



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

TRI-COUNTY
COMMUNITY COLLEGE

GENERAL REFERENCE



Quick Reference Guide

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

Faculty and Staff Directory

Cody Anderson

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

Peggy Anderson

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

Roarke Arrowood

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

M.L. Bagwell

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

Sallie Baker

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

Robert (Bobby) Barton

Coordinator of Fire and Rescue Training
Attended Tri-County Community College
B.S. - Western Carolina University
M.Ed. - Lincoln Memorial University
Enloe Building
828-835-4251
bbarton@tricitycc.edu

Lee Beal

Director of Enrollment Management
Attended Isothermal Community College
B.S. - Western Carolina University
M. Ed., Ed. Specialist - Lincoln Memorial University
Harper Building
828-835-4233
lbeal@tricitycc.edu

Steve Browning

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

Shannon Bryant

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

Justin Byers

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

Charles (Red) Carey

Interim Graham County Center Instructor - Welding
Diploma - Tri-County Community College
Graham County Center
828-479-9256
ccarey@tricitycc.edu

Jason Chambers

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

Wesley K. Chastain

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

Allen Denny

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

Katie Dockery

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

Robert (Robi) Elliott

IT Technician/NCIH Coordinator
 A.A.S. - Tri-County Community College
 McSwain Building
 828-835-4284
 relliott@tricitycc.edu

Greta Farmer

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

Susan M. Fowler

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

Leon (Butch) Freeman

Instructor - History
 Juris Doctor - Mercer University
 M.A. - Valdosta State University
 West Building
 828-835-4228
 lfreeman@tricitycc.edu

Julie Garner

Instructor - Developmental English
 B.A. - University of Florida
 M.A. Ed. - Western Carolina University
 McSwain Building
 828-835-4281
 jcgarner@tricitycc.edu

Arlinda (Lindi) Gentry-Lechelt

Instructor - Psychology and Human Services
 A.A.S. - Tri-County Community College
 B.A. - Mars Hill College
 M.A. of Science - Lee University
 Nationally Board Certified Counselor
 McSwain Building
 828-835-4280
 lgentry@tricitycc.edu

Robin Gibson

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

Robert (Bo) Gray

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

Julia Hall

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

Byron Hampton

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

Lisa Hardin

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

Tonya Harris

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

Kelly Hembree

Coordinator of Career Services Center and HRD Program
 B.A. - University of North Carolina - Asheville
 M.A. of Science - University of West Alabama
 McSwain Building
 828-835-4291
 khembree@tricitycc.edu

Melvin Hicks

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

Trevis Hicks

Instructor - Information Systems / Networking Technology
 A.A.S. - Tri-County Community College
 B.S.B.A. - Western Carolina University
 CCNA, CCAI, A+
 McSwain Building
 828-835-4235
 thicks@tricitycc.edu

Richard Hincke

Instructor - Mathematics
 B.S. - University of Tennessee
 M.A. - Appalachian State University
 West Building
 828-835-4274
 rhincke@tricitycc.edu

Lee Ann Hodges

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

Lauren (Debbie) M. Hogan

Instructor - Nursing Education
 B.S.N., M.H.S. - Western Carolina University
 Enloe Building
 828-835-4246
 dhogan@tricitycc.edu

Kimberly G. Holloway

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

Ginger B. Hubbard

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

Holly Hyde

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

Angela Jaco

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

Kathryn Jenkins

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

Amy Johnson

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

Phil Jones

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

Ray Kaylor

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

Lisa Keener

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

Helen M. Kilpatrick

Human Resources Assistant
 B.S.B.A. - Western Carolina University
 Harper Building
 828-835-4201
 hkilpatrick@tricitycc.edu

Linda Kressal

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

Brian Lambert

Maintenance/Custodian
 828-837-6810
 blambert@tricitycc.edu

Candice Laney

Instructor - Nursing
 A.A.S. - Tri-County Community College
 B.S.N. and M.S.N. - Western Carolina University
 Enloe Building
 828-835-4232
 claney@tricitycc.edu

Jeff Ledford

Coordinator of Emergency Medical Training
 B.S. - University of Memphis
 B.S.N. - Winston-Salem State University
 West Building
 828-835-4227
 jledford@tricitycc.edu

Joan Ledford

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

Pauline Ledford

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

Suzann Ledford

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

Lisa Thompson Long

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

Samantha Major

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

Keith Marcus

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

Melissa Mariano

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

Gina McCabe

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

Kathy McConnell

Enrollment Management Technician
 Certificate - Tri-County Community College
 Harper Building
 828-837-6810, ext. 4221 or 828-835-4315
 kmccConnell@tricitycc.edu

Janet McDougall

Computer Technician - GCC
 B.S. - Biola College
 Graham County Center
 828-479-9256
 jmcDougall@tricitycc.edu

Rachel McLean

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

Tim Nicholson

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

Jason Outen

Director of Computing and Information Management
 A.A.S. - Tri-County Community College
 B.S.C.S - Strayer University
 M.S. - East Carolina University
 CNA, CCNA, NET+, CIW, MOS
 McSwain Building
 828-835-4229 or 828-837-6810, ext. 4258
 jouten@tricitycc.edu

Judy L. Owenby

Purchasing Agent/Equipment Coordinator
 Assistant to the President for Special Events
 A.A.S. - Tri-County Community College
 B.B.A. - Montreat College
 Harper Building
 828-835-4212
 jowenby@tricitycc.edu

Diane Owl

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

Robin Panter

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

Karina Passmore

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

Robert M. Payne

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

Jason Penley

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

Tipper Pressley

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

Matt Pressley

Maintenance/Custodian
 Attended Haywood Community College
 828-837-6810
 mattpressley@tricitycc.edu

Deborah Raper

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

Kathy D. Rathbone

Instructor - Business Administration
 A.A. - Tri-County Community College
 B.A. - University of North Carolina - Asheville
 M.B.A. - Western Carolina University
 McSwain Building
 828-835-4244
 krathbone@tricitycc.edu

Dulcie Riffle

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

Sherry Robertson

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

Scott Sherrill

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

Dotie Stafford-Ortega

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

Robin Stevenson

Non -Curriculum Records and Reporting Specialist
 B.S. - Lebanon Valley College
 Harper Building
 828-835-4302
 rstevenson@tricitycc.edu

Kathryn Lea Temple

Instructor - English
 Attended Tri-County Community College
 B.A., B.S. - Western Carolina University
 Development Education Specialist -
 Kellogg Institute at Appalachian State University
 M.A. - California State University
 Enloe Building
 828-835-4224
 ktemple@tricitycc.edu

Donna Tipton-Rogers

President
 B.A. - University of North Carolina - Asheville
 M.A. - University of Charleston and The Citadel
 Ed.D. - University of Tennessee
 Harper Building
 828-837-6810
 dtipton@tricitycc.edu

William (Bill) Trotter

Instructor - Science
 B.S., M.S. - Science Education - North Georgia College
 Enloe Building
 828-835-4245
 wtrotter@tricitycc.edu

Bill Vespasian

Vice President for Business and Finance
 Attended Tri-County Community College
 B.B.A. - Montreat College
 M.A. Ed. - Western Carolina University
 Harper Building
 828-835-4211
 bvespasian@tricitycc.edu

William (Skip) Weidner

Instructor - Welding (Full-time Temporary)
 Diploma - Tri-County Community College
 West Building
 828-835-4230
 wweidner@tricitycc.edu

Susie West

Director of College and Career Readiness
 B.A. - Lenoir Rhyne College
 M.A. Ed. - Western Carolina University
 Crisp Building
 828-835-4239
 swest@tricitycc.edu

Pam White

Assistant to the Vice President for Business and Finance/
 Cashier/Billing Specialist
 A.A.S. - Tri-County Community College
 Harper Building
 828-835-4263
 pwhite@tricitycc.edu

Ronnie Whitener

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

Charlene Waldroup Wood

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

Stephen D. Wood

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

Paul Worley

Director of Economic and Workforce Development
 A.A.S. - Tri-County Community College
 B.B.A. - Montreat College
 M.A. Ed. - Western Carolina University
 Center for Applied Technology
 828-835-9564, ext. 204
 pworley@tricitycc.edu

Retired Senior Administrators Emeritus

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

K. David Jones

Vice President of Administrative Services

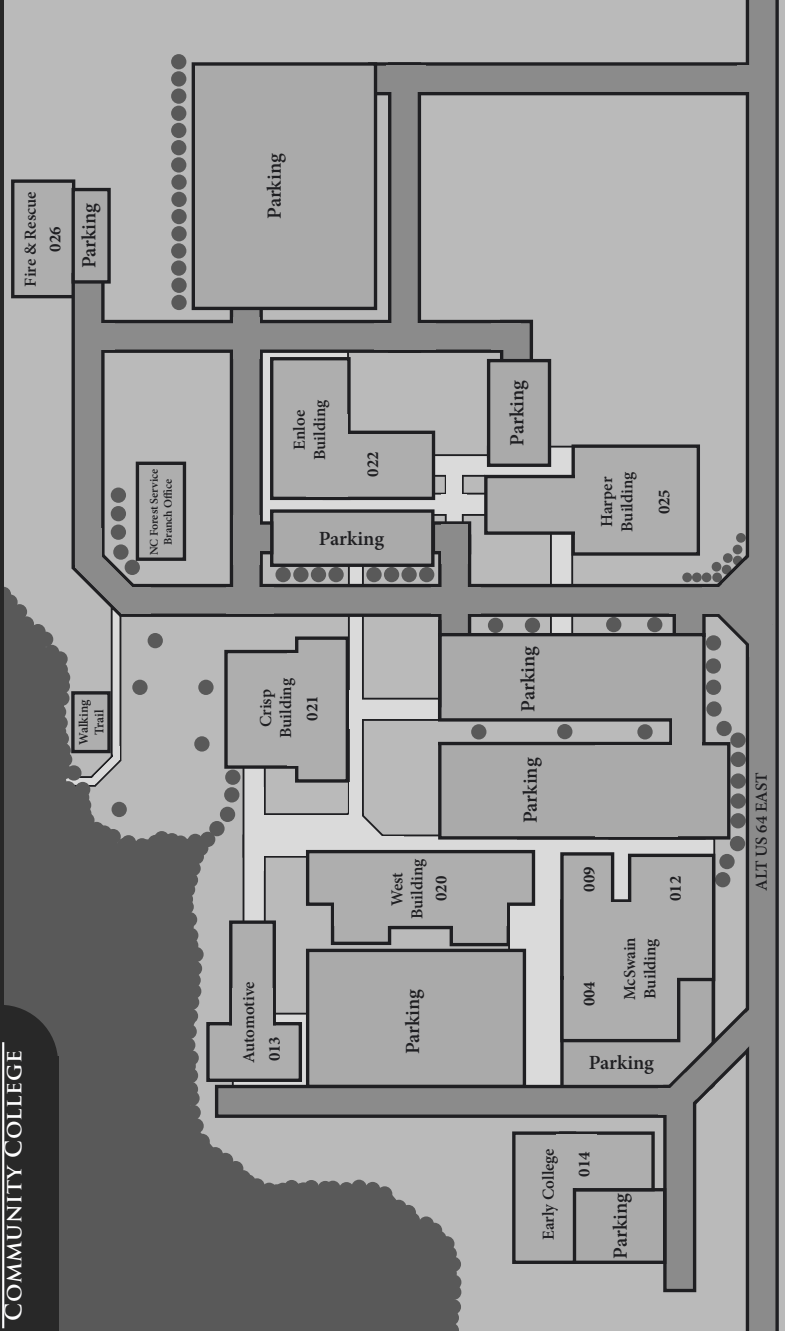
F. David Slagle

Vice President of Planning & Institutional Research

21 CAMPUS CIRCLE,
MURPHY, NC 28906
(828) 837-6810

CAMPUS MAP

TRI-COUNTY
COMMUNITY COLLEGE

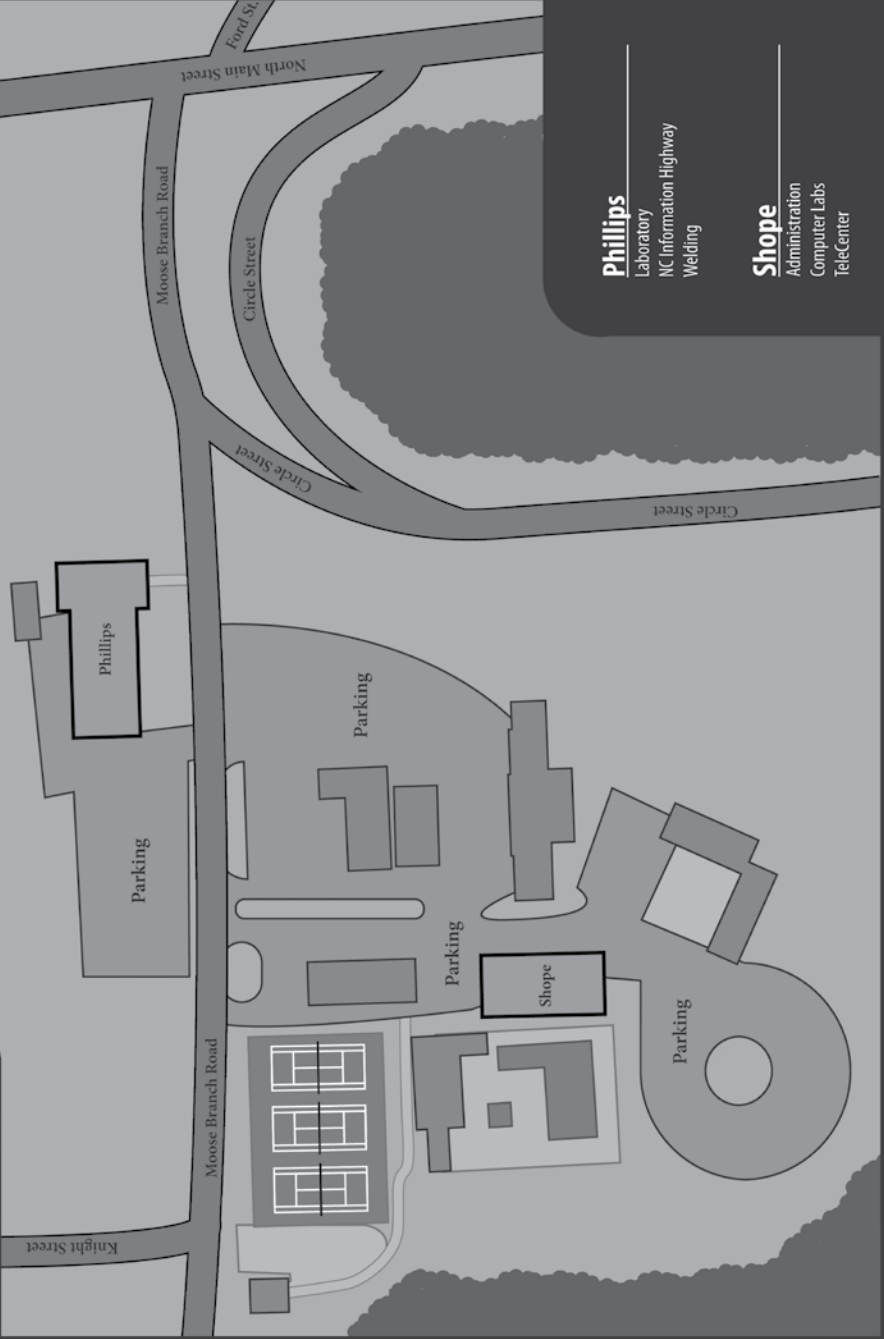


- | | | | | | | | |
|---|--|---|---------------------------------------|---|--|---|---|
| McSwain
Conference Room
Lecture Hall
Library
English
Student Computer Support | 012 T-Building
Automotive | 013 West
Early Childhood
Emergency Medical Science
History/Social Science
Information Highway Classrooms | 014 Patterson
Early College | 020 Crisp
Cosmetology
Esthetics
Guided Studies
Therapeutic Massage | 021 Harper
Administration
Business Office
Facilities/Security
Foundation
Human Resources
President's Office | 022 Enloe
Health Occupations
Multi-Purpose Room
Science | 025 Harper Help Desk
Admissions
Counseling
Continuing Education
Financial Aid
Registrar
Rose Boardroom
Student Services
Testing Center |
| Business Technology Wing
McSwain Annex
Basic Skills
Computer Offices | 004 Fire & Rescue
Fire and Rescue Training | | | | | | |
| | | | | | | | |

145 MOOSE BRANCH ROAD,
ROBBINSVILLE, NC 28771
(828) 479-9256

GRAHAM COUNTY CENTER

TRI-COUNTY COMMUNITY COLLEGE



Phillips

- Laboratory
- NC Information Highway
- Welding

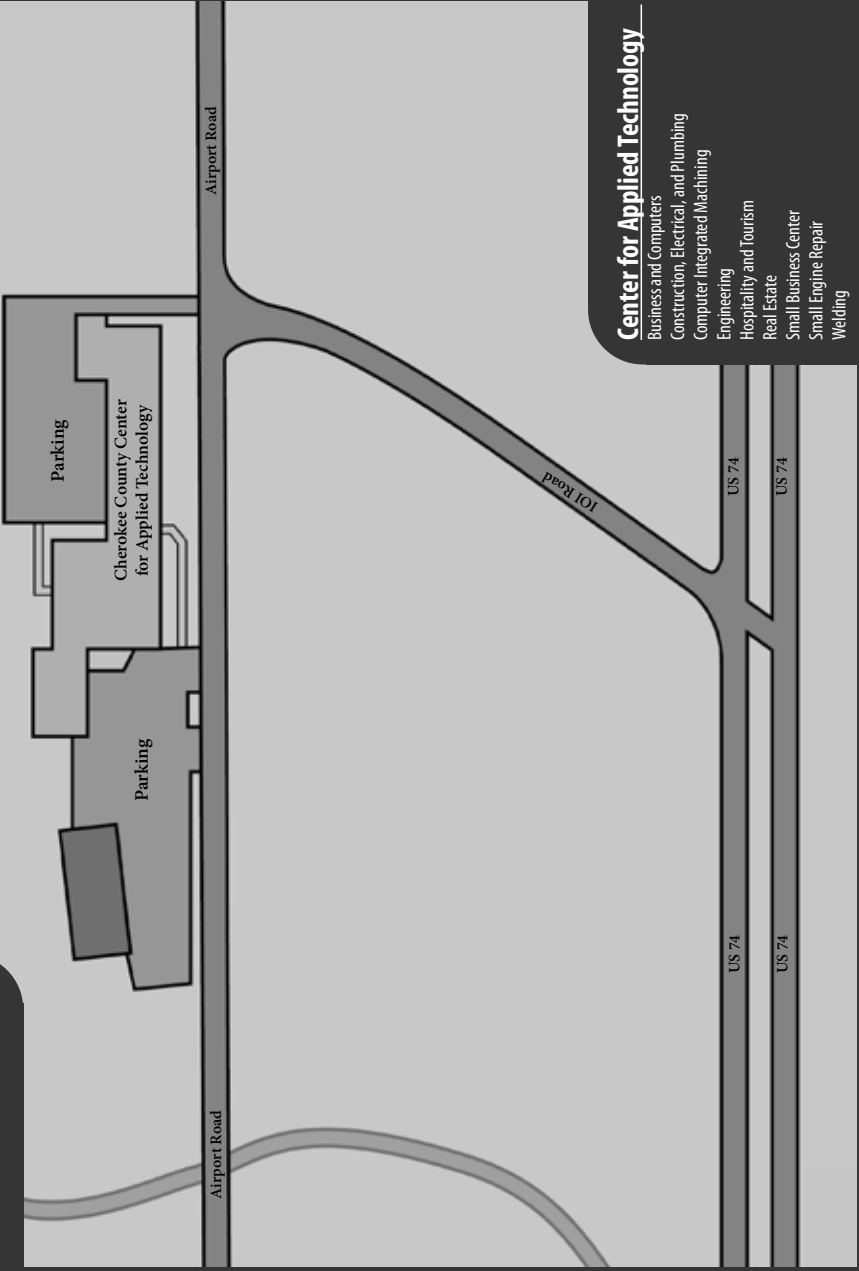
Shope

- Administration
- Computer Labs
- TeleCenter

TRI-COUNTY
COMMUNITY COLLEGE

CENTER FOR APPLIED TECHNOLOGY

2415 AIRPORT ROAD,
MARBLE, NC 28905
(828) 835-9564



Center for Applied Technology

- Business and Computers
- Construction, Electrical, and Plumbing
- Computer Integrated Machining
- Engineering
- Hospitality and Tourism
- Real Estate
- Small Business Center
- Small Engine Repair
- Welding

How to Access Your Email Account

Your Email Account

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

Logging into your Email Account

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

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

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

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

Changing Your Email Password

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

Closing Your Email

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

Student Instructions for Using the Wireless Network

Accessing the Wireless Network

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

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

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

Catalog Index

A

About TCCC 1-12

Academic Advisors22

Academic Calendar4

Academic Freedom Policy.....60

Academic Forgiveness Policy.....64

Academic Honors.....27

Academic Probation27

Academic Programs and Degrees7

Academic Progress and Standing27

Academic Related (ACA)..... 142-143

Academic Support..... 39-50

Academic Support Centers.....42

Accreditation Statement.....1

ACCOUNTING80

Accounting (ACC)..... 143-144

Admissions14

Admissions, Registration and Graduation..... 13-28

Adult Basic Education (ABE).....41

Adult Basic Skills Program..... 40-41

AIDS and Other Contagious Diseases Policy.....62

AIR CONDITIONING, HEATING AND REFRIGERATION TECHNOLOGY81

Air Conditioning, Heating and Refrigeration (AHR)..... 144-146

Alpha Beta Gamma.....48

Alternative Transportation Technology (ATT)149

Animal Assisted Interactions (AAI).....142

Anthropology (ANT).....147

AP Credit and CLEP Credit64

Appeals Procedure for Non-Academic Matters 57-58

Appeals Procedure for Academic Matters58

Application Process 57-58

Architecture (ARC).....147

Art (ART)..... 147-148

ASSOCIATE IN GENERAL EDUCATION (A.G.E.)82

Astronomy (AST) 148-149

Attendance Policy.....24

Audit/Non-Degree Students16

Automation and Robotics (ATR).....149

Automotive (AUT) 149-152

AUTOMOTIVE SYSTEMS TECHNOLOGY84

AUTOMOTIVE SYSTEMS TECHNOLOGY DIPLOMA85

B

Basic Math and Language Arts Refresher.....41

Board of Trustees.....5

Bookstore43

Bookstore Refunds21

Biology (BIO) 152-155

Blueprint Reading (BPR).....155

Brush-up Courses and Developmental Education42

BUILDING CONSTRUCTION TECHNOLOGY .86

BUSINESS ADMINISTRATION87

BUSINESS ADMINISTRATION – CUSTOMER SERVICE88

BUSINESS ADMINISTRATION – CUSTOMER SERVICE CERTIFICATE89

BUSINESS ADMINISTRATION – ENTREPRENEURSHIP CERTIFICATE.....89

BUSINESS ADMINISTRATION – SHOOTING AND HUNTING SPORTS MANAGEMENT CERTIFICATE89

Business (BUS)..... 155-156

C

Career and College Promise 17-18

Career and Community Education 8, 40-41, 71-76

Career and Community Education Policies73

Career KEYS.....79

Career Readiness Certification75

Cellphone Policy69

Certified Nursing Assistant.....74

Continuing Education Units73

Chemistry (CHM)..... 157-158

Chief Executive Officers.....5

Civil Engineering and Geomatic (CEG)157

Clinical and Co-op Students/Faculty Criminal Background Check/Drug Testing.....69

College and Career Readiness	40	Drafting (DFT)	173
College Tech Prep	16	Drug and Alcohol Policy	61
COLLEGE TRANSFER	90	E	
ASSOCIATE IN ARTS	91-94	EARLY CHILDHOOD EDUCATION	106
ASSOCIATE IN SCIENCE	95-98	Economics (ECO).....	179
Communication (COM).....	162-163	Economic and Workforce Development	75
Community Enrichment Courses	73	Ed2Go Online Classes.....	73
Computer Information Systems (CIS).....	158	Education (EDU).....	180-185
COMPUTER INFORMATION TECHNOLOGY.....	100	ELECTRICAL ENGINEERING	
Computer Information Technology (CTS).....	167-169	TECHNOLOGY.....	108
COMPUTER INTEGRATED MACHINING	101	ELECTRICAL SYSTEMS TECHNOLOGY	109
Computer Science (CSC).....	166-167	Electricity (ELC)	185-188
Construction (CST).....	165-166	Electronics (ELN).....	188
Construction Management (CMT)	161	E-mail Account.....	46, 246
Cooperative Education (COE)	162	Emergency Contact of Students.....	65
COSMETOLOGY	102	EMERGENCY MEDICAL SCIENCE	
Cosmetology (COS).....	163-165	(Curriculum)	110
COSMETOLOGY INSTRUCTOR	103	Emergency Medical Science (EMS)	188-190
Course Descriptions	141-234	EMERGENCY MEDICAL SCIENCE	
Course Load.....	16	DIPLOMA.....	111
Course Repetition Policy.....	65	Emergency Medical Sciences	
Course Substitution and Course Waiver	23	(Career and Community Education).....	74
Credit by Examination	65	Engineering (EGR).....	185
Crime Awareness and Campus Security.....	68	English as a Second Language (ESL)	41
CRIMINAL JUSTICE	104	English (ENG).....	190-193
Criminal Justice (CJC).....	159-161	ENTREPRENEURSHIP	112
CULINARY ARTS.....	105	Entrepreneurship (ETR)	193
Culinary Arts (CUL).....	169-171	ESTHETICS	114
Customer Service Technology (CSV)	166	F	
Customized Training.....	75	Faculty Advisor.....	21
D		Faculty and Staff Directory	237-242
Database Management Technology (DBA)	171-173	Federal Supplemental Educational Opportunity Grant	
Defensive Driving	74	(FSEOG)	31
Developmental Mathematics (DMA)	174-175	Federal Work-Study Program	31
Developmental Reading/English (DRE)	177-179	Field Trips	65
Digital Media Technology (DME)	175-177	Financial Aid Information	29-38
Disabilities, Services for Students with.....	43	Financial Aid Process	33-38
Disciplinary Appeals Procedure.....	56-57	Fire and Rescue Training.....	74
Discipline Procedure	54-55	Foundation, TCCC	9
Distance Learning.....	41, 46-47	French (FRE).....	194
Dr. Carl D. Dockery.....	45		
Drama/Theatre (DRA).....	174, 177		

G

General Education Philosophy.....10
 General Reference 235-252
 Geology (GEL).....194
 Geography (GEO).....194
 Grading System..... 26-27
 Grade Changes.....64
 Graduation Requirements28
 Graduation Honors28

H

Health and Public Safety.....74
 Health Services.....43
 Health (HEA).....194
 High School Equivalency Diploma.....41
 History (HIS)..... 195-197
 History of Tri-County Community College6
 Home Schooled Students.....16
 HOSPITALITY MANAGEMENT115
 Hotel and Restaurant Management (HRM).....198
 Human Resources Development (HRD)75
 Human Services (HSE).....198
 HUMAN SERVICES TECHNOLOGY116
 HUMAN SERVICES TECHNOLOGY - ANIMAL
 ASSISTED INTERACTIONS117
 HUMAN SERVICES TECHNOLOGY -
 ANIMAL ASSISTED INTERACTIONS
 CERTIFICATE118
 HUMAN SERVICES TECHNOLOGY -
 SOCIAL SERVICES.....119
 Humanities (HUM) 199-201

I

Inclement Weather Policy66
 Incomplete Grade.....26
 Independent Study64
 Industrial Science (ISC).....201
 Information Systems Security (SEC)..... 226-227
 Instructional Evaluation by Student.....67
 Intellectual Property Policy 60-61
 Intellectually Gifted Under 16 Years Old.....16
 Italian (ITA)201

J

Journalism (JOU).....201

L

Law Enforcement/Detention/Telecommunications
 Training74
 Library/Media Center44

M

Machining Technology (MAC) 202-203
 MANICURE AND NAIL TECHNOLOGY 120
 Maps..... 243-245
 Marketing and Retailing (MKT) 210-211
 Mathematics (MAT)..... 203-209
 Mechanical (MEC).....209
 MEDICAL ASSISTING.....122
 Medical Assisting (MED)..... 209-210
 MEDICAL ASSISTING DIPLOMA123
 MEDICAL OFFICE ADMINISTRATION124
 Mission Statement5
 Music (MUS) 211-212

N

National Technical Honor Society49
 Networking Technology (NET)..... 212-214
 Networking Operating Systems (NOS) 214-216
 Non-degree Students.....16
 North Carolina Childcare Grant31
 North Carolina Community College Grant
 (NCCCCG)31
 North Carolina Education Lottery Scholarship31
 NURSING..... 125-127
 Nursing (NUR) 216-217
 Nutrition (NUT).....217

O

Occupational Training.....75
 OFFICE ADMINISTRATION.....128
 OFFICE ADMINISTRATION CERTIFICATE ...129
 OFFICE ADMINISTRATION - LEGAL130
 OFFICE ADMINISTRATION - LEGAL
 CERTIFICATE131
 Office Systems Technology (OST)..... 217-219

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

Transcripts63
 Transportation Technology (TRN) 229-231
 Transfer Information 19-20
 Tri-County Early College High School8
 Tuition and Expenses 20-21
 Tutoring and Supplemental Instruction42

U

Unit of Credit.....26

V

Visitors and Campus Tours65

W

Waiver, Pre-requisite/Co-requisite23
 Waiver, Course Substitution and Course23
 WebAdvisor..... 23, 46-47
 WEB TECHNOLOGIES136
 Web Technologies (WEB) 231-233
 WELDING TECHNOLOGY..... 138-139
 Welding (WLD) 233-234
 Wireless Network.....246
 Withdrawal from Course25
 Withdrawal, Return of Title IV Funds.....25
 Work-Based Study (WBL)231
 Work-Study Program31

Notes: _____
