



## Admissions, Registration, and Money Matters

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### Admissions

Admission to Tri-C is open to all high school graduates, anyone with documentation of successful GED completion, as well as to non-high school graduates participating in dual enrollment programs, and those 18 years of age or older.

It is not necessary to enroll in a specific program to be admitted to Tri-C. Students can enroll in:

- one or two courses for personal interest;
- a two-year program to prepare for transfer to a four-year college; or
- a career/occupational program to prepare for employment.

The general admissions procedure of Tri-C does NOT ENSURE ADMISSION TO A PARTICULAR COURSE OR PROGRAM. In some instances, certain courses may be restricted to program majors. Admission to a specific program may be competitive or require specific minimum qualifications. Some students may be requested to enroll in special courses to eliminate deficiencies in academic preparation.

Applicants are urged to begin the admission process well in advance. Students may take courses at more than one campus.

Student records are inactivated after a period of three consecutive semesters where no registration activity has occurred. Students with an inactive status must reapply online for admission to the College.

### How to Apply

- You can apply online at [www.tri-c.edu/apply](http://www.tri-c.edu/apply);
- Submit an official high school transcript with graduation date or GED scores. Request the high school or GED office to send transcript directly to the Office of the Registrar, P.O. Box 5966, Cleveland, OH 44101-0966. GED transcript request forms are available in the Enrollment Center; or
- Submit official transcripts from all colleges and universities attended. Request former college or university officials to send transcripts directly to the Office of the Registrar, P.O. Box 5966, Cleveland, OH 44101-0966.

Those wishing to attend Tri-C while attending another college or university are accepted as Transient (Visiting) students. Check with your college advisor concerning your home institution's procedures on Transient (Visiting) enrollment before you apply and enroll under this status.

### Residency Requirements

Tri-C is supported by the taxpayers of Cuyahoga County and assisted by the State of Ohio. Students who are not Cuyahoga County residents pay out-of-county or out-of-

state tuition. A student's official residency status is determined at the point of admission according to the residency policies of the State of Ohio, the Ohio Department of Higher Education, and the Tri-C Board of Trustees. A change to a Cuyahoga County address does not constitute an automatic change to in-county residency for tuition purposes. It is the student's responsibility to request a change of residency status and provide supporting documentation to the Enrollment Center by the Friday prior to the student's first class in order for the change to be effective for that semester.

For more information to see if you qualify for a change of residency, please go to [www.tri-c.edu/residency](http://www.tri-c.edu/residency) or any campus Enrollment Center.

### Selective Service

All male U.S. citizens, and those with a permanent resident card, between the age of 18 and 25, are required to register with Selective Service to qualify for in-county or in-state tuition rates and to be eligible for financial aid. The admission application requires a Selective Service Registration number or reason for exemption. Contact the Enrollment Center for information. In accordance with the Defense Department Authorization Act (Pub. L. 97-252) and Ohio Revised Code §3345.32, any student who is required to register with the Selective Service and fails to do so will be ineligible for federal and State of Ohio student financial aid funds. Contact the Student Financial Aid & Scholarship Office at any campus for further information.

### International/Foreign Students

U.S. immigration laws impose a variety of requirements or restrictions on college enrollment. If you already have or are applying for the status of an F-1 non-immigrant student, you must consult with a campus Special Student Services Coordinator before applying and registering for classes. F-1 students with an I-20 form from Tri-C must successfully complete a minimum of 12 credits per semester in order to maintain status. No more than one 3-credit course taken via distance learning/e-learning will apply towards the 12 credit minimum. A Special Student Services Coordinator is available at each of the campuses to address deadlines for F-1 international student admission and for other F-1 information.

For information that involves maintaining your visa status such as work permission, authorized withdrawals, transfers and program extensions, please visit [www.tri-c.edu/get-started/international-students](http://www.tri-c.edu/get-started/international-students) or see the Special Student Services Coordinator at the campus listed on your I-20:

East 216-987-2118 • Student Services Building, Rm 1602  
Metro 216-987-4167 • Student Services Building, Rm G09  
West 216-987-5203 • Student Services Building, Rm 220  
Westshore 216-987-5884 • Enrollment Center  
CCW 216-987-5884 • Enrollment Center

## New Student Orientation

Our mandatory First Year Experience is designed to help students with understanding college expectations, program choices, and identifying what coursework is needed for enrollment. The First Year Experience begins with an in-person orientation. Tri-C's New Student Orientation sessions are designed to assess, inform, and prepare students prior to beginning classes. Orientation is required for students new to college and recommended for students who have previously attended another college or university. Orientation provides students with information essential for successfully beginning and proceeding with their education at Tri-C. For more information about orientation and initial academic advising, contact the Counseling Office at 216-987-6000 and select option #4.

## Transfer from Tri-C to a Four-Year Institution

The process of transferring courses from Tri-C to another college or university begins when the student meets with a counselor and selects courses that are guaranteed to transfer. Courses the student selects should meet Tri-C's minimum graduation requirements and, ideally, as many of the transfer institution's graduation requirements as possible. The student should also meet with an admissions and/or advising representative of the transfer institution, as this representative will have the most recent information on the transfer institution's graduation requirements. Acceptance of transfer credit is always at the discretion of the transfer institution. To shorten the student's path to a degree, the Ohio Department of Higher Education has established credit transfer guarantees which include, but are not limited to, courses in the Ohio Transfer Module (see Appendix I in this Catalog) and Transfer Assurance Guides (TAGs, see Appendix II in this Catalog). These courses are guaranteed to transfer to any four-year public college or university in the state of Ohio.

Courses that are not part of the Ohio Transfer Module or Transfer Assurance Guides are assured to transfer only as part of an approved articulation agreement between Tri-C and a four-year college or university. A counselor can provide information about which degree programs have articulated credit. The student should note that courses with numbers lower than 1000 usually do not transfer. See Course Numbering and Appendix V in this Catalog.

The student should schedule a meeting with the transfer college or university's admissions office to make sure that he or she has met all the transfer institution's admissions and transfer requirements. As part of its admissions review process, the transfer institution will require an official transcript of courses the student has completed at Tri-C. Transcripts can be ordered online at <http://www.tri-c.edu/transcripts/>, and the cost is \$5.00 per transcript.

## Transfer to Tri-C from another College

Students who wish to transfer to Tri-C should follow the established admissions procedures. The acceptance of transfer credits by Tri-C will be determined to the extent feasible within the context of agreements and working relationships between Tri-C and other institutions of higher learning.

Tri-C has agreed to accept credit from colleges and universities accredited by regional accrediting associations. Tri-C also accepts credit from other institutions that can demonstrate that instruction provided at their institution meets Tri-C's standards.

Transfer credit may be awarded for courses earned through the college-level United States Armed Forces Institute (USAFI).

## Transient (Visiting) Status

- A. If a student wishes to take a course for credit at another institution while attending Tri-C, he or she should:
  - Request a Transient (Visiting) Student form from the Counseling Office.
  - Complete the form, obtain approval from a counselor, and return it to the Enrollment Center.
  - The Enrollment Center will confirm the student's status.
  - Upon completion of the course, the Tri-C student should request an official transcript be sent from the visiting institution to the Office of the Registrar, P.O. Box 5966, Cleveland, Ohio 44101-0966.
- B. If you are attending another college or university and would like to take classes that will transfer back to your home institution, apply as a visiting or transient student at Tri-C. For more information go to [www.tri-c.edu/get-started/visiting-students.html](http://www.tri-c.edu/get-started/visiting-students.html)

## College Credit Plus

College Credit Plus allows students in grades 7 - 12 to earn college and high school credits at the same time by taking college courses at Cuyahoga Community College. The purpose of this program is to promote rigorous academic pursuits and to provide a wide variety of options to college-ready students. Typically, taking a college course through the College Credit Plus program is free. This means no cost for tuition, books or fees. For more information go to [www.tri-c.edu/college-credit-plus](http://www.tri-c.edu/college-credit-plus)

### Program 60 Admission

Through Program 60, residents of Ohio aged 60 and older may register for regularly scheduled credit and select non-credit classes on an audit, tuition-free, space-available basis. Registrations are processed in-person through the Enrollment Center on the date published for Program 60 registration in the semester Enrollment Guide. Program 60 registration will not be accepted prior to the dates advertised. For more information go to [www.tri-c.edu/program60](http://www.tri-c.edu/program60).

### College Tech Prep

The North Coast Tech Prep Partnership prepares students for high skill, high demand technical careers in a competitive global economy. Rigorous educational pathways emphasize math, science, and technology and lead to postsecondary education. Educators, employers, and communities collaborate to develop and deliver Tech Prep opportunities to all North Coast Tech Prep Partnership students.

The curriculum reflects real-world technical careers in high demand today. Programs may be offered in the following career fields: Agriculture and Environmental Systems, Arts and Communication, Business and Administrative Services, Construction Technologies, Education and Training, Engineering and Science Technologies, Finance, Government and Public Administration, Health Sciences, Hospitality and Tourism, Human Services, Information Technology, Law and Public Safety, Manufacturing Technologies, Marketing, and Transportation Systems.

Tri-C serves as a higher education partner of the North Coast Tech Prep Partnership, offering college credits to Tech Prep Students. Tech Prep enables a smooth transition from high school into two and four-year college degree programs.

All North Coast Tech Prep students have the opportunity to earn college credit while enrolled in a College Tech Prep program at their high school. Uncompromising standards, outstanding instruction, employer involvement, and parental guidance enable College Tech Prep students to enter postsecondary education without the need for remediation in math or English; and earn state and/or nationally recognized industry specific certifications.

For more information regarding College Tech Prep, please call 216-987-4987 or visit [www.techprep4u.com](http://www.techprep4u.com).

### Career Technical Credit Transfer

Career Technical Credit Transfer (CT)<sup>2</sup> is a collaborative effort among the Ohio Department of Higher Education, the Ohio Department of Education's Office of Career-Technical & Adult Education, public secondary/adult career-technical education institutions, and state supported institutions of higher education. The Career Technical Credit Transfer initiative ensures that students

at an adult career-technical institution or secondary career-technical education institution can transfer successfully-completed technical courses that adhere to recognized industry standards to any state institution of higher education without unnecessary duplication or institutional barriers. Career Technical Credit Transfer is meant to complement the College Tech Prep program. See Appendix III for information on Career Technical Assurance Guides (CTAGs) which identify the specific courses which are part of the statewide guarantee. Additional information can also be found on the Ohio Department of Higher Education website: <https://ohiohighered.org/transfer/ct2>.

### Registration

Students must be admitted to Tri-C before registering for classes. Students can register online or in person at the Enrollment Center.

### Waitlist

Waitlisting allows a student to add themselves to a waitlist for a class that has met its maximum enrollment limit. This gives a student the opportunity to register for a closed class when a seat becomes available.

When a seat becomes available, an email notification is sent to the Tri-C email address of the student who is next in line on the waitlist. The student has exactly 18 hours, including weekends and other days the College is closed, to register for the course, or they will be dropped from the waitlist and the next student is notified.

### Full-Time/Part-Time Status

A student must take at least 12 semester credits to be considered a full-time student. A counselor or advisor may recommend a heavier or lighter load depending on ability and/or past performance. A part-time student is one who is registered for 11 credits or less.

Each credit usually requires a minimum of two hours of outside study each week. A student employed full-time should probably not attempt to carry more than two courses per semester. A student who is working part-time might consider taking more than two courses per semester, depending on other demands made on her/his time.

### Assessment Services

All four Tri-C campuses offer assessment services. Tri-C assesses the English and math skills of its students and prescribes enrollment in appropriate English and math courses to maximize the students' opportunities for open access, equity, and academic excellence.

The following students must participate in the assessment and placement process prior to registration:

- All students registering for an initial English or math course;
- All students who register for 12 or more credits during their initial term at Tri-C;

- All students who have accumulated a total of 12 credits during previous terms; or
- All applicants who are currently in high school

Students may retake their placement tests one time without charge within 24 months of taking the test the first time. Placement scores will be valid for a maximum of two years from the date the original placement test was taken. Persons holding a college degree may have the assessment process waived.

Students whose native language is not English must take the COMPASS English as a Second Language test.

Students may use qualifying ACT or SAT scores instead of taking the ACCUPLACER math and English placement tests. Students who perform well on the placement tests may reduce the number of courses they are required to take. Therefore, students should prepare for the placement tests by reviewing basic math and English concepts.

### Fast Forward

Fast Forward is a requirement at Tri-C that mandates students who place into developmental classes enroll in these classes during their first semester. Completing developmental courses first increases students' basic skills, which can increase their chances of success in college-level course work.

### Cancelled Classes

Occasionally Tri-C must cancel a class because of insufficient enrollment. Every effort is made to notify students when this occurs. Those affected may register for a different class during the registration period. The student will receive a 100% refund for the course.

### Prerequisites

Prerequisites are established by each department, for each course in that department, to ensure that the student has an adequate and sufficient background to enroll in a course and achieve success. A passing grade of "C" or better is required. It is the student's responsibility to ensure that he or she has met the prerequisites for any course in which he or she enrolls. Prerequisites will be checked at the time of registration. If the student is unsure that the prerequisite has been met, he or she should consult with the academic department or Counseling Office prior to registering for that course. Note: Students who have taken prerequisite courses at Tri-C prior to Fall 1998 will be required to obtain an exception from a counselor or academic department in order to register for some courses.

### Course Adjustment Period

Students may adjust their schedule during the first week of the term but can only register for a class that has not already met. Exceptions must be approved in writing by the academic Associate Dean responsible for the discipline. Contact the Enrollment Center or refer to *my Tri-C space* for withdrawal/refund information.

## Changes in Curriculum, Fees, and Other Requirements

The Cuyahoga Community College Board of Trustees reserves the right to change, at any time and without notice, graduation requirements, fees and other charges, curriculum, course structure and content, and such other matters as may be within its control, notwithstanding any information set forth in this Catalog.

## Money Matters

### Tuition and Fees

Tri-C, supported by the taxpayers of Cuyahoga County and assisted by the State of Ohio, maintains modest tuition and fees, both of which are subject to review during any academic year by the Board of Trustees and may be changed at its discretion with the approval of the Ohio Department of Higher Education.

For current tuition and fees, please visit: [www.tri-c.edu/payingforcollege/Pages/TuitionPaymentSchedule.aspx](http://www.tri-c.edu/payingforcollege/Pages/TuitionPaymentSchedule.aspx).

### Institutional Fee

The College charges an Institutional Fee automatically at the time of registration based on the credit hours registered. This fee is designed to provide students with unlimited access to all campuses, recreational facilities, Technology Learning Centers, libraries, and campus special events. This fee will be adjusted when courses are added or dropped in accordance with the withdrawal and refund deadlines and percentages. Below is the fee structure:

- 1-3 credit hours (\$10.00)
- 4-11 credit hours (\$50.00)
- 12+ credit hours (\$70.00)

### Withdraws/Refunds

Refunds of tuition and fees for courses of academic credit will be made when students withdraw from a course and have already paid the tuition in full. Students who choose not to complete a course *must officially withdraw* from the course. Tri-C is not obligated to refund students who have not withdrawn or not paid the tuition, even if they did not attend a class.

The following schedule governs all tuition and fee liability and available refunds for full-term courses of academic credit:

Tuition & Fee Liability/Refund .....	Full Semester
First Week.....	0% / 100%
Second Week.....	30% / 70%
Third Week.....	50% / 50%
Fourth Week.....	75% / 25%
Fifth Week and after .....	100% / 0%

## Admissions, Registration and Money Matters

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The withdraw/refund schedule for all parts of semester and the Summer Session will be determined in proportion to the full semester schedule.

Refunds of 100% of the instructional, general, and supplemental fees are granted if Tri-C cancels a course, or if student withdraws during the 100% refund period (see preceding schedule).

No refunds are granted if a student is dismissed from Tri-C for disciplinary reasons.

### Student Financial Aid Scholarships

Financial aid consisting of scholarships, grants, loans, and part-time student employment is designed to supplement a student's own resources. Student financial aid may be available for an entire academic year or for part of the year.

Per federal and state regulations, primary considerations in selecting financial aid recipients are based on financial need, U.S. citizenship or eligible non-citizenship status, and the potential to succeed in an academic program at Tri-C. Some types of financial aid are based on criteria other than financial need.

Check out Financial Aid TV – a collection of video clips providing quick answers to common questions. This online service is available 24 hours a day, seven days a week at: <http://tri-c.financialaidtv.com>.

### Application Procedures for Financial Aid

Students applying for financial aid are required to complete the Free Application for Federal Student Aid (FAFSA) form. Students can complete the FAFSA online at [www.fafsa.gov](http://www.fafsa.gov). Students can obtain complete information about procedures and financial aid application process on the Student Financial Aid & Scholarships Office website at: [www.tri-c.edu/financialassistance](http://www.tri-c.edu/financialassistance).

Students are strongly encouraged to complete the FAFSA and all required verification documentation at least eight weeks prior to the priority deadlines listed below:

Summer Session	May 1
Fall Semester	July 1
Spring Semester	December 1

### Financial Aid Options

#### State Grant Program

**Ohio College Opportunity Grants:** Tri-C students are no longer eligible to receive state grant aid from the Ohio Department of Higher Education unless they qualify for the Ohio Education Training Voucher funded by the Orphan Foundation of America.

### Federal Programs

**Pell Grants:** The federal government makes Pell Grant funds available for tuition and other college-related expenses to undergraduate students who demonstrate financial need and maintain satisfactory academic progress in their course of study. Pell Grant recipients are eligible to receive awards from this program to complete their first undergraduate bachelor's degree. Note that effective July 1, 2012, students are limited to 12 full-time semesters (24 equivalent part-time semesters) of Pell Grant eligibility. Students apply for Federal Pell Grants by completing the FAFSA.

**Federal Supplemental Educational Opportunity Grants (FSEOG):** The FSEOG Program provides grants to students who demonstrate exceptional financial need to help meet their costs of post-secondary education. FSEOG recipients are eligible to receive awards from this program for the period required to complete their first undergraduate bachelor's degree. Students apply for FSEOG funds by completing the FAFSA. Awards are contingent on availability of funds. Students who may be eligible for this program are encouraged to complete the FAFSA as early as possible each year to ensure full consideration.

**Federal Direct Student Loan Program:** These are also known as Stafford Loans. Students who apply for loans will be awarded either a subsidized or unsubsidized loan based on financial need. Students must be enrolled in at least six credits and maintain satisfactory academic progress in their course of study. During the in-school period, all interest is paid by the federal government on subsidized loans. Interest on unsubsidized loans will accrue from the time the loan is disbursed to the student. Loan amounts are based on year in college and dependency status as established by the U. S. Department of Education. Repayment begins six months after the student leaves school or drops below 6 credits. Students must complete the FAFSA to be considered for the Direct Loan Program.

Parents may also choose to borrow a Parent Loan (PLUS) for students who are enrolled in at least six credits. Parent Loan applications are available in any Student Financial Aid & Scholarships Office and are awarded based on an approved credit check. Students are required to complete the FAFSA to apply for the PLUS Loan to ensure that the student has been considered for all types of aid programs.

**Federal Work-Study Program (FWS):** This federal program provides funds for part-time student employment, up to 20 hours per week at Tri-C or at a community service agency. Students apply for FWS funds by completing the FAFSA. Awards are contingent on availability of funds and need. Students who may be eligible for this program are encouraged to complete the FAFSA as early as possible each year to ensure full consideration.

**Federal Perkins Loan Program:** Students who apply for Perkins loans will be awarded based on financial need. Students must be enrolled in at least six credits and maintain satisfactory academic progress in their course of study. During the in-school period and through the grace period after the borrower leaves school, all interest is paid by the federal government on subsidized loans. Loan amounts are based on term enrollment. Repayment begins six months after the student leaves school or drops below 6 credits. Students must complete the FAFSA to be considered for the Perkins Loan Program. In some instances, based on the student's course of study, part of the Perkins Loan may be forgiven or cancelled after employment in selected fields of study and a period of repayment of the loan. Contact the Student Financial Aid & Scholarships Office for more information.

## Scholarships

Tri-C offers scholarships for students who participate in various programs. Scholarships include the Academic Excellence Scholarship, Honors Program Scholarship, Athletic Scholarship, Journalism Scholarship, Student Senate Scholarship, and the Trio-Access Scholarship. Visit the scholarship website at [www.tri-c.edu/scholarships](http://www.tri-c.edu/scholarships) or contact any Student Financial Aid & Scholarships Office for the awarding criteria for each scholarship.

The Cuyahoga Community College Foundation offers a variety of scholarship opportunities from numerous scholarship funds for Tri-C students enrolled in various disciplines. These scholarship opportunities have been created and supported through the generosity of many donors who believe in Tri-C's mission and the importance of providing access to education to members of our community.

You can apply for Tri-C Foundation Scholarships by completing both the Free Application for Federal Student Aid (FAFSA) and the Tri-C Foundation Scholarship application. The Foundation online scholarship application is at [www.tri-c.edu/scholarships](http://www.tri-c.edu/scholarships) and the FAFSA is online at [www.fafsa.gov](http://www.fafsa.gov).

Some scholarships may require a special application in addition to the Tri-C Foundation Scholarship Application. These are noted in the criteria at [www.tri-c.edu/scholarships](http://www.tri-c.edu/scholarships).

The total scholarship award may not exceed the Cost of Attendance as determined by federal regulations and will be considered with all other financial aid you may receive.

## Lifetime Learning Credit

Taxpayers may be able to claim a lifetime learning credit of up to \$2,000 for qualified education expenses paid for all students enrolled in eligible educational institutions. There is no limit on the number of years the Lifetime Learning Credit can be claimed for each student. However, a taxpayer cannot claim the American Opportunity Credit and Lifetime Learning Credit for the

same student in one year. If you pay qualified education expenses for more than one student in the same year, you can choose to take credits on a per-student, per-year basis. For more information on the Lifetime Learning Credit, please contact the Internal Revenue Service or your tax preparer.

## American Opportunity Credit

The American Opportunity Credit (AOTC) makes tax credit benefits available to a broader range of taxpayers, including many with higher incomes and those who owe no tax. In addition to direct educational costs, the AOTC, also adds required course materials to the list of qualifying expenses and allows the credit to be claimed for four post-secondary education years with a maximum annual credit of \$2,500 per student. For more information on the American Opportunity Credit, please contact the Internal Revenue Service or your tax preparer.

