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

Tri-County
Community College

Student Success: Admissions, Registration, and Graduation

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. Click the "Apply Today!" link located in the menu at the bottom right-hand side of the page under "Connect with Tri-County."
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" section 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 educational status. Placement of students in the various programs is selective, with special emphasis on career guidance and individual counseling.

Pursuant to 1D SBCCC 400.2, Tri-County Community College may refuse admission to any applicant where there is an articulable, imminent, and significant threat to the applicant or any other individuals. In such cases, the College shall document the following:
• Detailed facts supporting the rationale for denying admission;
• The time period within which the refusal to admit shall be applicable and the supporting rationale for the designated time period; and
• The conditions upon which the applicant that is refused would be eligible to be admitted.

Placement tests are given for the purpose of guidance, and a personal interview is held with 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 and 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, by the clinical site, a criminal background check and/or drug testing prior to participation in the clinical component. Inability to complete the clinical portion of these programs may limit fulfillment of requirements for graduation from the program/college.

Students who withdraw from Tri-County and wish to reenter should:

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

Re-admission is not automatic.

High School students and home schooled applicants who are 16 years of age or older may be admitted in accordance with the Career and College Promise program 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. A person who has established legal residence (domicile) in North Carolina and maintained that legal residence for at least 12 months (365 days) immediately prior to his or her classification is considered a resident for tuition purposes.

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.

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 or online at www.northcarolina.edu/legal/residence/index.htm or 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 College.
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

Tri-County Community College follows the Multiple Measures Placement Policy adopted by the NCCCS in 2013. As such, the following hierarchy of measures will be used to determine students' readiness for college-level courses:

1. (1) A recent high school graduate (within five years of enrollment) who meets the specified GPA benchmark (an unweighted GPA greater than or equal to 2.6) and who completed four high school math courses as noted below will be exempt from diagnostic placement testing and will be considered "college-ready" for gateway math and English courses.

    Currently enrolled high school students who apply to the College before graduating from high school will be initially evaluated on the high school GPA at the end of the first semester of 12th grade.

    These "college ready" students are considered ready for any gateway Math or English course and any course with a DMA/DRE prerequisite. The College may require students to take a supplemental Math or English lab as a co-requisite.

    Required high school math courses: Algebra I, Geometry, Algebra II (or the Common Core equivalents) and a 4th math (Advanced Functions and Modeling, Analytical Geometry, AP Statistics, Calculus, AP Calculus, Honors Calculus, Discrete Mathematics, Integrated Mathematics IV, International Baccalaureate Mathematics, Mindset, Pre-Calculus, Probability and Statistics, or Trigonometry).

    If students have taken math courses at the community college level in the Career and College Promise program, the following courses can be counted as the 4th math: MAT 143, MAT 151, MAT 152, MAT 155, MAT 161, MAT 162, MAT 165, MAT 167, MAT 171, MAT 172, MAT 175, or any 200-level college math.

2. If a recent high school graduate (within five years of enrollment) does not meet the GPA benchmark or has not completed the four math courses, the college will use specified ACT or SAT subject area test scores to determine placement.
    - English
        ACT Reading 22 OR ACT English 18 / SAT Writing 500 OR SAT Critical Reading 500
    - Mathematics
        ACT Math 22 / SAT Math 500

3. If an applicant does not meet either one of the criteria listed above in points 1 or 2, and has not taken a college placement test within the last five years, the college will administer computerized placement tests to determine college readiness. The tests administered will be the North Carolina Diagnostic and Placement Test (NC-DAP) for math and English and a computer literacy test to assess each new student's basic computer skills.

    Important Note: For non-high school student enrollment, placement test scores will be used to place students either into college level courses or into the proper developmental English, math and computer courses required as pre-requisites to the college level courses.

4. Individual academic programs may require other placement tests in the subject areas of biology, chemistry or computer literacy as needed.

    All TCCC placement tests are untimed. Testing accommodations may be granted, if requested and approved through the Student Success Center prior to the day of testing.

    Placement testing is offered on a walk-in basis at the Testing Center in the Harper Building on the main campus in Murphy (828-835-4292) and at the Graham County Center in Robbinsville (828-479-9256) during normal operating hours.

5. 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 TCCC, new degree- or diploma-seeking students will participate in a TCCC New Student Orientation Session to satisfy the following objectives:

1. To acquaint new students with TCCC, its facilities, resources, services, activities, policies, and organizations;

2. To assist students in taking full advantage of the opportunities offered by TCCC;

3. To help students develop effective approaches to the problems encountered by beginning college students.

Student Success Courses -- ACA

Students enrolled in degree or diploma programs that specify an ACA course must include that ACA course within their first 18 credit hours.

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 12 semester hours. You may not take more than 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

Success in today's global economy may require a two-or four-year degree, a certificate or diploma. Through Career & College Promise (CCP), qualified high-school-age students in North Carolina have the opportunity to pursue these options, tuition free, while they are in high school, allowing them to get a jump-start on their workplace and college preparation.

Through a partnership of the Department of Public Instruction, the N.C. Community College System, the University of North Carolina system and many independent colleges and universities, North Carolina is helping eligible high school students to begin earning college credit at a community college campus at no cost to them or their families, aside from books. The three pathways include:

1. College Transfer Pathways (CTP) requires the completion of at least 30 semester hours of transfer courses including English and mathematics.
2. Career and Technical Education Pathways (CTE) lead to a certificate or diploma aligned with a high school career cluster.
3. Cooperative Innovative High School Programs (CIHSP) are located on college campuses (unless a waiver was provided) and provide opportunities for students to complete an associate degree program or earn up to two years of college credit within five years. Examples include Early and Middle College High Schools.

CCP Eligibility

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

a) Be a high school junior or senior;
b) Have a weighted GPA of 3.0 on high school courses; and
c) Demonstrate college readiness on an assessment or placement test.

A student must demonstrate college readiness in English, reading and mathematics to be eligible for enrollment in a College Transfer Pathway.

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

1. The Career and College Promise Pathway requires the completion of at least thirty semester hours of transfer courses, including English and mathematics and ACA 122 College Transfer Success.
2. To be eligible for enrollment, a high school student must meet the following criteria:
    a) Be a high school junior or senior;
    b) Have a weighted GPA of 3.0 on high school courses; and
    c) Demonstrate college readiness on an assessment or placement test.

A student 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.

3. To maintain eligibility for continued enrollment, a student must
    a) Continue to make progress toward high school graduation, and
    b) Maintain a 2.0 GPA in college coursework after completing two courses.
    c) A student who falls below a 2.0 GPA after completing two college courses will be subject to the college's policy for satisfactory academic progress.
4. A student must enroll in one College Transfer Pathway program of study and may not substitute courses in one program for courses in another.
5. A 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.

Career Technical Education Pathway

1. The Career and College Promise Career Technical Education Pathway for juniors and seniors leads to a certificate or diploma aligned with a high school Career Cluster.
2. To be eligible for enrollment, a high school student must meet the following criteria:
    a) Be a high school junior or senior;
    b) 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
    c) Meet the prerequisites for the career pathway.
3. High school counselors should consider students' PLAN scores in making pathway recommendations.
4. 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.
5. To maintain eligibility for continued enrollment, a student must
    a) Continue to make progress toward high school graduation, and
    b) Maintain a 2.0 in college coursework after completing two courses.
    c) A student who falls below a 2.0 GPA after completing two college courses will be subject to the college's policy for satisfactory academic progress.

6. 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. A student may concurrently enroll in two CTE programs of study provided the exception has been approved by the college's Chief Academic Officer or his/her designee.

Admission into the CCP Program

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. Attach a copy of test scores and a high school transcript.

CCP 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. 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.

CCP 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.

College Readiness* Benchmarks on Approved Diagnostic Assessment Tests:

TEST	PLAN**	PSAT**	ASSET (NCCCS CUT SCORE)	COMPASS (NCCCS CUT SCORE)	ACCUPLACER (NCCCS CUT SCORE)	NC DAP (NCCCS Cut Score)
English	15	45	41 Writing	70 Writing	86 Sentence Skills	Composite score of 151 or higher**
Reading	18	47	41 Reading	81 Reading	80 Reading	
Mathematics	19	47	41 Numerical Skills and 41 Int. Algebra	47 Pre-Algebra and 66 Algebra	55 Arithmetic and 75 Elem. Algebra	7 on each assessment for DMA 010 thru 060

In addition to the diagnostic assessments, colleges may use the following SAT and ACT scores recommended by the testing companies as benchmarks for college readiness:*

SAT		ACT	
English	500	English	18
Reading	500	Reading	22
Mathematics	500	Mathematics	22

*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.

**PLAN and PSAT scores recommended by ACT and College Board as indicators of college readiness.

***The Reading & English part of the NC DAP is an integrated assessment of reading and English skills; meeting the composite cut score for placement into ENG 111 is one way to demonstrate college readiness in order to participate in the College Transfer Pathway.

CCP Provisional Students

1. 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:
   a) Have a cumulative weighted GPA of 3.5;
   b) Have completed two years of high school English with a grade of 'C' or higher;
   c) Have completed high school Algebra II (or a higher level math class) with a grade of 'C' of higher;
   d) Obtain the written approval of the high school principal or his/her designee; and,
   e) 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.

2. To maintain eligibility for continued enrollment, a student must
    a) Continue to make progress toward high school graduation, and
    b) Maintain a 2.0 GPA in college coursework after completing two courses.
    c) A student who falls below a 2.0 GPA after completing two college courses will be subject to the college's policy for satisfactory academic progress.

3. A student must enroll in one College Transfer Pathway program of study and may not substitute courses in one program for courses in another.

4. A 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.

5. With approval of the high school principal or his/her designee and the college's chief student development administrator, a student who completes a College Transfer Pathway, while still enrolled in high school, may continue to earn college transfer credits leading to the completion of the Associate in Arts or Associate in Science.

6. With approval of the high school principal or his/her designee and the college's chief student development administrator, a student may enroll in both a College Transfer Pathway program of study and a Career Technical Education program of study.

Senior Citizen Students

Effective July 1, 2013, by action of the North Carolina General Assembly, senior citizens age 65 and older (both resident and non-resident) are required to pay for tuition and fees for all community college classes.

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 regionally 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 (or a letter grade of 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 percent 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 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.

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.

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 2015-16 academic year are $72.00 per credit hour (up to a maximum of $1,152 per term) for resident students and $264.00 per credit hour (up to a maximum of $4,224 per term) for non-residents.

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, or receive a transcript for credit if he/she has an unpaid balance due.

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

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 percent 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 percent charge.

Procedure for Refunds
If you wish to receive a refund, complete an official drop/add form with your advisor prior to the last date to drop/add. All students should follow this procedure as soon as possible to receive a refund. Refunds are generally issued through Higher One.

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.

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 percent 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 percent 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 percent 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 during Fall and Spring Semesters, and have five office hours scheduled each week to assist students and advisees. Schedules are posted at each faculty office and should also be available at the Harper Help Desk in the Student Success Center. 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	Advisor	Phone	Building
Accounting	Robin Gibson	835-4231	McSwain
Animal Assisted Interactions	Harper Help Desk	837-6810	Harper
Automotive Technology	Keith Marcus	835-4250	"T" Building
Business Administration	Kathy Rathbone	835-4244	McSwain
College Transfer - Associate in Arts (A-E)	Suzann Ledford	835-4216	McSwain
College Transfer - Associate in Arts (F-J)	Amy Johnson	835-4223	McSwain
College Transfer - Associate in Arts (K-N)	Lee Ann Hodges	835-4269	McSwain
College Transfer - Associate in Arts (O-S)	Leon Freeman	835-4228	West
College Transfer - Associate in Arts (T-Z)	Kathryn Temple	835-4224	Enloe
College Transfer - Associate in Science (A-E)	Bill Trotter	835-4245	Enloe
College Transfer - Associate in Science (F-J)	Steve Browning	835-4278	West
College Transfer - Associate in Science (K-N)	Rick Hincke	835-4274	West
College Transfer - Associate in Science (O-S)	Ronnie Whitener	835-4279	Enloe
College Transfer - Associate in Science (T-Z)	Joan Ledford	835-4283	Enloe
College Transfer - Associate in Engineering*	Ronnie Whitener	835-4279	Enloe
Computer Information Systems (A-L)	Scott Sherrill	835-4268	McSwain
Computer Information Systems (M-R)	Trevis Hicks	835-4235	McSwain
Computer Information Systems (S-Z)	Gina McCabe	835-4266	McSwain
Computer Integrated Machining	Phil Jones	835-9264	CCCAT
Cosmetology Technology (Day)	Pauline Ledford	835-4234	Crisp
Cosmetology Technology (Evening)	Robin Panter	835-4282	Crisp
Criminal Justice	Allen Denny	835-4243	McSwain
Culinary Arts	Greg Spencer	835-4242	Enloe
Early Childhood	Dulcie Riffle	835-4273	West
Electrical Engineering	Doug Bishop	835-9564	CCCAT
Electrical Systems Technology	Doug Bishop	835-9564	CCCAT
Entrepreneurship	Kathy Rathbone	835-4244	McSwain
Esthetics	Pauline Ledford	835-4234	Crisp
High School	Samantha Major	835-4203	Harper
Hospitality Management	Harper Help Desk	837-6810	Harper
Human Services Technology	Lindi Gentry	835-4280	McSwain
Manicure/Nail Technology	Pauline Ledford	835-4234	Crisp
Medical Assisting	Greta Farmer	835-4247	Enloe
Medical Office Administration	Kim Holloway	835-4271	McSwain
Nursing	Susan Fowler	835-4252	Enloe
	Debbie Hogan	835-4246	Enloe
	Heather Wacholz	835-4232	Enloe
Office Administration & Legal	Kim Holloway	835-4271	McSwain
School Age Education	Dulcie Riffle	835-4273	West
Special Credit	Lee Beal	835-4233	Harper
Therapeutic Massage	Harper Help Desk	837-6810	Harper
Web Technologies	Scott Sherrill	835-4268	McSwain
Welding Technology	Jason Penley	835-4249	West
Major - Graham County Center			
Accounting/Business Administration	Charlene Wood	479-9256	Shope
College Transfer/Guided Studies	Charlene Wood	479-9256	Shope
College Transfer	Ray Kaylor	479-9256	Shope
Comp. Info. Sys./Crim. Just./Office Adm.	Charlene Wood	479-9256	Shope
Early Childhood	Dulcie Riffle	835-4273	West
Nursing	Debbie Hogan	835-4246	Enloe
Welding Technology	Charles Carey	479-9256	Shope

WebAdvisor

WebAdvisor is an online student information access point. WebAdvisor allows students to view course grades, grade point average (GPA), unofficial 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. Depending on the assigned 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 acceptable SAT or ACT score. The minimum acceptable scores for demonstrating competence in English are: ACT Reading (22) or ACT English (18); SAT Writing (500) or SAT Critical Reading (500). Please note, entrance into certain ENG-prefixed courses may require ACT Reading (22) and ACT English (18); or, SAT Writing (500) and SAT Critical Reading (500). The minimum acceptable scores for demonstrating competence in Math are: ACT Math (22); SAT Math (500). 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 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.

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 percent point of the class. If a student fails to complete the first assignment by the 10 percent point, he/she will be dropped from the class. 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 percent 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 percent 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. In order for the student to protect his or her academic standing, it is imperative that the official withdrawal procedure is followed.

If a student wishes to officially withdraw from a course at any time during the semester, he/she must complete the following steps:

1. Contact their faculty advisor and instructor. At the Graham County Center, they must contact their instructor and the main office personnel;

2. Students receiving any type of financial aid assistance must meet with Financial Aid Office staff for assessment of Satisfactory Academic Progress due to the withdrawal;

3. Complete the necessary form;

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.

If he/she follows this procedure, he/she will receive the grade of "W."

If he/she stop attending a course or accumulates absences in excess of 20% of the course contact hours, a student will be dropped from the course and be awarded the 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.

A student may officially withdraw from a class at any point prior to the 75% date of the class.

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 Success Center.

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	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	
	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 (prior to 2014 Summer semester).

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.

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

Each student will be notified of his/her academic status at the end of each term via his/her college email account. Students who do not earn a 2.0 GPA for any given term will be placed on academic probation and will be required to enroll in and successfully complete ACA 090, a three credit hour non-transferable course during the next semester of enrollment.

Exception 1: Academic probation students who maintain a cumulative GPA of 3.0 or higher will not be required to enroll in ACA 090 College Study Skills.

Exception 2: Academic probation students who have enrolled in and successfully completed ACA 090 with a C or better during a previous term will not be required to repeat ACA 090.

If, upon receipt of grades, a student learns that he/she is on academic probation, he/she must schedule an appointment at the Academic Advising Center immediately. The purpose of this conference is to assist the student in assessing academic problems and exploring ways of improving the student's academic status. As long as the student remains on academic probation, his/her advisor/counselor, in consultation with the Academic Advising Center, will make recommendations concerning the course load for which the student should register.

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 percent 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 graduating students.

9. Students must be in good financial standing at TCCC (there must be no account holds or indebtedness to the college).

10. Students who have received loans must complete exit counseling prior to graduation.

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 at the Harper Help Desk in the Student Success Center located on the main campus, the Shope Building at the Graham County Center, 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 taken at TCCC 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 percent of his/her courses are taken at TCCC.