STUDENT SUCCESS:
ACADEMIC SUPPORT

CAREER & COMMUNITY EDUCATION PROGRAMS

College and Career Readiness

The Tri-County Community College adult education and literacy program seeks "to open the door to high-quality, accessible educational opportunities that minimize barriers to post-secondary education, maximize student success, develop a globally and multi-culturally competent workforce, and improve the lives and well-being of individuals."

The College and Career Readiness program (previously known as Adult Basic Skills) is based on the philosophy that every student, regardless of functional level, is teachable, capable of self-improvement, and should have the opportunity to participate in continuing educational activities. Adult Education services are provided in order to:

- Assist adults to become literate and obtain the knowledge and skills necessary for employment and self-sufficiency
- Assist adults who are parents to obtain the educational skills necessary to become full partners in the educational development of their children
- Assist adults in the completion of a secondary school education

Any adult 18 years of age or older who did not graduate from high school is eligible to participate in the Basic Skills program, as is any high school graduate who wishes to upgrade their skills. Any adult ages 16 or 17 not currently enrolled in public school may participate by obtaining permission from the school superintendent and the principal of the school district where he/she lives.

The program operates a TCCC Adult Basic Skills Lab in Murphy which is located in the McSwain Building, Room 152. The lab is open regularly and allows flexibility in scheduling. There is also an Adult Basic Skills Lab at the Graham County Center in Robbinsville (828-479-9256). Please check each location for specific lab times.

The Adult Basic Skills Program of College and Career Readiness includes the areas of Adult Basic Education (ABE), Compensatory Education (CED), English as a Second Language (ESL), and General Education Development (GED). Please see descriptions below. Also, please note that all classes are offered free-of-charge, although there is a one-time-only nominal administrative fee for GED testing.

Adult Basic Education (ABE)

Adult Basic Education (ABE) is a program of instruction designed for adults who need to improve their reading, writing, speaking, problem-solving, or computation necessary to function effectively in society, on a job, or in the family.

Adult Basic Education (ABE) includes coursework designed to improve the employability of the state's workforce through instruction in mathematics, reading, language, and workforce readiness skills. It is designed to provide adults with sufficient basic education to enable them to benefit from job training or retraining programs. In addition, the ABE programs helps students obtain and retain productive employment so that they might more fully enjoy the benefits and responsibilities of being citizens.

Compensatory Education (CED)

Compensatory Education is a community college program designed for adults with an intellectual disability or traumatic brain injury who want to achieve a higher level of independence by focusing on academic, social, vocational and life skills needed to fulfill their goals.

English as a Second Language (ESL)

English as a Second Language (ESL) is a program of instruction designed for adults who are limited English speakers and whose primary language is not English. The program helps students who need to improve their speaking, reading, writing, and understanding of the English language to enable them to further their education or obtain employment.

General Education Development (GED)

The General Educational Development (GED) Program provides instruction to prepare for official GED tests. Tri-County Community College is an official GED testing site. To obtain a GED diploma, students must take a battery of five tests: Language Arts-Writing, Social Studies, Science, Language Arts – Reading, and Mathematics. Each student is required to pay a test fee of $25.00. This GED test fee is subject to change by action of the N.C. Legislature. A General Educational Development Diploma is awarded to students by the State Board of the North Carolina Community College System.

Test takers receiving a total passing score of 2250 with no single test score below 410 are awarded a diploma known as the High School Equivalency Certificate. The certificate is usually accepted when applying for employment or admission to a college or university.

Guided Studies

Tri-County Community College's Guided Studies (GS) offers many programs and services to help you succeed in your educational goals. All of our guided study/learning labs have a friendly staff, a relaxed learning atmosphere, a computer station, and a variety of resources. Let us enhance your college experience. With two labs, we are in a location near you. TCCC's Murphy Campus' GS Lab is in the Crisp Building, Room 108. The Graham County Center has a GS lab located in the Phillips Building. Staff members and hours of operation vary from lab to lab. Please check local postings in each location or call the GS lab nearest you for specific details. For the Murphy Campus, call 828-835-4238. For the Graham County Center, call 828-479-9256.

Brush-up Courses & Developmental Education

Guided Studies offers meaningful opportunities that can help improve learning outcomes. With Guided Studies, you can strengthen your abilities in reading, writing, and math, and you can build new skills for further, more effective college study. If your placement exam results show that you need to brush up on reading, writing, or math skills, or if you need some introductory math and science courses for your major, ask your advisor to help you select appropriate GS classes from the current semester schedule. Our guided study/ learning labs and developmental courses can help you achieve the skills you want and the confidence you need to enter the study of your choice. Guided Studies instructors work with you, helping you every step of the way. If you have questions, you are encouraged to ask them. If you have a problem with the material or with Guided Studies, let one of the instructors know. Our mission is to help you succeed!

Developmental Education and Guided Studies Courses

Courses below the 100 level are considered developmental education courses and serve as prerequisites to curriculum study. Grades in all courses below the 100 level will not count as hours/credits earned and will not be used to calculate grade point averages. Courses below the 100 level are counted as hours attempted for financial aid and term course load purposes. Returning students with developmental courses that are five or more years old will be asked to retake placement tests and may be required to retake courses based on test results. Students are strongly encouraged to take any needed developmental education courses in their first two or three semesters at TCCC. Completing developmental education requirements in these semesters will empower students for further college study as well as career development. Completion of developmental subjects can increase student confidence and place individuals on appropriate paths to successful learning outcomes.

Students who are coming from non-traditional and/or GED backgrounds will find developmental education courses especially helpful in their efforts to learn how to function and to succeed in formal college-level classroom environments.

TCCC currently offers the following developmental education courses:

ACA 090	Study Skills
BIO 090	Foundations of Biology
CHM 090	Chemistry Concepts
CIS 070	Fundamentals of Computers
DMA 010	Operations with Integers
DMA 020	Fractions and Decimals
DMA 030	Proportion/Ratios/Rates/Percents
DMA 040	Expressions, Linear Equations, Linear Inequalities
DMA 050	Graphs and Equations of Lines
DMA 060	Polynomials and Quadratic Applications
DMA 070	Rational Expressions and Equations
DMA 080	Radical Expressions and Equations
DRE 096	Integrated Reading and Writing I
DRE 097	Integrated Reading and Writing II
DRE 098	Integrated Reading and Writing III
DRE 099	Integrated Reading and Writing III (ENG 111 Co-requisite)
OST 080	Keyboarding Literacy

All Guided Studies classes use a unique grading system of "M" for Mastered and "NM" for Not Mastered. The minimum level of "mastery" (passing and advancing to the next level) in developmental education classes is 80%. Students who earn grades below this minimum will have two options available to them:

They may retake developmental education courses to improve their skills and placement level.

They, with approval from the Student Success Center, may retake the appropriate section of the college's placement test to reassess their academic level and to try for a higher placement.

Special Academic Needs

Guided Studies works closely with TCCC's Student Success Center. If you have special academic concerns or a unique situation or need that may require specific accommodations, please speak with the Director of Student Success and/or to the Director of Guided Studies to learn about options, programs, services, and resources that may be available to you. These individuals can help you find the tools you need for college participation. Both departments are here to support your college efforts, so we invite you contact us with your questions or concerns.

Occasional Support and Guided Studies

Perhaps you need help with a particular assignment, lesson, or skill. Perhaps you need help with a term paper, a research project, or an essay. Maybe you need advice on how to begin such assignments, or you need reassurance that you are heading in the right direction with those activities. If so, bring your homework to Guided Studies. We are available to help you with any academic difficulties that you may be experiencing in class or with course material. If we don't have the solution, we will help you find someone who does. We offer this service to all currently enrolled TCCC students.

If you require more assistance or other accommodations than our instructors or labs can provide, please speak with the Director of the Student Success.

Note about Tutoring - Due to the walk-ins, "first come first serve" nature of our learning labs, Guided Studies cannot provide one-on-one tutoring sessions in excess of 30 minutes to individuals. We do not provide home tutoring, after-hours tutoring, or high school/middle school tutoring. Currently, we do not provide tutoring via the web. Students who are taking hybrid or online classes are strongly encouraged to communicate first with their online instructors regarding course content, materials, difficulty, or Moodle assistance and next with the lab assistants in TCCC's Student Computer Support Lab in McSwain. Your online instructors can answer course-specific questions, and the lab assistants can help you with Moodle navigation and various issues related to computer access. For more information about Moodle issues, please contact TCCC's Learning Management Systems Administrator in McSwain. If, after speaking with the above individuals, you still have questions or concerns about your online class, please contact the Director of Guided Studies to discuss your situation. The Director of Guided Studies may be able to help you locate answers to your questions or people who can answer your questions.

Note About Competitive Writing Activities & Contests - Occasionally, college students are invited to write competitive, non-class related essays for the purposes of pursuing scholarships, awards, opportunities, honors, membership, and/or other programs. GS instructors cannot provide direct writing center services or assistance for such activities because these essays are, by nature, competitive. This means they must adhere to specific, established organizational guidelines, and they must genuinely represent the student's own original style, skill-level, communication abilities, and efforts at the time of creation for appropriate, fair, and legal student consideration in the competition or contest. In such competitive cases, GS instructors refer students to the following helpful websites for general writing tips and/or punctuation and grammar review:

Guide to Grammar and Writing (Online) http://grammar.ccc.commnet.edu/grammar/

Purdue University Online Writing Lab (OWL) http://owl.english.purdue.edu/

Writing Center

Guided Studies serves as the College's writing center. When you come for support on written assignments, please bring your whole assignment, a rough draft, and all the materials that go with it (textbook, resources, notes, outlines, etc.) Our instructors need these items to give you quality assistance. Please bring a written draft, a hard copy, or a printout of your work which can be marked. Instructors will make suggestions directly on this paper. Note: Instructors will not download papers from disks, flash drives, e-mail, or Moodle Messages accounts.

During peak "term paper" times, which normally occur from the middle to the end of the semester, Guided Studies can be extremely busy. Students are advised to plan ahead; do not wait until the day your assignment is due to visit us. You may not receive the help you need. PLEASE NOTE: Instructors do not rewrite or type papers for students. Support and writing services are available during normal GS operating hours. Please check your local GS for days and times. Walk-ins are welcome; however, help is on a "first-come, first-served" basis.

A Note About Guided Studies Instructors and Peer Assignments, English - If your instructor requires a peer reading on your rough draft or project, find a classmate to examine your work and to fill out the "peer worksheet." GS instructors and tutors are not considered your peers; your peers are the other students in your class (activities are excellent learning opportunities for students. They help you sharpen your editing and evaluating skills). After you have completed your peer assignment, you can bring your paper to GS for additional improvement, if needed.

Need Help in Math?

If you are struggling with math, please contact the Director of Guided Studies who can assist you in finding the best days and times to visit GS labs for math assistance. Instructors who are strong in math work various schedules that can change from semester to semester. We also have a collection of math videos and other resources that can help students struggling with fractions, decimals, percents, or algebra.

Other Guided Studies Policies

We ask that cell phones, pagers, and other such electronic devices be switched off during your visit to our classrooms and labs. During your visit, we ask that you do not bring children, guests, or pets as we try to maintain a quiet study-oriented atmosphere. Our guided study/learning labs and computer stations are limited to TCCC student use for academic purposes only. Printing policies and other restrictions may apply, depending on the GS lab.

Guided Studies instructors do not provide photocopying or printing services, and they do not burn discs or create electronic copies. Guided Studies materials, resources, and equipment cannot be checked out by students for home use. Guided Studies cannot provide students with thumb drives, calculators, course-specific textbooks, computer software, notebooks, or other materials.

Additionally, GS instructors cannot provide specific "required need statements" requesting funds, loans, childcare services, special childcare accommodations, fee waivers, computers, software, or other "educational" equipment on the students' behalf. Respecting applicable policies, campus procedures, and privacy matters, GS instructors are not allowed to assist students in preparing official college forms (print or electronic), personal / business / legal / medical related forms or applications, or other specified documents such as forms from Financial Aid, financial institutions, or scholarships. If you need help with such official college forms or official documents, please contact the provider of the given form / document. If the forms are related to Financial Aid, please speak with a representative of TCCC's Financial Aid Office. If the forms are related to your program of study or career paths, please contact your advisor for guidance.

Proctored Tests

Students who require exam proctoring services should contact TCCC's Student Success / Testing Center. Students who have questions about TCCC's online courses and proctored exams should contact the Learning Management Systems Administrator.

FAQ

Wrong class? What do I do if I feel that I have been improperly placed in a course or course level? If you feel that you have been improperly placed into a course or course level, please speak with your program advisor or your course instructor. These individuals can review your given placement situation and help you discover options to change or improve your existing placement.

Why are they required? Developmental math courses offer you the chance to build math skills, including the use of calculators. Purchasing your own calculator is a good investment in your education as many people will need to take at least one math to complete their college program of study. Students who place below curriculum levels may need to complete additional math courses. A calculator can also be beneficial in calculating your GPA, your semester grades, and your weekly budget.

What is a Hybrid Developmental Class? Guided Studies is proud to offer a few hybrid developmental courses in its course schedule. In these specially designed courses, students are carefully introduced to the Moodle learning environment while they also participate in required weekly class meetings. Guided Studies instructors assume that students have little to no experience with Moodle or online learning. Don't worry, your GS instructor will teach you the skills you need to complete the online portions of your developmental education courses. These skills will allow you to build confidence with online learning for future course work that may include these paths in your major. You may discover that you enjoy the flexibility of hybrid and online education.

STUDENT SUCCESS CENTER

TCCC's Student Success Center is a one-stop advising center for our students. Staffed with Student Services personnel and TCCC faculty, the Student Success Center offers services in admissions, placement, and advising. Its mission is to help our students succeed by providing and facilitating academic support services.

Special Needs: Special needs students should see the Director of Admissions to arrange tutoring or other accommodations based on documented disabilities.

Placement and Make-up Testing: For the near future, the Student Success Center will also serve as a testing center. Make-up exams for curriculum classes may be completed during scheduled times. Proctored exams from other schools administered through the new Computer Support Lab during scheduled times or by appointment.

Coordination and Facilitation: The new Student Success Center has also been structured so as to avoid any unnecessary duplication of services for students. As such, it works closely with the following departments:

- Guided Studies – TCCC's developmental education department works with the Student Success Center to provide tutoring services for all students, including but not limited to special needs students. Special Needs tutoring will be arranged through Sarah Tatham in the Student Success Center.

- The Career Center – We are in the process of establishing a Career Center that is focused on all stages of career development, from career planning and goal setting to searching for job openings armed with effective job search skills. Human Resource Development (HRD) courses in computers, financial literacy, and employability will be offered in the Career Center for the public and for curriculum students. The Career Center will also work closely with the Employment Security Commission on job placement for our graduates.

- TCCC's Counseling Services – Our counselor is available to work with students at all of our locations who need personal counseling services.

PERSONAL COUNSELING

Personal counseling services are available to day and evening students on both campuses by appointment. Referrals will be made to appropriate local service providers, as needed. Counseling at Tri-County Community College is student focused and aimed to address any problems that interfere with coursework. Services are available by appointment or drop in.

SERVICES FOR STUDENTS WITH DISABILITIES

Tri-County Community College is invested in full compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (ADA). The Special Services Office of the College ensures that the programs and facilities of the College are accessible to all students. The College focuses on the student as an individual and works toward equal opportunity, full integration into the campus environment, physical accessibility, and the provision of reasonable accommodations, auxiliary aids, and services to students. In order to minimize the effects of a student's disability on his/her classroom performance, a reasonable adjustment or accommodation is provided so long as the accommodation or adjustment does not alter a published course competency or course standard.

If you are a student with a disability and require the services of interpreters, readers, note takers, or need other accommodations, please see our Director of Student Success located in the Harper Building Counseling Office. Requests for adjustments should be made at least three weeks prior to the first day of class for which the accommodation is requested. Federal Law prohibits the College from making pre-admission inquiries about disabilities; therefore, the student is responsible for making these requests known. In order to access each disabled student's needs and to provide the necessary support services, current professional documentation of a disability or disabilities must be furnished to the Director of Student Success. TCCC may recommend an assessment by the Office of Vocational Rehabilitation as part of the documentation. Information provided by the student is voluntary, and appropriate confidentiality is maintained.

Health Services

First aid kits for the treatment of minor injuries may be found in all shop areas, as well as every building on the Main Campus or the Shope Administration Building at the Graham County Center. In case of illness or injury requiring transportation, the Harper Help Desk should be contacted. Medical facilities are available near both campuses.

Student Lounge

The Student Lounge is conveniently located on Main Campus in the Harper Student Activities Building.

The Graham County Center's student lounge is in Room 8 of the Shope Building. The student lounges provide computer access, entertainment, and food vending service.

College Bookstore

It is the responsibility of the student to obtain required books and supplies. The College bookstore, owned by the Nebraska Book Company (NEEBO), is located in the Harper Building on the Main Campus. Books are available at the Graham County Center during registration and at scheduled times throughout the semester. The bookstore offers students everything needed in the way of required textbooks, supplemental books and supplies, as well as TCCC clothing and gifts. The bookstore will buy back used books from students when the books can be resold.

Library / Media Cener

Dr. Carl D. Dockery Library/Media Center

The College's Library/Media Center is located in the McSwain Building. More than 25,000 electronic and print books, 10,000 electronic and print magazines, 65 electronic databases, and 8,000 video and audio items form the core of the library. Students, faculty, staff, and the community are welcome to visit.

The Virtual Library

A virtual library is available 24 hours a day online. The Virtual Library is a portal to electronic resources including online magazines, e-books, online newspapers, online encyclopedias and educational links. All of these resources are accessible via the TCCC library web site at http://www.tricountycc.edu/library.php.

Distance education and traditional students with Internet connections at home may conveniently search, save and print electronic materials.

How to Borrow Materials

To borrow materials from the library you will need to contact the library to activate your account using your student ID (issued when you register).

Once activated your student ID is used to borrow materials in the library, via the library website, or over the phone.

Distance Education students may request help, activate their library account, and borrow items by contacting the library via e-mail or phone. Details may be found on the library website.

Access to Libraries around the World

Library users have access to items in other libraries around the world. If you do not find what you are looking for, please ask the library staff for assistance. We will help you find the materials you need.

Computer Resource Center

The library is equipped with a computer resource center that students can utilize for research and assignments. Featuring color printing capabilities, a scanner for scanning of images for class projects and an ADA accessible workstation that includes an electronic print magnifier, the Computer Resource Center is reserved for student use and library instruction classes.

Help

Ask-A-Librarian service is provided by the professional Library staff:
• In-Library: individual help and group instruction
• Telephone: 828-835-4314
• E-mail: library@tricountycc.edu
• Live online chat provided 24/7 on the Library webpage

Graham County Center Library Services

Library services are extended to the Graham County Center by an agreement with the Graham County Public Library.

Graham students and faculty may easily search TCCC Library's online catalog at http://www.tricountycc.edu/library.php to request items for delivery by the campus courier.

To request items via courier, students can either:
1. Visit the Graham County Public Library located near the TCCC Graham Campus and ask the Library staff to request a TCCC Library item for delivery via the daily Tri-County courier.

2. Call the TCCC Library on the Main Campus to request items via the phone.

3. Request items electronically by placing a hold using the My Account feature of the online library catalog.

PICK UP LOCATIONS: Please specify whether you wish to pick up items at the Graham County Public Library, or at the front desk in the Graham Center.

Link to these services and more by logging on to the College website at: http://www.tricountycc.edu and then choose 'Library' from the directory.

About Dr. Carl D. Dockery

Carl Dockery, known as "Doc" to his friends, was a shining fixture of the Tri-County Community College campus, "an ever-fixed mark … a star to every wandering bark." He was always a constant, joyful presence for many years in the McSwain Building. You could always find him teaching in one of the classrooms across from the library, playing the piano in the auditorium between classes and during lunchtime, talking with students in his office, or perusing the stacks in the library. Carl Dockery devoted his life to the institution that he loved so much, as well as the ideal of liberal arts education. His years of service to the students of TCCC reflected his love of knowledge and his desire to pass along that knowledge. He loved his students was committed to the day-to-day process of learning.

Carl Dee Dockery was born Aug. 8, 1941, to Ernest and Edna Dockery. A native of Cherokee County, Carl had seven siblings: David Dockery, Glenn Dockery, Jolene Bryson, Judy Blair, Jennifer Willey, and Donna Clore. He graduated from Murphy High School in 1959, and he graduated from Young Harris College with an A.A. degree in 1961. In 1963, he graduated from Newberry College with a B.A. in English and a minor in French. He then enrolled in graduate school at Auburn University and obtained his M.A. in 1967.

The activities of teaching and learning continued to intertwine through Carl's life. He taught for a year at Auburn in the English Department, then spent three years teaching in the Honors Program at the University of Kentucky, which was a teaching assignment that was always a source of pride for him. He returned to Auburn and received his Ph.D. in 1975. He taught at Berea College for two years. Working with the United States Navy for two years, teaching in the PACE program afforded him an opportunity to travel.

In 1981, he returned home and began teaching at Tri-County Community College. Carl taught courses in music, art, literature, composition, oral communication, journalism, and both western and eastern philosophy. He was also the head of the English Department, the advisor for the school paper, and played the piano for graduation exercises each year. Dockery served the College in many other ways, such as working on committees, creating a school yearbook, proofing and editing many of the College's publications, as well as advising and counseling students. The faculty, students, and administration of the College recognized his generous spirit, his service, and his talent for teaching by presenting him the Excellence in Teaching Award in 1995.

Carl Dockery loved learning; he never stopped in his search for wisdom. He loved teaching; his lessons didn't end at the classroom door. It is therefore fitting that the library, the eternal symbol of teaching and learning, bears his name.

Dr. Dockery served the College until his death in 1998. In 2000, the Board of Trustees and the faculty of Tri-County Community College dedicated the Library/Media Center to his memory.

By Stephen D. Wood, Ph.D.

DISTANCE LEARNING AT TCCC

Tri-County Community College is committed to providing an education for residents in Cherokee, Clay, and Graham counties, yet for many students, time and circumstances make it difficult to take traditional courses. Distance Learning courses can help make education a reality. To learn more about distance learning, please contact Cody Anderson, Learning Management Systems Administrator, at 828-835-4287 or by e-mail at canderson@tricountycc.edu.

How Distance Learning Courses Work

Distance learning courses are offered in two formats: hybrid and online. In hybrid courses, the primary instructional delivery method is online, with a requirement that students also meet in traditional face-to-face sessions as determined by the individual instructors. Online courses have 100 percent of the instruction delivered online.

Students who enroll in online or hybrid courses should be comfortable working with computers and have access to an Internet connected computer. They should also be familiar with browsing the Internet, saving and retrieving files, sending and receiving e-mails, attaching files to e-mails, and be able to use word processing software. Since online classes do not include face-to-face classroom instruction, students should also have good time management skills, be able to communicate effectively in an online environment, and be self-motivated.

Moodle Log In and Support

TCCC's online courses are delivered through the Moodle learning management system.

To access your Moodle account, go to:

http://moodle.tricountycc.edu

YOUR MOODLE ACCOUNT:
First 4 letters of your last name followed by the last 4 digits of your student ID number.

Example: John Smith, whose student ID is 0123456

Username: smit3456 / **Password:** changeme

Your ID number can be found on your registration papers or at the top of your student ID card, which you can have made when you register. You will need your ID number for several things while you are a student, so it is important that you have your ID card made as soon as possible. Initially, your password is changeme for Moodle. You will be required to change your password at your first login. Your Moodle password must be at least 8 characters long, and may contain any combination of letters, numbers, or symbols.

For support with issues relating to Moodle, contact Cody Anderson, Learning Management Systems Administrator, at 828-835-4287 or by e-mail at canderson@tricountycc.edu.

The Online Support and TCCC Resources links located on the Moodle login page contain all the information you will need in order to get started in your online or hybrid course. It is important that you familiarize yourself with the information found there, since it includes the links to our online class servers, student e-mail, and your login information. The most current information concerning our online classes will also be posted here. If you have a problem with, or a question about your online class, in most cases you can find your answer there. Other Moodle support resources are continuously being developed, and will be announced by e-mail, Moodle, and the TCCC website as they become available.

Student E-mail

All TCCC students are provided with a free student e-mail account. It is very important that all students log-in and view their student e-mail account on a regular basis.

YOUR E-MAIL ACCOUNT:
First 4 letters of your last name followed by the last 4 digits of your student ID number @webmail.tricountycc.edu (all lowercase and no spaces).
Example: smit1234@webmail.tricountycc.edu

Your ID number can be found on your acceptance letter, schedule printout or at the top of your student ID card. (Note: If your last name contains less than 4 letters, your username will be your complete last name followed by the last 4 digits of your student ID number.)

To access your e-mail, go to:

http://webmail.tricountycc.edu

Username: smith1234 / **Password:** changeme (all lowercase and no spaces)

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To access your e-mail, go to:

http://webmail.tricountycc.edu

Username: smit1234 / **Password:** changeme (all lowercase and no spaces)

Open Lab and Computer Support Center

An open computer lab is available, if you need computer access to work on your online class while you are on campus. The hours and location of the open lab are subject to change, but will be posted and updated on Moodle and the TCCC website. In addition to the open lab, we recommend that you also become familiar with any locations in your area that offer public Internet access. This information could be valuable in the event you experience computer or Internet issues, and need to work on your class while your issues are being resolved. If you should experience technical issues with your personal computer or your Internet connection, you will need to contact your Internet provider or the computer repair service of your choice for assistance.

WebAdvisor

NAVIGATING TCCC'S WEB ADVISOR – FOR STUDENTS

START AT THE MAIN MENU – Go to http://advisor.tricountycc.edu/WebAdvisor/WebAdvisor
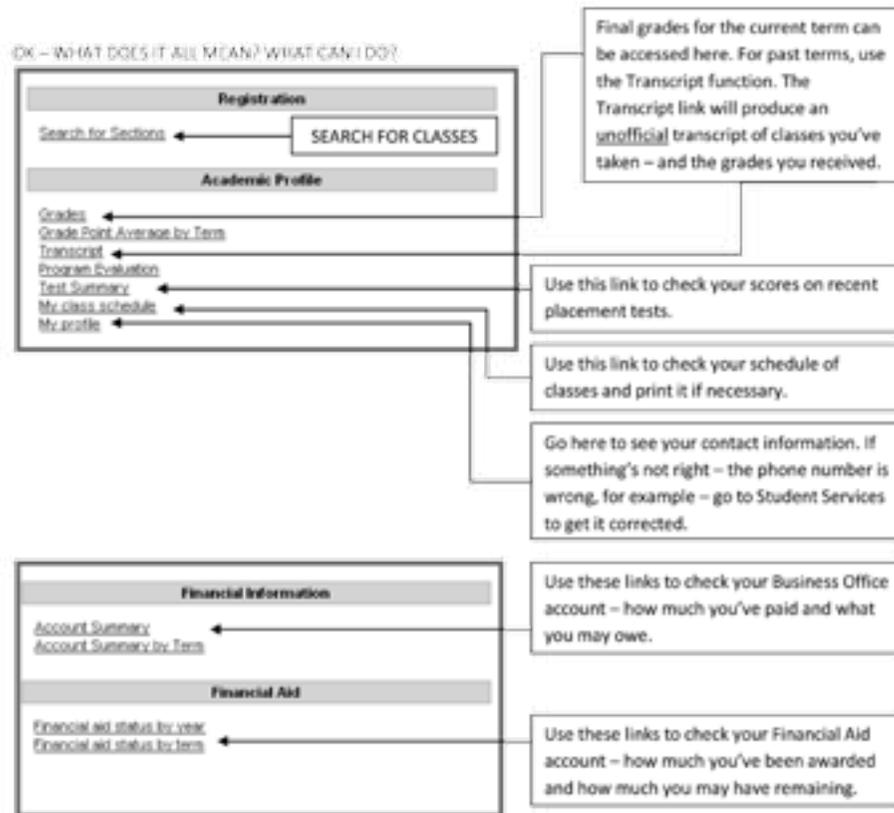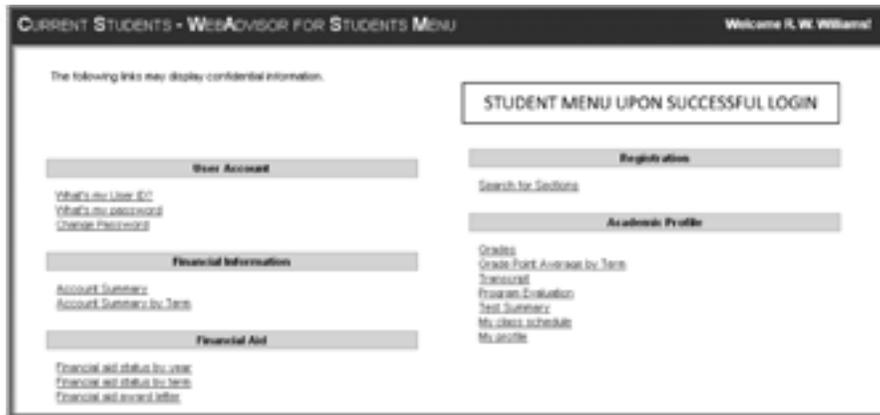
YOUR USER ID IS YOUR LAST NAME +YOUR DATATEL ID (found on your Student ID Card).

YOUR INITIAL PASSWORD IS YOUR BIRTHDAY, IN THE FORM OF MMDDYY; YOU WILL BE IMMEDIATELY ASKED TO CHANGE IT TO SOMETHING MORE SECURE.

You must be a registered student to log into WebAdvisor. Registered high school students will also have WebAdvisor privileges.

CURRENT STUDENTS · WEBADVISOR FOR STUDENTS MENU   Welcome R. W. Williams!

The following links may display confidential information.

STUDENT MENU UPON SUCCESSFUL LOGIN

User Account

What's my User ID?
What's my password
Change Password

Financial Information

Account Summary
Account Summary by Term

Financial Aid

Financial aid status by year
Financial aid status by term
Financial aid award letter

Registration

Search for Sections

Academic Profile

Grades
Grade Point Average by Term
Transcript
Program Evaluation
Test Summary
My class schedule
My profile

OK – WHAT DOES IT ALL MEAN? WHAT CAN I DO?

Registration

Search for Sections ← SEARCH FOR CLASSES

Academic Profile

Grades
Grade Point Average by Term
Transcript
Program Evaluation
Test Summary
My class schedule
My profile

Final grades for the current term can be accessed here. For past terms, use the Transcript function. The Transcript link will produce an unofficial transcript of classes you've taken – and the grades you received.

Use this link to check your scores on recent placement tests.

Use this link to check your schedule of classes and print it if necessary.

Go here to see your contact information. If something's not right – the phone number is wrong, for example – go to Student Services to get it corrected.

Financial Information

Account Summary
Account Summary by Term

Use these links to check your Business Office account – how much you've paid and what you may owe.

Financial Aid

Financial aid status by year
Financial aid status by term

Use these links to check your Financial Aid account – how much you've been awarded and how much you may have remaining.

ORGANIZATIONS & CLUBS

Alpha Beta Gamma

Alpha Beta Gamma is a National Business Honor Society that was established in 1970 to recognize and encourage scholarship among two-year college students in business curricula. To achieve this goal, Alpha Beta Gamma provides leadership opportunities, forums for the exchange of ideas, and the stimulation of interest in continuing academic excellence. Since its founding, over 33,000 students from accredited community, junior, and technical colleges have been initiated in the society.

Membership is extended by invitation. To be considered for membership, a student must:

- Be currently enrolled in a business-related program of study.
- Have earned at least 12 credit hours toward a business-related degree.
- Have a cumulative grade point average of 3.0.

Astronomy Society

Fellowship with a community of space and astronomy fans with TCCC's Astronomy Society. The society holds a variety of events including star gazing Star Parties; informative Sky Watchers and How To meetings; telescope time with monthly sky highlights; cool space movie nights; field trips and special guests; plus information on dark sky preservation and environmental concerns. From newbies to amateur astronomers - all levels are welcome.

Hiking Club

The TCCC Hiking Club seeks to share the outdoor experience with all TCCC students, faculty, and staff, regardless of hiking experience. The club's goal is to share their love and knowledge of the trail with others, to organize safe and rewarding outings, and to foster stewardship of our natural surroundings. Whether you are a veteran hiker or just want to see what it is all about, the TCCC Hiking Club welcomes you! Let's get out there!

National Technical Honor Society

The National Technical Honor Society was founded in 1984. NTHS is America's foremost scholastic honor for excellence in workforce education. The goal of the society is to see that deserving vocational-technical students be recognized and that people of the community become aware of the talents and abilities of the young people and adults who choose vocational education pathways to a successful future. Membership is extended by invitation. To be considered for membership, a student must:

- Be currently enrolled in a vocational, occupational, or technical program of study.
- Have completed 40 semester credit hours.
- Earned a 3.3 or higher grade point average.

Phi Theta Kappa

Phi Theta Kappa is the national honorary scholastic fraternity for community/junior colleges. Founded in 1918, Phi Theta Kappa was recognized officially by the American Association of Junior Colleges in 1929. The purpose of Phi Theta Kappa is to recognize and encourage scholarship among community/junior college students.

Membership is extended by invitation. To be considered for membership, a student must:

- Have accumulated 24 credit hours towards an A.A., A.S., or A.A.S. degree.
- Have achieved a grade point average equivalent of 3.5 average.
- Have established academic excellence as judged by the faculty.
- Be of good moral character and possess recognized qualities of citizenship.

Students must maintain a cumulative GPA of 3.25 to remain in the chapter.

Student Government Association

This association consists of all students enrolled in programs that include an activity fee. The fee is collected each semester and is one source of financial assistance. Within the philosophy of this college and in keeping with our stated purpose and objectives, the administration will initiate and promote a student activities organization:

- To provide opportunities for creative leadership training for students.
- To encourage continuous communication between the student body and the administration and faculty.
- To provide opportunities for real experience in democratic participatory citizenship.
- To involve students in the decision-making process as appropriate within the limits of the law, policies of the North Carolina Community College System, and within the discretionary limits of the Board of Trustees and the Administration.
- To give students opportunities and responsibilities in the areas of student body welfare and safety, and extracurricular activities, especially student publications, athletics, and social life.