Admissions, Tuition, and Financial Aid

Applying to TCCC

Applying to Tri-County Community College is an easy, four-step process:

1. Complete an Application for Admission to the College.
2. Submit official copies of transcripts or records from high schools and all post secondary schools attended, and/or acceptable GED scores if applicable.
3. Take the College Placement Test (CPT). Testing requirements for specific programs of study are available from the Admissions Office.
4. Meet with a member of the Student Services staff to discuss CPT results.

Students who wish to enter the Nursing program, please note special admissions requirements as found in the Programs of Study section.

The College reserves the right to establish cut-off dates for admission applications, financial aid applications, graduation applications, and other application documentation. These limitations will be established when necessary to permit improved student service and reduce processing delays during peak registration periods.

Admissions Overview

Tri-County Community College operates under the "open door" admission policy. This policy does not mean that there are no restrictions on admissions to specific programs; it does mean that these restrictions are flexible enough to allow each student an opportunity to improve his/her educational status. Placement tests are given for the purpose of guidance, and a personal interview is available for each student prior to admission to a program of instruction. Persons of all race, color, creed, sex, religion, national origin, age, or personal handicap are welcome.

Any person who is 18 years of age and a high school graduate, or the equivalent, may be accepted by the College. Admission to the College does not, however, imply immediate admission to the curriculum desired by the applicant. Admission to associate and diploma programs require a high school diploma or equivalent, transcripts from any colleges previously attended, and TCCC's placement test or satisfactory transfer credit. (NOTE: Applicants for Nursing and certain other associate programs must complete additional admission requirements.)

Programs at Tri-County Community College that have a clinical component, including internships and externships, may require a criminal background check and/or drug testing prior to participation by the clinical site. Inability to complete the clinical portion of these programs may limit fulfillment of requirements for graduation from the program/college.

High school students and home schooled applicants who are 16 years of age or older may be admitted in accordance with the dual enrollment policies adopted by the State of North Carolina. See information for high school students under Other Student Categories . Students under the age of 16 may be admitted in accordance with the enrollment policies adopted by the State of North Carolina.

Residency

To qualify for in-state tuition, students must have maintained a primary domicile in North Carolina for at least 12 months prior to enrollment.

If you are classified as a nonresident for tuition purposes, it is your right to petition for a change in classification to that of a resident if you claim that now, and for at least the twelve month period immediately preceding the date of such petition, you have been a legal resident of the State of North Carolina. If it is determined that in fact you have been a legal resident for the required twelve month period, the effective date of change in applicable tuition rates shall be the beginning of the next academic term following the date of application for tuition change, provided that change in billing rate may be made if the twelve-month period is found to have been satisfied as of the beginning of that term.

If you are currently classified as a resident for tuition purposes and this status should change, it is your obligation to petition for a change in classification to that of a nonresident. Failure to fulfill this obligation may result in appropriate disciplinary action including, but not necessarily limited to, cancellation of enrollment. If it is determined that in fact you have become a nonresident, the effective date of change in

applicable tuition rates shall be the next semester following the date of change. Copies of the applicable North Carolina law and institutional regulations which govern such classification determinations are available in the Admissions Office for inspection upon request. You are responsible for being familiar with the contents of these two sources of regulation.

The College provides postsecondary opportunities for all residents of our region in order to increase educational opportunities and economic benefits by offering quality training in a cost-effective and cost-saving manner. Thanks to a tuition waiver program for non-residents who are employed by a North Carolina business (GS 115D-39), any out-of-state student can qualify for in-state tuition rates if their employer agrees to pay the tuition charges. Tuition Waiver forms are available at the Harper Help Desk.

Admission Priorities

Admission to the College and to all programs will be considered on the following priority basis:
1. Residents of the College service area of Cherokee, Clay and Graham counties in North Carolina.
2. Residents of the remaining counties of North Carolina.
3. Out-of-state residents.

Readmission

If you withdraw from Tri-County and wish to re-enter, you must:
1. Submit an application for admission or a request to re-enter/transfer form and any additional admission materials required by the Admissions Office.
2. Pay all debts to the College.
3. Fulfill the terms imposed by any academic or disciplinary suspension.

Re-admission is not automatic.

Placement Testing

Applicants to any program of study (degree, diploma, or certificate), including dual enrollment/Huskins Bill high school students, are required to demonstrate competence in English, mathematics, and computer skills. Competence can be demonstrated in one of three ways:

1. Applicants must have successfully completed a college level math, English and computer course at another institution.

2. Applicants must have taken the SAT or ACT in the past five years. Students must have SAT scores of at least 500 verbal and 500 math or an ACT composite score of at least 21. Computer skills must be evaluated separately when documentation is not available.

3. Applicants must take the Tri-County Community College placement test. They will then be placed in the appropriate course(s) according to the college guidelines.

The College administers the Computerized Placement Test (CPT) to determine competency levels in sentence skills, reading, algebra, arithmetic and computer competency. On the Main Campus, applicants must call the Admissions Office at 828-837-6810 to schedule a test session. Applicants at the Graham County Center must call 828-479-9256. The test is untimed.

Tri-County is committed to the process of evaluating our students' skills and placing them into classes in which they can succeed. Admission to the College does not imply immediate admission to the program desired by the applicant.

A student applying too late to complete pre-entrance requirements may be admitted as a provisional student. In such a case, all requirements must be completed in the first semester of attendance.

Orientation

To promote rapid adjustment to the educational philosophy, programs, and standards of the College, new students are expected to participate in an orientation program. The objectives of the orientation program are:

1. To acquaint the new student with the College, its facilities, resources, services, activities, policies, and organizations;
2. To assist the student in taking full advantage of the opportunities offered by the College;
3. To help the student develop effective approaches to the problems encountered by beginning college students.

All programs at TCCC require students to take an orientation course, usually ACA 111 - College Student Success. In addition, TCCC offers a brief mini-orientation course for day and evening students on registration day each semester.

ACA 111 - College Student Success introduces the college's physical, academic, and social environment and promotes the personal development essential for success. Topics include campus facilities and resources; policies, procedures, and programs; study skills; and life management issues such as health, self-esteem, motivation, goal-setting, diversity, and communication. Upon completion, students should be able to function effectively within the college environment to meet their educational objectives. This course is required for graduation.

Course Load

A normal full-time course load for a semester includes both credit and non-credit registered work. The minimum number of hours required to qualify as a full-time student is twelve (12) semester hours. You may not take more than twenty-one (21) semester hours without the permission of your advisor. Permission to take more than a normal load is based on the student's previous academic record, but will not normally be granted unless a GPA of at least 3.0 has been achieved.

Other Student Categories

Provisional Students

If you apply too late to satisfy all the admissions requirements before the registration period is over, you may be allowed to enter the College as a provisional student. The Student Services staff will make this final decision. Once you have fulfilled all admissions requirements, you may be admitted in good standing. You will have until the end of your first semester to fulfill the requirements.

Senior Citizens

Senior citizens who are sixty-five years of age or over and have been residents of North Carolina for a minimum of 12 months are eligible to enroll in up to six credit hours of instruction and 96 contact hours of non-credit instruction per academic semester tuition free. However, additional charges for books, supplies, etc., may be required. Such registration cannot preempt regular curriculum students.

Audit/Non-Degree Students

If you wish to audit courses, you must register and receive the approval of the instructor for the particular course(s). Audit students do not receive credit but must adhere to attendance, pre-requisite and co-requisite regulations. An audit course cannot be changed to credit course nor can a course taken for credit be changed to audit after the drop/add period. Audit work cannot be used toward certificate, diploma, or degree requirements. Curriculum students will have priority over audit students for registration. Students who register for a course as audit work but then withdraw should be assigned a grade of W for the course. The fees for audit courses are the same as those taken for credit.

High School Students

Students who are still in high school can take classes at Tri-County Community College through the Learn & Earn Online, Dual Enrollment and College Tech Prep programs. For more information about enrollment opportunities for high school students, please see the Admissions Office. The availability of all high school programs is subject to change depending on the action of the North Carolina State Legislature.

Dual Enrollment

The Dual Enrollment program at Tri-County Community College allows high school students 16 years of age or older to enroll in selected college classes tuition-free. Students are responsible only for payment of books and student fees. The Dual Enrollment program is a great way for motivated high school students to get a head start on their college career.

Some special rules apply for high school students taking classes on the TCCC campus. An applicant who is a minor between the ages of 16 and 18 years may be considered as a person with special needs and admitted to the appropriate courses or programs provided:

1. The minor applicant has left the public schools no less than six calendar months prior to the last day of regular registration of the semester in the institution for which admission is sought.

2. The application of such minor is supported by a notarized petition of the minor's parent, legal guardian, or other person or agency having legal custody and control of such minor applicant. This petition certifies the place of residence and date of birth of the minor, the parental or other appropriate legal relationship of the petitioner to the minor applicant, and the date on which the minor applicant left the public schools. However, all or any part of the six-month waiting period may be waived by the superintendent of the public schools of the administrative unit in which the applicant resides.

3. Such admission will not preempt institution facilities and staff to such an extent as to render the institution unable to admit all applicants who have graduated from high school or who are 18 years of age or older.

It shall be the policy of the State Board of Education and the Department of Community Colleges to encourage young people to complete high school before seeking admission to community colleges. Selected high school students may be admitted to appropriate courses in a community college under the following conditions:

1. Require approval of the local board of trustees and the local board of education upon recommendation by the community college president and the school superintendent.

2. Restrict participation to students 16 years of age and older upon the initiation of such action by the public school. Students under 16 years of age may be admitted under certain conditions. Please consult Admissions Office for requirements.

3. Require joint approval of individual student programs by the principal of the secondary school and the admissions office of the community college.

4. In order for a high school student to enroll concurrently in a community college, that student must be taking at least two courses at his/her high school and be making appropriate progress toward graduation as determined by the school principal.

5. High school students shall not displace adults but will be permitted to fill in as space permits. Classes at community colleges shall not be started solely for high school students. However, once admitted these students should be treated as all other students.

6. It is the policy of Tri-County Community College to waive the tuition for any high school student taking curriculum courses under a cooperative program agreement (Huskins Bill) or through the dual enrollment provision noted in NCAC 2C.0305 (c). If a high school student does not take a curriculum course through a cooperative program agreement or does not meet the requirements of the dual enrollment provisions noted in NCAC 2C.0305 (c), the student is not eligible to receive a tuition exemption.

Learn and Earn Online

The Learn and Earn Online program allows high school students to take online college classes. Public high school students enrolled in grades 9, 10, 11, or 12 are eligible to participate. Students enrolled in Learn and Earn Online classes shall be tuition exempt, and books will be the responsibility of the participating high school. Students should see their high school guidance counselor to sign up for online classes through the Learn and Earn Online program.

High school students attending a non-public school (home school) may enroll in any Learn and Earn Online course with space available that has been offered to but not filled by any eligible public school student. Non-public school students shall be responsible for supplying their own textbooks and other instructional materials.

...Yes

FREE
College Classes

Intellectually Gifted Under 16 Years Old

A student under the age of 16 may enroll if the president or his/her designee finds that the student is intellectually gifted and has the maturity to justify admission to the college. The college follows the eligibility requirements and procedures outlined in NC Community College policy, "Admissions Criteria for Intellectually Gifted and Mature Students Under 16 Years Old." Please contact the Admissions Office for more information and required documentation.

Home Schooled Students

Home-schooled students are considered for admissions on the same basis as North Carolina public school students with appropriate documentation that the home school is registered with the state. An official transcript from the home school must include the following criteria:

• Name of the home school and address
• Name of the principal
• Name of the student
• Student's social security number (optional) and birth date
• Curriculum and courses taken each year with grades and a grade point average
• Cumulative grade point average for total progress
• Diploma awarded with graduation date

College Tech Prep

The College Tech Prep program is a sequenced course of study that is designed to provide students with a more technically oriented educational background leading from high school graduation to an Associate in Applied Science Degree at a technical or community college.

The College Tech Prep program at Tri-County Community College is comprised of major career clusters from which students can select a Career Pathway. The Career Pathway presents the recommended high school courses that will provide students with the academic and vocational/technical background needed to successfully pursue and complete a two-year Associate Degree Program or four year Baccalaureate Degree. By following a Career Pathway, upon graduation from high school, students can receive advanced placement at Tri-County Community College in the following areas of study:

• Accounting
• Automotive Technology
• Business Administration
• Computer Information Technology
• Criminal Justice Technology
• Early Childhood Education
• Electrical/Electronics Technology
• Healthcare Management
• Medical Assisting
• Office Systems Technology

Tri-County Community College has agreed to grant advanced placement and course credit to Cherokee, Clay, and Graham County high school graduates for successful completion of designated courses at high school. Students must score a "B" or better, a level 3 or 4 on the end of course test, and enroll in college within 2 years of high school graduation to receive college credit for articulated classes.

Transfer Information

Transfer Credit to TCCC

Transfer students may enter Tri-County Community College upon meeting all admission requirements. Tri-County Community College will accept credits (with equivalent credit hours and course content) from all institutions within the North Carolina Community College System as well as from other accredited colleges. Credits earned at other institutions may be transferred into programs at Tri-County Community College provided grades meet institutional academic standards and appropriate documentation is provided as proof that equivalent competencies have been met. No grade of less than 2.0 quality points (C) will be transferable to Tri-County Community College from any other institution. The content of any course being transferred must parallel the content of similar courses offered at Tri-County Community College. Initial credit for transfer work will be granted upon the Registrar's receipt of a sealed official transcript for curriculum students who have completed all admissions requirements. Transfer credit will be noted on the student's TCCC transcript.

A student who uses transfer credit to complete his or her course of study, must be enrolled at the College for at least one semester and earn at least 25% of their credit hours from TCCC before a degree or diploma will be conferred.

Placement tests may be waived upon receipt of an official transcript of good standing from a regionally accredited post-secondary institution.

A.A. and A.S. students should have no more than 14 credits hour of their general education core as transfer credits from private or out of state colleges not participating in the Comprehensive Articulation Agreement (CAA). Otherwise, those students may not be able to take full advantage of the CAA.

Coursework from a continuing education division is not directly transferable into curriculum hours of credit. Curriculum coursework and degree requirements are satisfied by continuing education hours only when a state-approved bridging program is in place and all institutional requirements for admission into that program are met. Students interested in receiving curriculum credits for continuing education courses, state or national licenses, or life experiences may do so through credit by examination (see page 49).

Transfer Credit from TCCC

Tri-County Community College offers options to graduates from its two-year associate degree programs and for the two-year college transfer program. Graduates of these programs have the option of entering a career, continuing their education at a senior institution, or both.

Academic work completed at Tri-County Community College that is covered by the Comprehensive Articulation Agreement will transfer into all other institutions in the North Carolina system of colleges and universities. The Comprehensive Articulation Agreement formulated by the North Carolina Community College System in conjunction with all senior institutions in the state system guarantees the general equivalency transfer of the core curriculum throughout the community college system.

Graduation with an A.A. or A.S. degree from Tri-County Community College ensures that a student's coursework will be able to transfer into any senior institution in the system—credited with having finished all general education requirements and awarded junior status in the receiving institution. Completion of the Associate in Arts or Associate in Science degree does not guarantee admission to a particular North Carolina public university, although admission is guaranteed to at least one of the North Carolina senior institutions. Completion of the core curriculum (44 SHC) guarantees students transfer with credit for having finished the equivalent general education requirements of the receiving institution.

Students who complete an A.A.S degree should consult with their advisor on the transferability of their coursework.

Tuition and Expenses

Tuition and expenses are subject to change at any time. Costs are provisional, depending upon the action of the North Carolina State Legislature.

Tuition is charged per credit hour up to a maximum of 16 credit hours per semester. Costs for the 2009-2010 academic year were $50.00 per semester hour for in-state students and $241.30 per semester hour for out-of-state students.

Credit hours are computed by the following formula:

1 class hour	=	1 credit hour
2 lab hours	=	1 credit hour
3 manipulative shop hours	=	1 credit hour

All curriculum students (including high school students) will pay certain fees each semester at the time of registration.

- Technology Fee
- Activity Fee
- Student Insurance
- Parking Fee

The College provides an inexpensive student accident insurance program. A group policy providing the desired insurance protection will be maintained in effect by the College, and all students (including high school students) are required to obtain this coverage. Cost subject to change from year to year.

Statements of Policies Regarding Student Expenses

All tuition and fees are payable on the date of registration. Acceptable payment methods include American Express, Discover, VISA or MasterCard as well as checks and/or money orders, which should be made payable to Tri-County Community College. A check given in payment of expenses that is returned by the bank results in indebtedness to the school and places your enrollment in jeopardy. Failure to pay in a timely manner will result in student records being forwarded to a collection agency for final recovery.

If you receive financial assistance such as vocational rehabilitation, scholarships, grants, etc., make certain that you have formal authorization filed in the Business Office prior to registration.

Fulfillment of Financial Obligations

No student will be allowed to register for a new semester if he/she has an unpaid balance from the previous semester. No student will be permitted to graduate or no transcript of credit will be issued if he/she has an unpaid balance due.

Refunds

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

Important Notice About Schedule Adjustments – What should you do if you need to make a schedule adjustment after the term begins? North Carolina Administrative Code has determined that a student's refund will be limited to 75% if a class is dropped after the beginning of a term. If the student plans to drop one class and add another in its place, TCCC recommends the student be prepared to transact the drop/add at the same time in order to avoid the 25% charge.

Procedure for Refunds – If you wish to receive a refund, first go to the Registrar to complete an official drop form and receive a new schedule. Then go to the Business Office for charge reversals. All students should

follow this procedure to receive a refund. Refund checks will be mailed to students prior to the end of the semester in which the refund is to be made.

Bookstore – College Bookstores of America operates the bookstore on campus. Book refunds will not be made after the second week of classes. All refunds that are made require proof of purchase and a withdrawal slip from the class. NO REFUND will be made at any time for used books. Books that have been marked or written in are used books. Periodic "used book" purchase times will be announced.

Financial Aid Information

The purpose of financial aid at TCCC is to help remove the financial barriers that stand in the way of a student's education. We are committed to the philosophy that a high-quality education should be affordable and accessible to everyone in our community.

Eligibility Requirements

To receive aid from any of the federal and state student aid programs, students must meet all of the following criteria:

- Have financial need (financial need is determined through the submission of the FAFSA).
- Have a high school diploma or GED.
- Be accepted for enrollment in an eligible program at TCCC.
- Be a US citizen or an eligible non-citizen.
- Have a valid Social Security Number.
- Meet Satisfactory Academic Progress standards set by TCCC.
- Certify that he/she will use financial aid for educational purposes only.
- Certify that he/she is not in default on a federal student loans and does not owe money on a federal student grant.
- Register with Selective Service, if required.
- Meet federal eligibility requirements regarding drug-related convictions.

Enrollment Status for Financial Aid

Students receive financial aid for only those courses that are listed in the TCCC catalog as required for their program of study. Financial aid may be paid for developmental courses if required based on the student's placement test scores. The amount of financial aid a student receives will be dependent on enrollment. For financial aid purposes, enrollment is defined for fall, spring, and summer semesters.

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

Financial Aid Disbursement Dates

Financial aid funds are disbursed to currently enrolled students (after attendance is monitored) at the Business Office in the McSwain Building at TCCC or in the Shope Building at the Graham County Campus (for Graham County students). In general, checks are released approximately four weeks after the first day of classes each semester.

Types of Financial Aid

Pell Grant

A Federal Pell Grant, unlike a loan, does not have to be repaid unless the student totally withdraws from his or her classes. Pell Grants are classified as Title IV federal aid and awarded only to undergraduate students who show they have financial need through completing a Free Application of Federal Student Aid (FAFSA). Therefore, students who have earned a bachelor's degree or beyond would not qualify for this grant. Pell Grants

may be used to pay a student's direct educational costs, such as tuition, fees, and books, and to pay for indirect educational costs, such as transportation expenses and childcare. Students applying for financial aid should apply as soon as possible, but well in advance of the semester they plan to attend. The federal processor must receive your FAFSA by June 30 to be considered for the current academic year. There are no exceptions to this deadline.

Federal Supplemental Educational Opportunity Grant

The FSEOG is designed to supplement existing financial aid for undergraduates who have demonstrated exceptional financial need. It is classified as Title IV federal aid. This grant is awarded at the 60% point of Fall and Spring Semester. While no deadline exists, students are encouraged to submit their FAFSA as soon as they file their taxes, as the application date is one criterion for the award.

Federal Work-Study Program

This program is designed to assist students who need extra income to continue their education at TCCC and provides valuable work experience. To be eligible for this program you must complete a Free Application for Student Financial Aid (FAFSA). On the two official days of Fall registration applicants interested in applying for the work-study program should report to the Harper Building on the Main Campus to view the position announcements which will be displayed on the Financial Aid bulletin board. Graham County positions will be posted at the Graham County Center. Job advertisements are posted periodically throughout the year as positions become available. Deadlines for applying are posted on each advertisement. Students are required to re-apply annually, as with other financial aid. Students do not have to be eligible for the Federal Pell Grant to be eligible for the Work-Study program.

Academic Competitiveness Grant

This program awards grants to eligible financially needy students who complete a rigorous secondary school program of study. An ACG is available during a student's first and second academic years of undergraduate education in an eligible undergraduate program. The first year's award is $750 and the second year is $1,300 based on high school graduation date.

North Carolina Community College Grant

The NCCCG is a need-based grant established by the NC Legislature to provide funds to help meet the educational costs of NC residents attending community colleges. Eligibility is determined from the completed FAFSA form. The availability of this funding depends on allocation from the North Carolina State Legislature.

North Carolina Student Incentive Grant (NCSIG)

The NCSIG is awarded to students who completed a FAFSA by March 15 based on criteria set by the North Carolina College Foundation. The criteria are as follows: 1) Student's must be a US citizen as well as a North Carolina resident. 2) Student's must be enrolled full-time (at least 12 credit hours). 3) Male students must be registered for selective services unless exempt. 4) Students must not be enrolled in excess of 6 credit hours of remedial or noncredit work. 5) Students must be in a certificate, diploma or degree-seeking program of at least 9 months in length. 6) Students must be maintaining the satisfactory academic progress standards as set by the institution. 7) Any student who owes a refund on any Title IV aid will be ineligible until the debt is paid. Students must indicate financial need according to the standards set by the Department of Education.

North Carolina Education Lottery Scholarship

North Carolina residents who enroll for at least six credit hours as an undergraduate at an eligible NC institution may be eligible for this scholarship. The award is based on the same criteria as the Federal Pell Grant. Grants will range from $100 to $2,500.

Targeted Assistance

This program is designed to assist students in particular programs of study that enroll substantially less than class capacity but for which there is a high demand for employees in the service area labor force. Once these

programs have been determined, all students enrolled in the identified program(s) will be notified by letter informing them of this available funding. The Targeted Assistance is generally awarded at the 60% of the semester.

Scholarships from Tri-County Community College

TCCC offers a variety of scholarships to students ranging from $250 to $1,000. Many of these scholarships are made possible by the generous donations of local individuals and businesses. A student's scholarship file must be complete by **April 15** to be considered for any and all scholarships sponsored by TCCC.

To apply for TCCC's scholarships, interested applicants must submit:

1. Scholarship Application Form.
2. Processed FAFSA application.
3. Two scholarship recommendation forms (preferably from instructors, counselors, or other professionals).
4. Most recent official transcript (high school or college).
5. A 500-word essay.

These items must be turned in to the Financial Aid Office by the April 15 deadline to be considered.

The following is a partial list of recent scholarships and donors.

- Carringer Family Scholarship Fund
- College Bookstores of America Scholarship
- Dorothy Davidson Scholarship, sponsored by the American Association of University Women
- First Citizens Bank Scholarship
- Gayle West Scholarship, sponsored by West Contracting, Inc.
- Macon Bank
- MOOG Components Group Scholarship
- Murphy Rotary Club Scholarship
- Ruth Star Pullium Scholarship, sponsored by the Konnaheeta Women's Club
- Sarah Easley Harper Scholarship
- SAA Summit Scholarship
- Tri-County Community College Foundation Excellence Award
- United Community Bank Scholarship (Cherokee, Clay or Graham counties)
- Vincent Crisp Memorial Scholarship
- Wachovia Technical Scholarship
- Murphy Lions Club
- Dallas McMillan Scholarship

Loans

TCCC does not participate in any student loan programs.

Other Financial Aid Programs

Other sources of financial assistance is available through the following organizations to those who qualify. Interested students should contact these organizations directly to apply.

- The Workforce Investment Act (WIA) of 1998 provides financial assistance to income-eligible persons enrolled in an approved curriculum. This program is administered through the Employment Security Commission.

- The North Carolina Division of Vocational Rehabilitation provides services to persons with disabilities in order to help them obtain employment.

- The Cherokee Education and Training Adult Education Program administers educational assistance programs for the Eastern Band of Cherokee Indians and the Bureau of Indian Affairs.

- Veteran's Benefits - The Department of Veterans Affairs provides assistance to eligible members of the National Guard, Selected Reservists, eligible veterans, and certain veteran dependents. The Department of Veterans Affairs is the final authority for determining eligibility.

Need Analysis for Financial Aid

When applying for federal student aid, the information reported on the application is used to calculate each student's Expected Family Contribution (EFC). The formula used to calculate the EFC is established by law and is used to measure the financial strength of a student's family on the basis of the family's income and assets. The EFC is used to determine a student's eligibility for student aid. Below is the need analysis equation.

$$\begin{array}{r}\text{Cost of Attendance}\\ \underline{\text{-Expected Family Contribution}}\\ \text{= Financial Need}\end{array}$$

TCCC's Financial Aid Office will calculate students' cost of attendance and subtract their EFC. If there is any amount remaining, that student is considered to have financial need. The Financial Aid Office will work with students toward meeting their need. Because funds are limited, the amount awarded to an individual student may not meet his/her total need.

How to Pay for College

1. Students should find out as much as possible about the TCCC program that interests them and the current costs to attend.

2. Students should discuss options for paying for school with their families. If a student is in high school, they should talk to a counselor about applying for local or private scholarships. Many scholarship deadlines are in the spring of the year.

3. Students need to apply for financial aid as soon as possible, but well in advance of the semester they plan to attend.

4. To apply for aid at TCCC, students must complete a Free Application for Federal Student Aid (FAFSA) and submit it either by mail or by electronically filing at www.fafsa.ed.gov. Students filing electronically will receive a Student Aid Report (SAR) 2-3 weeks faster than those who file by mail. Students will need 2009 tax returns and W2s to complete the 2010-2011 FAFSA application. If the student is dependent, he/she will need his parents tax returns and W2s as well.

5. Students who apply for financial aid can obtain a PIN number at www.pin.ed.gov. Students should retain this number to ease the process for applying for aid in the following years.

6. Other financial aid at TCCC is awarded with priority given to early applicants, so do not delay.

7. Once the student's processed FAFSA has been received at the school, the Financial Aid Office will notify the student by mail regarding any requested information needed to complete the student's financial aid file. It is then the student's responsibility to complete his/her financial aid file by submitting the required documentation to the Financial Aid Office at TCCC.

8. Upon receiving an award letter from TCCC, students should read it thoroughly to determine if they are receiving grants and to understand the rules and guidelines they agree to follow. Students must sign and return their award letter to the Financial Aid Office before their file is complete.

9. Students should contact the Financial Aid Office to discuss other aid programs such as scholarships, veteran benefits, and the Federal Work-Study Program.

10. The deadline to apply for all institutional scholarships is April 15.

11. In addition to applying for financial aid, students must ensure that they complete an Admissions application and provide the Admissions Office with all documentation, including official high school and other college transcripts. Students must also take TCCC's college placement test before they will be accepted at the college. Note: Students must be accepted through admissions before any financial aid can be awarded.

12. Each student should re-apply for financial aid each year when tax returns are completed if he/she is planning to attend college the upcoming fall semester.

Satisfactory Academic Progress

Federal regulations require students receiving federal student aid to maintain satisfactory academic progress as defined by the institution. These regulations require that a school's Satisfactory Academic Progress (SAP) policy must include both 1) a qualitative measure and 2) a quantitative measure. All students should be aware of the possibility of running out of financial aid eligibility before completing their program of study.

Qualitative Measure

Students must maintain a minimum cumulative grade point average (GPA) based on the number of credit hours attempted. The college will monitor qualitative SAP using the chart below. The chart has been designed to accommodate eligible programs of study offered by the college and the variable enrollment status of students (e.g. full-time, 3/4 time, 1/2 time, and less than 1/2 time).

Credit Hours Attempted	Degree Programs (GPA)	Diploma Programs (GPA)
8-15	1.25	1.25
16-23	1.50	1.50
24-29	1.75	1.75
30-above	2.00	2.00

Any student who fails to make the GPA according to the chart above shall be placed on financial aid probation. Students will receive a letter from the Financial Aid Office notifying them of this probation. Students on financial aid probation will be required to earn a minimum GPA of 2.0 and complete all classes attempted. A student will remain on extended probation until his/her cumulative completion rate meets or exceeds 67%, and the cumulative GPA is consistent with the standards listed above.

If a student does not earn a 2.0 GPA during the probation semester or drops any classes attempted, all financial aid will be suspended (see suspension policy). Please note that these qualitative standards are cumulative and include all periods of the student's academic record including those for which the student did not receive any financial aid.

Quantitative Measure

Students receiving financial aid must successfully complete their program of study within its maximum time frame. Federal regulations specify that the time frame may not exceed 150% of the published length of the program. For example, the Computer Information Technology curriculum requires 72 credit hours to complete the diploma. The time frame is calculated (72 x 150% = 108). This means you have 100 hours of attempted time to complete the 72 credit hours required for the program.

Credit hours attempted will be cumulative and will include all hours for which the student was enrolled as of the census date of each academic term or for which the student received a grade. The census date is defined as the day following the last day for registration and payment as outlined in the college catalog.

Credit hours completed with grades of A, B, C, and D only will fulfill this requirement. Grades of WP, WF, F, I, W, X, Y, NA, NG, and R will not fulfill this requirement.

In order to complete a program in the 150% time frame, the student must be completing at least 67% of his/her classes. Failure to adhere to this completion rate will place the student on financial aid probation. As with qualitative measure, if a student is placed on financial aid probation, he/she must complete all classes attempted, and maintain a satisfactory GPA to ensure future financial aid awards. If the student does not complete all classes he/she attempts, he/she will be placed on financial aid suspension and will not receive any aid until he/she has satisfactorily completed the condition listed below.

Financial Aid Suspension Policy

Once a student has been suspended from financial aid, he/she will remain on suspension until the following condition is met: Enroll in a subsequent semester at his/her own expense and successfully complete all hours attempted. A minimum of six credit hours must be attempted to satisfy this requirement.

It is the responsibility of the student to notify the Director of Financial Aid when he/she feels that eligibility has been regained.

Students who exceed the maximum time frame for their program of study will have their financial aid terminated. Once financial aid has been terminated, a student will no longer be eligible for financial aid at TCCC until they have earned a degree in their current program of study. Exception: Students may appeal their termination for the possibility of one additional semester of aid.

Appeal Procedures

Although a student may have his/her financial aid eligibility suspended or terminated, the student will have the right to appeal and possibly have his/her eligibility reinstated due to mitigating circumstances* that can be documented. The procedure for appeal is as follows:

1. A student must indicate in writing to the Director of Financial Aid the reasons why he/she did not make satisfactory academic progress and why his/her financial aid should not be suspended or terminated. The appeal must be accompanied by appropriate documentation and received in the Financial Aid Office by the deadline on the suspension/termination notice.

2. The Director of Financial Aid will arrange a hearing with the Financial Aid Committee. The student may have to appear before the committee to state his/her case and answer any questions the committee may have. All decisions made by the Financial Aid Committee are final.

*Mitigating circumstances are defined as injury or illness of the student, death of a relative, change in employment situations, and/or undue hardship caused by special circumstances.

Return of Title IV Funds Due to Withdrawal

Students receiving the Pell Grant who withdraw from all of their classes before the 60% of the semester has been reached will be required to return all or a portion of the grant. The amount a student must return will be determined by the percentage of the semester that the student completes. For example, if a student only completes 30% of the semester, he or she has earned 30% of the grant, and must return at least one half of the unearned 70% to the federal Pell Grant program. A student's completion percentage is determined by the total number of days completed divided by the total number of days in the semester. Students who withdraw from all of their classes after 60% of the semester has passed will owe no refund, however any institutional charges that must be repaid will be billed to the student. Students who owe money but do not repay or make arrangements to pay will be sent to the North Carolina Department of Revenue and Department of Justice for debt set off in which the student's taxes will be garnished. Finally, if debt is not recovered, the student will be turned into a collection agency.

Special Circumstances

Students should contact the Financial Aid Office if they feel they have special circumstances that might affect their dependency status or the amount they and their family are expected to contribute toward their education. These circumstances could include a family's unusual medical expenses, or recent unemployment due to an involuntary layoff, plant closure, etc.

Their must be very good reasons to make any adjustments, and students will be required to provide documentation to adequately prove their request. The Financial Aid Director's decision is final and it cannot be appealed to the US Department of Education.

Registering for Classes

New Students: When you submit your application for admission, the counselor will review your admission status and assign you an advisor. If you wish to register early, you must make an appointment with your advisor.

Returning Students: Make an appointment with your assigned advisor during the Pre-Registration period. Your registration is not finalized until you have one of the following: (1) verification from the Financial Aid Office verifying that you have financial aid, (2) a stamp from the Business Office verifying you have an outside sponsorship, or (3) a paid receipt from the Business Office. Any time a student registers or makes schedule changes they MUST visit the Business Office and/or the Financial Aid Office. Absolutely NO registrations or schedule changes will be accepted after the Last Day to Add Classes.

Classes are filled on a first-come-first-served basis. Early registration for classes is highly recommended and will maximize chances of getting the classes desired. Changes in registration must be approved and entered into the computer system by your faculty advisor prior to the Last Day to Add Classes. Any changes in registration must be taken back to the Business Office and/or Financial Aid Office prior to the Last Day to Add Classes.

Important Notice About Schedule Adjustments: What should you do if you need to make a schedule adjustment after the term begins? North Carolina Administrative Code has determined that a student's refund will be limited to 75% if a class is dropped after the beginning of a term. If the student plans to drop one class and add another in its place, TCCC recommends the student be prepared to transact the drop/add at the same time in order to avoid the 25% charge.

Faculty Advisor

When you enroll in TCCC courses, you will be assigned a faculty advisor. No student will be allowed to register without an advisor's signature. Usually this advisor will be your subject area instructor. Your advisor will:

- Provide general information on TCCC's policies, procedures, services, and programs.
- Provide specific information regarding your program/major.
- Assist in selecting goals, courses, and opportunities that appeal to your interest and match your abilities
- Assist in exploring possible outcomes of your choices and/or direction.
- Plan your class schedules and register you for those classes.
- Answer your questions and address your concerns.
- Monitor your academic progress.
- Offer recommendations and support.

All full-time faculty members are on campus 30 hours per week and have five office hours scheduled each week to assist students and advisees. Schedules are posted at each faculty office and are also available from Student Services. Part-time faculty will make themselves available to assist students on a weekly basis either prior to class, after class, by appointment, or at a time posted on their syllabus.

Web Advisor

After seeing an advisor, degree-seeking students then have access to Web Advisor, an online student information access point. Web Advisor allows students to view transcripts and program check off sheets, check course availability, register and pay for classes, print out schedules, and check financial aid balances.

SCHOLARSHIP

ADVISOR

Advisors by Major - Main Campus

Accounting	Sherry Robertson	McSwain
Animal Assisted Interactions (Pending Approval)	Kathleen Hearl	Enloe
Automotive Technology	Keith Marcus	"T" Building
Business Administration	Kathy Rathbone	McSwain
College Transfer (A-B)	Steve Wood	McSwain
College Transfer (C-D)	Suzann Ledford	McSwain
College Transfer (E-G)	Lee Erker	West
College Transfer (H-J)	Ronnie Whitener	Enloe
College Transfer (K-M)	Bill Trotter	Enloe
College Transfer (N-O)	Lee Ann Hodges	McSwain
College Transfer (P-Q)	Steve Browning	McSwain
College Transfer (R-S)	Billy Ray Palmer	West
College Transfer (T-Z)	Dan Goff	Enloe
College Transfer GCC	Contact Graham County Center	GCC - Phillips
Computer Information Systems (A-H)	Scott Sherrill	McSwain
Computer Information Systems (I-Q)	Trevis Hicks	McSwain
Computer Information Systems (R-Z)	George McCabe	McSwain
Cosmetology Technology (Day)	Pauline Ledford	Crisp
Cosmetology Technology (Evening)	Robin Panter	Crisp
Criminal Justice	Allen Denny	McSwain
Early Childhood	Dulcie Riffle	West
Electrical/Electronics Technology	Byron Hampton	CAT
Entrepreneurship	Kathy Rathbone	McSwain
Esthetics	Pauline Ledford	Crisp
Human Services Technology	Kathleen Hearl	Enloe
Machining Technology	Phil Jones	CAT
Manicure/Nail Technology	Pauline Ledford	Crisp
Medical Assisting	Kathleen Hearl	Enloe
Medical Office Administration (Pending Approval)	Cindy Gaddis	McSwain
Nursing (Pre-major Nursing)	Debbie Hogan or Susan Fowler	Enloe
Office Administration	Cindy Gaddis	McSwain
School Age Education	Dulcie Riffle	West
Therapeutic Massage	Joan Ledford	Enloe
Welding Technology	Gary Westmoreland	West

Advisors by Major - Graham County Center

Accounting	Lisa Keener
Business Administration	Lisa Keener
College Transfer	Contact Graham County Center
Computer Information Systems	Cindy Gaddis
Criminal Justice	Allen Denny
Early Childhood Education	Angie Knight
Nursing	Deb Hogan
Office Administration	Cindy Gaddis
Welding	Contact Graham County Center