

ENROLLMENT GUIDE

Fall/Spring/Summer 2023-2024

View credit class schedule **ONLINE**
www.tri-c.edu/schedule



Fall Classes 2023

Full-Term Session:	Aug. 28-Dec. 17
First 8-Week Session (A):	Aug. 28-Oct. 22
14-Week Session (O):	Sept. 11-Dec. 17
Second 8-Week Session (B):	Oct. 23-Dec. 17

Spring Classes 2024

Full-Term Session:	Jan. 16-May 12
First 8-Week Session (A):	Jan. 16-March 10
14-Week Session (O):	Jan. 29-May 12
12-Week Session (M):	Feb. 12-May 12
Second 8-Week Session (B):	March 18-May 12

Summer Classes 2024

Full-Term Session:	May 28-Aug. 4
First 5-Week Session (J):	May 28-June 29
8-Week Session (L):	June 10-Aug. 4
Second 5-Week Session (K):	July 1-Aug. 4

Welcome from Dr. Baston

College Mission



Welcome to Cuyahoga Community College (Tri-C®). Over nearly 60 years of operation, more than 1 million individuals just like you have used our course catalog to plan a successful future. We are delighted that you have selected Tri-C as the place to continue your education or career development, and we are ready to assist you along the way.

You can choose from more than 200 Tri-C programs in nine career pathways designed to guide you from your first semester through to completion — whether that be an associate degree, certificate or transfer to one of our many four-year partner institutions. Stackable certificates embedded throughout these pathways allow you to earn credentials on your journey toward graduation, transfer or employment.

The College also provides flexible learning options to fit your busy lifestyle with online, on-site and hybrid courses that can be completed in timeframes ranging from 5 to 16 weeks. You'll find our conveniently located campuses and facilities in Brunswick, downtown Cleveland, Euclid, Highland Hills, Parma and Westlake.

Tri-C's innovative, inclusive learning environment and countless resources empower you to find success in the classroom — and, subsequently, in your career. Many support services are available to assist you throughout your time at Tri-C. Academic advising, tutoring, career counseling, mentoring and more are available both online and in person.

Additionally, you'll enjoy a vibrant campus experience that includes student clubs, volunteer opportunities, performing arts, intercollegiate athletics and recreation facilities. Our four campuses offer outstanding amenities, including wireless internet, wellness facilities, libraries and study areas.

Tri-C is the community's college. It belongs to you. We invite you to discover everything Tri-C has to offer as you take the next step toward academic and career success.

A handwritten signature in black ink that reads "MABA".

Michael A. Baston, J.D., Ed.D.
President, Cuyahoga Community College

College Mission:

To provide high-quality, accessible and affordable educational opportunities and services — including university transfer, technical and lifelong learning programs — that promote individual development and improve the overall quality of life in a multicultural community.



What's in your guide?

- Welcome 2
- Steps to Enroll..... 4
- List of Student Resources 5
- Important Dates – Fall 2023..... 6
- Important Dates – Spring 2024 7
- Important Dates – Summer 2024 7
- Paying for College 8

PLEASE NOTE:

Your **Tri-C email** is the official and primary method of communication between you and the College. Be sure to check it consistently for important messages regarding your registration, payment deadlines, account/financial aid information and College updates/events. We also encourage you to forward your Tri-C email to your personal account. Just go to **my Tri-C space** and access your email on the Student Email Card.



QR CODES

Throughout the Enrollment Guide, you will see QR codes. QR codes can be scanned using your smart phone or tablet. Simply open up your camera app and hover over the code to be taken to the Tri-C website for more information.

If you do not have a smart phone or tablet or do not wish to use one, you can access enrollment information by student type at tri-c.edu/gettingstarted.

Have a question about Tri-C?

Here's how to reach us 24/7:

- Visit our website
tri-c.edu
- Call us
216-987-6000
- Chat with us
tri-c.edu/livechat
- Ask Tri-C
tri-c.edu/ask



Steps to Enroll

Steps to Enroll

[tri-c.edu/gettingstarted](https://www.tri-c.edu/gettingstarted)

Get Started!

For your personalized checklist by student type, Scan the QR code to visit the Getting Started page.



Initial Login to *my Tri-C space*

1. Go to *my Tri-C space*
2. Click **Password Tools and Assistance**
3. Click Change Your Password
4. Enter your S-Number (S000000000); click Continue
5. Enter your birthdate (mm/dd/yyyy) as your old password (no leading zeros for single-digit dates)
6. Create a new password containing a combination of letters and numbers (e.g., fluffy12)
7. Re-enter new password; click Change
8. You will be redirected to *my Tri-C space*
9. Log in to your My Tri-C Account using your student email (S00000000@acad.tri-c.edu) and your new password

Welcome to Tri-C!

Applying to Tri-C

Our online-only application is free. Apply at [tri-c.edu/apply](https://www.tri-c.edu/apply). You will receive an email in one to four business days informing you of your acceptance and providing your student number.

Former students who have not taken classes within the last three semesters must reapply.

Financial Planning

Complete the Free Application for Federal Student Aid (FAFSA) at fafsa.gov. School code: 003040

Complete your scholarship application at [tri-c.edu/scholarships](https://www.tri-c.edu/scholarships).

Explore payment options at [tri-c.edu/payingforcollege](https://www.tri-c.edu/payingforcollege).

Placement/Transcripts

There are multiple ways students can place into English and math courses, including ACT/SAT scores or high school transcripts. Visit [tri-c.edu/placement](https://www.tri-c.edu/placement) to review your options.

Official high school and college transcripts can be mailed in or sent electronically. For instructions, visit [tri-c.edu/transcripts](https://www.tri-c.edu/transcripts).

Counseling and Orientation

Counseling and Orientation are required for new students and recommended for transfer and returning students.

For more information, visit [tri-c.edu/counseling](https://www.tri-c.edu/counseling).

Registration and Payment

Registration and payment can be completed on *my Tri-C space* or in person at a campus Enrollment Center. New students cannot register until after they have completed the Counseling and Orientation step.

*Official transcripts should be mailed to: Office of the Registrar, Cuyahoga Community College, P.O. Box 5966, Cleveland, OH 44101.



Affirmative Action, Equal Employment Opportunity and Non-Discrimination Policy

Discrimination against any individual based upon a person's age, ancestry, color, disability, genetic information, military status, national origin, race, religion, sex, sexual orientation, gender identity and expression, and veteran status is prohibited. Any employee, student or other person who wishes to report discrimination or harassment based on any of the aforementioned protected classes, should contact the College's Office of Diversity & Inclusion at: **Cuyahoga Community College, 700 Carnegie Avenue, Cleveland, OH 44115, 216-987-4772**. In addition, the College's Title IX (related to sex discrimination) and Section 504 and Title II of the Americans with Disabilities Act (related to disability discrimination) Coordinator is the Director of Diversity & Inclusion. The Coordinator can be reached at the above address and telephone number.

www.tri-c.edu/gettingstarted

Student Resources

Tri-C is committed to your success. Take advantage of our many free resources for students by scanning the QR code.

Full List of Student Resources



Resources for Online Students



Financial Resources



Student Accessibility Services



Registration Information

Registration

Register online or in person at any Enrollment Center. Registration for classes will end the day before the first class meeting for 16-, 14- or 8-week courses (10-, 8- and 5-weeks for summer). Students are expected to be registered and attending class from the first scheduled meeting of the class period.

Program 60 Registration

Ohio residents age 60 and older may register for some credit and noncredit courses on a tuition-free, audit basis if space is available. Visit tri-c.edu/program60 for an enrollment checklist.

Enrolling for Audit or Pass/No Pass Option

Students can audit a course if space is available by completing an audit form in person at a campus Enrollment Center. Audit course registration takes place during the first five business days of the part of term. The Pass/No Pass grade option must be selected no later than the last day to register.

Prerequisites

Course prerequisites are established by each department to ensure that the student has an adequate background to be successful in the course. A “C” grade is required in the prerequisite course. Successful completion of a prerequisite course will be checked at the time of registration.

Guaranteed Courses

The College is now offering “guaranteed” courses each semester. A guaranteed course provides you with assurance

that your course will not be cancelled due to lack of enrollment. Look for the “Guaranteed Course” attribute column when searching for course sections (CRNs) at registration.

Schedule Adjustment Period (Register/Drop/Add)

Students may adjust their schedule during the first week of the term but can only enter a class that has not held the first scheduled session if space is available. Exceptions must first be approved in writing by the instructor then the academic dean responsible for the discipline.

Registration Holds

Registration holds may exist for those students who owe money to the College or are restricted for other reasons. For assistance, visit the campus Enrollment Center or call **216-987-6000, Option #3**.

Non Credit Workforce/Professional Development

Registration for non credit, workforce, and professional development courses can be done in person or online: tri-c.edu/workforceregistration

Academic Offerings

College brings many new experiences into your life. There’s so much to figure out — where to go, how to enroll, what services are available to you. And once you’re in, you have to determine exactly how you’ll reach your goals. Let us help by breaking down the academic terminology you need to know to get from orientation to graduation! tri-c.edu/academicofferings.

STUDENT ACCESS TO INFORMATION

Cuyahoga Community College recognizes students’ rights to access personal and academic records in accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA) as amended by Public Law 93-568. The College has designated the following information as directory information and will disclose this information without prior written consent unless otherwise instructed by the student:

- Name
- Address (local and home)
- Program of study (including college of enrollment, major and campus)
- Enrollment status (e.g., full time, part time, withdrawn)
- Dates of attendance
- Degrees, honors and awards received

FOR MEMBERS OF ATHLETIC TEAMS ONLY:

- Previous educational agencies or institutions attended
- Participation in officially recognized activities and sports
- Weight and height

To add names of individuals whom you would like to have access to your student information, go to my Tri-C space under Academic Records and FERPA Request.

PLEASE CONTACT THE ENROLLMENT CENTER AT YOUR CAMPUS IF YOU WISH TO HAVE THIS INFORMATION KEPT CONFIDENTIAL.

Enrollment Center Information

Students can register, turn in forms, make payments and more in person or online via a campus Enrollment Center.

For hours of operations and contact information, visit tri-c.edu/enrollment-center.

To contact the Enrollment Center:

216-987-6000 | tri-c.edu/livechat

Enrollment Center Fax Numbers:

Eastern Campus: 216-987-2238

Metropolitan Campus: 216-987-3283

Western Campus: 216-987-5071

Westshore Campus: 216-987-5294

Brunswick University Center: 216-987-5561

FALL 2023 *Calendar*

Important Dates FALL 2023

Fall Classes 2023

- **Full-Term Session:** Aug. 28-Dec. 17
- **First 8-Week Session (A):** Aug. 28-Oct. 22
- **14-Week Session (O):** Sept. 11-Dec. 17
- **Second 8-Week Session (B):** Oct. 23-Dec. 17

Register as EARLY as possible to get the classes you need.

Registration for Fall 2023 semester opens March 2023.

Scan QR code for a full Fall 2023 [Academic Calendar](#), including College closure dates.



Spring 2024 Calendar

Important Dates SPRING 2024

Spring Classes 2024

- **Full-Term Session:** Jan. 16-May 12
- **First 8-Week Session (A):** Jan. 16-March 10
- **14-Week Session (O):** Jan. 29-May 12
- **12-Week Session (M):** Feb. 12-May 12
- **Second 8-Week Session (B):** March 18-May 12

Registration for the Spring 2024 semester begins in October 2023.



Scan QR code for the Spring 2024 [Academic Calendar](#), including College closure dates.

Register as **EARLY** as possible to get the classes you need.



Summer 2024 Calendar

Important Dates SUMMER 2024

Summer Classes 2024

- **Full-Term Session:** May 28-Aug. 4
- **First 5-Week Session (J):** May 28-June 29
- **8-Week Session (L):** June 10-Aug. 4
- **Second 5-Week Session (K):** July 1-Aug. 4

Registration for Summer 2024 semester begins March 2024



Scan QR code for the Summer 2024 [Academic Calendar](#), including College closure dates.

If you're attending another college or university and would like to take classes that will transfer back to your home institution, scan the QR code to apply as a visiting or transient student.



Paying for College

Withdrawal Information

You are responsible for withdrawing from any course you choose not to attend. You can withdraw online through *my Tri C Space* (provided you have no registration holds) through the Registration Dashboard box, by email to the Enrollment Center of the campus the course is assigned, by fax or in person at any Enrollment Center. If you withdraw from your course(s), you may still be responsible for all or a percentage of the tuition charge. You can check your account status on *my Tri-C space* on the View Account and Pay card. Scan QR code for withdraw schedule.



Refund Information

+ If you paid the tuition in full and have no other outstanding balance, **your payment minus the % you are responsible for** will be refunded to you. Refund process will begin two weeks after the start of term. For information on refunds and setting up your refund method, visit tri-c.edu/refund.

Residency

Fees charged at the College are based on the individual student’s residency status, designated as In-County, Out-of-County or Out-of-State. This status is determined at the point of admission. If this status changes while enrolled at the College, it is your responsibility to notify and submit documentation to the Enrollment Center by the Friday before your first class starts for the change to be effective for that term. For additional information on residency, please contact your campus Enrollment Center or visit tri-c.edu/residency.

Tuition Fee Schedule

For the 2023-2024 Academic Year (Fall 2023, Spring 2024 and Summer 2024).

All fees are subject to change by the College Board of Trustees. Certain courses have supplemental fees (see below).

Per Credit Hour Mandatory Fee Schedule

PER CREDIT HOUR FEE SCHEDULE	
Instructional Fee	\$105.04
General and Technology Fee	\$19.50
Out-of-County Surcharge	\$29.54
Out-of-State Surcharge	\$166.65

Tuition Cost

To calculate your tuition cost, multiply your enrolled hours by the per credit hour fee.

ENROLLED HOURS	COUNTY RESIDENTS	OHIO RESIDENTS	OUT-OF-STATE RESIDENTS
1	\$124.54	\$154.08	\$291.19
2	\$249.08	\$308.16	\$582.38
3	\$373.62	\$462.24	\$873.57
4	\$498.16	\$616.32	\$1,164.76

Institutional Fee Schedule

The Institutional Fee is designed to provide students with unlimited access to all campuses, recreational facilities, Technology Learning Centers, libraries and campus special events. At the right is the tiered fee structure based on credit hours charged.

INSTITUTIONAL FEE SCHEDULE	
1-3 credit hours	\$10
4-11 credit hours	\$50
12+ credit hours	\$70

Paying for College

Supplemental fees for certain classes and laboratories are charged in addition to the noted fees. A link to a course-by-course listing of supplemental fees can be found at tri-c.edu/payingforcollege on the Tuition and Fees tab. Special Topics courses are not included on this listing but may also require supplemental fees.

Tuition Incentive Programs

Tri-C offers tuition incentive programs for you to earn money while achieving academic milestones. In addition, you can lock in to the College's current rate of tuition. For more information and eligibility details, visit tri-c.edu/tuitionrewards or call **216-987-6000, Option #3**.

Payment Options

Students are responsible for ensuring that all tuition and fees are paid at the time of registration.

Payment arrangements include:

- Payment in full
- Installment payment plan - a \$25 non-refundable set up fee will be charged.
- Financial Aid – Completed financial aid application (FAFSA) on file and be in good financial aid standing. To complete your FAFSA, go to fafsa.gov
- Third Party Payment – Third Party Authorization form and additional information for third party payers can be found here tri-c.edu/sponsorinformation

Students can pay tuition and fees via:

- Check or money order (U.S. mail, in person or online).
- Master Card, Visa, American Express and Discover (in person or online). A 2.25% surcharge will be applied.
- Tri-C Installment Payment Plan (in person or online).
- 529 Payment (State College Savings Plan)
- International Payment (Log in to *my Tri-C space* and make a secure payment from any country, using any currency).

Payment options and associated information can be found at tri-c.edu/payingforcollege.

Student Financial Aid and Scholarships Apply Early!

Students are urged to apply for financial aid well in advance of the beginning of classes.

FAFSA applications are available online at fafsa.gov.

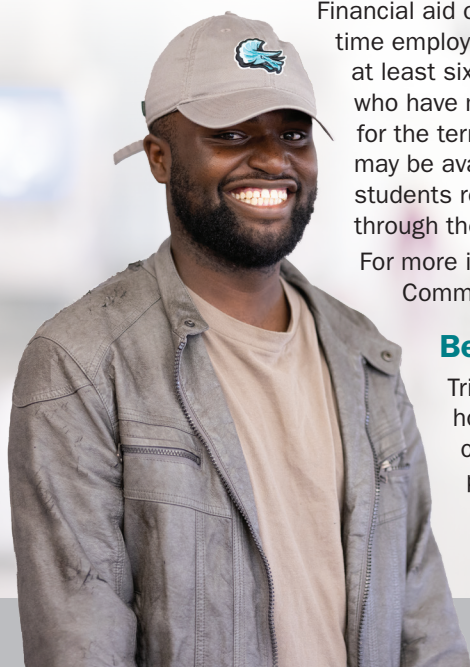
Students enrolling in Fall 2023, Spring 2024 and/or Summer 2024 semesters should complete and submit the 2023-2024 FAFSA application, along with all required documentation. For Fall 2023, apply by July 1, 2023 to ensure having your financial aid award before the start of the semester.

Financial aid opportunities are available in the form of scholarships, grants, loans and part-time employment. Eligibility and approval for all forms of financial aid should be determined at least six weeks prior to registration. Book lines of credit will be provided to students who have met all financial aid eligibility requirements, registered in applicable coursework for the term and met academic standards for financial aid purposes. Book lines of credit may be available at least one week before the start of the term for eligible students. All students receiving a book line of credit will be directly notified of availability and expiration through their Tri-C email.

For more information about the various financial aid programs available at Cuyahoga Community College, visit tri-c.edu/financialaid.

Benefits Access/Project GO!

Tri-C provides free application assistance for public benefits including SNAP, housing assistance, food assistance, to Tri-C students working to complete educational programs through the Benefits Access/Project GO! program. For more information, visit tri-c.edu/ProjectGo.





**Advanced Technology
Training Center**

3409 Woodland Ave.
Cleveland, Ohio 44115

Brunswick University Center

3605 Center Road
Brunswick, Ohio 44212

Corporate College® East

4400 Richmond Road
Warrensville Heights, Ohio 44128

Eastern Campus

4250 Richmond Road
Highland Hills, Ohio 44122

**Hospitality Management Center
at Public Square**

180 Euclid Ave.
Cleveland, Ohio 44114

Manufacturing Technology Center

2415 Woodland Ave.
Cleveland, Ohio 44115

Metropolitan Campus

2900 Community College Ave.
Cleveland, Ohio 44115

Western Campus

11000 Pleasant Valley Road
Parma, Ohio 44130

Westshore Campus

31001 Clemens Road
Westlake, Ohio 44145



Connect With Us: 216-987-6000 | tri-c.edu



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