



TRI·COUNTY  
COMMUNITY COLLEGE

**STUDENT SUCCESS:  
ADMISSIONS,  
REGISTRATION,  
AND GRADUATION**

**2012-13**



# THE APPLICATION PROCESS

Applying to Tri-County Community College is a simple process:

1. Complete an online application for admission to the College at [www.tricountycc.edu](http://www.tricountycc.edu). Click the “Apply Now” icon.
2. Submit official copies of transcripts or records from high schools and all post secondary schools attended, and/or acceptable GED scores if applicable.
3. Take the College Placement Test (CPT) if necessary (see “Placement Testing” on next page).
4. Meet with the Student Success Center personnel to discuss CPT results.

Students who wish to enter the Nursing program should note the special admissions requirements found in the Programs of Study section.

The College reserves the right to establish cut-off dates for admission applications, financial aid applications, graduation applications, and other application documentation. These limitations will be established when necessary to permit improved student service and reduce processing delays during peak registration periods.

## Admissions Overview

Tri-County Community College operates under the “open door” admission policy. This policy does not mean that there are no restrictions on admissions to specific programs; it does mean that these restrictions are flexible enough to allow each student an opportunity to improve his/her education. Placement tests are given for the purpose of guidance, and a personal interview is available for each student prior to admission to a program of instruction. Persons of all race, color, creed, sex, religion, national origin, age, or personal handicap are welcome.

Any person who is 18 years of age or a high school graduate, or the equivalent, may be accepted by the College. Admission to the College does not, however, imply immediate admission to the curriculum desired by the applicant. Admission to associate and diploma programs require a high school diploma or equivalent, transcripts from any colleges previously attended, and TCCC’s placement test or satisfactory transfer credit. (NOTE: Applicants for Nursing and certain other associate programs must complete additional admission requirements.)

Programs at Tri-County Community College that have a clinical component, including internships and externships, may require a criminal background check and/or drug testing prior to participation by the clinical site. Inability to complete the clinical portion of these programs may limit fulfillment of requirements for graduation from the program/College.

High school students and home schooled applicants who are 16 years of age or older may be admitted in accordance with the dual enrollment policies adopted by the State of North Carolina. See information for high school students under Other Student Categories.

## Residency

To qualify for in-state tuition, students must have maintained a primary domicile in North Carolina for at least 12 months prior to enrollment.

If you are classified as a nonresident for tuition purposes, it is your right to petition for a change in classification to that of a resident if you claim that now, and for at least the 12 month period immediately preceding the date of such petition, you have been a legal resident of the State of North Carolina. If it is determined that in fact you have been a legal resident for the required 12 month period, the effective date of change in applicable tuition rates shall be the beginning of the next academic term following the date of application for tuition change, provided that change in billing rate may be made if the 12 month period is found to have been satisfied as of the beginning of that term.

If you are currently classified as a resident for tuition purposes and this status should change, it is your obligation to petition for a change in classification to that of a nonresident. Failure to fulfill this obligation may result in appropriate disciplinary action including, but not necessarily limited to, cancellation of enrollment. If it is determined that in fact you have become a nonresident, the effective date of change in applicable tuition rates shall be the next semester following the date of change. Copies of the applicable North Carolina law and institutional regulations that govern such classification determinations are available at the Harper Help Desk for inspection upon request. You are responsible for being familiar with the contents of these two sources of regulation.

The College provides postsecondary opportunities for all residents of our region in order to increase educational opportunities and economic benefits by offering quality training in a cost-effective and cost-saving manner. Thanks to a tuition waiver program for non-residents who are employed by a North Carolina business (GS 115D-39), any out-of-state student can qualify for in-state tuition rates if their employer agrees to pay the tuition charges. Tuition Waiver forms are available at the Harper Help Desk on Main Campus or at the Graham County Center.

## Admission Priorities

1. Admission to the College and to all programs will be considered on the following priority basis: Residents of the College service area of Cherokee, Clay, and Graham counties in North Carolina.
2. Residents of the remaining counties of North Carolina.
3. Out-of-state residents.

## Readmission to the College

If you withdraw from Tri-County and wish to re-enter, you must:

1. Submit an application for admission or a request to re-enter/transfer form and any additional admission materials required by the Student Affairs Office.
2. Pay all debts to the College.
3. Fulfill the terms imposed by any academic or disciplinary suspension.

Readmission is not automatic. If there is an interruption in attendance greater than three consecutive semesters, one calendar year, the student returns under the current catalog's requirements set for their program.

## Placement Testing

Applicants to any program of study (degree, diploma, or certificate), including Career and College Promise, are required to demonstrate competence in English, mathematics, and computer skills. Competence can be demonstrated in one of three ways:

1. Applicants must have successfully completed a college level math, English, and computer course at another institution.
2. Applicants must have taken the SAT or ACT in the past five years. Students must have SAT scores of at least 500 verbal and 500 math or an ACT composite score of at least 21. Computer skills must be evaluated separately when documentation is not available.
3. Applicants must take the Tri-County Community College placement test. They will then be placed in the appropriate course(s) according to the college guidelines. Placement test results are valid for five years.

The College administers the Computerized Placement Test (CPT) to determine competency levels in sentence skills, reading, algebra, arithmetic, and computer competency. On the Murphy Campus, applicants must call the Student Success Center at 828-835-4233 to schedule a test session. Applicants at the Graham County Center must call 828-479-9256. The test is untimed.

Tri-County Community College is committed to the process of evaluating our students' skills and placing them into classes in which they can succeed. Admission to the College does not imply immediate admission to the program desired by the applicant.

A student applying too late to complete pre-entrance requirements may be admitted as a provisional student. In such a case, all requirements must be completed in the first semester of attendance.

## Orientation

To promote rapid adjustment to the educational philosophy, programs, and standards of the College, new students are expected to participate in an orientation program. The objectives of the orientation program are:

1. To acquaint the new student with the College, its facilities, resources, services, activities, policies, and organizations;
2. To assist the student in taking full advantage of the opportunities offered by the College;
3. To help the student develop effective approaches to the problems encountered by beginning college students.

All programs at TCCC require students to take an orientation course, usually ACA 111 or 118. In addition, TCCC offers a brief mini-orientation each semester.

## Course Load

A normal full-time course load for a semester includes both credit and non-credit registered work. The minimum number of hours required to qualify as a full-time student is twelve (12) semester hours. You may not take more than twenty-one (21) semester hours without the permission of your advisor. Permission to take more than a normal load is based on the student's previous academic record, but will not normally be granted unless a GPA of at least 3.0 has been achieved.

## OTHER STUDENT CATEGORIES

### Audit/Non-Degree Students

If you wish to audit courses, you must register and receive the approval of the instructor for the particular course(s). A “Request to Audit” form must be completed and turned in to the Registrar prior to the last day of drop/add. Audit students do not receive credit but must adhere to attendance, prerequisite and co-requisite regulations. An audit course cannot be changed to credit course nor can a course taken for credit be changed to audit after the drop/add period. Audit work cannot be used toward certificate, diploma, or degree requirements. Curriculum students will have priority over audit students for registration. Students who register for a course as audit work, but then withdraw should be assigned a grade of W (withdrawn) for the course. The fees for audit courses are the same as those taken for credit.

### College Tech Prep

The College Tech Prep program is a sequenced course of study that is designed to provide students with a more technically-oriented educational background leading from high school graduation to an Associate in Applied Science Degree at a technical or community college.

The College Tech Prep program at Tri-County Community College is comprised of major career clusters from which students can select a Career Pathway. The Career Pathway presents the recommended high school courses that will provide students with the academic and vocational/technical background needed to successfully pursue and complete a two-year associate degree program or four-year baccalaureate degree. By following a Career Pathway, upon graduation from high school, students can receive advanced placement at Tri-County Community College in the following areas of study:

- Accounting
- Automotive Technology
- Business Administration
- Computer Information Technology
- Criminal Justice Technology
- Early Childhood Education
- Medical Assisting
- Medical Office Administration
- Office Administration and Legal
- Welding Technology

Tri-County Community College has agreed to grant advanced placement and course credit to Cherokee, Clay, and Graham County high school graduates for successful completion of designated courses at high school. Students must complete Tech Prep courses with a final grade of “B” or better, earn a score of 70 or higher on the end of course VoCATS assessment test, enroll in college within two years of high school graduation and submit official high school transcripts to receive college credit for articulated classes.

### Home-Schooled Students

Home-schooled students are considered for admissions on the same basis as North Carolina public school students with appropriate documentation that the home school is registered with the state. An official transcript from the home school must include the following criteria:

- Name of the home school and address
- Name of the principal
- Name of the student
- Student’s social security number (optional) and birth date
- Curriculum and courses taken each year with grades and a grade point average
- Cumulative grade point average for total progress
- Diploma awarded with graduation date

### Intellectually Gifted Under 16 Years Old

A student under the age of 16 may enroll if the president or his/her designee finds that the student is intellectually gifted and has the maturity to justify admission to the college. The college follows the eligibility requirements and procedures outlined in NC Community College policy, “Admissions Criteria for Intellectually Gifted and Mature Students Under 16 Years Old.” Please contact the Harper Help Desk for more information and required documentation.

## Career and College Promise

Beginning Spring semester 2012, Career and College Promise offered structured opportunities for qualified high school juniors and seniors to enroll in community college courses that provide pathways that lead to a certificate, diploma, or degree, as well as provide entry-level job skills. Academic credits earned through Career and College Promise shall enable students who continue into postsecondary education after graduating from high school to complete a postsecondary credential in less time than would normally be required. Tri-County Community College will offer three pathways: Career and Technical Education, College Transfer, and Cooperative Innovative High Schools.

### Eligibility

Each high school will determine a student's eligibility criteria (high school GPA and entrance assessment scores) on the student's transcript. A home school or non-public high school student must submit a transcript and official test scores from an approved assessment test.

### College Transfer Pathway

By successfully completing one of the four College Transfer Pathways, a student may earn a minimum of 30 college transfer credits leading up to the Core 44. All public universities in North Carolina will accept students achieving the Core 44-hour block as sophomores, if academic conditions are met. Students who complete the 44-hour block are eligible to receive a diploma in College Transfer from Tri-County Community College.

To be eligible for enrollment, a high school student must meet the following criteria:

1. Be a high school junior or senior
2. Have a weighted GPA of 3.0 on high school courses, and
3. Demonstrate college readiness on an entrance assessment or placement test. Students must demonstrate college readiness in English, reading, and mathematics to be eligible for enrollment in a College Transfer Pathway.

A high school junior or senior who does not demonstrate college-readiness on an approved assessment or placement test may be provisionally enrolled in a College Transfer Pathway.

To qualify for Provisional Status, a student must meet the following criteria:

1. Have a cumulative weighted GPA of 3.5;
2. Have completed two years of high school English with a grade of 'C' or higher;
3. Have completed high school Algebra II (or a higher level math class) with a grade of 'C' or higher;
4. Obtain the written approval of the high school principal or his/her designee; and,
5. Obtain the written approval of the community college president or his/her designee.

A Provisional Status student may register only for college mathematics (MAT) and college English (ENG) courses within the chosen Pathway. To be eligible to register for other courses in the Pathway, the student must first successfully complete mathematics and English courses with a grade of 'C' or higher.

To maintain eligibility for continued enrollment, a student must:

1. Continue to make progress toward high school graduation, and
2. Maintain a 2.0 GPA in college coursework after completing two courses.

### Career and Technical Education Certificate

The Career and Technical Education Certificate leads to a certificate or diploma that may be aligned with one or more high school Tech Prep Career Clusters.

To be eligible for enrollment, a high school student must meet the following criteria:

1. Be a high school junior or senior;
2. Have a weighted GPA of 3.0 on high school courses or have the recommendation of the high school principal or his/her designee; and
3. Meet the prerequisites for the career pathway.

High school counselors should consider students' PLAN scores in making pathway recommendations. College Career Technical Education courses may be used to provide partial or full fulfillment of a four-unit career cluster. Where possible, students should be granted articulated credit based on the local or state North Carolina High School to Community College articulation agreement.

To maintain eligibility for continued enrollment, a student must:

1. Continue to make progress toward high school graduation, and
2. Maintain a 2.0 in college coursework after completing two courses.

A student must enroll in one program of study and may not substitute courses in one program for courses in another. The student may change his or her program of study major with approval of the high school principal or his/her designee and the college's chief student development administrator.

### Admission

All new students must fill out The Career and College Promise Program Application for Admission for New Students. Students may do so by requesting an application from their high school representative or high school liaison. Applications may be turned into high school guidance counselor or high school liaison, the Harper Help Desk on the main campus in Murphy, or the Shope building at the Graham County Center in Robbinsville.

High school students may be provisionally accepted as Tri-County Community College (TCCC) students pending completion of a high school diploma or its equivalency.

### Registration

Registration for a course at TCCC includes certain requirements and responsibilities that are described in the college General Catalog and Student Handbook that is published at [www.tricountycc.edu](http://www.tricountycc.edu). Additional rights and responsibilities for high school students concurrently enrolled in college courses are published in this document. Membership in a course at TCCC requires that students follow all policies and procedures set by the College. High school students must demonstrate college readiness in English, reading, and mathematics on an approved entrance assessment test. High school students also follow the same grading and attendance policies and procedures described in the course syllabus presented at the beginning of each college course.

### Entrance Exam: Assessment Test

Aside from applying to the College, all high school students must demonstrate competence in English, reading, and mathematics prior to registration. Competence must be demonstrated in ALL of these areas on a single assessment before entering into a College and Career Promise Pathway.

The College Readiness Benchmarks on Approved Assessment Tests are below:

<b>CUTOFF SCORES FOR APPROVED COLLEGE READINESS TESTS</b>					
Subject	PLAN	PSAT	ACT	SAT	Accuplacer
English	15	49	18	500	86 Sentence Skills
Reading	17	50	21	500	80 Reading
Math	19	50	22	500	55 Arithmetic <b>and</b> 75 Elementary Algebra

\*To be eligible for enrollment in a College Transfer Pathway, students must demonstrate college readiness in English, reading, and mathematics on an approved test or tests. Eligibility may be demonstrated by achieving the required scores on a single test or by combining test scores from any of the approved assessments. For example, a student may combine a 19 on PLAN math with an 86 and an 80 on Accuplacer sentence skills and reading to demonstrate college readiness.

Placement testing sites are located at participating area high schools, the Career and Placement Testing Center on the main campus in Murphy, and the Shope building at the Graham County Center in Robbinsville. There is no charge for taking the Accuplacer placement test.

### Career and College Promise Programs List

<b>Pathways</b>	
Business and Economics	Engineering and Mathematics
Humanities and Social Science	Life and Health Sciences
<b>Diploma</b>	
Automotive Systems Technology	Cosmetology
Computer Information Technology	Computer-Integrated Machining
Therapeutic Massage	Web Technologies
Welding Technology	
<b>Certificate</b>	
Accounting	Business Administration
Criminal Justice Technology	Early Childhood Education
Entrepreneurship	Human Services Technology
Medical Office Administration	Office Administration
Office Administration Legal	Medical Assisting

## Provisional Students

If you apply too late to satisfy all the admissions requirements before the registration period is over, you may be allowed to enter the College as a provisional student. The Student Success staff will make this final decision. Once you have fulfilled all admissions requirements, you may be admitted in good standing. You will have until the end of your first semester to fulfill the requirements.

## Senior Citizen Students

Senior citizens who are 65 years of age or over and have been residents of North Carolina for a minimum of 12 months are eligible to enroll in up to six credit hours of instruction and one course of non-credit instruction per academic semester. However, additional charges for books, supplies, etc., may be required. Such registration cannot preempt regular curriculum students. If a senior citizen receives a waiver for a class and then subsequently drops the course after the first day of class, the waiver is considered used and cannot be applied to another course.

## Special Credit Students

Special Credit, non-degree seeking students must follow registration procedures prescribed at the Harper Help Desk on Main Campus or at the Shope Building at the Graham County Center. Please note: Non-degree seeking students are not eligible for any type of financial aid.

# TRANSFER INFORMATION

## Transfer Credit to TCCC

Transfer students may enter Tri-County Community College upon meeting all admission requirements. Tri-County Community College will accept credits (with equivalent credit hours and course content) from all institutions within the North Carolina Community College System as well as from other accredited colleges. Credits earned at other institutions may be transferred into programs at Tri-County Community College provided grades meet institutional academic standards and appropriate documentation is provided as proof that equivalent competencies have been met. No grade of less than 2.0 quality points (C) will be transferable to Tri-County Community College from any other institution. The content of any course being transferred must parallel the content of similar courses offered at Tri-County Community College. Initial credit for transfer work will be granted upon the Registrar's receipt of a sealed official transcript for curriculum students who have completed all admissions requirements. Transfer credit will be noted on the student's TCCC transcript.

A student who uses transfer credit to complete his or her course of study, must be enrolled at the College for at least one semester and earn at least 25% of their credit hours from TCCC before a degree or diploma will be conferred.

Placement tests may be waived upon receipt of an official transcript of good standing from a regionally accredited post-secondary institution.

Students may tentatively use unofficial proof of a prerequisite for purposes of registration by contacting the Registrar and completing an "Unofficial Proof of Prerequisite Form." Students must provide official proof/transcripts within three (3) weeks of the date the form is signed for the pre-requisite to be officially transferred and posted to the student's TCCC record. If the official transcript(s) is not received to allow the necessary credit to be transferred, TCCC will not be able to release any of the student's records, transcripts, or grades, nor will the student be allowed to register for any additional terms.

A.A. and A.S. students should have no more than 14 credit hours of their general education core as transfer credits from private or out of state colleges not participating in the Comprehensive Articulation Agreement (CAA). Otherwise, those students may not be able to take full advantage of the CAA.

Coursework from a continuing education division is not directly transferable into curriculum hours of credit. Curriculum coursework and degree requirements are satisfied by continuing education hours only when a state-approved bridging program is in place and all institutional requirements for admission into that program are met. Students interested in receiving curriculum credits for continuing education courses, state or national licenses, or life experiences may do so through credit by examination (see page 71).

## Transfer Credit from TCCC

Tri-County Community College offers options to graduates from its two-year associate degree programs and its two-year college transfer program. Graduates of these programs have the option of entering a career, continuing their education at a senior institution, or both.

Academic work completed at Tri-County Community College that is covered by the Comprehensive Articulation Agreement will transfer into all other institutions in the North Carolina system of colleges and universities. The Comprehensive Articulation Agreement formulated by the North Carolina Community College System in conjunction with all senior institutions in the state system guarantees the general equivalency transfer of the core curriculum throughout the community college system.

Graduation with an A.A. or A.S. degree from Tri-County Community College ensures that a student's coursework will transfer into any senior institution in the system—credited with having finished all general education requirements and awarded junior status in the receiving institution. Completion of the Associate in Arts or Associate in Science degree does not guarantee admission to a particular North Carolina public university, although admission is guaranteed to at least one of the North Carolina senior institutions. Completion of the core curriculum (44 semester hour credits) guarantees students transfer with credit for having finished the equivalent general education requirements of the receiving institution.

Students who complete an A.A.S degree should consult with their advisor on the transferability of their coursework.

## TUITION AND EXPENSES

Tuition and expenses are subject to change at any time. Costs are provisional, depending upon the action of the North Carolina State Legislature.

Tuition is charged per credit hour up to a maximum of 16 credit hours per semester. Costs for the 2012-13 academic year are \$69.00 per credit hour for in-state students and \$261.00 per credit hour for out-of-state students.

Credit hours are computed by the following formula:

1 class hour	=	1 credit hour
2 lab hours	=	1 credit hour
3 manipulative shop hours	=	1 credit hour

All curriculum students (including high school students) pay certain fees each semester at the time of registration.

- Technology Fee
- Activity Fee
- Student Insurance
- SGA Emergency Fee
- Parking Fee

The College provides an inexpensive student accident insurance program. A group policy providing the desired insurance protection will be maintained in effect by the College, and all students (including high school students) are required to obtain this coverage. Cost is subject to change from year to year.

### Statements of Policies Regarding Student Expenses

All tuition and fees are payable on the date of registration. Acceptable payment methods include American Express, Discover, VISA, or MasterCard as well as checks and/or money orders, which should be made payable to Tri-County Community College. A check given in payment of expenses that is returned by the bank results in indebtedness to the school and places your enrollment in jeopardy. Failure to pay in a timely manner will result in student records being forwarded to a collection agency for final recovery.

If you receive financial assistance such as vocational rehabilitation, scholarships, grants, etc., make certain that you have formal authorization filed in the Business Office prior to registration.

### Fulfillment of Financial Obligations

No student will be allowed to register for a new semester, permitted to graduate, nor receive a transcript for credit if he/she has an unpaid balance due.

### Refunds

A 100% refund shall be made if you officially withdraw prior to the first day of classes of the academic term as noted in the college calendar. Also, you are eligible for a 100% refund if the class in which you are officially registered fails to "make" due to insufficient enrollment. A 75% refund shall be made if you officially withdraw from the class(es) prior to or on the official 10% point of the term (per 23NCAC2D.0202). The 10% point is calculated from the first day of each semester.

**Important Notice About Schedule Adjustments:** What should you do if you need to make a schedule adjustment after the term begins? North Carolina Administrative Code has determined that a student's refund will be limited to 75% if a class is dropped after the beginning of a term. If the student plans to drop one class and add another in its place, TCCC recommends the student be prepared to do so during the combined drop/add period in order to avoid the 25% charge.

**Procedure for Refunds** – If you wish to receive a refund, complete an official drop/add form with your advisor. All students should follow this procedure as soon as possible to receive a refund. Refunds are generally issued through HigherOne.

**Bookstore** – Nebraska Book Company (NEEBO) operates the bookstore on campus. All refunds that are made require proof of purchase and a withdrawal slip from the class. NO REFUND will be made at any time for used books. Books that have been marked or written in are considered used books. Periodic "used book" purchase times will be announced.

## REGISTERING FOR CLASSES

**New Students:** Once a student has been admitted to TCCC and declared a program of study, he/she will be assigned an academic advisor. Students should work closely with their advisor to develop a schedule that meets their needs. New students MUST meet with their advisor to register for the first time.

**Returning Students:** During early and regular registration, most students may register online with WebAdvisor. If registering or making schedule changes on campus, a student must meet with his/her faculty advisor and complete a Registration Worksheet that has both the student's and advisor's signatures. Online registration is not available during drop/add. Students wishing to make schedule changes during drop/add must make an appointment with their advisor to complete the required drop/add form.

Students may also be advised in the Student Success Center. Classes are filled on a first-come, first-served basis. Early registration for classes is highly recommended and will maximize chances of obtaining desired classes. Absolutely NO registrations or schedule changes will be accepted after the last day to add classes.

**Finalize Registration:** If the student is paying his/her tuition, he/she must pay in person at the Business Office or online via WebAdvisor. If the student has financial aid (scholarships, grants or loans), he/she must take a Registration Statement to the Harper Help Desk on Main Campus or the Shope Building on the Graham County campus for verification of award. If the student has other sources of funding, he/she needs to go to the Business Office to verify and finalize outside sponsorship transaction.

**Important Notice About Schedule Adjustments:** Students may determine they need to make a schedule adjustment (drop one section and add another) on or after the first day of the term. If a student drops a class and adds another later (even a few minutes later), he/she will be assessed a 25% charge. The charge is applied because the North Carolina Administrative Code (which determines the operating policy for refunds) states that if a student drops a class on or after the first day of term, only a 75% refund is allowed. If you drop and add classes at the same time that have at least the same number of credit hours, you can avoid the 25% charge.

## FACULTY ADVISOR

When you declare a program of study, you will be assigned a faculty advisor. No student will be allowed to register without an advisor's signature. Usually this advisor will be your subject area instructor. Your advisor will:

- Provide general information on TCCC's policies, procedures, services, and programs.
- Provide specific information regarding your program/major.
- Assist in selecting goals, courses, and opportunities that appeal to your interest and match your abilities.
- Assist in exploring possible outcomes of your choices and/or direction.
- Plan your class schedules and register you for those classes.
- Answer your questions and address your concerns.
- Monitor your academic progress.
- Offer recommendations and support.

All full-time faculty members are on campus 30 hours per week and have five office hours scheduled each week to assist students and advisees. Schedules are posted at each faculty office and are also available from the Harper Help Desk. Part-time faculty will make themselves available to assist students on a weekly basis either prior to class, after class, by appointment, or at a time posted on their syllabus.

# ACADEMIC ADVISORS

## Major - Main Campus

Major - Main Campus	Advisor	Phone	Building
Accounting	Robin Gibson	835-4231	McSwain
Animal Assisted Interactions	Kathleen Hearl	835-4247	Enloe
Automotive Technology	Keith Marcus	835-4250	"T" Building
Business Administration	Kathy Rathbone	835-4243	McSwain
College Transfer - Associate in Arts (A-E)	Suzann Ledford	835-4216	McSwain
College Transfer - Associate in Arts (F-K)	Amy Johnson	835-4223	McSwain
College Transfer - Associate in Arts (L-P)	Bill Trotter	835-4245	Enloe
College Transfer - Associate in Arts (Q-Z)	Lee Ann Hodges	835-4269	McSwain
College Transfer - Associate in Science (A-H)	Steve Browning	835-4278	West
College Transfer - Associate in Science(I-P)	Rick Hincke	835-4274	West
College Transfer - Associate in Science(Q-Z)	Ronnie Whitener	835-4279	Enloe
Computer Information Systems (A-L)	Scott Sherrill	835-4268	McSwain
Computer Information Systems (M-R)	Travis Hicks	835-4235	McSwain
Computer Information Systems (S-Z)	Gina McCabe	835-4266	McSwain
Computer Integrated Machining	Phil Jones	835-9264	CAT Bldg
Cosmetology Technology (Day)	Pauline Ledford	835-4234	Crisp
Cosmetology Technology (Evening)	Robin Panter	835-4282	Crisp
Criminal Justice	Allen Denny	835-4271	McSwain
Early Childhood	Dulcie Riffle	835-4273	West
Entrepreneurship	Kathy Rathbone	835-4243	McSwain
Esthetics	Misty Taylor	835-4209	Crisp
Guided Studies	Kathryn Temple	835-4224	Crisp
High School	Julie Garner	835-4281	Crisp
Human Services Technology	Sarah Tatham	835-4233	Harper
Manicure/Nail Technology	Kathleen Hearl	835-4247	Enloe
Medical Assisting	Lindi Gentry	835-4280	McSwain
Medical Office Administration	Misty Taylor	835-4209	Crisp
Nursing	Kathleen Hearl	835-4247	Enloe
Office Administration & Legal	Cindy Gaddis	835-4244	McSwain
School Age Education	Susan Fowler	835-4252	Enloe
Special Credit	Debbie Hogan	835-4246	Enloe
Therapeutic Massage	Candice Laney	835-4232	Enloe
Web Technologies	Cindy Gaddis	835-4244	McSwain
Welding Technology	Dulcie Riffle	835-4233	Harper
	Sarah Tatham	835-4273	West
	Misty Taylor	835-4209	Crisp
	Scott Sherrill	835-4268	McSwain
	Jason Penley	835-4249	West

## Major - Graham County Center

Accounting/Business Administration	Lisa Keener	479-9256	Phillips
College Transfer/Guided Studies	Lisa Keener	479-9256	Phillips
College Transfer	Ray Kaylor	479-9256	Shope
Comp. Info. Sys./Crim. Just./Office Adm.	Lisa Keener	479-9256	Phillips
Early Childhood	Dulcie Riffle	835-4273	West
Nursing	Debbie Hogan	835-4246	Enloe
Welding Technology	Lisa Keener	479-9256	Phillips

## WEBADVISOR

WebAdvisor is an online student information access point. WebAdvisor allows students to view transcripts and program check off sheets, check course availability, register and pay for classes, print out schedules, and check financial aid balances. Click the WebAdvisor logo from the TCCC homepage, [www.tricountycc.edu](http://www.tricountycc.edu). Note: Depending on program of study, some TCCC students may not be able to register online.

## 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 a student withdraws from the College for a period greater than three consecutive semesters, the current student handbook will determine program requirements.

## ALTERNATIVE METHODS OF MEETING PRE/CO-REQUISITES

Students may demonstrate math, English, and computer skills by completing the College's placement exams; successfully completing a college-level math, English, or computer course at another institution; or earning an SAT score of 500 verbal and/or 500 math, or an ACT composite score of 21. Students may also demonstrate the required skill level by completing the pre-requisite developmental course(s) with a grade of C or better. Placement scores, SAT/ACT scores, and developmental course grades are valid for demonstrating skill level for five years from the test date.

Students may tentatively use unofficial proof of a prerequisite for purposes of registration by contacting the Registrar and completing an "Unofficial Proof of Prerequisite Form." Students must provide official proof/transcripts within three (3) weeks of the date the form is signed for the pre-requisite to be officially transferred and posted to the student's TCCC record. If the official transcript(s) is not received to allow the necessary credit to be transferred, TCCC will not be able to release any of the student's records, transcripts, or grades, nor will the student be allowed to register for any additional terms.

In addition, a student may request that a local pre-requisite or local co-requisite be waived. Students must complete the Pre-requisite/Co-requisite Waiver Form with either their advisor or the instructor for the course; that form should indicate the specific reasons for the waiver request, including a rationale for the student's competence in that subject as well as any special circumstances. These reasons represent an alternate method of meeting and documenting pre-requisite requirements and are not a means to circumvent pre-requisite or co-requisite requirements. These forms, which can be obtained from the Registrar, should then be approved by the appropriate division chair and the vice president for Instructional Services prior to registration for the class.

State-defined pre-requisites and co-requisites are mandated by the North Carolina Community College System and will not be waived. Students considering applying for a waiver should contact the Registrar or their advisor to determine if a pre-requisite or co-requisite is state or local.

Approved by Academic Affairs 3/4/11.



## COURSE SUBSTITUTION AND COURSE WAIVER

A student may request that a program's course requirement be substituted or waived. If a waiver is granted, the credit hours required to complete a program are not waived, only the course itself. The total number of credit hours required to complete a program, must still be met by either the substituted course or by completing an additional course greater than or equal to the number of credit hours of the waived course. The substitution and/or waiver form may be obtained from the Office of the Registrar.

## SECONDARY MAJORS

Students wishing to follow/attempt two consecutive courses of study may declare a secondary major. All admissions requirements must be met for both majors and approved by Student Affairs.

## ATTENDANCE POLICY

Attendance in seated classes begins on the first scheduled day of class, even for students who register late. Attendance for online classes begins when the student submits the first assignment, which is due prior to the 10% point of the class. If a student fails to complete the first assignment by the 10% point, he/she will be dropped from the class with a grade of "N/A" – Never Attended. Students are expected to attend all scheduled classes. Absences from class, which may cause the student to be unable to meet course objectives, do not relieve the student from meeting all the requirements of the course. Absences do adversely affect grades. Check class syllabus for specifics.

Students are allowed two excused absences per academic year, including religious observances, provided the following criteria is met:

- Student must submit an "Excused Absence" Form for an excused absence with verification/reason for the absence. This request must be submitted at least one week prior to that absence. A form must be completed for EACH class missed and must be signed by both student and instructor. Forms may be obtained from each instructor.
- Any missed work MUST be completed by first class meeting or upon return. The student is responsible for ALL work missed during absence.

All excused absences must be approved by the instructor in each individual course. All other absences shall be considered unexcused.

An instructor will administratively withdraw any student who is absent more than 20% of the total contact hours the class meets per semester, per course for unexcused absences. Leaving class early or being tardy three times constitutes one absence. Making up work missed is the student's responsibility. Students who have been withdrawn from a course for excessive absences may be readmitted to class only with the permission of the instructor and completion of readmission forms in the Harper Help Desk.

Students enrolled in the Nursing program cannot miss more than 10% of the nursing component in any semester of the curriculum. This constitutes one week of classroom and clinical experience or the equivalent of one lecture day and two clinical days per semester. It is understood that the student is responsible for material presented and that missed lectures must be made up via alternate hours of experience as determined by the course instructor. Because of the variety and complexity of clinical resources use, clinical days cannot be rescheduled. Any deviation from these stated requirements must have the approval of the program director.

# WITHDRAWAL FROM COURSE

## Procedure to Withdraw

There are two ways for a student to withdraw from a course at TCCC: official withdrawal and administrative withdrawal. Official withdrawal is initiated and followed through by the student. Administrative withdrawal is initiated and followed through by the instructor. An instructor will administratively withdraw any student who is absent more than 20% of the total contact hours the class meets per semester, per course. Administrative withdrawals result in the final grade of “U.” In order for the student to protect his/her academic standing, it is imperative that the official withdrawal procedure is followed.

Students who wish to officially withdraw from a course must complete the following steps prior to receiving the final exam:

1. Contact their instructor(s). At the Graham County Center, students must contact their instructor and the main office personnel;
2. Complete the necessary Withdrawal Form;
3. Students receiving any type of financial aid must meet with Financial Aid Office staff for assessment for satisfactory academic progress due to the withdrawal;
4. Obtain all required signatures;
5. Return the forms to the Registrar’s office on the main campus or the main office at the Graham County Center.

Students who follow this procedure will receive one of the following grades:

1. W if they withdraw before any grades on any assignment are given;
2. WP if they are passing the course on the last day they attended;
3. WF if they are failing the course on the last day they attended;
4. NA if they never attended.

When a student stops attending class or accumulates absences in excess of 20% of the course contact hours, a student will be dropped from the class and will be awarded a grade of “U,” unless the student follows the official withdrawal procedure before the grade of “U” is recorded. This is the equivalent of an “F” grade and will influence a student’s grade point average.

*Notice: Any student receiving financial aid who stops attending all of his or her courses prior to completing 60% of the semester could owe a portion or all of his or her money back to the College. All students should go by the Financial Aid Office prior to withdrawing from classes to determine their financial obligation, if any.*

## Readmission to Course After Withdrawal

If a student wishes to return to class after having been withdrawn, they may be readmitted only with the permission of the instructor and completion of readmission paper work with Student Services.

To be officially readmitted, a student must follow these steps:

1. Meet with the instructor;
2. Appeal to the instructor in writing and obtain his or her permission;
3. Complete any missed work;
4. Complete readmission form.

Students may not attend class again until they have been officially readmitted.

Special Circumstances regarding online students: if permission to re-enroll is granted to an online student, provisional readmission with access to Moodle will be granted to enable the missed work to be made up.

# GRADING SYSTEM

## Unit of Credit

The unit of credit at Tri-County Community College is measured in semester credit hours. For the credit value of a given course, consult the course description in this catalog.

## Grading System

The following grading system is used:

Number Grade	Letter Equivalent	Quality Description	Points
93 -100	A	Excellent	4.0
85 - 92	B	Good	3.0
78 - 84	C	Fair	2.0
70 - 77	D	Pass	1.0
Below 70	F	Fail	0.0
	I	Incomplete	
	M	Mastered	
	NA	Withdrawn/Never Attended	
	NM	Not Mastered	
	S	Satisfied Requirement	
	TR	Transfer Credit	
	U	Unofficial Withdrawal	
	W	Withdrawal No Grade	
	WF	Withdrawal Fail	
	WP	Withdrawal Pass	
	X	Credit by Exam	
	Y	Audit	

Each instructor determines grades based on his/her evaluation of student progress.

**F** (Failing) a grade of “F” in any course can be removed from GPA calculation by repeating and passing the same course.

**I** (Incomplete) is given only if a student has a valid reason for failure to complete work as scheduled. Illness and other circumstances beyond the student’s control are considered valid reasons for non-completion of work. The student must receive the permission of the instructor to be granted an incomplete grade. In addition, the instructor must specify work to be made up to remove the incomplete within the next eight-week period of the next semester. If the work is not completed on time, the grade automatically becomes an “F.” The College will not assume any additional financial expense implementing the removal of an incomplete.

**M** (Mastered) is given when students in developmental education modules achieve at least an 80% mastery and may move to the next level.

**NA** (Withdrawn/Not Attended) is given if a student is withdrawn from a course without ever attending.

**NM** (Not Mastered) is given when a student does not achieve the 80% mastery pass-rate and will have to either retake the module or retest.

**S** (Satisfied) is given when a student satisfied a course requirement.

**TR** (Transfer Credit) is given if a student received a grade of “C” or better for a course with equivalent credit hours and content at another accredited institution.

**U** (Unofficial Withdrawal - penalty) is given when a student does not follow the College’s official withdrawal policy or is withdrawn for excessive absences. This is the equivalent of an “F” grade and will influence the grade point average or GPA. **W** (Withdrawn) is given when a student follows the proper withdrawal procedure before any grades are given.

**WF** (Withdraw Fail) is given when a student follows the proper withdrawal procedure and is failing the course on the last day attended.

**WP** (Withdraw Pass) is given when a student follows the proper withdrawal procedure and is passing the course on the last day attended.

**X** (Credit by examination) is given when a student earns credit by examination for specified courses if he/she meets the required level of proficiency by achieving a score equivalent to a “C” or better on a written or other appropriate examination.

**Y** (Audit) is given when a student does not receive credit but is required to comply with attendance regulations. Audit students do not take tests or examinations. A credit course cannot be changed to audit after the regular drop-add period. Audit students pay the same tuition and fees as regular students taking the course. New Students: Once a student has been admitted to TCCC and declared a program of study, he/she will be assigned an academic advisor. Students should work closely with their advisor to develop a schedule that meets their needs. New students **MUST** meet with their advisor to register for the first time.

## ACADEMIC PROGRESS AND STANDING

### Academic Honors

Students will be selected for academic honors at the end of each semester in which they have earned 12 or more non-developmental credit hours in a degree, diploma, or certificate program; have earned a current and cumulative grade point average of at least 3.50; and have no grades of F, I, NM, U or WF for that semester.

Part time students may make the academic honors list if they have accumulated 30 or more non-developmental credit hours; are enrolled in a degree, diploma, or certificate program; have earned a current and cumulative grade point average of at least 3.50; and have no grades of F, I, NM, U or WF for that semester.

### Academic Probation

Students who have accumulated 30 or more attempted credit hours and performed below a 2.0 cumulative grade point average (GPA) will be placed on academic probation. A student on academic probation will work with his/her advisor to develop an academic plan and/or will be directed into specialized coursework. The student will remain on academic probation until they achieve a cumulative grade point average of greater than or equal to 2.0.

### Good Standing

Good Standing is defined as a student having a 2.0 or higher cumulative GPA and making satisfactory progress in his/her program of study.

# GRADUATION REQUIREMENTS

1. Students must complete an Application for Graduation prior to registration for the semester in which the program will be completed. Students completing during the summer term must apply during the preceding spring term's registration.
2. Semester hours for graduation will vary with each program of study.
3. To graduate from a program, students must have that program declared as his/her major or secondary major (to receive a degree, diploma, or certificate, students must have the appropriate level declared as one of their active majors. For example, to receive a certificate, your major must be the certificate program).
4. Degree requirements are defined by the catalog during which the student declared the program as their major or secondary major. If there is an interruption in attendance greater than three consecutive semesters, one calendar year, the student returns under the current catalog's requirements set for their program. Due to changes in technology and other extenuating factors, prior program requirements and course work become obsolete and may not count toward current degree requirements if the content in the previously completed course is no longer equivalent to a current course's content and/or program requirements.
5. Only 14 hours of credit from outside the Comprehensive Articulation Agreement (CAA) may be used toward the completion of an A.A. or A.S. degree or diploma.
6. 25% of applicable coursework must be completed at TCCC.
7. Students must earn a cumulative grade point average (GPA) of 2.0 and receive a passing grade in all required courses to be eligible for graduation. Some programs require a final grade of "C" or better in specific courses or all courses to be counted toward the programs requirements. Please see the program information for these specific requirements.
8. The Registrar must have an official copy of either a final high school transcript or a GED for degree and diploma graduating students.
9. Students must be in good financial standing at TCCC (there must be no account holds or indebtedness to the college).

Applications for graduation are required to be completed and turned into the Registrar prior to registering for the completing semester. Students completing two or more programs must complete an application for each program. Applications for graduation may be picked up in the Harper Building, Shope Building or printed online from the TCCC website.

Graduation fees are subject to change (diploma cover, cap and gown, etc.). Contact Tri-County Community College Bookstore for current prices. Graduation expenses include black cap and gown for the ceremony. All other purchases are at the discretion of the graduate. Degrees, diplomas, and certificates are complimentary. Diploma covers may be purchased at the College Bookstore at any time.

All students participating in graduation ceremonies must be scheduled to complete all graduation requirements by the end of spring semester.

## Graduation Honors

To graduate with academic honors, completing students must have a minimum of 30 semester hours and a cumulative Fall term GPA of 3.50 or above. Top of Class Honors are awarded to graduates with the highest GPA within their program, granted the graduate has maintained a GPA of at least 3.50 and that 50% of his/her courses are taken at TCCC.