

TRI-COUNTY COMMUNITY COLLEGE

Pine Arts Degree
Coming Soon!

**It may not be TOO late to
apply for graduation.**
Details inside, page 16.



Ray Taylor

Summer 2016 Schedule of Classes

June, July, and August

(828) 837-6810

www.tricountycc.edu

(828) 479-9256

INSIDE THIS EDITION

Summer Schedule of Classes

Tuition and Fees	2
Cover Photo	3
Academic Calendar.....	3
HigherOne Information	3
Important Contacts	4
New Student Orientation	4
List of Advisors	5
Step by Step Guide to Admissions	6
Important Notices.....	7
Career KEYS.....	7
Financial Aid Facts.....	8
Online/Distance Learning.....	9
Log-In Information.....	10
Student Computer Support	11
Digital Library Resources.....	11
My Registration Worksheet.....	11
Curriculum Schedule	12
DMA Courses	13
DRE Courses.....	13
Graduation Information	16
Graduation Application	17
HRD and Career Center	18
College and Career Readiness.....	19
Campus Maps.....	20

TRI-COUNTY COMMUNITY COLLEGE

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

Main Campus

21 Campus Circle
Murphy, NC 28906
(828) 837-6810 ● (828) 837-3266 (fax)

Center for Applied Technology

2415 Airport Road
Marble, NC 28905
(828) 835-9564 ● (828) 835-7835 (fax)

Graham County Center

145 Moose Branch Road
Robbinsville, NC 28771
(828) 479-9256 ● (828) 479-6280 (fax)

TUITION AND FEES

\$76.00* per semester hour, North Carolina rate
\$268.00 * per semester hour, non-North Carolina rate

**Charges are set by North Carolina legislature and are subject to change at any time without notice.*

Example

In-State	Out-of-State
\$76.00 per semester hour	\$268.00 per semester hour
\$1,216 (16 or more hours)	\$4,288 (16 or more hours)

In addition, all curriculum students will be charged a \$29.25 Activity, Parking, Insurance and Technology fee.

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 of 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 Massage and Bodywork Therapy, the North Carolina Board of Nursing, the National Automotive Technicians Education Foundation, and the American Association of Medical Assistants.

Tri-County Community College does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. Specific complaints of alleged discrimination under Title IX (sex) and Section 504 (handicap) should be referred to: Vice President for Instructional Services and Institutional Effectiveness at (828) 835-4254 or the Affirmative Action Officer at (828) 835-4202.

Tri-County Community College is in compliance with the Crime Awareness and Campus Security Act of 1990. Statistics are available at the TCCC Business Office or accessed at <http://ope.ed.gov/security>.

Published in November 2015 - 500 copies of this public document were printed on recycled paper using the College print shop.

ACADEMIC CALENDAR

April 4-8	Early Registration and Faculty Advising for Summer Semester 2016
April 4 – May 31	WebAdvisor Registration Available
May 6	2016 Graduation Ceremonies at 5:30 p.m.
May 15	FAFSA Application Priority Date for Summer 2016 (Must submit 2015/2016 FAFSA). Financial Aid will be awarded at a later date if application is received after this date.
May 30	Memorial Day Holiday – College Closed
May 31	Registration for Summer Semester 2016 (8:00 a.m. - 6:30 p.m.)
May 31	Attention Students: If you are registered for classes and decide not to attend, you must officially “Drop” your classes before 6:30 p.m. on this date or you will be responsible for tuition and fee charges.
May 31	Attention Students: All registered students must either verify their financial aid award or pay for classes by 6:30 p.m. on this day or they will lose their seats and have to re-register during Drop/Add.
June 1	First Day of Classes
June 1-2	Late Registration Drop/Add Summer 2016 (8:00 a.m. - 5:00 p.m.)
June 3	Late Registration (8:00 a.m. - 12:00 p.m.)
June 3	Last day to Drop/Add, Pay ALL FEES by 12:00 p.m.
July 4	Independence Day Holiday – College Closed
July 5-14	Early Registration for Fall Semester 2015
July 5	WebAdvisor Registration Available
July 15	FAFSA Application Priority Date for Fall 2016 (Must submit 2016/2017 FAFSA).
July 27	Last Day of Summer Semester Classes
July 28	All grades due by 10:00 a.m.
July 28	December 2016 Graduation Application Deadline

HIGHER ONE



What is this?

If you receive Financial Aid, please read how this card pertains to YOU by visiting www.tricountycc.edu.

If you anticipate a refund from Tri-County Community College, please make yourself familiar with this logo. All financial aid refunds will be awarded using a card similar to the one pictured above. At the beginning of each semester, HigherOne card will be mailed to **new students**. Please do not discard this correspondence as it will contain **VERY IMPORTANT** information as to where you must go to activate your account.

Cover Photo: Instructor Ray Kaylor

TCCC adds Visual Arts degree

“Really?” the student said, hardly believing the announcement that President Donna Tipton-Rogers had just made. “I can get an art degree here? That sounds so perfect for me!”

This response came from a recent visitor to Tri-County Community College’s What’s Next Open House for high school students. The young woman had just heard about the College’s new Associate in Fine Arts in Visual Arts, a degree program slated to begin Fall 2016.

“I always knew there would be a lot of interest in this program,” said Ray Kaylor, Art Instructor. “This area has a lot of creative talent.”

The A.F.A. in Visual Arts is an art-intensive College Transfer degree. “This gives the degree a unique flexibility,” said Lee Ann Hodges, Dean of Humanities, Social Sciences, and Public Service Technologies. “Graduates of this program can choose to transfer into a Bachelor of Fine Arts program, or they may start work immediately in a creative career as an independent artist or craftsperson or a graphic designer.”

Art-intensive classes will begin Fall 2016, but students who wish to get a jump-start on the A.F.A. may take classes to satisfy general education requirements this summer.

Please visit www.tricountycc.edu and click on the AFA campaign to sign up to receive more information about this program.

You may also contact Lee Ann Hodges for details about the program at lhodges@tricountycc.edu or (828) 835-4269.

Admissions – Lee Beal	835-4233
Career and College Promise - Samantha Major.....	835-4203
Curriculum Records and Reporting Specialist - Shannon Bryant.....	835-4206
Dean of Humanities, Social Sciences, and Public Service Technologies - Lee Ann Hodges.....	835-4269
Dean of Math, Sciences, and Allied Health Technologies - Ronnie Whitener.....	835-4279
Executive Dean of Vocational and Business Technologies - Scott Sherrill	835-4268
Financial Aid – Diane Owl	835-4220
Graham County Center	479-9256
Human Resources – Sallie Baker.....	835-4202
Learning Resources & Library Services – Linda Kressal.....	835-4288
Marketing / Publications - Dotie Stafford-Ortega.....	835-4208
Online Classes/Distance Learning (Moodle) – Cody Anderson.....	835-4287
Personal Counselor – Contact the Harper Help Desk	835-4221
Registrar – Holly Hyde	835-4219
Social Media / Web Updates - Tipper Pressley.....	835-4310
Student Computer Support and Email - Donnie Morrow	835-4309
Vice President for Business and Finance - Bill Vespasian.....	835-4211
Vice President for College and Community Initiatives - Bo Gray	835-4222
Vice President for Instruction and Institutional Effectiveness - Steve Wood.....	835-4254
WebAdvisor - Donnie Morrow	835-4309

NEW STUDENT ORIENTATION

Tri-County Community College hosts New Student Orientation sessions every semester, and as needed by student demand. Typically, New Student Orientations last one and a half hours and are held in the student lounge in the Harper Building. It's a good time for students to mingle amongst themselves and to get acquainted with faculty members and TCCC staff.

During this time, qualified TCCC staff will be on hand to answer questions and help students with all aspects of registration and financial aid. Student ID badges will be issued and the sessions are wrapped up with a TCCC campus tour.

New students are strongly encouraged to attend one of these sessions. This introduction will prepare new students for all aspects of Tri-County Community College and give them a strong foundation to ensure their academic success. Go to www.tricountycc.edu/add-me-to-the-list/new-student-orientation-registration to pre-register for the next available session.

If you have any questions about the new student orientation sessions, please contact Tri-County Community College at (828) 837-6810 or stop by the Harper Help Desk anytime!



ACADEMIC ADVISORS - MAIN CAMPUS

Program of Study	Advisor	Location			Number
Accounting	Robin Gibson	McSwain	151	Bus Tech	835-4231
Air Conditioning, Heating & Refrigeration Tecnology	Doug Bishop	CCAT	100	A	835-9564
Automotive Systems Tech	Keith Marcus	T-Bldg			835-4250
Business Administration	Kathy Rathbone	McSwain	148	Bus Tech	835-4244
College Transfer Associates in Arts	Suzann Ledford (A-E)	McSwain	130		835-4216
	Amy Johnson (F-J)	McSwain	113		835-4223
	Lee Ann Hodges (K-N)	McSwain	145		835-4269
	Leon Freeman (O-S)	West	103		835-4228
	Kathryn Temple (T-Z)	Enloe	127		835-4224
College Transfer Associates in Science	Bill Trotter (A-E)	Enloe	121		835-4245
	Steve Browning (F-J)	West	110		835-4278
	Rick Hincke (K-N)	West	108		835-4274
	Ronnie Whitener (O-S)	Enloe	128		835-4279
	Joan Ledford (T-Z)	Enloe	108	B	835-4283
College Transfer - Engineering	Ronnie Whitener	Enloe	128		835-4279
Computer Information Systems	Scott Sherrill (A-L)	McSwain	145	C	835-4268
	Trevis Hicks (M-R)	McSwain	140	A	835-4235
	Gina McCabe (S-Z)	McSwain	147	B	835-4266
Computer Integrated Machining	Phil Jones	Harper Office – CCAT	104	B	835-4308 835-9564
Cosmetology	Pauline Ledford - Day	Crisp	115	A	835-4234
	Robin Panter - Evening	Crisp 115	A		835-4282
Criminal Justice	Allen Denny	McSwain	149	Bus Tech	835-4243
Career/College Promise	Samantha Major	Harper	104	C	835-4203
Culinary Arts	Greg Spencer	McSwain	145	D	835-4242
Early Childhood	Dulcie Riffle	West	115	B	ext. 4273
Electrical Engineering	Steve Wood	Harper Admin	4		835-4254
Electrical Systems Tech	Steve Wood	Harper Admin	4		835-4254
Emergency Medical Science	Jeff Ledford	West	102		835-4227
Entrepreneurship	Kathy Rathbone	McSwain	148	Bus Tech	835-4244
Esthetics	Pauline Ledford	Crisp	115	A	835-4234
Human Services	Lindi Gentry-Lechelt	McSwain	115		835-4280
***Animal Assisted	Lindi Gentry-Lechelt	McSwain	115		835-4280
***Social Services	Lindi Gentry-Lechelt	McSwain	115		835-4280
Manicuring/Nail Tech	Pauline Ledford	Crisp	115		835-4234
Medical Assisting	Greta Farmer	Enloe	108	A	835-4247
Medical Office Admin	Kim Holloway	McSwain	150	Bus Tech	835-4271
Nursing	Debbie Hogan	Enloe	114		835-4246
	Susan Fowler	Enloe	113		835-4252
Office Administration	Kim Holloway	McSwain	150	Bus Tech	835-4271
School Age Education	Dulcie Riffle	West	115	B	835-4273
Special Credit	Lee Beal	Harper	104	A	835-4233
Therapeutic Massage	Julie Brown	Crisp	114		835-4296
Web Technologies	Scott Sherrill	McSwain	145	C	835-4268
Welding	Jason Penley	West	111		835-4249

ACADEMIC ADVISORS - GRAHAM COUNTY CENTER

Graham County Center

Ray Kaylor and Charlene Wood

Shope

479-9256

HOW DO I APPLY?

CURRICULUM STUDENT REGISTRATION

STEP BY STEP GUIDE

Submit an application to the College. You may pick up an application at the Harper Help Desk in the Harper Building on the Main Campus or in the Shope Building on the Robbinsville campus. You may also apply online at www.tricountycc.edu and click on the "Apply Today" button.

If you have previously taken college credit classes at Tri-County in the past, please do not use the online application. You will need to complete a "Re-Enter Form" with the Admissions Office.

Apply for financial aid. To begin the financial aid process, all students should submit the Free Application for Federal Student Aid (FAFSA) online at www.fafsa.gov. Students needing assistance with the FAFSA application are welcome to contact the TCCC Financial Aid office located in the Harper Building on the Main Campus, or call 828-837-6810. The FAFSA school code for TCCC is 009430. The Financial Aid office also helps with assistance related to scholarships, grants, and the Federal Work-Study program.

Submit your transcripts/placement scores. Have all official transcripts (high school, GED, or other college), and SAT or ACT scores sent to the College. Take the College Placement Test **BEFORE** you meet with your advisor if prerequisites have not been met for courses in your program of study.

Meet with your advisor. New student? You must meet with your advisor to discuss your program of study and register for classes.

Returning student? During Early and Regular Registration you may use WebAdvisor by logging onto www.tricountycc.edu and clicking on the WebAdvisor link.

Pay for your classes. If you are private pay or have other sources of funding (Out-of-State Waiver, TEACH, or ESC) go to the Business Office in the Harper Building on the Main Campus or the Shope Building in Robbinsville for payment. If you have financial aid (scholarships or Pell) you must verify your award with your advisor at the time of your registration, or at the Harper Building Help Desk located on the Main Campus or the Shope Building in Robbinsville.

Pick up a parking decal. Once your financial aid has been verified or payment has been made for your classes, you should pick up your parking decal at the Business Office in the Harper Building on the Main Campus or the Shope Building in Robbinsville.

Purchase your books. You may purchase your books at the bookstore in the Harper Building on the Main Campus or during designated dates at the Robbinsville campus (check with reception area in Shope Building for additional information). Information on the textbooks required for each class can be found on the TCCC Bookstore link on the College's website.

Obtain a student identification card. You obtain your identification card at the Harper Help Desk in the Harper Building on the Main Campus or the Shope Building in Robbinsville.

Tri-County Community College offers a wide range of Programs of Study, Human Resource Development, Employment Services, and Career Counseling. Would you like assistance in taking the first step? Call our friendly and experienced staff to explore the opportunities available to you at all three Tri-County Community College locations.

TCCC - MAIN CAMPUS
(828) 837-6810

Lee Beal

Director of Enrollment Management
(828) 835-4233

McSwain

Accounting, Business, Computer Information Technology, Computer Labs, Conference Room, English, HRD, Instructional Services, Lecture Hall, Library/Media Center, Marketing and Publications Office

West

Education, EMS, History/Social Sciences, Information Highway, Internet Technology, Nurse Aide, Mathematics, Welding

Crisp

College and Career Readiness, Community Services Classes, Cosmetology, Esthetics, Therapeutic Massage

Enloe

Culinary, Health Occupations, Multi-Purpose Room, Sciences

Harper

Administration, Admissions, Bookstore, Business Office, Community Enrichment, Career and Counseling Center, Financial Aid, Harper Help Desk, High School Liaison, Institutional Effectiveness, President's Office, Public Internet Access, Registrar - Curriculum, Registrar - Non-Curriculum, Rose Board Room

"T" Building

Automotive

Patterson

Early College High School

Fire and Rescue Burn Building

Burn Facility and Training

Emergency Services Training Center

Emergency Services Training Instruction

TCCC - GRAHAM COUNTY CENTER
(828) 479-9256

Charlene Wood

Assistant to the President for
Graham County Operations

Shope

Administration, Computer Labs, TeleCenter

Phillips

Laboratory, NC Information Highway, Welding

MAIN CAMPUS

21 Campus Circle
Murphy, NC 28906
(828) 837-6810

GRAHAM COUNTY CENTER

145 Moose Branch Road
Robbinsville, NC 28771
(828) 479-9256

CHEROKEE COUNTY CENTER

FOR APPLIED TECHNOLOGY

2415 Airport Road
Marble, NC 28905
(828) 835-9564

IMPORTANT NOTICES

Schedule Adjustments North Carolina Administrative Code has determined that a student's refund will be limited to 75 percent after the beginning of a term through the last day of the late registration cycle. In Summer Semester 2016, the drop process must be completed by 12:00 p.m. on June 3. TCCC recommends the student be prepared to transact a drop/add at the same time in order to avoid a 25 percent charge.

Refund Policy A 100 percent refund will be made if you officially withdraw prior to 6:30 p.m. on May 31, or if a course is canceled due to insufficient enrollment. A 75 percent refund will be made if you drop a class prior to or on the official 10 percent point of each section. No refunds will be issued if a student drops after 12:00 p.m. on June 3. NOTE: All course seats will be filled on a first-come, first-served basis.

Out of State Tuition Waiver A tuition waiver program for non-residents is available for students who are employed by a North Carolina business (GS115D-39). Any out-of-state student can qualify for in-state tuition rates if his or her employer agrees to pay the tuition charges. Tuition Waiver forms are available at the Harper Help Desk.

Early Registration The April 4 - 8 Early Registration period is designed to help TCCC students obtain a place in desired classes prior to the May 31 regular registration period.

High School Students Select TCCC classes are available for high school students. See the Guidance Counselor or Distance Learning Advisor at your high school for more information about registration and course offerings. You may also contact Samantha Major at (828) 835-4203 or smajor@tricountycc.edu for more information on how to sign up for post-secondary education classes.

Special Credit Students Special Credit, non-degree seeking students must follow registration procedures prescribed at the Student Services desk located on either campus. Please note: Non-degree seeking students are not eligible for any type of financial aid.

Placement Testing Applicants to any program of study (degree, diploma, or certificate), Career and College Promise program (CCP) for high school students, are required to demonstrate competence in English, mathematics, and computer skills. Competence can be demonstrated in one of three ways:

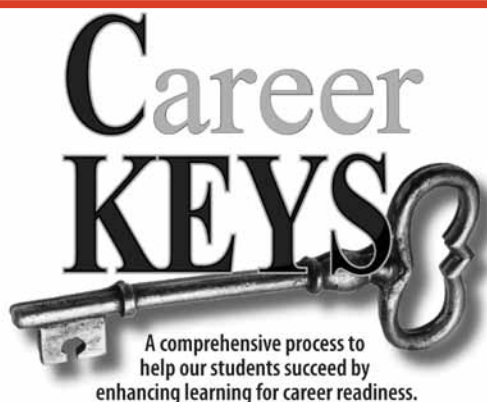
- Have successfully completed a college level math, English, and computer course at another institution.
- Have met College Readiness determination through Multiple Measures evaluation and/or have taken the SAT or ACT (Students must have SAT scores of at least: Writing 500 or Critical Reading 500 and/or 500 math; ACT Reading 22, ACT English 18, and/or ACT Math 22).
- Take the Tri-County Community College placement test to be placed in the appropriate course(s) according to the college guidelines.

Placement test scores, SAT/ACT scores, and developmental courses are valid for five years.

Open Door Admissions Any person 18 years of age, or a high school graduate or equivalent, may be accepted by the College upon presentation of transcripts and evaluation of the Multiple Measure Placement Policy adopted by the NCCCS in 2013. SAT, ACT, or TCCC placement test scores are also considerations. In addition, high school students and home school applicants who are 16 years of age or older may be admitted in accordance with the CCP policies adopted by the state of North Carolina. For more information on the admissions process, please call the Harper Help Desk at (828) 837-6810.

Textbooks Information on the textbooks required for each class can be found on the TCCC Bookstore link on the College's website.

Career KEYS: A Quality Enhancement Plan



Career KEYS is a program to help Tri-County Community College students succeed by learning career readiness skills.

Students are introduced to **Career KEYS** during an early course using career inventories and assessments to ensure that interests and skills are matched with chosen careers.

Employability skills are taught in every program using lessons and assignments to ensure that students are prepared to apply knowledge in a variety of life situations.

During upper level courses the **Career Readiness Certification (CRC)** is administered to measure the student's employability skills. The CRC certificate provides the student with skills documentation which is easily recognized by potential employers.

Students are encouraged to visit the Career Center at any time for individualized career counseling and assistance with resumes, applications, and more.

Pell Grant Recipients

Pell Grants are classified as Title IV federal aid and awarded only to undergraduate students who demonstrate financial need by completing a Free Application for Federal Student Aid (FAFSA). Students are limited to receiving a Pell Grant for the equivalent of 12 full-time enrolled semesters. This applies to all Federal Pell Grant eligible students and includes all years of receiving Pell Grant Funds. Students who have earned a bachelor's degree do not qualify for a Pell Grant. For more information go to: studentaid.ed.gov/types/grants-scholarships/pell/calculate-eligibility.

Purchasing Books and Supplies

Students receiving financial aid may purchase books and supplies at the TCCC bookstore during the regular registration and the drop/add period each semester. Purchasing books and supplies in the TCCC bookstore authorizes TCCC to deduct all charges from the student's financial aid account. Students have the option to purchase books and supplies through another vendor; however, students will have to pay for those purchases on their own. For more information, contact the Financial Aid Office.

Multiple Class Sessions

Students who register for four or eight week class sessions during each semester and receive financial aid will not receive funding for these classes until approximately four - five weeks after they have begun. According to Federal/State guidelines, students cannot receive Federal/State funds for classes until those classes have begun and class attendance has been taken. For more information, contact the Financial Aid Office.

Financial Aid Refunds/Higher One

Financial aid refunds will be disbursed to students via their Higher One account, bank account or by check based on the preference selected at MyTriCountyCard.com approximately four to five weeks after classes begin. For additional information regarding the College's refund process, please take a look at the College website at www.tricountycc.edu.

North Carolina Childcare Grant

The North Carolina Childcare Grant was established by the North Carolina General Assembly to assist student-parents with their financial responsibilities for childcare expenses so they may complete their educational goals. Students must demonstrate financial need to qualify for the Childcare Grant. To determine financial need, students must complete the Free Application for Federal Student Aid (FAFSA) prior to applying for the Childcare Grant. For more information, please contact the Financial Aid Office.

Final Facts for TCCC Financial Aid Recipients

- Students can apply for financial aid at www.fafsa.gov. This is a free application.
- Students must re-apply annually.
- Students/parents should utilize the IRS Data Retrieval for the quickest response.
- Tri-County Community College's school code is 009430.
- Be aware of and adhere to all financial aid deadlines.
- Students should enroll in a program of study that meets eligibility for financial aid assistance.
- Students should promptly submit all requested documentation to the Financial Aid Office.
- A student must register for classes only under his/her program of study.
- Students must attend scheduled classes from the outset to prevent delays in financial aid refunds.
- Financial aid cannot be received for classes outside a student's program of study, classes not attended, audited classes, or exempted.
- Financial aid will only pay for 30 hours of remedial courses.
- In order to avoid losing financial aid or owing money to the school, students must drop classes before the first day of class if not planning to attend TCCC.
- Students must maintain Satisfactory Academic Progress (SAP) each semester to continue receiving financial aid assistance.
- Consult with the Financial Aid Office staff if withdrawing or dropping classes because this could jeopardize future financial aid or result in a student having to repay funds.
- Consult with the Financial Aid Office staff if changing or adding a secondary major.
- Financial aid cannot be received at two institutions for the same semester.
- Financial aid is awarded based on enrollment hours:
 - Full-time = 12 or more credit hours
 - Three-quarter-time = 9-11 credit hours
 - Half-time = 6-8 credit hours
 - Less than half-time = 1-5 credit hours
- Students enrolled in a diploma, certificate, or clock hour program that require a conversion of enrollment hours will receive financial aid based on the number of enrollment hours after the calculated conversion.
- Financial aid refunds will be disbursed to students via their Higher One account, bank account or by check based on the preference selected at MyTriCountyCard.com approximately four to five weeks after classes begin.
- If a student receives any type of financial aid assistance as a refund, the student will receive a 1098T yearly from TCCC for tax filing purposes. Please remember the refund is considered income to the student's household and MUST be reported on the student's annual tax return.

ONLINE/DISTANCE LEARNING AT TRI-COUNTY: ANYWHERE, ANYTIME, ONLINE

Online or Distance classes at TCCC are presented on Moodle, an Internet learning site students use to view class materials, submit assignments, communicate, take quizzes, check grades, participate in classroom activities and communicate with the instructor online.

Online courses are offered in three formats. Look for these symbols:

- **Online/Internet Courses (IN)** 100% of the course is online.
- **Hybrid (HY)** 50% or more of the class is online but students also meet in face-to-face sessions. **Web Supported/Web Assisted (WB)** Face-to-face instruction is greater than 50% of the class, although students will need Internet access to participate in supplemental parts of the course.
- **Web Supported/Web Assisted (WB)** Face-to-face classes are enhanced with Internet activities.

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

STEPS TO ONLINE STUDENT SUCCESS

STEP 1

Have the correct equipment and software: You will need:

- Access to an adequately equipped computer
- Internet connectivity
- Specific software programs (if required by instructor)

STEP 2

Have good basic computer skills: You will need to know how to:

- Save, organize, find and attach files and folders
- Create and format documents and pictures
- Effectively search and open web pages
- Send and receive messages

STEP 3

Participate in Moodle orientations:

- Watch login videos in the Moodle Student Orientation training course in Moodle.
- Visit the Computer Support Lab.

STEP 4

Complete assignments and quizzes:

- Online students must login to each online class the first day of the class to submit a mandatory attendance assignment.
- Login to each class regularly to complete and submit assignments and quizzes.
- **Students who do not submit assignments will be dropped from the class.**

STEP 5

Ask for HELP:

- 24/7 online computer support on the Student Computer Support website: tricountycc.libguides.com/computingresources/moodle_support.
- Visit the Student Computer Support lab - McSwain Building Room 119
- Contact your instructor with course-specific questions
- Contact Cody Anderson, TCCC's Learning Management System Administrator:
 - help@tricountycc.edu
 - (828) 835-4287



Access Moodle at: moodle.tricountycc.edu
or click the icon at the top of the TCCC webpage

HOW DO I LOG IN TO ALL MY ACCOUNTS AT TCCC?

WebAdvisor

Check Grades, Financial Information, Register

TO LOGIN: Click WebAdvisor logo on TCCC homepage
USERNAME: First 4 letters of the last name + last 4 digits of student ID#
PASSWORD: Please click the WebAdvisor icon on the TCCC main page for instructions.
CREATE NEW PASSWORD:

Online Library

Find e-books, Magazines and Information for Assignments

TO LOGIN: Click Library on TCCC homepage
USERNAME: Your library account number

Moodle

Your Online Courses

TO LOGIN: Click Moodle on TCCC homepage
USER NAME: First 4 letters of last name + last 4 digits of Student ID#
PASSWORD: changeme 1st time login
CREATE NEW PASSWORD: At least 8 or more characters, case sensitive

Email

Don't Miss Important College Information

TO LOGIN: Click Student Email on TCCC homepage
USERNAME: First 4 letters of last name + last 4 digits of Student ID#
PASSWORD: changeme 1st time login
CREATE NEW PASSWORD: At least 8 or more characters, case sensitive
YOUR EMAIL ADDRESS: username@webmail.tricountycc.edu

WIRELESS ACCESS

Bring Your Laptop/Mobile Device to Campus

PASSWORD: tricounty

HINT

Student ID# is found on your registration form or student photo ID card. Remember to re-enter your new password EXACTLY the way you created it . . . including any capitalization or special characters.

MY LOG-IN INFORMATION

Last Name: _____

First Name: _____

Email: _____

Student ID#: _____

MOODLE

User Name: _____
{First 4 letter last name} {Last 4 numbers student #}

Password: _____
{8 or more characters}

TCCC E-Mail

User Name: _____
{ First 4 letter last name} {Last 4 numbers student #}

Password: _____
{8 or more characters}

Web Advisor

User Name: _____
{ First 4 letter last name} {Last 4 numbers student #}

Password: _____
{8 or more characters}

Online Library

User Name: _____
{Your Library account #}

NO Password

For HELP: Visit Student Computer Support, McSwain 119
Hours: Monday - Thursday 9:00 a.m. - 9:00 p.m. and Friday 8:00 a.m. - 12:00 p.m.
Visit online: www.tricountycc.edu/learning-resources/student-computer-support/
help@tricountycc.edu or (828) 835-4309

STUDENT COMPUTER SUPPORT

TCCC's Student Computer Support Technician is ready to answer questions and to offer help in the use of student email, course software, WebAdvisor, Moodle, and more to both traditional and online students.



Visit the Student Computer Support lab:

McSwain Building, Room 119

*The lab is equipped with student computers, Moodle, Internet, Microsoft Office software, scanners, and printers.
ADA access is available.*

HOURS:

Monday – Thursday: 9:00 a.m. – 9:00 p.m.

Online Computer Support:

tricitycc.libguides.com/computingresources

Contact Donnie Morrow, Student Computer Support Technician:

help@tricitycc.edu or (828) 835-4309

DIGITAL LIBRARY RESOURCES

Digital Library Resources are highlighted on the TCCC Library website:

www.tricitycc.edu/learning-resources/library

Apps, tools, downloadable eBooks, eAudios, eZines, and more are available!

You will need your Library Account Number to access the Digital Library off-campus.

Bring your Student ID to the Library in the McSwain Building to activate your Library Account.

(828) 835-4314

library@tricitycc.edu

Distance Education Students

Activate your library account online using the Library Account Form available at:

www.tricitycc.edu/learning-resources/library/online-library-card-application

MY SCHEDULE WORKSHEET

Circle One	Course	Number	Section	Title	Cred	Mon	Tues	Wed	Thurs	Fri	Sat
Add Drop											
Add Drop											
Add Drop											
Add Drop											
Add Drop											
Add Drop											
Add Drop											
Add Drop											

Please use this worksheet as you plan your academic schedule.

Course/ Section	Title	Start Time	End Time	Days	Instructor	Credit Hours	Pre- reqs	Course Start Date	Course End Date	Other
COLLEGE SUCCESS AND SUPPORT										
ACA-090-WB1	Student Success Strategies	9:10 AM	12:00 PM	MW	Goebel	3		6/1/16	7/27/16	Web Based
ACA-118-IN1	College Study Skills				Riffle	2		6/1/16	7/27/16	Online
ACA-122-IN1	College Transfer Success				Hodges	1		6/1/16	7/27/16	Online
ACCOUNTING										
ACC-120-IN1	Principles of Financial Accounting				Gibson	4		6/1/16	7/27/16	Online
ACC-121-IN1	Principles of Managerial Accounting				Gibson	4	y	6/1/16	7/27/16	Online
ACC-150-IN1	Accounting Software Applications				Gibson	2	y	6/1/16	7/27/16	Online
AUTOMATION AND ROBOTICS										
ATR-280-HY1	Robotic Fundamentals	8:10 AM	3:00 PM	T	Jones	4		6/7/16	7/26/16	Hybrid
AUTOMOTIVE										
ATT-115-TR1	Green Trans Safety and Service	8:10 AM 12:40 PM 2:40 PM	10:00 AM 2:30 PM 4:30 PM	T W TH	Marcus	2		6/1/16	7/27/16	
ATT-115-TR2	Green Trans Safety and Service	5:40 PM 6:10 PM	7:30 PM 9:00 PM	TH T	Marcus	2		6/1/16	7/27/16	
ATT-140-TR1	Emerging Transportation Technology	4:40 PM 10:10 AM 8:10 AM 12:40 PM	5:30 PM 12:00 PM 12:00 PM 2:30 PM	W MW TH TH	Marcus	3		6/1/16	7/27/16	
ATT-140-TR2	Emerging Transportation Technology	7:40 PM	11:30 PM	TH	Marcus	3		6/1/16	7/27/16	
TRN-140-TR1	Transportation Climate Control	8:10 AM 12:40 PM 10:10 AM	10:00 AM 3:30 PM 11:00 AM	M M T	Marcus	2		6/6/16	7/26/16	
TRN-140-TR2	Transportation Climate Control	5:40 PM 9:40 PM 4:10 PM	7:30 PM 11:30 PM 6:00 PM	M M T	Marcus	2		6/6/16	7/26/16	
TRN-140A-TR1	Transportation Climate Control Lab	8:10 AM 11:10 AM 12:40 PM	10:00 AM 12:00 PM 3:30 PM	W TH T	Marcus	2	y	6/1/16	7/27/16	
TRN-140A-TR2	Transportation Climate Control Lab	7:40 PM 4:40 PM 9:10 PM 4:40 PM 5:40 PM	9:30 PM 5:30 PM 11:00 PM 5:30 PM 11:30 PM	M M T TH W	Marcus	2	y	6/2/16	7/26/16	
BIOLOGY										
BIO-110-IN1	Principles of Biology				Trotter	4		6/1/16	7/27/16	Online
BIO-111-IN1	General Biology				Trotter	4		6/1/16	7/27/16	Online
BIO-169-IN1	Anatomy and Physiology II				Ledford	4	y	6/1/16	7/27/16	Online
BUSINESS										
BUS-110-IN1	Introduction to Business				Rathbone	3		6/1/16	7/27/16	Online
BUS-137-IN1	Principles of Management				Rathbone	3		6/1/16	7/27/16	Online
CHEMISTRY										
CHM-151-IN1	General Chemistry I				Whitener	4		6/1/16	7/27/16	Online
COMPUTER INFORMATION SYSTEMS										
CIS-110-IN1	Introduction to Computers				Sherrill	3	y	6/1/16	7/27/16	Online
CIS-111-IN1	Basic PC Literacy				Anderson	2	y	6/1/16	7/27/16	Online

Key to the Course/Section

HY - Hybrid IN - Online TR - Traditional WB - Web-Based S1 - 1st 4 weeks S2 - 2nd 4 weeks S3 - 3rd 4 weeks S4 - 4th 4 weeks "...G..." - at the Graham County Campus

Course/ Section	Title	Start Time	End Time	Days	Instructor	Credit Hours	Pre- reqs	Course Start Date	Course End Date	Other
CRIMINAL JUSTICE										
CJC-111-IN1	Introduction to Criminal Justice				Denny	3		6/1/16	7/27/16	Online
CJC-121-IN1	Law Enforcement Operations				Denny	3		6/1/16	7/27/16	Online
CJC-132-IN1	Court Procedure & Evidence				Denny	3		6/1/16	7/27/16	Online
COSMETOLOGY										
COS-115-TR1	Cosmetology Concepts III	8:10 AM	1:00 PM	M	Ledford	4	y	6/1/16	7/27/16	
		3:10 PM	4:00 PM	TWTH						
COS-116-TR1	Salon III	1:10 PM	4:00 PM	M	Ledford	4	y	6/1/16	7/27/16	
		8:10 AM	3:00 PM	TWTH						
COMPUTER INFORMATION TECHNOLOGY										
CTS-115-IN1	Information Systems Business Concepts				Sherrill	3		6/1/16	7/27/16	Online
CTS-130-IN1	Spreadsheet				McCabe	3	y	6/1/16	7/27/16	Online
CTS-285-IN1	Systems Analysis & Design				McCabe	3	y	6/1/16	6/29/16	1st 4 weeks
CTS-289-IN1	System Support Project				McCabe	3	y	6/30/16	7/27/16	2nd 4 weeks
DEVELOPMENTAL MATHEMATICS										
DMA-010-WB1S1	Operations With Integers	9:10 AM	11:30 AM	MW	Whitener	1		6/1/16	6/27/16	1st 4 weeks
DMA-040-WB1S1	Expressions, Linear Equations, Linear Inequalities	9:10 AM	11:30 AM	MW	Whitener	1	y	6/1/16	6/27/16	1st 4 weeks
DMA-020-WB1S2	Fractions and Decimals	9:10 AM	11:30 AM	MW	Whitener	1	y	6/29/16	7/27/16	2nd 4 Weeks
DMA-050-WB1S2	Graphs and Equations of Lines	9:10 AM	11:30 AM	MW	Whitener	1	y	6/29/16	7/27/16	2nd 4 Weeks
DMA-010-WG1S1	Operations With Integers	6:10 PM	8:30 PM	TTH	Beasley	1		6/2/16	6/28/16	GCC 1st 4 weeks
DMA-020-WG1S1	Fractions and Decimals	6:10 PM	8:30 PM	TTH	Beasley	1	y	6/2/16	6/28/16	GCC 1st 4 weeks
DMA-030-WG1S1	Proportion/Ratios/Rates/Percents	6:10 PM	8:30 PM	TTH	Beasley	1	y	6/2/16	6/28/16	GCC 1st 4 weeks
DMA-040-WG1S1	Expressions, Linear Equations, Linear Inequalities	6:10 PM	8:30 PM	TTH	Beasley	1	y	6/2/16	6/28/16	GCC 1st 4 weeks
DMA-050-WG1S1	Graphs and Equations of Lines	6:10 PM	8:30 PM	TTH	Beasley	1	y	6/2/16	6/28/16	GCC 1st 4 weeks
DMA-010-WG1S2	Operations With Integers	6:10 PM	8:30 PM	TTH	Beasley	1		6/30/16	7/26/16	GCC 2nd 4 weeks
DMA-020-WG1S2	Fractions and Decimals	6:10 PM	8:30 PM	TTH	Beasley	1	y	6/30/16	7/26/16	GCC 2nd 4 weeks
DMA-030-WG1S2	Proportion/Ratios/Rates/Percents	6:10 PM	8:30 PM	TTH	Beasley	1	y	6/30/16	7/26/16	GCC 2nd 4 weeks
DMA-040-WG1S2	Expressions, Linear Equations, Linear Inequalities	6:10 PM	8:30 PM	TTH	Beasley	1	y	6/30/16	7/26/16	GCC 2nd 4 weeks
DMA-050-WG1S2	Graphs and Equations of Lines	6:10 PM	8:30 PM	TTH	Beasley	1	y	6/30/16	7/26/16	GCC 2nd 4 weeks
DIGITAL MEDIA TECHNOLOGY										
DME-110-HY1	Introduction to Digital Media	10:10 AM	12:00 PM	T	Hicks	3		6/7/16	7/26/16	Hybrid
DEVELOPMENTAL READING/ENGLISH										
DRE-096-WB1	Integrated Reading and Writing I	9:10 AM	11:30 AM	TTH	Goebel	3		6/2/16	7/26/16	
DRE-096-WB2	Integrated Reading and Writing I	1:10 PM	3:30 PM	MW	Goebel	3		6/1/16	7/27/16	
DRE-097-WB1	Integrated Reading and Writing II	9:10 AM	11:30 AM	TTH	Goebel	3		6/2/16	7/26/16	
DRE-097-WB2	Integrated Reading and Writing II	1:10 PM	3:30 PM	MW	Goebel	3		6/1/16	7/27/16	
DRE-098-WB1	Integrated Reading and Writing III	9:10 AM	11:30 AM	TTH	Goebel	3		6/2/16	7/26/16	
DRE-098-WB2	Integrated Reading and Writing III	1:10 PM	3:30 PM	MW	Goebel	3		6/1/16	7/27/16	
DRE-096-WBG1	Integrated Reading and Writing I	9:10 AM	11:30 AM	TTH	Hobbs	3		6/2/16	7/26/16	GCC
DRE-097-WBG1	Integrated Reading and Writing II	9:10 AM	11:30 AM	TTH	Hobbs	3	y	6/2/16	7/26/16	GCC
DRE-098-WBG1	Integrated Reading and Writing III	9:10 AM	11:30 AM	TTH	Hobbs	3	y	6/2/16	7/26/16	GCC
EDUCATION										
EDU-145-IN1	Child Development II				Riffle	3	y	6/1/16	7/27/16	Online
EDU-216-IN1	Foundations of Education				Riffle	4	y	6/1/16	7/27/16	Online
ELECTRICITY										
ELC-111-TR1	Introduction to Electricity	9:10 AM	11:00 AM	MT	Bishop	3		6/6/16	7/26/16	
		12:10 PM	2:00 PM	MT						
ELC-118-TR1	National Electrical Code	9:10 AM	11:00 AM	W	Bishop	2		6/1/16	7/27/16	
		12:10 PM	4:00 PM	W						
ELC-119-IN1	NEC Calculations				Bishop	2		6/1/16	7/27/16	Online

Key to the Course/Section

HY - Hybrid IN - Online TR - Traditional WB - Web-Based S1 - 1st 4 weeks S2 - 2nd 4 weeks S3 - 3rd 4 weeks S4 - 4th 4 weeks "...G..." - at the Graham County Campus

Course/ Section	Title	Start Time	End Time	Days	Instructor	Credit Hours	Pre- reqs	Course Start Date	Course End Date	Other
EMERGENCY MEDICAL SCIENCE										
EMS-220-WB1	Cardiology II	5:10 PM	10:00 PM	TW	Stiles	3	y	6/1/16	7/27/16	Web Based
ENGLISH										
ENG-111-INL1	Writing and Inquiry				Leek	3	y	6/1/16	7/27/16	Online
ENG-112-INL1	Writing and Research in the Disciplines				Leek	3	y	6/1/16	7/27/16	Online
ENG-114-INT1	Professional Research & Reporting				Temple	3	y	6/1/16	7/27/16	Online
ENG-231-INL1	American Literature I				Leek	3	y	6/1/16	7/27/16	Online
HEALTH										
HEA-110-IN1	Personal Health/Wellness				Ledford	3		6/1/16	7/27/16	Online
HISTORY										
HIS-111-IN1	World Civilizations I				Johnson	3		6/1/16	7/27/16	Online
HIS-112-IN1	World Civilizations II				Freeman	3		6/1/16	7/27/16	Online
HIS-131-IN1	American History I				Johnson	3		6/1/16	7/27/16	Online
HUMANITIES										
HUM-123-IN1	Appalachian Culture				Temple	3		6/1/16	7/27/16	Online
HUM-160-IN1	Introduction to Film				Temple	3		6/1/16	7/27/16	Online
INDUSTRIAL SCIENCE										
ISC-112-TR1	Industrial Safety	2:00 PM	2:50 PM	MTWTH	Penley	2		6/1/16	7/27/16	
ISC-112-TR2	Industrial Safety	4:40 PM	5:30 PM	MTWTH	Penley	2		6/1/16	7/27/16	
MACHINING TECHNOLOGY										
MAC-224-HY1	Advanced CNC Milling	8:10 AM	2:00 PM	W	Jones	2		6/1/16	7/27/16	Hybrid
MATHEMATICS										
MAT-110-INAH1	Mathematical Measurement and Literacy				Browning	3	y	6/1/16	7/27/16	Online Allied Health
MAT-110-INT1	Mathematical Measurement and Literacy				Browning	3	y	6/1/16	7/27/16	Online Gen./Vocat.
MAT-143-IN1	Quantitative Literacy				Browning	3	y	6/1/16	7/27/16	Online
MAT-171-HYG1	Precalculus Algebra	4:10 PM	6:00 PM	M	White	4	y	6/6/16	7/25/16	GCC Hybrid
MECHANICAL										
MEC-111-WB1	Machine Processes I	8:10 AM	4:00 PM	M	Jones	3		6/6/16	7/25/16	Web Based
MARKETING AND RETAILING										
MKT-120-IN1	Principles of Marketing				Rathbone	3		6/1/16	7/27/16	Online
NURSING										
NUR-113-HY1	Family Health Concepts	9:10 AM 7:10 AM 8:10 AM	3:30 PM 3:30 PM 12:00 PM	T W TH	Fowler	5	y	6/1/16	7/27/16	Hybrid
OFFICE SYSTEMS TECHNOLOGY										
OST-131-IN1	Keyboarding				Holloway	2		6/1/16	7/27/16	Online
OST-136-IN1	Word Processing				Holloway	3		6/1/16	7/27/16	Online
POLITICAL SCIENCE										
POL-110-IN1	Introduction to Political Science				Freeman	3		6/1/16	7/27/16	Online
POL-120-IN1	American Government				Freeman	3		6/1/16	7/27/16	Online
PSYCHOLOGY										
PSY-150-IN1	General Psychology				Gentry-Lechelt	3		6/1/16	7/27/16	Online

Key to the Course/Section

HY - Hybrid IN - Online TR - Traditional WB - Web-Based S1 - 1st 4 weeks S2 - 2nd 4 weeks S3 - 3rd 4 weeks S4 - 4th 4 weeks "...G..." - at the Graham County Campus

PSY-241-IN1 Developmental Psychology Gentry-Lechelt 3 y 6/1/16 7/27/16 Online

Course/ Section	Title	Start Time	End Time	Days	Instructor	Credit Hours	Pre- reqs	Course Start Date	Course End Date	Other
INFORMATION SYSTEMS SECURITY										
SEC-110-IN1	Security Concepts				McCabe	3		6/1/16	7/27/16	Online
SOCIOLOGY										
SOC-210-IN1	Introduction to Sociology				Johnson	3		6/1/16	7/27/16	Online
WEB TECHNOLOGIES										
WEB-210-HY1	Web Design	12:10 PM	2:00 PM	T	Hicks	3		6/7/16	7/26/16	Hybrid
WELDING										
WLD-110-TR1	Cutting Processes	8:00 AM	9:50 AM	W	Penley	2		6/1/16	7/27/16	
		10:00 AM	11:50 AM	W						
		8:00 AM	11:50 AM	TH						
WLD-110-TRG1	Cutting Processes	6:00 PM	6:50 PM	TTH	Carey	2		6/2/16	7/26/16	GCC
		7:00 PM	9:50 PM	TTH						
WLD-112-TR2	Basic Welding Processes	4:40 PM	6:30 PM	MTWTH	Weidner	2		6/1/16	7/27/16	
WLD-112-TRG1	Basic Welding Processes	6:00 PM	6:50 PM	MW	Carey	2		6/1/16	7/27/16	GCC
		7:00 PM	9:50 PM	MW						
WLD-116-TR1	SMAW (stick) Plate/Pipe	8:00 AM	9:50 AM	M	Weidner	4	y	6/1/16	7/27/16	
		10:00 AM	1:50 PM	M						
		8:00 AM	1:50 PM	TW						
		8:00 AM	10:50 AM	TH						
WLD-141-TR1	Symbols and Specifications	1:00 PM	1:50 PM	MTWTH	Penley	3		6/1/16	7/27/16	
		12:00 PM	12:50 PM	MTWTH						
WLD-141-TR2	Symbols and Specifications	5:40 PM	6:30 PM	MTWTH	Penley	3		6/1/16	7/27/16	
		7:00 PM	7:50 PM	MTWTH						
WLD-212-TR1	Inert Gas Welding	8:00 AM	9:50 AM	M	Penley	2		6/6/16	7/26/16	
		10:00 AM	11:50 AM	M						
		8:00 AM	11:50 AM	T						
WLD-212-TR2	Inert Gas Welding	8:00 PM	9:50 PM	MTWTH	Penley	2		6/1/16	7/27/16	

Key to the Course/Section

HY - Hybrid IN - Online TR - Traditional WB - Web-Based S1 - 1st 4 weeks S2 - 2nd 4 weeks S3 - 3rd 4 weeks S4 - 4th 4 weeks "...G..." - at the Graham County Campus

Graduation Information

TCCC will hold the 2015 – 2016 Graduation Commencement Ceremony on Friday, May 5, 2016.

Graduation Applications are required regardless of intent to participate in May's commencement.

The Difference Between Graduation & the Ceremony

Graduation refers to actually receiving a credential (degree, diploma, certificate) once you have been certified by the College as having met all requirements defined below.

The Graduation Ceremony is the commencement event. It is an opportunity for students, families, friends and Tri-County Community College to celebrate their academic accomplishments. Participation in the ceremony does not mean that you have graduated and you will not receive your degree/diploma/certificate until all requirements have been completed. TCCC holds one ceremony each year.

TCCC holds one commencement ceremony each year in May. Graduates from the previous summer and fall terms, as well as current spring graduates, are invited to participate. Students participating in commencement ceremonies must be scheduled to complete all requirements by the end of spring semester.

Steps to Graduation

1. COMPLETE ALL GRADUATION REQUIREMENTS

A. 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 there is an interruption in attendance greater than three consecutive semesters, one calendar year, the student must return under the most current catalog requirements set for their program. College Transfer (A.A. and A.S), Nursing, and Medical Assisting have specific "C" or better grade requirements. Please see each program's page for any specific program requirements.

B. Credit Hours: Semester credit hour requirements for graduation will vary with each Program of Study.

C. Current Majors: Primary/Secondary Major – To graduate from a program you must have that program declared as your major or secondary major. (i.e. To graduate from a degree, diploma, or certificate program, you must have that program declared as one of your majors. To receive a certificate, your major must be the certificate level of the program.) Students attempting two consecutive courses of study may declare a secondary major. All admissions requirements must be met for all majors and approved by the Director of Enrollment Management.

D. 25% of applicable coursework must be completed at TCCC.

E. GPA: Grade Point Average – Students must maintain a grade point average (GPA) of 2.0 and must receive a passing grade in all required courses to be eligible for graduation.

F. Complete Student File: Student Services must have an official copy of high school transcripts or GED for degree graduating students.

G. Good Financial Standing: Students must be in good financial standing at TCCC. There must be no account holds or debt owed to any TCCC department.

2. MEET WITH YOUR ADVISOR

You should meet with your faculty advisor to complete a Graduation Application. Graduation Applications are required regardless of intent to participate in May's Commencement Ceremonies.

Applications for graduation must be completed and submitted to the Registrar prior to registering for the completing semester. Students completing two or more programs must complete an application for each program.

3. SUBMIT A GRADUATION APPLICATION

You should submit a Graduation Application to the Registrar's Office prior to the established deadlines below.

- Fall Graduates – August
- Spring Graduates – November
- Summer Graduates – January

*Degrees, Diplomas, and Certificates are awarded at the end of the completing semester. Commencement Ceremonies for all graduates are held immediately following of the Spring Semester (May).

4. PAY GRADUATION FEES

- Graduation expenses include the "black" cap and gown for the Ceremony.
- Degrees/Diplomas/Certificates are complimentary.
- All other purchases are at the discretion of the graduate.

5. CONGRATULATIONS!

- After successful completion of all required coursework, the Registrar will certify all graduating students as having satisfactorily completed all graduation requirements.
- A notation of your credential along with the date of graduation/completion will be made on your TCCC transcript.
- Degrees, Diplomas, and Certificates are awarded at the end of the completing semester.
- Commencement ceremonies for all graduates are held immediately following the spring semester (May).
- Although participation in the graduation ceremony is not mandatory, all students are encouraged to attend
- ALL requirements must be completed before participating in Commencement/Graduation Ceremonies. Students completing their course work during Fall or Summer Terms are invited to participate in the following May's ceremony.





TRI-COUNTY
COMMUNITY COLLEGE

Application for Graduation

This form is due to the Registrar prior to registering for your final semester
If you will be a Summer graduate, the form is due in January.

SECTION A (To be completed by Candidate)

Social Security Number: _____ Campus: Murphy Graham County

Name (Please print name as you want it to appear on your credential)

Last: _____ First: _____ Middle: _____

Mailing Address: _____

City _____ State _____ Zip _____

Daytime Phone: _____ Other Phone: _____

Anticipated completion date: May August December Year: _____

Major: _____

Degree level expected: (check only one) A.A.S. A.A. A.G.E. A.S. Diploma Certificate

If completing more than one major, you MUST complete an application for each degree/diploma/certificate.

Honors, Awards, or Recognitions:

Phi Theta Kappa Alpha Beta Gamma National Technical Honor Society Tau Upsilon Alpha

Other TCCC honors, organizations, clubs, positions, etc. _____

Will you be participating in the Commencement Exercises in May? Yes No

Your signature serves as consent for TCCC to mail graduation information to your address, to release your graduation information for use in the Commencement Ceremony Program and to be posted in local newspapers. If you wish for your graduation information **NOT** to be released, contact the Registrar.

Candidate's Signature

Date

SECTION B (To be completed by Advisor)

List all courses yet to be completed for graduation - Include currently enrolled courses.

Advisor's Signature

Date

For Office Use Only Revised 08/15

25% coursework completed at TCCC GPA \geq 2.0 High School Diploma or GED Transcript

No Account Holds or Indebtedness Cumulative Credit Hours Earned Academic Honors

HRD

Main Campus

Employability Lab (HRD 3002): The lab offers an opportunity to drop in between the provided hours and receive assistance with resumes, job applications, interviewing techniques, career exploration, and anything else career related. McSwain Building, Room 109, Contact hrs.

Instructor: Hembree
 Present - December 6 MT
 9:00 a.m. - 12:00 p.m. Fee Waived
 Present - December 7 W
 1:00 p.m. - 5:00 p.m. Fee Waived

Money Smart (HRD 3008): This course is designed to give participants the necessary knowledge to successfully manage current and future finances. This course will discuss how to balance a checking and savings account, pay off debt, effectively coupon, apply for a loan, and much more. McSwain Building, room 109, Membership hours. Held once a month on the following dates:

Instructor: Hembree M
 4/4, 5/2, 6/6, 7/11, 8/1, 9/12, 10/3, 11/7, 12/5
 2:30 p.m. - 4:00 p.m. Fee Waived

Career Planning and Assessment

(3003): This course is designed to assess the interests, attitudes, aptitudes, and readiness as it relates to career and educational goals. Interest Inventories, Personality Type, and Learning Style will be measured; along with in-depth career exploration. McSwain Building room 153. Membership hours.

Instructor: Hembree T
 4/5, 5/3, 6/7, 7/12, 8/2, 9/13, 10/4, 11/8, 12/6
 2:30 p.m. - 4:00 p.m. Fee Waived

McSwain Building, Room 109. Membership hrs.

Instructor: Hembree TW
 1/5, 1/6, 7/5, 7/6
 T (1:00 p.m. - 5:00 p.m.)
 W (8:00 a.m. - 12:00 p.m.)

Technology Awareness (HRD 3005): This class will cover basic computer skills and programs, but focus primarily on work-related computer tasks such as: development of keyboarding, word-processing, internet awareness, technology based job search strategies, applying for employment online, and accessing various work and educational resources. McSwain Building, room 154, Membership hours. Min of 6 participants required. Please call Kelly Hembree if you are interested in this class.

June 2 - July 28 TH
 6:00 p.m. - 8:00 p.m. Fee Waived

Make your Resume Talk (HRD 3001): Are you sending out resume after resume but not hearing anything in return? Are you beginning to feel like the problem is you? Come learn about how the use of technology is hurting you, but also learn how to use technology in your favor. The five resume styles will be discussed along with terminology that best accentuates your skills and abilities. Learn how the "Apply Now" button is sabotaging your resume, and more! McSwain Building, Room 109. Membership hrs.

April 9 TH
 1:00 p.m. - 4:00 p.m. Fee Waived

Graham County Campus- Robbinsville

Employability Lab (HRD 3002): The lab offers an opportunity to drop in between the provided hours and receive assistance with resumes, job applications, interviewing techniques, career exploration, and anything else career related. Shope Building. Room 2.

Present - December 8 TH
 9:30 p.m. - 12:00 p.m. Fee Waived

For additional information on class dates and services provided by the Tri-County Community College HRD - Career Center, please call:

Kelly Hembree (828) 835-4291
 khembree@tricitycc.edu

Planning to register for curriculum classes, but not sure where to start?

You are not alone!

If you are unsure about your career path and don't know what program of study to choose ... we have a solution for you!

The Tri-County Community College HRD - Career Center will provide assistance in determining the required steps to make your goals a reality.

- interest inventory,
- aptitude assessment,
- learning style assessment,
- career exploration,
- programs available within the college,
- steps to registering for college,
- and a plan of action

For more information, please contact Kelly Hembree at (828) 835-4291.

High School Equivalency Diploma (formerly GED)

(828) 837-6810 COLLEGE AND CAREER READINESS (828) 835-4256

Classes are FREE!

Any adult 18 or older who did not graduate from high school is eligible to participate in this program. This program is also for any high school graduate who wishes to improve their skills. Anyone 16 or 17 years of age who is not currently enrolled in public school may participate by obtaining permission from the school superintendent and the principal of the school district where they live.

Your Success Starts with Program Orientation

If you are interested in beginning your High School Equivalency Diploma course of study, a two-day student orientation process is required. During orientation, your future goals and a program path with class assignments will be created. Orientation is offered Monthly. Please call (828) 835-4256 to schedule your orientation.

Main Campus - Crisp Bldg. Room 108

Monday and Tuesday
9:00 a.m. - 4:00 p.m.

April 4 and 5	September 12 and 13
May 2 and 3	October 3 and 4
June 6 and 7	November 7 and 8
July 11 and 12	December 5 and 6
August 1 and 2	

Attendance is required for both days.

Evening Orientation is available by appointment.

High School Equivalency Diploma Preparation

The College and Career Readiness Program/ Adult Basic Education (ABE) provides educational opportunities for adults who did not complete their high school education or who have not received their High School Equivalency Diploma (GED) or who need to improve their reading, languages or math skills for career or college entry. College and Career Readiness also focuses on providing employability skills, job-specific occupational and technical skills, and developmental education instruction. Technology is used to provide supplemental educational instruction and to improve typing skills.

Tri-County Community College
is an OFFICIAL Pearson Veu GED®
"Computer Based" Testing Center.

Please attend program orientation
for more information or contact
Angie Jaco at (828) 835-4256.

For Questions, please visit our web site at
www.tricountycc.edu/academics/college-career-readiness/

College and Career Readiness/ABE: Beginning to Advanced Class Offerings

Adult Basic Education- Beginning (ABE-B) Adult Basic Education- Beginning (ABE-B) is an academic program designed to compensate adults with intellectual disabilities. If you would like more information on the ABE-B program, please call Angie Jaco, College and Career Readiness Program Coordinator at (828) 835-4256.

Class/Lab Schedule

Main Campus ABE - Crisp Bldg. Room 108
Tuesday and Thursday 8:30 a.m. - 12:00 p.m.

Adult Basic Education (ABE) is a program of instruction designed for adults who function below the high school level. Instruction is offered in Language Arts, Social Studies, Science, and Math. Classroom instruction provides a student with a foundation to enter high school equivalency preparation classes (ASE) at the advanced level and/or to take the High School Equivalency Diploma Exam (2014 GED® exam). ABE levels will be discussed at student orientation.

Community Schedule for Current Students

Class/Lab Schedule

Main Campus Lab - Crisp Bldg. Room 109
Monday - Thursday 8:00 a.m. - 3:00 p.m.
Evening Classes Please check website.

Community Class Schedule

Moss Library - Hayesville 29 Andrews Street
Thursday 5:00 p.m. - 8:00 p.m.

Division of Workforce Solutions / Career Center

Murphy 800 U.S. Hwy. 64 West
Please call or visit www.tricountycc.edu for
schedule.

English Language Acquisition (ELA)

Monday and Tuesday 5:00 p.m. - 8:00 p.m.

Graham County Center

Robbinsville Lab - Shope Building. Room 4
Tuesday, Wednesday and
Thursday 9:00 a.m. - 1:00 p.m.
Evening Classes Please check website.

English Language Learners (ELL) / English Literacy and Civics (EL/Civics)

ELL and EL/Civics - Crisp Building Room 108 -
Monday and Tuesday 5:00 p.m. - 8:00 p.m.

Monday, April 4	5:00 p.m. - 8:00 p.m.
Monday, May 2	5:00 p.m. - 8:00 p.m.
Monday, August 15	5:00 p.m. - 8:00 p.m.
Monday, September 12	5:00 p.m. - 8:00 p.m.
Monday, October 3	5:00 p.m. - 8:00 p.m.
Monday, November 7	5:00 p.m. - 8:00 p.m.

During Class Orientation you will complete an intake form and listen to a brief overview of the orientation process, classes offered and additional services available. You will then take an assessment test to determine your current skills level. After you complete the assessment, you will receive your results and what courses are available to you based on your scores. You will also create a personalized plan for success and to meet your personal goals.

Location dates and times in Hayesville and Robbinsville are available. Please check the web site for updates or call Angie Jaco at (828) 835-4256.



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



Phillips
Laboratory
NC Information Highway
Welding

Shope
Administration
Computer Labs
TeleCenter