



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

TRI-COUNTY
COMMUNITY COLLEGE

STUDENT SUCCESS: ACADEMIC SUPPORT



CAREER & COMMUNITY EDUCATION PROGRAMS

College and Career Readiness

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

The College and Career Readiness Program provides educational opportunities for those students in the service area of Cherokee, Clay and Graham counties who did not complete their high school education or have not received their High School Equivalency diploma or who need to improve their reading, languages or math skills. The program also focuses on providing employability skills, job-specific occupational and technical skills, and developmental education instruction.

The College and Career Readiness Program is based on the philosophy that every student, regardless of educational level, is capable of self-improvement, and should have the opportunity to participate in furthering their education and employment goals. The program is designed to assist students in the following areas:

- Improving reading, writing, or math skills
- Improving computer and technology skills
- Earning a high school equivalency diploma
- Improving employability skills
- Improving job-specific skills
- Improve life skills
- Learn to speak English as a second language
- Prepare for becoming a U.S. Citizen
- Prepare for transition to college and/or workforce entry

Any adult 18 years of age or older who did not graduate from high school is eligible to participate in the College and Career Readiness program, as is any high school graduate who wishes to upgrade their skills. Any adult ages 16 or 17 not currently enrolled in public school may participate by obtaining permission from the school superintendent and the principal of the school district where he/she lives. A Minor Permission Form must be completed and submitted before a student is allowed to enroll in any class.

The program operates a TCCC College and Career Readiness Lab in Murphy which is located in the Crisp Building, Room 109. The lab is open regularly and allows flexibility in scheduling. There is also a College and Career Readiness Lab at the Graham County Center in Robbinsville located in the Shope Building, Room 4. Check with each location for specific lab times.

The College and Career Readiness Program includes the following instructional areas:

- Adult Basic Education Basic (ABE), Intermediate (ABE-I) and Advanced (ABE-A)
- Adult Basic Education Beginning (ABE-B), formerly Compensatory Education (CED)
- English as a Second Language (ESL)
- English Language Civics/Citizenship (EL Civics)
- Basic Math and Language Arts Refresher
- Distance Learning

All classes listed above are offered free-of-charge.

Adult Basic Education (ABE) – Basic, Intermediate and Advanced

Adult Basic Education (ABE) coursework is designed for adults who need to improve their reading, writing, speaking, problem-solving, or mathematic skills necessary to function effectively in society, on a job, or in the family. The program stresses literacy development from basic reading, writing, and math, to high school equivalency study, to college and career entry and includes an emphasis on general competency in basic word identification, reading comprehension, and vocabulary skills and basic knowledge in the social studies and science area. Instructional methods and materials are selected and designed to be appropriate for adults and promote meaningful learning experiences. ABE, ABE-I, and ABE-A classes build upon one another and provide a student with a foundation to enter high school equivalency classes and/or to take the High School Equivalency diploma exam (Pearson VEU administered computer based 2014 GED® exam)

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

High School Equivalency Diploma

The High School Equivalency diploma program is designed to prepare adult students to take the Pearson VEU administered computer based 2014 GED® exam. With passing scores, the student earns a High School Equivalency diploma which is awarded by the North Carolina Community College System. This certificate is generally accepted on an equal basis with a traditional diploma for employment, promotion, or further education. Classes meet during the day and evening and are offered on campus or at different locations in Cherokee, Clay, and Graham Counties. Instruction is offered in the four subject areas in preparation for taking the high school equivalency diploma exam (2014 GED®). The 2014 GED® exam covers four content areas:

- Reasoning Through Language Arts (RLA)
- Mathematical Reasoning
- Science
- Social Studies

The exam is available in English and Spanish. To be eligible for 2014 GED® exam, a student must be at least 18 years old (16- and 17-year-olds may test with special permission / Minor Applicant Form on file) and provide a current government issued picture ID.

Students must earn a minimum standard score of 600 on all four tests, and a minimum standard score of 150 on each content area test to pass the 2014 GED® exam.

Adult Basic Education- Beginning (ABE-B)

Adult Basic Education – Beginning (ABE-B), formerly Compensatory Education is an academic program designed to compensate adults with intellectual disabilities. The focus of the ABE-B program is on helping individuals become as independent as possible primarily by improving academic, social, survival, vocational, and independent-living skills.

English as a Second Language (ESL)

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

Basic Math and Language Arts Refresher

Basic Math and Basic Language Arts Refresher sessions are designed to increase placement testing scores for TCCC entrance exam, Accuplacer. Each session is a closed session with attendance guidelines and includes an intensive review of material via lecture and computer based instruction that is related to the Accuplacer test subject matter. Following the completion of each session students should be better prepared to take or re-take and score higher on their Accuplacer test.

Distance Learning

Learning online is a great way to study at your own pace in the comfort of your own home without any transportation and time barrier. You can work online when it is most convenient for you.

The College and Career Readiness program offers a Distance Learning option, SkillsTutor™, to students who need to refresh or improve their skills in reading, writing, math, language arts and problem solving as well as job preparation skills. SkillsTutor™, is a state approved program available to students following face-to-face orientation, registration and placement assessment on campus or in one of the class locations. This learning option is ideal for students who may not be able to attend class or for those who want to supplement their classroom learning from home. Assignments are geared to each student's learning level and instant feedback and scoring is given



ACADEMIC SUPPORT CENTERS

Tri-County Community College's main campus has two Academic Support Centers that offers programs and services to help you meet your educational goals, including developmental instruction to help you brush up on your skills prior to entering your curriculum classes and supplemental instruction to help support you once you are enrolled. The two centers are the Writing Center (McSwain Annex Room 152) and the Math Center (West Room 106). In addition, our Graham County Center has a support lab in the Phillips Building.

Brush Up Courses and Developmental Education

There are a number of methods used to determine the appropriate placement for our students into English, math, science, and computer classes on campus, including placement exams, high school GPA, and SAT/ACT exams. If those results indicate that you need to brush up on your skills, each center offers a wide array of developmental courses to help prepare you for curriculum classes, including DRE (Developmental English) and DMA (Developmental math) courses. These courses are offered in several formats each semester, so just check the schedule.

Tutoring and Supplemental Instruction

Each Academic Support Center also offers individualized instruction/tutoring in an open lab setting. These open labs provide an opportunity for students to receive help on out of class assignments or additional individual instruction. In addition to English, math, and the sciences, these labs may have weekly sessions in other academic areas. Check each lab for available times and subjects!

Special Academic Needs

If you have special academic needs, including course accommodations, please see the Student Success Center to learn about the options and services available to you.

STUDENT SUCCESS CENTER

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

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

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

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

- Academic Support Center – The Academic Support Centers offers programs and services to help you meet your educational goals, including developmental instruction to help you brush up on your skills prior to entering your curriculum classes and supplemental instruction to help support you once you are enrolled. Special Needs tutoring will be arranged through the Director of Enrollment Management in the Student Success Center on the main campus, or in the Shope Building at the Graham County Center.
- The Career Center – The staff of the TCCC Career Center focuses on all stages of career development, from career planning and goal setting to searching for job openings armed with effective job search skills. Human Resource Development (HRD) courses in computers, financial literacy, and employability are offered in the Career Center for the public and for curriculum students. The Career Center also works closely with the Division for Workforce Solutions (formerly known as the Employment Security Commission) on job placement for our graduates.

PERSONAL COUNSELING

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

SERVICES FOR STUDENTS WITH DISABILITIES

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

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

HEALTH SERVICES

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

STUDENT LOUNGE

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

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

COLLEGE BOOKSTORE

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

LIBRARY / MEDIA CENTER

Dr. Carl D. Dockery Library Center

The College's Library Center located in the McSwain Building is a pleasant setting for information gathering, collaboration and study. Users will gain access to more than 50,000 electronic and print books, magazines and databases, as well as over 8,000 video and audio items, in both physical and streaming formats. Visit us in person or online.

The Online Library

A virtual library is available 24 hours a day online. A portal to the library's electronic resources, video tutorials and online help is accessible via the TCCC library web site at <http://www.tricountycc.edu/learning-resources/library/>.

Both online and traditional students with Internet access at home may conveniently search, save, print or stream electronic materials.

Your Library Account

Contact the library to activate your library account to either borrow items or access electronic resources. You will need the student identification number you were issued at registration.

Computer Resource Center

A computer resource center complete with color printers, scanners and full-feature workstations is open to students for research and assignments or bring your laptop for wi-fi access.

Study Space

Comfortable areas are available for both private and collaborative group work.

Online/Distance Education and Graham County Center Library Services

Online, distance education and Graham County students and faculty can request help, activate their library account and borrow items by contacting the library via e-mail, chat or phone and may easily use library services by logging in to the Online Library site at <http://www.tricountycc.edu/learning-resources/library/>. Details are found on the library website.

Physical items are available to Graham students via courier by requesting items electronically using the My Account feature of the online library catalog.

Help

If you do not find what you are looking for, a professional library staff is ready to assist you.

In-Library: individual help and group instruction

Telephone: (828) 835-4314

E-mail: library@tricountycc.edu

Live online chat provided 24/7 on the Library webpage

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

Hours: Monday – Thursday 8:00 a.m. – 9:00 p.m., Friday 8:00 a.m. – 12:00 p.m.

About Dr. Carl D. Dockery

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

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



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

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

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

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

By Stephen D. Wood, Ph.D.

DISTANCE LEARNING AT TCCC

Online or Distance classes at TCCC are available through Moodle, a website that allows instructors to present course material and assignments to students. Students can access online courses at home, campus computer labs, or anywhere with a high speed internet connection.

Online students must have access to an up-to-date desktop computer (mobile devices are not supported at this time) and adequate Internet connectivity.

Internet courses cover the same material and have the same credit hours as traditional face-to-face courses; however, online courses allow students to access the information at a time and place convenient to them.

Students can submit assignments, chat and discuss topics with other students and with their instructor, take quizzes and exams, check grades, and participate in many other classroom activities.

Students interact with the online faculty members through email, phone, or by visiting the faculty member on campus.

Online courses are offered in three formats:

- Internet Courses (IN): Online/Internet courses have 100 percent of the course content and assessment through online instruction. Internet courses are accessed through the Moodle learning management system.
- Hybrid (HY): Hybrid Courses have 50 percent or more of instruction online with a requirement that students also meet in traditional face-to-face sessions as determined appropriate by the college.
- Web Supported/Web Assisted (WB): In a web-supported class face-to-face instruction is greater than 50 percent of the class with a requirement that students have Internet access as a supplemental part of the course.

Online Attendance Policy

The attendance policy for online classes requires all students enrolled in online (Section IN) classes to login to each of their online classes during the first week of class to submit a mandatory first assignment. Students enrolled in Hybrid (Section HY) will meet their instructor in the classroom on the first day of class.

Access Your Online Class on Moodle at <http://moodle.tricountycc.edu> or click the Moodle icon at the top of the TCCC webpage. Your classes will be available on the first class day of each semester.

Assistance with online Moodle classes.

1. Obtain 24/7 Online Computer Support on the Student Computer Support website at <http://www.tricountycc.edu/learning-resources/student-computer-support/>.
2. Visit the Student Computer Support lab located in the McSwain Building.
3. Login to the Moodle Student Orientation training course online. This course will walk you through using all the features of Moodle, in an actual course setting.
4. Attend a Moodle Orientation session hosted in the Student Computer Support lab, at the beginning of each semester.
5. Contact TCCC's Learning Management System Administrator, Cody Anderson via e-mail at help@tricountycc.edu, canderson@tricountycc.edu. or via phone at (828) 835-4287.

Further information about online classes can be found at the TCCC Distance Learning website at <http://www.tricountycc.edu/learning-resources/distance-learning-at-tccc/> and on the Moodle login page.

Student E-mail

All TCCC students are provided with a free student e-mail account. It is very important that all students log-in and view their student e-mail account on a regular basis for important information from instructors and college officials. To access your e-mail, go to <http://webmail.tricountycc.edu> or click the student email icon on the TCCC homepage.

WebAdvisor

Students will log on to WebAdvisor to register for classes and check grades and financial aid information. To login to WebAdvisor, click the WebAdvisor icon on the TCCC homepage.

Login Help

For login and password help for e-mail, WebAdvisor or Moodle visit the Student Computer Support lab or access the Student Computer Support webpage at <http://www.tricountycc.edu/learning-resources/student-computer-support/>.

Student Computer Support

Computer support is available to both traditional and online or distance students. Computer specialists are ready to answer questions and to offer help in the use of Moodle, student e-mail, course software, WebAdvisor, and more.

The Student Computer Support lab is located in the McSwain building, Room 119. Student computers featuring Moodle, Internet, Microsoft Office software, scanners and printers are available.

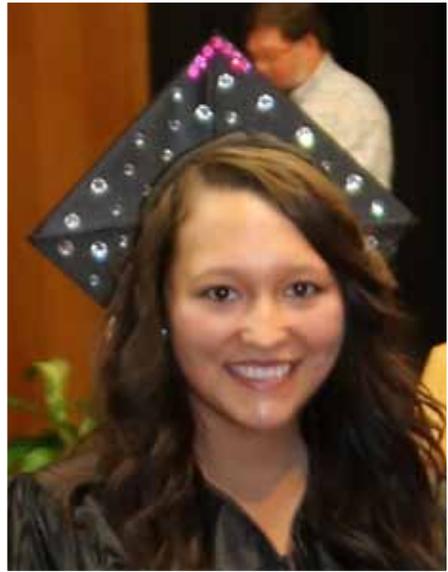
Contact technical support staff:

Online: <http://www.tricountycc.edu/learning-resources/student-computer-support/>

E-mail: help@tricountycc.edu

Phone: (828) 835-4287

Hours: Monday – Thursday 9:00 a.m. – 9:00 p.m., Friday: 8:00 a.m. – 12:00 p.m.



ORGANIZATIONS & CLUBS

Alpha Beta Gamma

Alpha Beta Gamma is a National Business Honor Society that was established in 1970 to recognize and encourage scholarship among two-year college students in business curricula. To achieve this goal, Alpha Beta Gamma provides leadership opportunities, forums for the exchange of ideas, and the stimulation of interest in continuing academic excellence. Since its founding, over 65,500 students from accredited community, junior, and technical colleges have been initiated in the society.

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

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



HONOR STUDENT



National Technical Honor Society

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

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

Phi Theta Kappa

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

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

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

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

Tau Upsilon Alpha

Tau Upsilon Alpha, established by the National Organization for Human Services in 2006, is the honor society for the human services program. The goals of Tau Upsilon Alpha are to honor academic excellence; to foster lifelong learning, leadership, and development; and to promote excellence in service to humanity. Membership is extended by invitation. To be considered for membership, a student must:

- Be currently enrolled in a Human Services program of study.
- Have completed 12 semester credit hours.
- Have earned a 3.25 or higher grade point average.

Student Leadership Council

The Student Leadership Council (SLC) is comprised of currently enrolled Tri-County Community College students who have been selected to represent the College and serve as volunteer ambassadors on behalf of the student body and promote the college throughout the community. The members will also strive to enhance prospective students' knowledge about the various student support services and programs offered at the College. Applications can be found at the Harper Help Desk.

The Student Leadership Council program is designed to:

1. Provide opportunities for creative leadership.
2. Encourage continuous communication between the student body, the Board of Trustees, the administration, faculty, and staff.
3. Provide opportunities for real experiences in democratic participatory citizenship.
4. Involve students in the decision-making process as appropriate within the limits of the law, policies of the North Carolina Community College System and within the discretionary limits of the Board of Trustees and the Administration.
5. Give students opportunities and responsibilities in the areas of student body welfare, safety, finance, and extracurricular activities, especially student publications, athletics, and social life.
6. Offer, through employment, valuable work experience and employability skills that will be beneficial for career readiness.

SkillsUSA

SkillsUSA is a partnership of students, teachers and industry working together to ensure America has a skilled workforce. SkillsUSA seeks to help each student excel as it provides educational programs, events and competitions that support career and technical education (CTE) in the nation's classrooms.

The purpose of the SkillsUSA Organization is:

1. To assist vocational trade, industrial, technical and health occupational students in their academic growth and development
2. To unite students in a common bond without regard to race, sex, religion, creed or national origin
3. To develop local SkillsUSA members with leadership abilities through participation in educational, vocational, civic, recreational and social activities
4. To foster a deep respect for the dignity of work
5. To assist students in establishing realistic vocational goals
6. To promote high standards in all phases of occupational endeavors including trade ethics, workmanship, scholarship and safety
7. To plan, organize and carry out projects through the use of the democratic process, and
8. To foster a wholesome understanding of the functions of labor and management organizations.

Interested students should contact the Student Leadership Council staff advisor for more information about the SkillsUSA program at TCCC.

Celebrating Our Graduates



CONGRATS
CLASS OF 2015

