



TRI-COUNTY
COMMUNITY COLLEGE

2015-16 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 Southern Association of Colleges and Schools Commission on Colleges 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, the National Automotive Technicians Education Foundation, 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) 835-4254 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

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 offerings are subject to change based on enrollment.



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MESSAGE FROM THE PRESIDENT

Here at the beginning of the 2015 - 2016 academic year, I want to extend a warm and heartfelt greeting on behalf of the Tri-County Community College (TCCC) Board of Trustees, and the TCCC faculty and staff. From its humble beginnings in 1964 as the Tri-County Technical Institute, our College has been transformed by the hard work, dedication, and generosity of thousands of individuals.



I could not be more proud of those individuals, nor of the countless students who have passed through these doors during the past five decades, bringing with them both courage and determination, and leaving here with the knowledge, wisdom, and ability to make their dreams come to life. It is the students who motivate us, and who drive us to excel year by year.

I am happy to report that this College is very healthy for being 50! How do I know? Like any other gauge of health, the first element to consider is growth, and TCCC continues to grow new programs and expand its facilities.

Tri-County Community College has recently introduced a Culinary Arts program, a Hospitality Management program, and an Electrical Engineering Technology program. Also, the College now offers specialties in its Business Administration degree for Banking and Finance, Human Resource Management, or Marketing and Retailing.

It is my hope that TCCC will soon earn state approval for a brand new Associate degree in Engineering, and Industrial Systems Technology. Additionally, as I prepare this message, staff members are also working hard to explore a degree program in Emergency Management, as well as Fire Protection Technology.

All of this is in keeping with our mission: to engage students in learning, help students succeed, and enrich the communities we serve.

We are healthy because we are growing new programs, seeing new graduates, and helping put people to work. So, I encourage you to take the time to look through this catalog, to get to know us and all that we have to offer. We are here to serve you and we look forward to enjoying that opportunity.

My Very Best Wishes,

Dr. Donna Tipton-Rogers, President

2015-16 ACADEMIC CALENDAR

FALL 2015

FALL 2015

- August 12-14 Fall registration (W–TH 8:00 a.m. – 6:30 p.m., F until 12:00 p.m.)
- August 14 Faculty Professional Development Day
- August 17-18 On-campus assistance for curriculum online classes (8:00 a.m. – 6:00 p.m.)
- August 17 First day of all classes
- August 17-21 Drop/add and schedule adjustments
- August 21 Last day to drop/add classes
- August 21 Last day for student refunds (See refund policy)
- August 27 High school online classes begin
- September 7 Labor Day Holiday – College closed
- October 12 Fall Fast Track registration
- October 13 Fall Fast Track drop/add
- October 13 Fall Fast Track classes begin
- November 11 Veteran's Day – College closed
- November 10-13 Spring early registration (M–TH 8:00 a.m. – 5:00 p.m., F until 12:00 p.m.)
- November 16-20 Spring early registration (M–TH 8:00 a.m. – 5:00 p.m., F until 12:00 p.m.)
- November 23-24 Spring early registration (M–T 8:00 a.m. – 5:00 p.m.)
- November 25 No classes
- November 26-27 Thanksgiving Holiday – College closed
- December 11 Last day of classes
- December 14 Grades due by 10:00 a.m.
- December 21-31 Christmas Holiday – College closed

SPRING 2016

SPRING 2016

- January 1 New Year's Holiday – College closed
- January 4 Faculty professional development day
- January 5-6 Spring registration (8:00 a.m. – 6:30 p.m.)
- January 7 First day of all classes
- January 7-8 On-campus assistance for curriculum online classes (TH 8:00 a.m. – 6:00 p.m., F until 12:00 p.m.)
- January 7-13 Drop/add and schedule adjustments
- January 13 Last day to drop/add classes
- January 13 Last day for student refunds (See refund policy)
- January 18 Martin Luther King Holiday – College closed
- March 2-4 Spring break – No classes
- March 7 Spring Fast Track registration
- March 8 Spring Fast Track drop/add
- March 8 Spring Fast Track classes begin
- March 25 Good Friday Holiday – College closed
- March 28 Easter Holiday – College closed
- April 4-8 Summer early registration (M–TH 8:00 a.m. – 5:00 p.m., F until 12:00 p.m.)
- May 5 Last day of classes
- May 5 Grades due by 10:00 a.m.
- May 6 Graduation at 5:30 p.m.

SUMMER 2016

SUMMER 2016

- May 23 Memorial Holiday – College closed
- May 31 Registration (8:00 a.m. – 6:30 p.m.)
- June 1 First day of all classes
- June 1 On-campus assistance for curriculum online classes (8:00 a.m. – 6:00 p.m.)
- June 1-3 Drop/add and schedule adjustments
- June 3 Last day to drop/add classes
- June 3 Last day for student refunds (See refund policy)
- July 4 Independence Holiday – College closed
- July 5-7 Fall early registration (M–TH 8:00 a.m. – 5:00 p.m.)
- July 11-14 Fall early registration (M–TH 8:00 a.m. – 5:00 p.m.)
- July 27 Last day of classes
- July 28 Grades due by 10:00 a.m.

BOARD OF TRUSTEES

Appointed by Cherokee County Board of Commissioners

John Carringer – Term Expires 2015 (Murphy, NC)
 Roy Dickey - Term Expires 2016 (Murphy, NC)
 Linda Ditmore – Term Expires 2018 (Robbinsville, NC)
 Jim Hedrick – Term Expires 2017 (Murphy, 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 2018 (Murphy, NC)

Appointed by Governor

Glenda Cheeks – Term Expires 2015 (Hayesville, NC)
 Jan Lukens – Term Expires 2016 (Murphy, NC)
 Steven Odom – Term Expires 2017 (Robbinsville, NC)
 Paula Watson – Term Expires 2018 (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:

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

Approved by Board of Trustees – June 8, 2011

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



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 Success Center, plus the Community Education and Enrichment Department.

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 North Carolina 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.

Work was completed in early 2014 on renovating the Automotive Technology Building. In addition, to increasing the energy efficiency of the building, a new reception area was constructed for customers. Work was also completed on incorporating hybrid technology including two new bay doors, a new lift for servicing hybrid vehicles and making the building American with Disabilities Act (ADA) complaint.

Originally constructed in 1980, a renovation of the Crisp building was completed in February 2014. This renovation added two additional classrooms and two restrooms in this building. Other improvements included updating access to the building to also meet the standards set forth in the American with Disabilities Act.

Thanks to grant funding, in January of 2015, the first of several phases of construction was completed on spaces to house new programs in Culinary Arts and Hospitality Management as well as a centralized shipping and receiving area. The College's first hands on culinary arts classes began in January 2015. The shipping and receiving space was completed in May 2015 and the College bookstore moved into its new space.

During Spring Semester 2015, grant funds paid for an extensive renovation at the Center for Applied Technology to house a state of the art electrical engineering lab.

ACADEMIC PROGRAMS / DEGREES

Academic programs currently being offered at Tri-County Community College 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.	DIPLOMA	
Air Conditioning, Heating and Refrigeration Technology	A.A.S.		
Associate in General Education (AGE)	A.G.E.		
Automotive Systems Technology	A.A.S.	DIPLOMA	
Building Construction Technology	A.A.S.	DIPLOMA	
Business Administration	A.A.S.	DIPLOMA	
Business Administration - Banking and Finance	A.A.S.		CERTIFICATE
Business Administration - Human Resource Management	A.A.S.		CERTIFICATE
Business Administration - Marketing and Retailing	A.A.S.		CERTIFICATE
College Transfer - Associate in Arts	A.A.		
College Transfer - Associate in Science	A.S.		
College Transfer - Associate in Engineering*	A.E.		
Computer Information Technology	A.A.S.		
Computer Integrated Machining	A.A.S.	DIPLOMA	
Cosmetology	A.A.S.	DIPLOMA	
Cosmetology Instructor			CERTIFICATE
Criminal Justice Technology	A.A.S.		
Culinary Arts	A.A.S.		
Early Childhood Education	A.A.S.		
Electrical Engineering Technology	A.A.S.		
Electrical System Technology	A.A.S.		
Emergency Medical Science	A.A.S.	DIPLOMA	
Esthetics			CERTIFICATE
Hospitality Management	A.A.S.		CERTIFICATE
Human Services Technology	A.A.S.		
Human Services: Animal Assisted Interactions	A.A.S.		CERTIFICATE
Human Services: Social Services	A.A.S.		
Industrial Systems Technology*	A.A.S.		
Manicure and Nail Technology			CERTIFICATE
Medical Assisting	A.A.S.		
Medical Office Administration	A.A.S.		
Nursing	A.A.S.		
Office Administration	A.A.S.	DIPLOMA	CERTIFICATE
Office Administration - Legal	A.A.S.		CERTIFICATE
School-Age Education	A.A.S.		
Therapeutic Massage		DIPLOMA	
Web Technologies	A.A.S.		
Welding Technology		DIPLOMA	

* Pending State Approval

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.

Adult Basic Education is available at no charge through the College and Career Readiness program to those who did not complete high school or 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



SUMMARY OF PERFORMANCE MEASURES

The North Carolina Community College System has utilized numerous processes over the years to ensure public accountability for the educational effectiveness of its institutions. These processes have included fiscal audits, program audits, institutional effectiveness plans, regional accreditation requirements, and annual reporting of performance standards. In 2013, a new set of student success measures went into effect; a system-wide goal for each of these measures was set, along with an indication of which colleges were above or below average. The results of these measures for each community college are published in the annual Performance Measures for Student Success report, which is available on the NCCCS website. The most recent results for Tri-County Community College are:

#	Standard	Explanation	Goal/ Average	TCCC Results
1	Basic Skills Progress	Percentage of students who progress as defined by an educational functioning level.	51.2% / 45.1%	31.6%
2	GED Pass Rate	Percentage of students taking at least one GED test during a program year who receive a GED diploma during the program year.	82.0% / 79.4%	82.5 %
3	Developmental English Subsequent Success	Percentage of previous developmental English and/or reading students who successfully complete a credit English course with a grade of "P", "C" or better upon the first attempt.	74.9% / 62.4%	72.7%
4	Developmental Math Subsequent Success	Percentage of previous developmental math students who successfully complete a credit math course with a "C" or better upon the first attempt.	75.4% / 63.6%	47.8%
5	Year One Progress	Percentage of first-time fall credential-seeking students attempting at least twelve hours within their first academic year who successfully complete ("P", "C" or better) at least twelve of those hours.	74.6% / 67.1%	71.9%
6	Curriculum Completion Rate	Percentage of first-time fall credential-seeking students who graduate, transfer, or are still enrolled with 36 hours after six years.	45.6% / 43.4%	39.7%
7	Licensure Pass Rate	Aggregate institutional passing rate of first time test-takers on licensure and certification exams. Exams included in this measure are state mandated exams which candidates must pass before becoming active practitioners.	91.7% / 83.2%	67.9%
8	Transfer Performance	Among community college associate degree completers and those who have completed 30 or more credit hours who transfer to a four-year university or college, the percentage who earn a GPA of 2.00 or better after two consecutive semesters within the academic year at the transfer institution.	93.8% / 87.7%	89.1%

GENERAL EDUCATION PHILOSOPHY

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.

Celebrating Our Graduates



CONGRATS
CLASS OF 2015



