 |              |                         |                       |                      |
| NUR-113-HY1                      | Family Health Concepts                  | 9:10 AM<br>7:10 AM<br>8:10 AM | 3:30 PM<br>3:30 PM<br>12:00 PM | T<br>W<br>TH | Fowler         | 5               | y            | 6/1/16                  | 7/27/16               | Hybrid               |
| <b>OFFICE SYSTEMS TECHNOLOGY</b> |   |                               |                                |              |                |                 |              |                         |                       |                      |
| OST-131-IN1                      | Keyboarding                             |                               |                                |              | Holloway       | 2               |              | 6/1/16                  | 7/27/16               | Online               |
| OST-136-IN1                      | Word Processing                         |                               |                                |              | Holloway       | 3               |              | 6/1/16                  | 7/27/16               | Online               |
| <b>POLITICAL SCIENCE</b>         |   |                               |                                |              |                |                 |              |                         |                       |                      |
| POL-110-IN1                      | Introduction to Political Science       |                               |                                |              | Freeman        | 3               |              | 6/1/16                  | 7/27/16               | Online               |
| POL-120-IN1                      | American Government                     |                               |                                |              | Freeman        | 3               |              | 6/1/16                  | 7/27/16               | Online               |
| <b>PSYCHOLOGY</b>                |   |                               |                                |              |                |                 |              |                         |                       |                      |
| PSY-150-IN1                      | General Psychology                      |                               |                                |              | Gentry-Lechelt | 3               |              | 6/1/16                  | 7/27/16               | Online               |

**Key to the Course/Section**

HY - Hybrid IN - Online TR - Traditional WB - Web-Based S1 - 1st 4 weeks S2 - 2nd 4 weeks S3 - 3rd 4 weeks S4 - 4th 4 weeks "...G..." - at the Graham County Campus

PSY-241-IN1 Developmental Psychology Gentry-Lechelt 3 y 6/1/16 7/27/16 Online

| Course/<br>Section                  | Title                      | Start<br>Time | End<br>Time | Days  | Instructor | Credit<br>Hours | Pre-<br>reqs | Course<br>Start<br>Date | Course<br>End<br>Date | Other  |
|-------------------------------------|----------------------------|---------------|-------------|-------|------------|-----------------|--------------|-------------------------|-----------------------|--------|
| <b>INFORMATION SYSTEMS SECURITY</b> |                            |               |             |       |            |                 |              |                         |                       |        |
| SEC-110-IN1                         | Security Concepts          |               |             |       | McCabe     | 3               |              | 6/1/16                  | 7/27/16               | Online |
| <b>SOCIOLOGY</b>                    |                            |               |             |       |            |                 |              |                         |                       |        |
| SOC-210-IN1                         | Introduction to Sociology  |               |             |       | Johnson    | 3               |              | 6/1/16                  | 7/27/16               | Online |
| <b>WEB TECHNOLOGIES</b>             |                            |               |             |       |            |                 |              |                         |                       |        |
| WEB-210-HY1                         | Web Design                 | 12:10 PM      | 2:00 PM     | T     | Hicks      | 3               |              | 6/7/16                  | 7/26/16               | Hybrid |
| <b>WELDING</b>                      |                            |               |             |       |            |                 |              |                         |                       |        |
| WLD-110-TR1                         | Cutting Processes          | 8:00 AM       | 9:50 AM     | W     | Penley     | 2               |              | 6/1/16                  | 7/27/16               |        |
|                                     |                            | 10:00 AM      | 11:50 AM    | W     |            |                 |              |                         |                       |        |
|                                     |                            | 8:00 AM       | 11:50 AM    | TH    |            |                 |              |                         |                       |        |
| WLD-110-TRG1                        | Cutting Processes          | 6:00 PM       | 6:50 PM     | TTH   | Carey      | 2               |              | 6/2/16                  | 7/26/16               | GCC    |
|                                     |                            | 7:00 PM       | 9:50 PM     | TTH   |            |                 |              |                         |                       |        |
| WLD-112-TR2                         | Basic Welding Processes    | 4:40 PM       | 6:30 PM     | MTWTH | Weidner    | 2               |              | 6/1/16                  | 7/27/16               |        |
| WLD-112-TRG1                        | Basic Welding Processes    | 6:00 PM       | 6:50 PM     | MW    | Carey      | 2               |              | 6/1/16                  | 7/27/16               | GCC    |
|                                     |                            | 7:00 PM       | 9:50 PM     | MW    |            |                 |              |                         |                       |        |
| WLD-116-TR1                         | SMAW (stick) Plate/Pipe    | 8:00 AM       | 9:50 AM     | M     | Weidner    | 4               | y            | 6/1/16                  | 7/27/16               |        |
|                                     |                            | 10:00 AM      | 1:50 PM     | M     |            |                 |              |                         |                       |        |
|                                     |                            | 8:00 AM       | 1:50 PM     | TW    |            |                 |              |                         |                       |        |
|                                     |                            | 8:00 AM       | 10:50 AM    | TH    |            |                 |              |                         |                       |        |
| WLD-141-TR1                         | Symbols and Specifications | 1:00 PM       | 1:50 PM     | MTWTH | Penley     | 3               |              | 6/1/16                  | 7/27/16               |        |
|                                     |                            | 12:00 PM      | 12:50 PM    | MTWTH |            |                 |              |                         |                       |        |
| WLD-141-TR2                         | Symbols and Specifications | 5:40 PM       | 6:30 PM     | MTWTH | Penley     | 3               |              | 6/1/16                  | 7/27/16               |        |
|                                     |                            | 7:00 PM       | 7:50 PM     | MTWTH |            |                 |              |                         |                       |        |
| WLD-212-TR1                         | Inert Gas Welding          | 8:00 AM       | 9:50 AM     | M     | Penley     | 2               |              | 6/6/16                  | 7/26/16               |        |
|                                     |                            | 10:00 AM      | 11:50 AM    | M     |            |                 |              |                         |                       |        |
|                                     |                            | 8:00 AM       | 11:50 AM    | T     |            |                 |              |                         |                       |        |
| WLD-212-TR2                         | Inert Gas Welding          | 8:00 PM       | 9:50 PM     | MTWTH | Penley     | 2               |              | 6/1/16                  | 7/27/16               |        |

**Key to the Course/Section**

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## TCCC will hold the 2015 – 2016 Graduation Commencement Ceremony on Friday, May 5, 2016.

Graduation Applications are required regardless of intent to participate in May's commencement.

### The Difference Between Graduation & the Ceremony

Graduation refers to actually receiving a credential (degree, diploma, certificate) once you have been certified by the College as having met all requirements defined below.

**The Graduation Ceremony** is the commencement event. It is an opportunity for students, families, friends and Tri-County Community College to celebrate their academic accomplishments. Participation in the ceremony does not mean that you have graduated and you will not receive your degree/diploma/certificate until all requirements have been completed. TCCC holds one ceremony each year.

TCCC holds one commencement ceremony each year in May. Graduates from the previous summer and fall terms, as well as current spring graduates, are invited to participate. Students participating in commencement ceremonies must be scheduled to complete all requirements by the end of spring semester.

## Steps to Graduation

### 1. COMPLETE ALL GRADUATION REQUIREMENTS

**A. Program Requirements:** Because the College's goal is to prepare students for a changing workplace, program requirements may change. The semester in which a student declares his or her major determines the program requirements for graduation. If there is an interruption in attendance greater than three consecutive semesters, one calendar year, the student must return under the most current catalog requirements set for their program. College Transfer (A.A. and A.S), Nursing, and Medical Assisting have specific "C" or better grade requirements. Please see each program's page for any specific program requirements.

**B. Credit Hours:** Semester credit hour requirements for graduation will vary with each Program of Study.

**C. Current Majors:** Primary/Secondary Major – To graduate from a program you must have that program declared as your major or secondary major. (i.e. To graduate from a degree, diploma, or certificate program, you must have that program declared as one of your majors. To receive a certificate, your major must be the certificate level of the program.) Students attempting two consecutive courses of study may declare a secondary major. All admissions requirements must be met for all majors and approved by the Director of Enrollment Management.

**D. 25%** of applicable coursework must be completed at TCCC.

**E. GPA:** Grade Point Average – Students must maintain a grade point average (GPA) of 2.0 and must receive a passing grade in all required courses to be eligible for graduation.

**F. Complete Student File:** Student Services must have an official copy of high school transcripts or GED for degree graduating students.

**G. Good Financial Standing:** Students must be in good financial standing at TCCC. There must be no account holds or debt owed to any TCCC department.

### 2. MEET WITH YOUR ADVISOR

You should meet with your faculty advisor to complete a Graduation Application. Graduation Applications are required regardless of intent to participate in May's Commencement Ceremonies.

Applications for graduation must be completed and submitted to the Registrar prior to registering for the completing semester. Students completing two or more programs must complete an application for each program.

### 3. SUBMIT A GRADUATION APPLICATION

You should submit a Graduation Application to the Registrar's Office prior to the established deadlines below.

- Fall Graduates – August
- Spring Graduates – November
- Summer Graduates – January

\*Degrees, Diplomas, and Certificates are awarded at the end of the completing semester. Commencement Ceremonies for all graduates are held immediately following of the Spring Semester (May).

### 4. PAY GRADUATION FEES

- Graduation expenses include the "black" cap and gown for the Ceremony.
- Degrees/Diplomas/Certificates are complimentary.
- All other purchases are at the discretion of the graduate.

### 5. CONGRATULATIONS!

- After successful completion of all required coursework, the Registrar will certify all graduating students as having satisfactorily completed all graduation requirements.
- A notation of your credential along with the date of graduation/completion will be made on your TCCC transcript.
- Degrees, Diplomas, and Certificates are awarded at the end of the completing semester.
- Commencement ceremonies for all graduates are held immediately following the spring semester (May).
- Although participation in the graduation ceremony is not mandatory, all students are encouraged to attend
- ALL requirements must be completed before participating in Commencement/Graduation Ceremonies. Students completing their course work during Fall or Summer Terms are invited to participate in the following May's ceremony.







**TRI-COUNTY**  
COMMUNITY COLLEGE

# Application for Graduation

This form is due to the Registrar prior to registering for your final semester  
If you will be a Summer graduate, the form is due in January.

## SECTION A (To be completed by Candidate)

Social Security Number: \_\_\_\_\_ Campus:  Murphy  Graham County

Name (Please print name as you want it to appear on your credential)

Last: \_\_\_\_\_ First: \_\_\_\_\_ Middle: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Other Phone: \_\_\_\_\_

Anticipated completion date:  May  August  December Year: \_\_\_\_\_

Major: \_\_\_\_\_

Degree level expected: (check only one)  A.A.S.  A.A.  A.G.E.  A.S.  Diploma  Certificate

**\*If completing more than one major, you MUST complete an application for each degree/diploma/certificate.\***

### Honors, Awards, or Recognitions:

Phi Theta Kappa  Alpha Beta Gamma  National Technical Honor Society  Tau Upsilon Alpha  
Other TCCC honors, organizations, clubs, positions, etc. \_\_\_\_\_

Will you be participating in the Commencement Exercises in May?  Yes  No

Your signature serves as consent for TCCC to mail graduation information to your address, to release your graduation information for use in the Commencement Ceremony Program and to be posted in local newspapers. If you wish for your graduation information **NOT** to be released, contact the Registrar.

\_\_\_\_\_  
Candidate's Signature

\_\_\_\_\_  
Date

## SECTION B (To be completed by Advisor)

List all courses yet to be completed for graduation - Include currently enrolled courses.

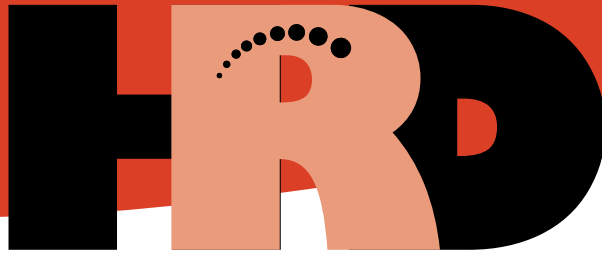
\_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Advisor's Signature

\_\_\_\_\_  
Date

**For Office Use Only** Revised 08/15

25% coursework completed at TCCC  GPA ≥ 2.0  High School Diploma or GED Transcript  
 No Account Holds or Indebtedness  Cumulative Credit Hours Earned  Academic Honors



## Main Campus

**Employability Lab (HRD 3002):** The lab offers an opportunity to drop in between the provided hours and receive assistance with resumes, job applications, interviewing techniques, career exploration, and anything else career related. McSwain Building, Room 109, Contact hrs.

Instructor: Hembree  
 Present - December 6 MT  
 9:00 a.m. - 12:00 p.m. Fee Waived  
 Present - December 7 W  
 1:00 p.m. - 5:00 p.m. Fee Waived

**Money Smart (HRD 3008):** This course is designed to give participants the necessary knowledge to successfully manage current and future finances. This course will discuss how to balance a checking and savings account, pay off debt, effectively coupon, apply for a loan, and much more. McSwain Building, room 109, Membership hours. Held once a month on the following dates:

Instructor: Hembree M  
 4/4, 5/2, 6/6, 7/11, 8/1, 9/12, 10/3, 11/7, 12/5  
 2:30 p.m. - 4:00 p.m. Fee Waived

### Career Planning and Assessment

**(3003):** This course is designed to assess the interests, attitudes, aptitudes, and readiness as it relates to career and educational goals. Interest Inventories, Personality Type, and Learning Style will be measured; along with in-depth career exploration. McSwain Building room 153. Membership hours.

Instructor: Hembree T  
 4/5, 5/3, 6/7, 7/12, 8/2, 9/13, 10/4, 11/8, 12/6  
 2:30 p.m. - 4:00 p.m. Fee Waived

McSwain Building, Room 109. Membership hrs.

Instructor: Hembree TW  
 1/5, 1/6, 7/5, 7/6  
 T (1:00 p.m. - 5:00 p.m.)  
 W (8:00 a.m. - 12:00 p.m.)

**Technology Awareness (HRD 3005):** This class will cover basic computer skills and programs, but focus primarily on work-related computer tasks such as: development of keyboarding, word-processing, internet awareness, technology based job search strategies, applying for employment online, and accessing various work and educational resources. McSwain Building, room 154, Membership hours. Min of 6 participants required. Please call Kelly Hembree if you are interested in this class.

June 2 - July 28 TH  
 6:00 p.m. - 8:00 p.m. Fee Waived

**Make your Resume Talk (HRD 3001):** Are you sending out resume after resume but not hearing anything in return? Are you beginning to feel like the problem is you? Come learn about how the use of technology is hurting you, but also learn how to use technology in your favor. The five resume styles will be discussed along with terminology that best accentuates your skills and abilities. Learn how the "Apply Now" button is sabotaging your resume, and more! McSwain Building, Room 109. Membership hrs.

April 9 TH  
 1:00 p.m. - 4:00 p.m. Fee Waived

## Graham County Campus- Robbinsville

**Employability Lab (HRD 3002):** The lab offers an opportunity to drop in between the provided hours and receive assistance with resumes, job applications, interviewing techniques, career exploration, and anything else career related. Shope Building. Room 2.

Present - December 8 TH  
 9:30 p.m. - 12:00 p.m. Fee Waived

For additional information on class dates and services provided by the Tri-County Community College HRD - Career Center, please call:

**Kelly Hembree (828) 835-4291**  
 khembree@tricitycc.edu

**Planning to register for curriculum classes, but not sure where to start?**

**You are not alone!**

If you are unsure about your career path and don't know what program of study to choose ... we have a solution for you!

The Tri-County Community College HRD - Career Center will provide assistance in determining the required steps to make your goals a reality.

- interest inventory,
- aptitude assessment,
- learning style assessment,
- career exploration,
- programs available within the college,
- steps to registering for college,
- and a plan of action

**For more information, please contact Kelly Hembree at (828) 835-4291.**

# High School Equivalency Diploma (formerly GED)

(828) 837-6810 COLLEGE AND CAREER READINESS (828) 835-4256

## Classes are FREE!

Any adult 18 or older who did not graduate from high school is eligible to participate in this program. This program is also for any high school graduate who wishes to improve their skills. Anyone 16 or 17 years of age who is not currently enrolled in public school may participate by obtaining permission from the school superintendent and the principal of the school district where they live.

### Your Success Starts with Program Orientation

If you are interested in beginning your High School Equivalency Diploma course of study, a two-day student orientation process is required. During orientation, your future goals and a program path with class assignments will be created. Orientation is offered Monthly. Please call (828) 835-4256 to schedule your orientation.

#### Main Campus - Crisp Bldg. Room 108

Monday and Tuesday  
9:00 a.m. - 4:00 p.m.

|                |                     |
|----------------|---------------------|
| April 4 and 5  | September 12 and 13 |
| May 2 and 3    | October 3 and 4     |
| June 6 and 7   | November 7 and 8    |
| July 11 and 12 | December 5 and 6    |
| August 1 and 2 |                     |

*Attendance is required for both days.*

*Evening Orientation is available by appointment.*

### High School Equivalency Diploma Preparation

The College and Career Readiness Program/ Adult Basic Education (ABE) provides educational opportunities for adults who did not complete their high school education or who have not received their High School Equivalency Diploma (GED) or who need to improve their reading, languages or math skills for career or college entry. College and Career Readiness also focuses on providing employability skills, job-specific occupational and technical skills, and developmental education instruction. Technology is used to provide supplemental educational instruction and to improve typing skills.

Tri-County Community College  
is an OFFICIAL Pearson Veu GED®  
"Computer Based" Testing Center.

Please attend program orientation  
for more information or contact  
Angie Jaco at (828) 835-4256.

For Questions, please visit our web site at  
[www.tricountycc.edu/academics/college-career-readiness/](http://www.tricountycc.edu/academics/college-career-readiness/)

### College and Career Readiness/ABE: Beginning to Advanced Class Offerings

**Adult Basic Education- Beginning (ABE-B)** (ABE-B) Adult Basic Education- Beginning (ABE-B) is an academic program designed to compensate adults with intellectual disabilities. If you would like more information on the ABE-B program, please call Angie Jaco, College and Career Readiness Program Coordinator at (828) 835-4256.

#### Class/Lab Schedule

Main Campus ABE - Crisp Bldg. Room 108  
Tuesday and Thursday 8:30 a.m. - 12:00 p.m.

**Adult Basic Education (ABE)** is a program of instruction designed for adults who function below the high school level. Instruction is offered in Language Arts, Social Studies, Science, and Math. Classroom instruction provides a student with a foundation to enter high school equivalency preparation classes (ASE) at the advanced level and/or to take the High School Equivalency Diploma Exam (2014 GED® exam). ABE levels will be discussed at student orientation.

#### Community Schedule for Current Students

##### Class/Lab Schedule

Main Campus Lab - Crisp Bldg. Room 109  
Monday - Thursday 8:00 a.m. - 3:00 p.m.  
Evening Classes Please check website.

##### Community Class Schedule

Moss Library - Hayesville 29 Andrews Street  
Thursday 5:00 p.m. - 8:00 p.m.

##### Division of Workforce Solutions / Career Center

Murphy 800 U.S. Hwy. 64 West  
Please call or visit [www.tricountycc.edu](http://www.tricountycc.edu) for  
schedule.

##### English Language Acquisition (ELA)

Monday and Tuesday 5:00 p.m. - 8:00 p.m.

##### Graham County Center

Robbinsville Lab - Shope Building. Room 4  
Tuesday, Wednesday and  
Thursday 9:00 a.m. - 1:00 p.m.  
Evening Classes Please check website.

#### English Language Learners (ELL) / English Literacy and Civics (EL/Civics)

ELL and EL/Civics - Crisp Building Room 108 -  
Monday and Tuesday 5:00 p.m. - 8:00 p.m.

|                      |                       |
|----------------------|-----------------------|
| Monday, April 4      | 5:00 p.m. - 8:00 p.m. |
| Monday, May 2        | 5:00 p.m. - 8:00 p.m. |
| Monday, August 15    | 5:00 p.m. - 8:00 p.m. |
| Monday, September 12 | 5:00 p.m. - 8:00 p.m. |
| Monday, October 3    | 5:00 p.m. - 8:00 p.m. |
| Monday, November 7   | 5:00 p.m. - 8:00 p.m. |

During Class Orientation you will complete an intake form and listen to a brief overview of the orientation process, classes offered and additional services available. You will then take an assessment test to determine your current skills level. After you complete the assessment, you will receive your results and what courses are available to you based on your scores. You will also create a personalized plan for success and to meet your personal goals.

Location dates and times in Hayesville and Robbinsville are available. Please check the web site for updates or call Angie Jaco at (828) 835-4256.



|   |                                     |  |   |   |   |  |                                       |  |                          |   |   |
|---|-------------------------------------|--|---|---|---|--|---------------------------------------|--|--------------------------|---|---|
| <b>McSwain</b><br>Conference Room<br>Lecture Hall<br>Library<br>English<br>Student Computer Support | <b>012 T-Building</b><br>Automotive | <b>013 West</b><br>Early Childhood<br>Emergency Medical Science<br>History/Social Science<br>Information Highway Classrooms<br>Math<br>Nurse Aide<br>Welding | <b>020 Crisp</b><br>College and Career Readiness<br>Cosmetology<br>Esthetics<br>Therapeutic Massage | <b>021 Harper</b><br><b>Administration</b><br>Business Office<br>Facilities/Security<br>Foundation<br>Human Resources<br>President's Office | <b>025 Enloe</b><br>Health Occupations<br>Multi-Purpose Room<br>Science | <b>026 Fire &amp; Rescue</b><br>Fire and Rescue Training | <b>004 Patterson</b><br>Early College | <b>009 McSwain Annex</b><br>Computer Offices<br>Guided Studies | <b>014 Early College</b> | <b>022 Enloe</b><br>Culinary<br>Bookstore<br>Shipping/Receiving | <b>026 Harper Help Desk</b><br>Admissions<br>Counseling<br>Continuing Education<br>Financial Aid<br>Registrar<br>Rose Boardroom<br>Student Services<br>Testing Center |
|---|-------------------------------------|--|---|---|---|--|---------------------------------------|--|--------------------------|---|---|



**Phillips**

Laboratory  
NC Information Highway  
Welding

**Shope**

Administration  
Computer Labs  
TeleCenter