



TRI-COUNTY  
COMMUNITY COLLEGE

# 2013-14 General Catalog and Student Handbook

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

Tri-County Community College is an equal employment opportunity college. It operates in compliance with Title VI and Title VII of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972; Title VII and Title VIII of the Public Health Act, as amended by the Comprehensive Health Manpower Act of 1971; Title IX of the Education Amendments of 1972, Section 504 of Rehabilitation Act of 1973, and Executive Order 11246, and thus recognizes its responsibility for the development and practice of equal employment opportunities and educational services that do not discriminate against employee, student or applicant on the basis of race, color, religion, sex, age, handicap or national origin. Specific complaints of alleged discrimination under Title IX (sex) and Section 504 (handicap) should be referred to: Vice President for Instructional Services at 828-835-4242 or the Affirmative Action Officer at 828-835-4202.

## Tri-County Community College

21 Campus Circle  
Murphy, NC 28906  
Phone: 828-837-6810  
Fax: 828-837-3266

## Graham County Center

145 Moose Branch Road, P.O. Box 1997  
Robbinsville, NC 28771  
Phone: 828-479-9256  
Fax: 828-479-6280

## Cherokee County Center for Applied Technology

2415 Airport Road, Marble, NC 28905  
Phone: 828-835-9564  
Fax: 828-835-7835

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

Published annually by Tri-County Community College as a public announcement of courses and programs. This catalog is for information purposes and does not constitute a contract. The College reserves the right to make changes in policies and regulations and to add or withdraw course offerings as needed.

Tri-County Community College issues this catalog to furnish prospective students and other interested persons with information about the College and its programs. Announcements contained herein are subject to change without notice and may not be regarded as binding commitments or a contractual obligation of the College or the State of North Carolina. **Note:** *Not all courses listed in this catalog are offered each semester since class offerings are subject to change based on enrollment.*



## TABLE OF CONTENTS

<b>Message from the President.....</b>	<b>3</b>
<b>Academic Calendar .....</b>	<b>4</b>
<b>Board of Trustees .....</b>	<b>5</b>
<b>About Tri-County Community College .....</b>	<b>6</b>
<b>Academic Programs and Degrees .....</b>	<b>7</b>
<b>Performance Measures .....</b>	<b>12</b>
<b>Student Success: Admissions, Registration, and Graduation.....</b>	<b>13</b>
<i>Application Process.....</i>	<i>14</i>
<i>Tuition and Expenses .....</i>	<i>20</i>
<i>Advisors .....</i>	<i>22</i>
<i>Grading .....</i>	<i>26</i>
<b>Student Success: Financial Aid.....</b>	<b>29</b>
<i>Eligibility.....</i>	<i>30</i>
<i>Scholarships.....</i>	<i>32</i>
<i>S.A.P.....</i>	<i>34</i>
<b>Student Success: Academic Support.....</b>	<b>39</b>
<i>College and Career Readiness (GED and Adult Basic Education) .....</i>	<i>40</i>
<i>Guided Studies .....</i>	<i>42</i>
<i>Library.....</i>	<i>46</i>
<i>Distance Learning .....</i>	<i>48</i>
<i>WebAdvisor.....</i>	<i>49</i>
<i>Organizations and Clubs .....</i>	<i>51</i>
<b>Student Success: Student Rights and Policies.....</b>	<b>53</b>
<i>Student Records .....</i>	<i>66</i>
<i>Transcripts.....</i>	<i>68</i>
<i>Special Credit.....</i>	<i>69</i>
<b>Career and Community Education .....</b>	<b>75</b>
<i>Ed2Go.....</i>	<i>78</i>
<i>Health and Public Safety.....</i>	<i>78</i>
<i>Community Enrichment .....</i>	<i>78</i>
<i>Economic and Workforce Development.....</i>	<i>79</i>
<b>Programs of Study .....</b>	<b>81</b>
<b>Course Descriptions .....</b>	<b>149</b>
<b>General Reference.....</b>	<b>237</b>

## MESSAGE FROM THE PRESIDENT

*As we begin the 2013-2014 school year at Tri-County Community College (TCCC), I look forward to a major historical milestone as TCCC celebrates its 50th year of operation.*

*As we contemplate our future and the ongoing education of our students, it is important that we take time to reflect upon our rich history. During its first 50 years, our campus welcomed a diverse student population who arrived with noteworthy aspirations and goals, as our communities flourished and developed. Countless individuals made meaningful contributions to this College, and through their determination and hard work, Tri-County Technical Institute (est. 1964) was transformed into a beautiful and bustling educational center, now known as Tri-County Community College.*

*When I walk across the campus and see our students learning and collaborating, growing and succeeding, I am always reminded of the unique role of TCCC. This is a place where goals become reality, because as education empowers individuals, it propels them to make immense strides to improve their lives.*

*As I participated in our recent graduation ceremonies, I could not help but feel proud in being associated with our College. The room was filled with smiles, laughter, and an enthusiastic outpouring of best wishes. Many of the graduates took the first step toward achieving their life goals, and we are honored that all of the graduates are forever enshrined as permanent members of our Tri-County family.*

*As you browse through the programs and courses described in this catalog and student handbook, I anticipate you will see opportunities that excite you, and then, I expect you will not delay in acting upon your enthusiasm. I also trust you will find valuable information about our services and policies, but most importantly, I hope you take the chance to get to know our outstanding faculty and staff.*

*However you use this publication, please know that our doors are always open to you as you embark on, or continue your educational journey.*

*Best Wishes,*



*Dr. Donna Tipton-Rogers, President*



## 2013-14 ACADEMIC CALENDAR

FALL 2013

August 12	Faculty Professional Development Day
August 13-14	Registration (8:00 a.m. - 6:30 p.m.)
August 14	Graham County Center Advising Day (8:00 a.m. - 6:30 p.m.)
August 14	New Student Orientation (10:00 a.m. and 4:00 p.m.)
August 15	First Day of ALL Classes
August 15-16	Late Registration (8:00 a.m. - 5:00 p.m.) August 16 - Last Day to Add
August 15	On-campus Assistance for Curriculum Online Classes (8:00 a.m. - 6:00 p.m.)
August 16	On-campus Assistance for Curriculum Online Classes (8:00 a.m. - 5:00 p.m.)
August 19-21	Drop Period with 75% Refund
August 21	Last Day to Drop Classes with 75% Refund
September 2	Labor Day Holiday - College Closed
October 10-11	Fall Break - No Classes
October 14	Fall FastTrack Registration
October 14-15	Fall Fast Track Drop/Add
October 15	Fall FastTrack Classes Begin
October 16	Last Day to Drop Classes with 75% Refund
November 11	Veteran's Day Holiday - College Closed
November 12-26	Early Registration for Spring (M - TH 8:00 a.m.- 5:00 p.m., F 'til Noon)
November 12	Graham County Center Advising Day (8:00 a.m. - 5:00 p.m.)
November 27	Thanksgiving Holiday - No Classes
November 28-29	Thanksgiving Holiday - College Closed
December 13	Last Day of Classes
December 16	All Grades Due by 10:00 am
December 18-31	Holiday Break - College Closed

SPRING 2014

January 1	New Year's Day Holiday - College Closed
January 2	College re-opens
January 3	Faculty Professional Development Day
January 6-7	Registration (M - T 8:00 a.m. - 6:30 p.m.)
January 7	Graham County Center Advising Day
January 7	New Student Orientation (10:00 a.m. and 4:00 p.m.)
January 8	First day of ALL Classes
January 8-10	Late Registration (8:00 a.m. - 5:00 p.m.) January 10 - Last Day to Add
January 8-9	On-campus Assistance for Curriculum Online Classes (8:00 a.m. - 6:00 p.m.)
January 13-14	Drop Period with 75% Refund
January 14	Last Day to Drop Classes with 75% Refund
January 20	Martin Luther King Holiday - College Closed
March 5-7	Spring Break - No Classes
March 10	Spring FastTrack Registration
March 10-11	Spring Fast Track Drop/Add
March 11	Spring FastTrack Classes Begin
March 12	Last Day to Drop Classes with 75% Refund
April 7-11	Early Registration for Summer (M-TH 8:00 a.m.- 5:00 p.m., F 'til Noon)
April 10	Graham County Center Advising Day
April 18	Good Friday Holiday - College Closed
April 21	Easter Holiday - College Closed
May 7	Last Day of Classes
May 8	Grades Due by 10:00 am
May 9	Graduation at 5:30 p.m.
May 26	Memorial Day Holiday - College Closed

SUMMER 2014

June 2	Registration (8:00 a.m. - 6:30 p.m.)
June 3	First Day of ALL Classes
June 3	On-campus Assistance for Curriculum Online Classes (8:00 a.m. - 6:00 p.m.)
June 3-5	Drop/Add and Schedule Adjustments
June 5	Last Day to Drop/Add Classes
June 5	Last Day for Student Refunds (see Refund Policy)
July 3	Independence Day Holiday - College Closed
July 7-10 and 14-17	Early Registration for Fall (M - TH - 8:00 a.m. - 5:00 p.m.)
July 9	Graham County Center Advising Day
July 28	Last Day of Classes
July 29	Grades due by 10:00 am

## BOARD OF TRUSTEES

### Appointed by Cherokee County Board of Commissioners

John Carringer – Term Expires 2015 (Murphy, NC)  
 Linda Ditmore – Term Expires 2014 (Robbinsville, NC)  
 Lorraine Meltz - Term Expires 2016 (Murphy, NC)  
 Tom O'Brien – Term Expires 2013 (Andrews, NC)

### Appointed by Cherokee County Board of Education

Larry Kernea (Chair) – Term Expires 2015 (Murphy, NC)  
 Muffy Kerber – Term Expires 2017 (Murphy, NC )  
 Sue Ledford – Term Expires 2016 (Brasstown, NC )  
 Al Lovingood – Term Expires 2014 (Murphy, NC)

### Appointed by Governor

Glenda Cheeks – Term Expires 2015 (Hayesville, NC)  
 Sandra P. Cody – Term Expires 2014 (Robbinsville, NC)  
 Terry Dailey, Term Expires 2013 (Hayesville, NC)  
 Jan Lukens – Term Expires 2016 (Murphy, NC)

Current as of publication date. By the act of the North Carolina State Legislature, the President of Tri-County Community College's student government association is automatically a non-voting member of the Board of Trustees.

## MISSION STATEMENT

### What is Tri-County Community College?

Tri-County Community College is an accredited, comprehensive, public-supported, two-year, post-secondary institution which operates in accordance with North Carolina Law and the administrative policies of the North Carolina Community College System. Located in the westernmost tip of North Carolina, the College serves commuter students in a remote, rural area consisting of Cherokee, Clay, and Graham counties by providing college transfer, vocational, technical, and adult education programs.

### Mission Statement

The mission of Tri-County Community College is to engage students in learning, help students succeed, and enrich the communities we serve. This mission is accomplished through:

- Innovative and effective teaching.
- Supportive and efficient learning environments.
- Strong local and regional partnerships.

*Approved by Board of Trustees – June 8, 2011*

## HISTORY OF THE COLLEGE

The roots of Tri-County Community College date back to mid-1964, when political and educational leaders of Cherokee County met with representatives of Asheville-Buncombe Technical Institute. That same year, the North Carolina State Board of Education approved the Tri-County Industrial Education Center to operate as a part of the State Department of Community Colleges.

In July 1965, the Cherokee County Board of Education negotiated a lease agreement with the State of North Carolina for the Center to occupy the abandoned Cherokee County Prison Camp. Newly constructed buildings soon joined the original prison facilities. Most of Tri-County's present buildings on the Murphy campus were built in the '60s and '70s.

Holland McSwain, Tri-County's first president, found support from the Appalachian Regional Commission to construct a new classroom facility and to assist in the purchase of the existing property in Cherokee County. In the 1970s, the Appalachian Regional Commission provided grants to renovate and construct three buildings on the Murphy campus of the College, renamed Tri-County Community College.

The state legislature appropriated the money for the construction of a new multi-purpose building in 1984. The structure, completed in 1989 and named the Enloe Building, joined the three other main facilities - the McSwain, West, and Crisp buildings.

As Tri-County Community College and the surrounding area continued to grow, the need for an off-campus site to serve the people of Graham County became obvious. One of the major goals of Tri-County Community College is to offer convenient, affordable access to educational services for Graham County residents. The construction of the Graham County Center made this goal a reality.

In November 1993, voters passed the Statewide Bond Referendum, providing funds needed to construct the new center. The Graham County Commissioners and the Graham County Board of Education conveyed land and buildings for the Graham County Center in May 1995. The State Board of Community Colleges approved obtaining the proposed property in June 1995. Construction began with renovating, modernizing, and equipping two buildings. The Center opened in January 1998.

As an extension campus of Tri-County Community College, the Graham County Center offers a variety of curriculum and continuing education courses to meet the educational needs of the county's residents. Curriculum courses in computer information, college transfer, business administration, office systems technology, accounting, criminal justice, and welding are offered at the Center, supported by modern classrooms and student services. Students at the Center have access to computer labs, e-mail accounts, the Internet, basic skills lab, and a full array of student developmental services. Counseling, financial aid, placement exams, admissions registration, records, and other services provided at the Graham County Center are equal in quality and availability to those found on the Main Campus.

Also in 1998, a new multi-purpose building was dedicated on the Main Campus. The Harper Building is home to college administration offices, student services, community enrichment and, it also houses the bookstore.

Thanks to a cooperative agreement from the Cherokee County Commissioners and Board of Education, the College opened the Andrews Office in 2000. In 2003, TCCC opened its Fire and Rescue Training Center. A permanent site for the TCCC TeleCenter/Small Business Center was dedicated in 2004 with the opening of the Patterson Building. The College renovated two buildings on Main Campus in order to expand classroom and laboratory space to better serve its three counties.

In 2005, Cherokee County purchased a 25,000 square foot building in Marble to be used as the Cherokee County Center for Applied Technology. Phase One of the building renovation was completed in 2008. The Center is the result of a collaboration between Tri-County Community College, Cherokee County, and several industry partners to develop a facility to be used for classes and short-run manufacturing, plus provide space for manufacturers to develop prototypes for contracted items. The Center provides facilities for community workforce development and also houses the Small Business Center, the Machinist Training Program, and an associate degree program in Computer Integrated Machining. The NC Rural Center and the Economic Development Administration provided grant funds for the renovation of the building.

The Tri-County Early College High School (TCECHS) began classes in 2006 on the main campus in Murphy. Its goal is to provide an opportunity for high school students to earn both a high school diploma and an associate's degree from the College.

In 2010, Tri-County Community College opened the Emergency Services Training Center classroom which is located on the main campus and adjacent to the four-story Fire and Rescue Center burn facility. The College also was approved and graduated its first-ever Basic Law Enforcement Training class during 2010. The expansion of the TCCC Health and Public Safety program and associated facilities is consistent with the ongoing mission to help student succeed and enrich our communities.

## CHIEF EXECUTIVE OFFICERS

### Presidents of Tri-County Community College

Holland McSwain	1964 to 1972
Vincent Crisp	1972 to 1992
Dr. Harry Jarrett	1992 to 1995
Dr. Norman Oglesby	1996 to 2006
Dr. Donna Tipton-Rogers	2007 - Present

## ACADEMIC PROGRAMS / DEGREES

Academic programs currently being offered at Tri-County Community College (TCCC) are designed as either Technical or College Transfer. Programs classified as Technical confer an Associate in Applied Science degree. These programs are normally four or five semesters in length. Programs classified as College Transfer confer an Associate in Arts or Associate in Science degree. This program is normally four semesters in length and is designed for individuals who plan to transfer to a senior institution for completion of a four-year degree.

Tri-County Community College, in the name of the North Carolina Community College System, can award the following:

- Certificate
- Diploma
- Associate in Applied Science (A.A.S.)
- Associate in Arts (A.A.)
- Associate in Science (A.S.)
- Associate in General Education (A.G.E.)

### Academic Program Offerings

Program of Study	Degree	Diploma	Certificate
Accounting	A.A.S.	✓	
Associate in General Education	A.G.E.		
Automotive Systems Technology	A.A.S.	✓	
Building Construction Technology	A.A.S.	✓	
Business Administration	A.A.S.	✓	
Business Administration: Customer Service			✓
Business Administration: Shooting & Hunting Sports Management			✓
College Transfer	A.A. and A.S.	✓	
Pre-Majors:			
Communication / Communication Management	A.A.	✓	
Engineering	A.S.	✓	
Nursing	A.A.	✓	
Computer Information Technology	A.A.S.		
Computer Integrated Machining	A.A.S.	✓	
Cosmetology	A.A.S.	✓	
Cosmetology Instructor			✓
Criminal Justice Technology	A.A.S.		
Early Childhood Education	A.A.S.		
Electrical Engineering Technology	A.A.S.		
Emergency Medical Science	A.A.S.		
Entrepreneurship			✓
Esthetics			✓
Human Services Technology	A.A.S.		
Human Services Technology: Animal Assisted Interactions	A.A.S.		✓
Human Services Technology: Social Services	A.A.S.		
Manicure and Nail Technology			✓
Medical Assisting	A.A.S.		
Medical Office Administration	A.A.S.		
Nursing	A.A.S.		
Office Administration	A.A.S.	✓	✓
Office Administration - Legal	A.A.S.		✓
School Age Education	A.A.S.		
Therapeutic Massage		✓	
Web Technologies	A.A.S.		
Welding		✓	

## TRI-COUNTY EARLY COLLEGE



The Tri-County Early College High School (TCECHS) is an autonomous high school located on the main college campus. The TCECHS provides students who enroll in the ninth grade the opportunity to earn both their high school diploma and an associate degree (or two years of college credit) within four years. The TCECHS provides a safe, caring educational environment where students become active learners, practical problem-solvers, and productive members of the workforce. It is a unique high school environment accepting students of diverse ability levels through an application process conducted each spring.

For more information, contact Alissa Cheek at 828-835-4318 or Dr. Jason Chambers at 828-835-4297.

## CAREER & COMMUNITY EDUCATION

Tri-County Community College offers the opportunity for lifelong learning to all adults, regardless of their educational background.

Career and Community Education courses are specifically designed classes of short duration covering a wide variety of subjects. While some Career and Community Education students may earn CEUs (Continuing Education Units) upon completion of certain subjects, none of the Career and Community Education courses lead to a college degree or diploma.

Basic skills courses are available at no charge to those who did not complete high school and wish to improve their education in reading, writing, mathematics, or basic sciences.



## TCCC FOUNDATION

The Tri-County Community College Foundation is a nonprofit organization governed by a Board of Directors representing the College's service area. The mission of the Foundation is to support the College by providing necessary resources and acting as a catalyst between the College and the community. Donations to the TCCC Foundation may be tax deductible.

The TCCC Foundation supports these projects and events:

- Children's Theatre for area fourth, fifth, and sixth graders
- Scholarships
- College facilities projects including faculty offices, classrooms, and equipment
- Workforce development projects
- Technology projects
- Endowed funds
- Memorial gifts
- Planned giving
- Golf Tournament
- Fishing for Scholarships Tournament
- Car Show



# GENERAL EDUCATION PHILOSOPHY

## General Education Philosophy Statement

A guiding philosophy of Tri-County Community College is the integrated nature of program development. Rather than focusing narrowly on a particular skill in isolation, the degree programs at the College stress holistic learning: the application of particular skills in a wide variety of situations and the ability to translate those skills in new contexts, whether those new contexts are other courses at the College, various workplaces in a rapidly changing economic environment, or other institutions of higher learning to which our students transfer. Today, given the dynamic nature of most disciplines, fields of employment, and society in general, the foundational skills that allow students to translate their abilities and skills into other contexts have become survival skills. Tri-County Community College's mission is to facilitate student success, and we believe that these skills that are the foundation of all our programs are the most important means to accomplish that mission. The integration of Global Learning Outcomes of reading, writing, oral communication, mathematics, critical thinking, and basic computer skills is the pathway that all programs at Tri-County Community College provide for our students to achieve success. Similarly, the systematic assessment of these skills, across the curriculum, provides a vital indication of our success in preparing students for the future.

Upon successful completion of a TCCC degree program, a student will be able to:

### Written Communication

- Focus and develop topics.
- Determine the appropriate format and diction for the intended audience.
- Present information in a clearly organized fashion.
- Present information in a grammatically effective manner.
- Construct rhetorically effective texts in a wide range of writing situations.
- Utilize a standard style sheet (MLA, APA) to properly document sources.

### Oral Communication

- Focus and develop topics.
- Determine the appropriate format and diction for the intended audience.
- Present information in a clearly organized fashion.
- Deliver information in a manner that is physically and verbally effective.
- Construct rhetorically effective communication (e.g., speeches, presentations, interviews, small group discussions) in a wide range of situations.
- Utilize appropriate human relations skills in a wide range of professional situations.

### Listening and Reading

- Put into practice literal comprehension skills (familiarity and memory).
- Put into practice inferential comprehension skills (comprehension and analysis).
- Put into practice critical comprehension skills (application and evaluation).

### Critical Thinking

- Distinguish facts from generalizations and assumptions.
- Investigate information and demonstrate an understanding of that information.
- Analyze information by recognizing induction, deduction, fallacies, and bias. Then, apply that information to new contexts and critically evaluate that information.
- Recognize performance errors, develop solutions, and effectively apply those solutions.

### Computer Competency

- Create a file in an application, save it to a removable storage device, and reopen it.
- Do simple file management, create a folder, copy a file, delete a file, and rename a file.
- Be able to send attachments with e-mail.
- Use a web browser for research purposes.

### Mathematical Skills

- Use calculator and computer technology appropriately in mathematics problem solving.
- Write coherent and effective reports on problem solution and technique.
- Compute correctly using real numbers and scientific notation.
- Effectively use fundamental geometric, statistical, measurement, and critical thinking skills in problem solving.
- Manipulate and solve linear formulas and equations.
- Graph collected data and apply appropriate linear models.
- Use consumer mathematics in situations such as those involving: simple and compound interest, loan payments, annuities, and amortization schedules.

(Revised November 2001, April 2008)

*Celebrating Our Graduates*



**CONGRATS**  
CLASS OF 2013



## SUMMARY OF PERFORMANCE MEASURES

The North Carolina Community College System has utilized numerous processes over the years to ensure public accountability for its financial expenditures. These processes have included fiscal audits, program audits, institutional effectiveness plans, and program review. The State Board of Community Colleges reviews colleges annually on accountability measures and performance standards. Each college is evaluated based on seven performance measures. The information below indicates how TCCC rated on each measure in the most recent report.

#	Measure	Standard	TCCC Results	Met Standard	Met EIP
1	Passing Rates on Licensure/Certification Exams	80% aggregate institutional passing rate for first time test takers. To qualify for Exceptional Institutional Performance (EIP), no exam for which the college has control over and has 10 or more students sit for the exam can have a passing rate of less than 70%.	86%	Yes	Yes
2	Performance of College Transfer Students	83% of students who transfer to a 4-year institution will have a GPA of 2.0 or higher after two semesters. To qualify for Exceptional Institutional Performance (EIP), the performance of the community college transfer students must equal or exceed the performance of the native UNC System sophomores and juniors for that time period.	83%	Yes	No
3	Passing Rates in Developmental Courses	75% of students who take a developmental English, mathematics, and/or reading course will pass the course with a grade of "C" or better.	73%	No	No
4	Success Rate of Developmental Students in Subsequent College-Level Courses	80% of students who took developmental courses will pass the "gatekeeper" English and/or mathematics course for which the developmental course serves as a prerequisite.	77%	No	No
5	Student Satisfaction of Completers and Non-completers	90% of survey respondents satisfied with college programs and services.	97%	Yes	Yes
6	Curriculum Student Retention, Transfer and Graduation	65% of fall degree-seeking students will either re-enroll, transfer, or graduate by the subsequent fall.	69%	Yes	Yes
7	Client Satisfaction with Small Business Center	90% of survey respondents will rate services provided as "Very Good" or "Excellent."	95%	Yes	Yes