

Compare Apples
to Apples



2012 - 2013 Enrollment Guide
Cleveland State
Community College

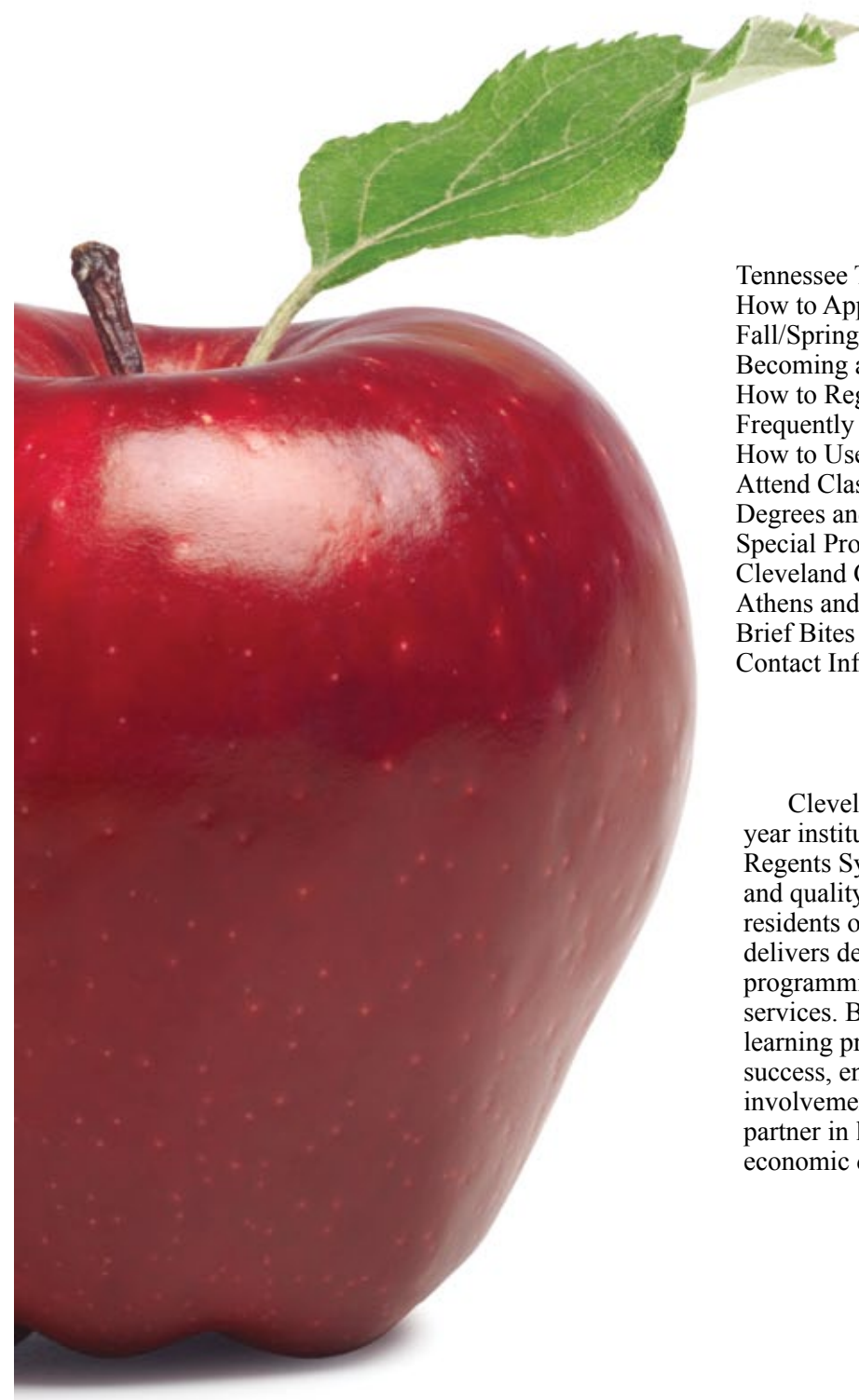


Table of Contents

Tennessee Transfer Pathways Information	2
How to Apply for Financial Aid.....	3
Fall/Spring/Summer Schedules.....	4,5
Becoming a Student	6
How to Register for Classes.....	7
Frequently Asked Questions	8, 9
How to Use CougarNet.....	10,11
Attend Classes at Your Convenience	12,13
Degrees and Certificates	14
Special Programs	15
Cleveland Campus Map.....	16,17
Athens and Madisonville Site	18
Brief Bites	19
Contact Information.....	20

Mission Statement

Cleveland State Community College, a two-year institution within the Tennessee Board of Regents System, provides accessible, responsive and quality educational opportunities primarily for residents of southeastern Tennessee. The College delivers developmental education, university transfer programming, workforce training and community services. By engaging a diverse student body in the learning process, the College aspires to promote success, enhance quality of life and encourage civic involvement. The College strives to be a responsible partner in lifelong learning for the individual and in economic development for the region.



The Tennessee Transfer Pathways Guarantee

Choose any of the 29 approved Cleveland State Associate degrees with an accompanying transfer pathway and you're guaranteed to enter any TBR or UT system institution as a junior!*

The Tennessee Board of Regents and the UT System have come together to develop the Tennessee Transfer Pathway Guarantee. If followed exactly as it's laid out, the pathway guarantees admission, as a junior, to all public universities in the state provided you also meet the specific program requirements.

Cleveland State also has many transfer arrangements with private universities throughout the state in specific programs.

For more information about any of our transfer programs, contact the Cleveland State ACCESS Center at 478-6217 or visit them in the George L. Mathis Student Center, suite U118. To view the TBR Transfer site go to www.tntransferpathway.org

Start Something Great!
Cleveland State
COMMUNITY COLLEGE

*Specific program admission requirements still apply.

Cleveland State Pathway Programs Include:

- Accounting
- Art (Studio)
- Biology
- Business Administration
- Chemistry
- Civil Engineering
- Criminal Justice
- Economics
- Electrical Engineering
- English
- Foreign Language
- History
- Information Systems
- Mass Communications
- Mathematics
- Physics
- Political Science
- Pre-Physical Therapy
- Pre-Health
- Pre-Nursing
- Pre-Occupational Therapy
- Psychology
- Social Work
- Sociology



How to Apply for Financial Aid

- Apply for financial aid as soon as possible after January 1, using both your and your parents federal income tax returns or estimated federal income tax information if you have not yet completed your returns.
- Apply for a PIN at www.pin.ed.gov. If you are a dependent student, your parents should also apply for a PIN so they can electronically sign the FAFSA (Free Application for Federal Student Aid).
- Complete the FAFSA at www.fafsa.ed.gov. Cleveland State's federal code is 003999.
- You will receive a Student Aid Report/Acknowledgement. Review all of your answers to make sure they are correct.
- Complete additional applications for scholarships and loans at www.clevelandstatecc.edu. Click on "Financial Aid" and the "Scholarship Opportunities" link.

The College awards more than \$5 million in financial aid to students each academic year. Close to half of the College's students receive some form of aid which includes:

- Institutional and private sources, such as foundation opportunities and academic service scholarships.
- Federal student aid includes grants, Federal Work Study and Direct Loans (Subsidized and Unsubsidized Stafford Loans and Federal PLUS Loans).
- State student aid includes Tennessee Student Assistance Award, Tennessee State Education Lottery Scholarship Programs and the Robert C. Byrd Honors Scholarship.

How will I know if I can receive financial aid?

After the financial aid process has been completed, a notification of award will be mailed to you at the address on file with the Admission & Records office, and your award will appear on your CougarNet Account

What is verification?

The U.S. Department of Education randomly selects students for verification of information submitted on the FAFSA. If selected, you are notified on your Federal Student Aid Report (FSAR). The Financial Aid office will notify you via CougarNet of the proper documentation to submit to our office.



If I am transferring to Cleveland State, will my financial aid transfer too?

If you transfer to Cleveland State, your financial aid does not automatically transfer with you. You must follow the procedures necessary to continue receiving financial aid at Cleveland State. Contact the Financial Aid office for complete details.

Can I receive financial aid for summer classes?

Yes, you may be eligible for financial aid. Eligibility will be determined by the Financial Aid office and you will be notified of your award amount for summer semester.

Is my financial aid automatically renewed each year?

No. Renewal of financial aid is not automatic. Students must file a FAFSA each year and demonstrate satisfactory progress.

What is satisfactory progress?

Satisfactory progress is attending classes, maintaining at least a 2.0 GPA, passing minimum number of hours during the academic semester and attempting no more than 90% of the hours required to complete a degree or 150% of the hours required to complete a certificate.

Fall, Spring and Summer Schedules

2012 Fall Semester Calendar

Monday, April 2–Thursday, August 23	Fall Enrollment Period-Online Registration Available
Friday, August 10	Payment deadline for all registered students
Friday, August 17	Last day to submit Application for Admission
Wednesday, August 22 - Thursday, August 23	Late Registration
Thursday, August 25	Final payment deadline for all students that registered after August 13.
Saturday, August 25	Classes begin
Monday, August 27	First day to register for audit classes
Monday, August 27–Tuesday, August 28	Schedule adjustment period
Tuesday, August 28	Last day to change from credit to audit or from audit to credit
Monday, September 3	Labor Day Holiday (college closed)
Monday, September 10	Fall 2012 Intent to Graduate Forms due
Monday, October 15–Tuesday, October 16	Fall Break (no classes–college offices open until 4:30 p.m.)
Tuesday, November 6	Last day to withdraw from individual classes or for complete withdrawal from the college
Tuesday, November 20	Spring 2013 Intent to Graduate Forms due
Wednesday, November 21	Monday class schedule (To make-up for Labor Day, day classes only. Classes starting at or after 4:30 p.m. will not meet.)
Thursday, November 22–Saturday, November 24	Thanksgiving Break (college closed)
Saturday, December 8	Classes End
Monday, Dec. 10–Thursday, Dec. 13	Final Exams

2013 Spring Semester Calendar

Tuesday, November 20	Spring 2013 Intent to Graduate Forms Due
Monday, November 12-Tuesday, January 15	Spring Enrollment Period-Online Registration Available
Thursday, January 10	Last Day to Submit Application for Admission
Thursday, January 17	Classes begin
Thursday, January 17	First Day to Register to Audit Classes
Thursday, January 17-Friday, January 18	Schedule Adjustment Period
Friday, January 18	Last day to change from credit to audit or from audit to credit
Monday, January 21	Martin L. King Jr. Holiday (college closed)
Monday, March 11-Saturday, March 16	Spring Break (no classes-college offices open until 4:30 p.m.)
Monday, March 25	Summer 2013 Intent to Graduate Forms due
Friday, March 29	Good Friday (College Closed)
Monday, April 1	Last day to withdraw from individual classes or for complete withdrawal from the college
Friday, May 3	Classes End
Monday, May 6-Thursday, May 9	Final Exams
Saturday, May 11, 10:00 a.m.	Graduation

2013 Summer Semester Calendar

First Summer Day Session

Monday, March 25	Summer 2013 Intent to Graduate Forms due
Monday, April 1– Thursday, May 30	Summer Enrollment Period-Online Registration Available
Friday, May 24	Last Day to Submit Application for Admission
Monday, May 27	Memorial Day (college closed)
Monday, June 3	Classes begin
Monday, June 3	First day to register to audit classes
Monday, June 3-Tuesday, June 4	Schedule adjustment period
Tuesday, June 4	Last day to change from credit to audit or from audit to credit
Monday, June 24	Last day to withdraw from individual classes or from complete withdrawal from college
Wednesday, July 3	Classes end

Second Summer Day Session

Monday, March 25	Summer 2013 Intent to Graduate Forms due
Monday, April 1-Wednesday, July 3	Summer Enrollment Period-Online Registration Available
Monday, July 1	Last Day to Submit Application for Admission
Thursday, July 4	Independence Day Holiday (college closed)
Monday, July 8	Classes begin
Monday, July 8- Tuesday, July 9	Schedule adjustment period
Tuesday, July 9	Last day to change from credit to audit or from audit to credit
Monday, July 29	Last day to withdraw from individual classes or for complete withdrawal from college ¹
Thursday, August 8	Classes end

Full Session and Evening Classes

Monday, March 25	Summer 2013 Intent to Graduate Forms due
Monday, April 1 – Thursday, May 30	Summer Enrollment Period-Online Registration Available
Friday, May 24	Last Day to Submit Application for Admission
Monday, May 27	Memorial Day (College Closed)
Monday, June 3	Classes begin
Monday, June 3	First day to register for classes as audit
Monday, June 3-Tuesday, June 4	Schedule adjustment period
Tuesday, June 4	Last day to change from credit to audit or from audit to credit
Tuesday, July 4	Independence Day Holiday (College Closed)
Wednesday, July 17	Last day to withdraw from individual classes or for complete withdrawal from the college
Thursday, August 8	Classes End

¹Students should review their syllabus for the last day to withdraw from courses that do not meet the full semester.
Note: Calendar is subject to change.

Becoming a Student

Step 1

Fill out an application and submit in person at the main campus or at the Athens site. To apply online, go to the Cleveland State website at www.clevelandstatecc.edu and click on “Apply Now for Admission” under “Other Resources.”

Note: First-time students only must submit a one-time non-refundable application fee of \$10.00.

Mail your check or money order to:
Cleveland State Community College
P.O. Box 3570
Cleveland, TN 37320-3570

Step 2

Submit an official* high school transcript or GED. If you have already attended other colleges or universities, submit those official transcripts as well.

Step 3

Submit official* ACT/SAT test scores. (If you took the ACT and/or SAT in high school, your high school should be able to include your test scores with your official high school transcript.)

Step 4

Immunization Requirements
Submit MMR (Measles, Mumps and Rubella) immunization records form if applicable:

- Students who graduated from a public Tennessee high school between 1979 and

December 1998 are required to provide proof of one dose of the MMR since their high school graduation if seeking full-time enrollment.

- Students who graduated from an out-of-state high school or any student who has received a GED must provide proof of two doses of MMR if seeking full-time enrollment.
- Students who were born prior to January 1, 1957 or who graduated from a public Tennessee high school after May 1999 are exempt from this requirement.

Submit Varicella immunization records if applicable:

- Effective July 1, 2011—Students born after January 1, 1980 must provide proof of two (2) doses of the varicell (chicken pox) vaccine.
- Students registered in fewer than 12 hours are exempt from this requirement.

Submit Hepatitis B Waiver Form (first-time students only).

- Hepatitis B immunization is not required. However, a signed waiver form must be submitted to the office.
- Contact the Admissions office for additional information.

Once ALL requested materials have been received by our Admissions & Records office, you will receive an acceptance letter.

Once this admissions process has been completed, you will then be in a position to complete the registration process.

NOTE: Don't forget to complete the FAFSA (Free Application for Federal Student Aid).

**Official transcripts are those received from the issuing institution by mail, fax or in person in a sealed envelope.*

How to Register for Classes

Once you receive your acceptance letter in the mail, you will be able to complete the registration process. If you are a first-time Cleveland State degree-seeking student, you will receive an invitation to attend a New Student Advising and Registration (NSAR) session which will assist you through the registration process. Sessions are held in June, July and August and more details will be sent with your NSAR invitation. Otherwise, you can follow the steps below to complete the registration process.

Step 1

Cleveland State strongly urges students to seek the assistance of an advisor prior to registering for classes. If you need assistance from an academic advisor, contact the appropriate department:

Business and Technology	(423) 478-6224
Humanities and Social Sciences	(423) 478-6230
Math and Science	(423) 478-6232
Nursing and Health	(423) 478-6228
Undecided and Non-Degree	(423) 478-6217

Step 2

You will receive information on how to log into your CougarNet account with your acceptance letter. Go to <http://cougarnet.clevelandstatecc.edu> and follow the instructions on how to obtain your username and password. CougarNet is Cleveland State's student online website to access all student services. Through CougarNet, you will be able to register for classes, make fee payments, check on grades, check your class schedule, add or drop classes, check your financial aid status, keep up with what's happening on campus and much more.

NOTE: You must be admitted to Cleveland State to receive registration access to CougarNet.



Step 3

Once you have registered for classes, you will need to pay for your classes before the advertised date. You can pay your fees by credit card through CougarNet by going to <http://cougarnet.clevelandstatecc.edu> and:

- Login to CougarNet using your username and password and select the “My Account” tab at the top of the page.
- Find the “My Statement” section on the left-hand side of the page and click on the button.
- Select the term in the drop down box. For instance, “Summer Semester,” and click the submit button.
- You should now see your account details showing the current amount due. Click on the “Pay Now” button and follow the procedures for paying by credit card.

You may also pay by mail by sending your payment to:

Cleveland State Community College
Business Office
P.O. Box 3570
Cleveland, TN 37320-3570

NOTE: Please pay your fees by the advertised date in order to avoid losing your classes. There is no guarantee of restoring the original schedule if fees are not paid by the advertised date.

FAQ'S

Frequently Asked Questions About Admissions and Registration

Is there an application fee?

Yes. First-time applicants are required to submit a one-time \$10.00 fee.

What is CougarNet?

CougarNet is Cleveland State's internal website to online student services including: class registration, fee payments, grades, class schedules, email and much more. CougarNet is available 24/7 and is the gateway to all the things you will need to be successful at Cleveland State.

When should I pay for my classes?

Tuition and fees must be paid in full by the published deadline. Tuition due dates can be found by going to the Cleveland State website at www.clevelandstatecc.edu and clicking on "Current Students," the "Business Office" and then "How/When to Pay." These dates are applicable whether paying by cash, credit card, third parties, VA and all forms of financial aid. After this date, you will be removed from your classes for non-payment.

Will my classes from other colleges transfer to Cleveland State?

Once you have applied to the college and your admissions file is complete, an official transfer evaluation will be done. Credit is contingent upon course equivalence, content and grades. You can view your awarded transfer credit by logging into your CougarNet account and clicking on "Unofficial Transcript."

Will my courses transfer from Cleveland State to other colleges?

As an accredited institution of the State College and University System of Tennessee, governed by the Tennessee Board of Regents (TBR), the

undergraduate curriculum at Cleveland State is designed to consider the institutions to which students transfer. However, students should always consult the catalog of the institution to which they plan to transfer.

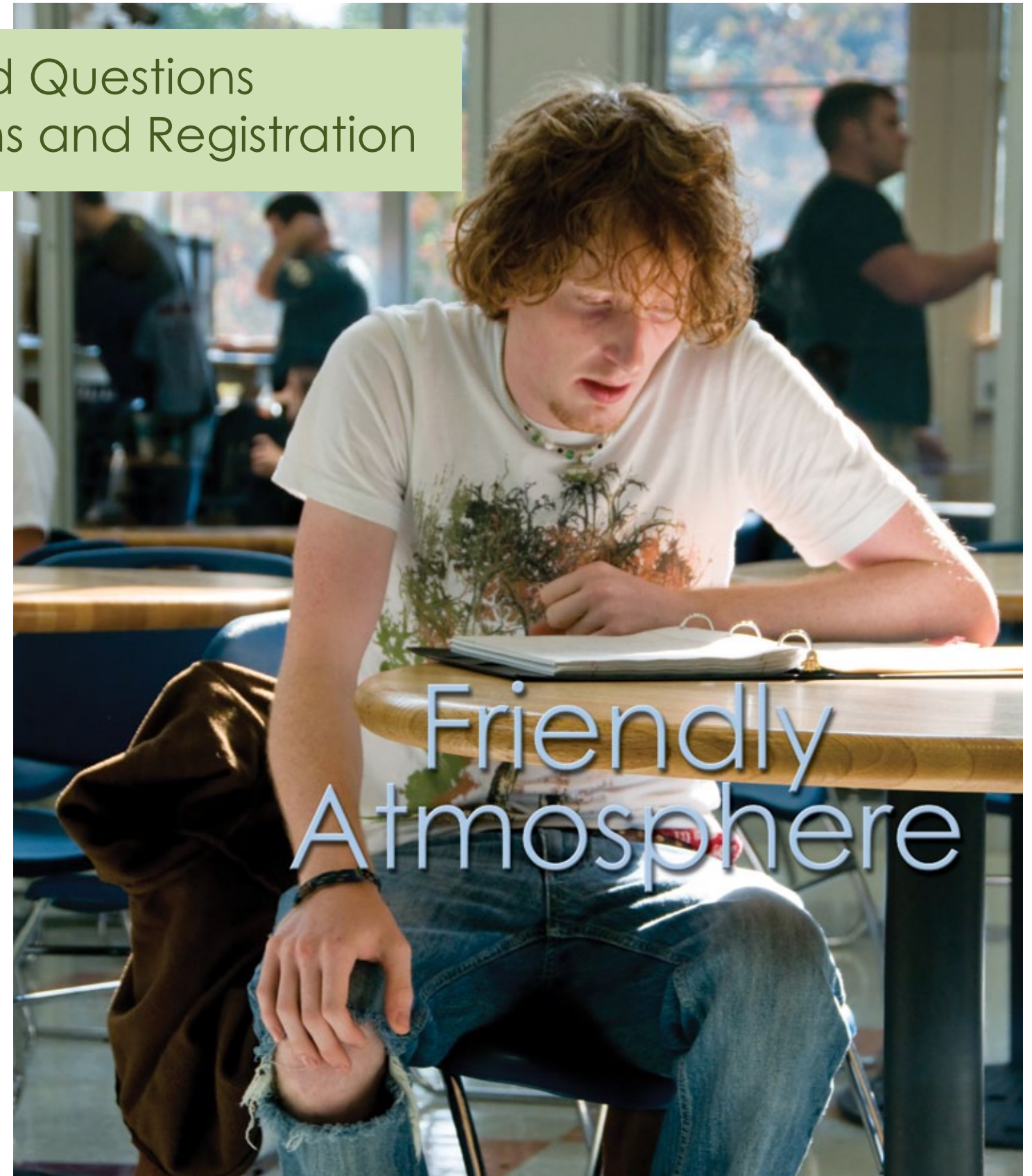
How do I request my Cleveland State transcript or enrollment verification?

You may request a transcript by mail at Cleveland State Community College, P.O. Box 3570, Cleveland, TN 37320-3570 or fax your request to the Admissions & Records office at (423) 478-6255. Include your name, social security number, date of birth, signature and where you would like your transcript sent. There is no charge. It will take approximately three days to process your request.

You can also request your transcript online at www.clevelandstatecc.edu. Select "Admissions & Records," then "Transcript Request" and then select "Transcript Request Form" found at the bottom of the page.

Can I take a class without receiving credit?

Yes. Students wishing to audit a class may do so on a space available basis. An application for admission is required and fees are the same as for a credit class. Students may also change from credit to audit by the published deadline.





How to Use CougarNet

Welcome to CougarNet

CougarNet is Cleveland State's new internal website for students! CougarNet will be your main tool to access all of the resources you will need to keep in touch with Cleveland State. From registering for classes to checking grades or reviewing your financial aid status to communicating with faculty, staff and other students, it will all happen in CougarNet!

If after reviewing the information below you are not able to logon or you're not able to register, please take advantage of our Help Desk that can assist you with any CougarNet problem.

Student Access

In order to determine your CougarNet username, you'll need to search for it using your social security number and birthday.

1. Go to the Cleveland State website and click on the CougarNet logo located at the top righthand side of the homepage.
2. Click "what's my username" at the bottom of the CougarNet login screen.
3. Fill out your social security number and birthdate.
4. Click "Search."
5. You should now see your CougarNet username. Your default password is your six-digit birthday. For example, if you were born on July 14, 1985, your password would then be 071485.

Communication

CougarNet is your one stop for staying connected to Cleveland State. You will receive various announcements and emails from CSCC departments, instructors and other students. It's very important that you frequent both the Home tab and your email in CougarNet to keep up-to-date with what's happening at Cleveland State.

Announcements

1. Login to CougarNet.
2. Campus Announcements and Personal Announcements will be on the top lefthand side of the page.
3. Any new announcements will be displayed in this area.

Email

1. Login to CougarNet.
2. You can check your email in two ways: click the email button in the top righthand corner or use "My E-mail Inbox" on the Home tab.
3. A window should appear. If it does not, you may have a popup blocker on and you will need to disable it. If you're using Internet Explorer, you may see a yellow bar across the top of the page warning you that a window is trying to open. Click the yellow bar and click "Allow."

Groups

A group in CougarNet allows students, clubs, workgroups, committees or other affiliations and interests to participate in a group online. Groups allow members to share a calendar, participate live in a chat room or an interactive discussion board and offers the ability to share photos and other files.

Group Studio can be accessed by clicking on the "Groups" icon at the top righthand corner of the page.

If you are a member of a group, make sure to check your group site frequently to stay in touch with all that's happening with your club or organization!

My Account

My Account in CougarNet allows you to perform a variety of functions including registering for courses, determining financial aid requirements and eligibility and paying your account balance, just to name a few. To register for your classes in CougarNet, you'll need the course reference number for each class and your CougarNet username and password. To find your course reference number(s) for your class, you can look up classes under My Account tab or use the online schedule. The schedule is located on the Home tab in CougarNet.

Searching for Classes

1. Login to CougarNet and click My Account tab at the top.
2. On the lefthand side under Registration Tools, click "Look Up Classes."
3. Select term and click "Submit."
4. You must choose a subject, but the other criteria selections are optional.
5. Click "Class Search."
6. You can now register for your class by checking the box next to the class and then scrolling to the bottom of the page and clicking register. You can also just note the CRN number and use this number in the following step(s).

Registering for Classes

1. Login to CougarNet and click "My Account" tab at the top.

2. On the lefthand side under Registration Tools, click "Add or Drop Classes."
3. Select term and click "Submit."
4. Type in the CRN(s) from above and click "Submit Changes."
5. You should see the class in your registered list unless there were registration errors. If you happen to receive a registration error, contact Admissions and Records at (423) 478-6214.

Financial Aid Requirements

This channel will allow you to check your financial aid progress. You should login and frequent this channel as requirements are posted so you can download and print your necessary forms.

1. You must select the appropriate school year. Click the right arrow beside "Choose Another Year" and then click "Go."
2. Your requirements should be listed in this channel. If a green check is beside the item, then you have completed that requirement successfully. You can click on the name of the requirement for the form or the link that takes you to the website that explains the requirement in more detail. If you need to speak directly to someone in Financial Aid, call (423) 473-2289.

Academic Profile

This channel provides you with your basic academic profile. You should also talk to your assigned advisor to ensure that you're on the right track. Your advisor should be listed in this channel. Non-degree students should contact the ACCESS Center for advisement or assistance.

Help Desk Information

The following assistance is provided during regular business hours:

Help Desk Support

(423) 478-6210

1-800-604-2722, Ext. 210

Email at helpdesk@clevelandstatecc.edu

Hours

8:00 a.m. to 8:00 p.m.

Monday thru Friday

CougarNet





Attend Class at Your Convenience

ADVANCE Scheduling Option Associate of Applied Science Business Concentration, Business & Management

ADVANCE represents an accelerated scheduling option for completing a college degree. This option is suitable for highly motivated and mature adults who are seeking an AAS in the Business Concentration, Business and Management. Many ADVANCE students obtain their AAS in two and a half years at CSCC and continue to pursue their BS in two additional years at a selected four-year college or university.

The typical ADVANCE student might be an individual who has experienced limited job promotions and wants to increase his/her opportunities for a different or higher paying career which requires a college degree. The courses are predetermined, which makes the registration process easy. Most classes meet seven times during a five-week period and classes are always in the evening.

The ADVANCE schedule also allows students to meet full-time enrollment requirements for financial aid.

For ADVANCE information or an appointment, please call Cleveland (423) 478-6245 or (800) 604-2722, Ext. 245 or Athens (423) 745-8486.

Distance Learning

To accommodate the many types of students and their learning styles, CSCC offers distance learning courses which are conducted totally or in part on an off-campus basis. These courses are offered in a variety of formats including traditional online instruction, virtual courses, site-to-site digital classrooms and video

courses. Students enrolling in distance learning courses need to be self-motivated, good time managers and have a basic knowledge of computers and the Internet. For a survey to determine if web-based courses are right for you, please go to www.clevelandstateecc.edu/students/web_screening.asp.

Traditional Online Instruction

Traditional online instruction provides accessibility to courses 24 hours a day through the Internet utilizing the statewide learning management system called Online@CSCC. These courses are accessed by clicking on the icon inside the CougarNet portal and can be identified in the class schedule with the section label “www.”

Online@CSCC students should have a recent model computer and be connected to the Internet through a reliable Internet Service Provider (ISP). It is strongly recommended that the minimum Internet connection be a high speed dial-up connection of at least 56kbps. A broadband or DSL connection is preferred.

Students enroll in Online@CSCC courses the same as enrolling in regular courses. The student will then be provided access to the online course on the first day of classes. Some online courses require attendance at an on-campus orientation session, but no additional on-campus class attendance is required. Tests may require physical attendance at the Testing Center on either the Cleveland or Athens campus, or the instructor may employ special security software with the learning management system.

Student support is provided 24 hours a day through a Help Desk, and faculty members are available through on-campus office hours, telephone, email and, in some cases,

virtual online office hours. Access to a variety of guides and self-help tutorials is available on the CougarNet portal, and additional help is available in the eLearn Lab located in the Media Center.

Virtual Courses

A growing number of real-time courses are accessible live by way of audio/video web conferencing on the Internet utilizing a special application called Elluminate. Web-based Elluminate courses are designated with a V (e.g., 7V0) in the section label of the class schedule.

Virtual web-based courses offer maximum flexibility to students by making it possible for them to be in a live class without having to travel to campus. To access the course, students receive an email from the instructor with a link to the live virtual classroom.

Students enrolling in virtual courses should have access to a recent model computer with at least a 1.6 MHz central processing unit, a 100 GB hard drive and 2-3 GB of RAM memory. A microphone and speaker set, or headset with microphone, is required. A good quality webcam with microphone is recommended. The computer's operating system must be at least Windows XP. Additional software will be provided with the first-time use of Elluminate. Internet connection through a reliable ISP is critical, and either a broadband or DSL connection is recommended. For students who do not have access to the technology required for a virtual course, a limited number of accommodations are available at the Cleveland campus and the Athens and Madisonville sites.

Students enroll in Elluminate virtual courses the same as enrolling in regular courses. On or prior to the first day of class, the student will be contacted by email with an invitation to join the virtual course. Most virtual courses require attendance at an on-campus orientation session, but no additional on-campus class attendance is required. Tests may require physical attendance the Testing Center on either the Cleveland or Athens campus, or the instructor may employ special security software that integrates with Elluminate.

Student support is available through the Media Center, and faculty members are available through on-campus office hours, telephone, email and virtual online office hours. The Elluminate website provides access to a variety of guides and self-help tutorials. Additional assistance is available in the eLearn Lab located in the Media Center.

Site-to-Site Digital Classrooms

CSCC offers group-to-group instruction through Elluminate web conferencing to tie together distance learning rooms between the Cleveland and Athens campuses. Each distance learning facility is a real-time

virtual group learning center in which the instructor and students utilize computers, digital cameras, video projectors, a sound system and the Internet to provide a classroom-like environment. These courses are designated with a T (e.g., 6T0) in the section label of the class schedule.

In a site-to-site digital classroom, a faculty member is physically located in a live class at either the Cleveland or Athens campus. The instructor's presentation is digitally uploaded in real time and is immediately available to students at the other campus site under the guidance of a distance learning monitor. The session can be saved by the instructor and made accessible to students 24 hours a day through the Internet. Guest presenters from anywhere in the world may also address students at either of the distance learning locations.

Support is available from an on-site distance learning monitor as well as by faculty members through on-campus office hours, telephone, email and virtual on-line office hours.

Video Courses

Video courses are available at both the Cleveland and Athens campuses and are offered through VHS tape, DVD or online streaming video.

VHS tapes require standard VHS videotape playback equipment. A limited number are available at the Cleveland State Library. DVD requires the student to have access to a standard DVD player. Streaming video, which is becoming the preferred method for video content distribution, uses a web-based delivery system requiring Internet access. It is strongly recommended that students using this delivery method have access to a computer with a 1.6 Mhz central processing unit, 100 GB hard drive, 2 GB of RAM memory and at least a DSL or equivalent broadband Internet connection. Video courses are designated with an 800 number in the section label of the class schedule.

Students enroll in video courses the same as enrolling in regular courses. Following enrollment and on or prior to the first day of class, the student will be contacted by the instructor. Most video courses require attendance at an orientation session on campus, but no additional on-campus class attendance is required. Tests typically require attendance at the Testing Center on either the Cleveland or Athens campus.

Each video course is facilitated by a faculty member at either the Cleveland or Athens campus, and additional support is provided by faculty through on-campus office hours, telephone, email and, in some cases, virtual online office hours. Some instructors may require enrollment in Cleveland State's learning management system, Online@CSCC. Additionally, help understanding the operation of a VHS, DVD player or accessing streaming video is available in the eLearn Lab in the Media Center.

Associate Degrees & Certificates

Academic Programs

Associate of Arts

- Art (Studio) Emphasis (TTP)
- English Emphasis (TTP)
- Foreign Language Emphasis (TTP)
- General Transfer
- Music Emphasis

Associate of Science

- Accounting Emphasis (TTP)
- Agriculture Emphasis
- Biology Emphasis (TTP)
- Business Administration Emphasis (TTP)
- Chemistry Emphasis (TTP)
- Civil Engineering Emphasis (TTP)
- Criminal Justice Emphasis (TTP)
- Economics Emphasis (TTP)
- Education Emphasis
- Electrical Engineering Emphasis (TTP)
- General Transfer
- Health, Physical Education and Recreation Emphasis
- History Emphasis (TTP)
- Information Systems Emphasis (TTP)
- Mass Communication Emphasis (TTP)
- Mathematics Emphasis (TTP)
- Natural Science Emphasis
- Physics Emphasis (TTP)
- Political Science Emphasis (TTP)
- Pre-Computer Science Emphasis
- Pre-Dental Hygiene Emphasis
- Pre-Health Professions Emphasis (Dentistry, Medicine, Optometry, Pharmacy, Veterinary Medicine) (TTP)
- Pre-Law Emphasis
- Pre-Medical Technology Emphasis
- Pre-Nursing Emphasis (for transfer for B.S.N.) (TTP)
- Pre-Occupational Therapy Emphasis (TTP)
- Pre-Physical Therapy Emphasis (TTP)
- Psychology Emphasis (TTP)
- Social Work Emphasis (TTP)
- Sociology Emphasis (TTP)
- Teaching Emphasis (AST)
- Veterinary Assistant Emphasis

Associate of Applied Science

Business & Management

- Accounting Concentration
- Business Concentration
- Computers and Information Systems Concentration
- Health Care Management Concentration
- Management Concentration
- Small Business Management Concentration

Early Childhood Education Concentration

General Technology

- Applied Technology Concentration
- Business Technology Concentration

Industrial Technology

- Chemical Process Technology Concentration

- Computer Information Technology Concentration
- Construction Technology Concentration
- Drafting and Design Concentration
- Electro-Mechanical Concentration
- Electronics Concentration
- Operations Technician Concentration

Nursing Concentration

Office Administration

- Administrative Assistant Concentration
- Medical Assistant Concentration
- Medical Transcriptionist Concentration
- Office Applications Assistant Concentration

Public and Government Service

- Criminal Justice Concentration
- Legal Administrative Assistant Concentration

Technical Certificate Programs

- Accounting
- Architectural Design
- Business and Management
- Civil Technology
- Climate Control
- Computer Business Applications
- Construction Applications
- Construction Surveying
- Customer Service
- Electrical Maintenance Fundamentals
- Emergency Medical Technician
- Industrial Automation Fundamentals
- Law Enforcement Training
- Mechanical Drafting
- Mechanical Maintenance Fundamentals
- Network Systems Design
- Process Control Fundamentals
- Technology Essentials
- Zero Energy Housing

Office Administration

- Coding Specialist
- General Office Assistant
- Legal Office Clerk Option
- Medical Office Clerk Option

Regents Online Degree Programs

- Associate of Arts in General Studies (University Parallel)
- Associate of Science in General Studies (University Parallel)
- Associate of Science in General Studies (University Parallel) for Teacher Aides and Paraprofessionals
- Associate of Applied Science Degree (Early Childhood Education)
- Associate of Applied Science Degree Professional Studies: Information Technology
- Web Page Authoring Technical Certificate

*Tennessee Transfer Path (TTP)



Special Programs

Cooperative Education

The Cooperative Education Program at Cleveland State Community College strives to prepare students for the world of work, bridging the student's academic preparation with hands-on experience in his/her field. A variety of independent study courses available include:

- Cooperative Education
- Workforce Development
- Job Search Skills
- Succeeding on the Job

Working in conjunction with the student and the student's academic advisor, the Cooperative Education Office assists the student in identifying a placement related to their college major for Cooperative Education (CPE 1010, 1020, 2010 & 2020). Students develop learning objectives and projects with his/her supervisor(s) and complete a 150-hour placement during the semester. These 3-credit-hour courses can be taken for up to four semesters. Students who need assistance in locating a co-op placement need to schedule an appointment with the cooperative education director.

Service-Learning

Cleveland State Community College is committed to providing students with the opportunity for experiential learning through community service activities during their collegiate experience. A number of courses at the college incorporate service-learning activities, providing students with an opportunity to

connect what they are learning in the classroom with service in the community. Service opportunities are structured to help students acquire a sense of civic and social responsibility, gain exposure to culture and socioeconomic differences, apply classroom learning, learn new skills and reflect on their experiences. These service-learning activities are designed to advance the college's mission of enhancing quality of life and encouraging civic involvement.

Honors Program

The Honors Program is for students who excel in academics and have a desire to explore in greater depth the major topics covered in the curriculum. The Honors Program, designed to augment the course work required for a degree, is open to all students who meet qualifying criteria. It includes specially designed honors courses, as well as, honors-level sections and components of standard courses. For more information, go to the Cleveland State website at www.clevelandstatecc.edu and click on the "Academics" section of the catalog.

International Achievement Recognition

Students completing the course requirements with an overall GPA of 3.0 or better, while meeting the Associate Degree (AA or AS) will receive an "International Achievement" notation on their transcript. For more information, go to the Cleveland State website at www.clevelandstatecc.edu and click on the "Academics" section of the catalog.



Athens & Madisonville Sites

Athens Site

Cleveland State's off-campus site in Athens provides students who live and/or work in and around McMinn, Meigs and Monroe counties with a convenient location to take classes, conduct college business and access various student services.

The Athens site offers a full range of developmental studies and most of the general education and core courses required in the college's certificate and degree programs. This site also provides students with the opportunity to discuss certificate and degree requirements, apply for admission, obtain information on financial aid, submit documents related to admissions and financial aid, register for classes and pay tuition and fees. The Athens site also allows you to access a video library and testing center and conduct online research.

Office hours are Monday-Friday, 8:00 a.m. - 4:30 p.m. and on Fridays, 8:00 a.m. - 2:00 p.m.

CSCC Athens Site

2580 Ingleside Avenue
Athens, TN 37303
(423) 472-7141, Ext. 463
(423) 745-8486

Madisonville Site

Cleveland State's off-campus site in Madisonville is located in the Monroe County School Board facility. Classes are held at Sequoyah High School. The office location provides services that include general assistance and information, acceptance of payments, course video and CD checkout, acceptance of applications, financial aid paperwork and other related materials and advisement.

Office hours are Monday-Thursday, 8:00 a.m. - 3:00 p.m. and on Fridays, 8:00 a.m. - 2:00 p.m.

CSCC Madisonville Site

205 Oak Grove Road
Madisonville, TN 37354
((423) 420-9530

Brief Bites

College Type:	Public Community College
Founded:	1967
Size:	Approximately 3,700 students
Student-Faculty Ratio:	22:1
Degrees Offered:	Associate of Science (32 Areas of Emphasis), Associate of Arts (5 Areas of Emphasis), Associate of Applied Science (7 Options with 21 Concentrations), 23 Technical Certificates
Cost:	Approximately \$1,700 per semester for a full-time course load
Accreditation:	Southern Association of Colleges and Schools (SACS)
Locations:	Main Campus—Cleveland; Other sites in Athens and Madisonville, TN
Athletics:	TCCAA and NJCAA Region VII



Contact Information

For Information About:	Department/Person	No. or Ext.	Building/Address	Room
Academic Questions				
Business and Technology		478-6224	Career Education Bldg.	E 115
Health and Wellness and Nursing		478-6228	Career Education Bldg.	E 207
Humanities and Social Sciences		478-6230	Humanities Bldg.	H 119
Science and Mathematics		478-6232	Science Building	S 201
Academic Service Scholarships	Student Services	478-6218	Mathis Student Center	U 110A
ACCESS Center	ACCESS Center	478-6217	Mathis Student Center	U 118
Admissions and Records	Admissions and Records	478-6213/214	Adkisson Admin. Bldg.	A 112
Adult Services	ACCESS Center	472-7141, Ext. 393	Mathis Student Center	U 118
ADVANCE	Business & Technology	478-6245	Career Education Bldg.	E 106D
Advisor Assignments or Changes	Admissions & Records	478-6213	Adkisson Admin. Bldg.	A 112
Application/Catalog Requests	Recruitment & Enrollment	614-8734	Mathis Student Center	U 117
Athletics	Athletic Department	478-6219 or 271	Lane Gymnasium	G 112
Books and Supplies	Bookstore	472-7141, Ext. 234	Mathis Student Center	U 101
Campus Tours	Recruitment & Enrollment	614-8734	Mathis Student Center	U 117
Change of Major	Admissions & Records	472-7141, Ext. 250	Adkisson Admin. Bldg.	A 112
Choosing a Major/Career	ACCESS Center	478-6217	Mathis Student Center	U 118
Clubs and Organizations, Campus Events	Student Life & Leadership	614-8744	Mathis Student Center	U 110C
College Catalogs for Four-Year Institutions	ACCESS Center	478-6217	Mathis Student Center	U 118
Cooperative Education	Business & Technology	614-8718	Career Education Bldg.	E 106C
Counseling (Personal)	ACCESS Center	478-6217	Mathis Student Center	U 118
Courses OnLine (WWW/TOCCC)	COE Multimedia	472-7141, Ext. 416	Library	L 122
Developmental Studies	Academics	472-7141, Ext. 297	Science Bldg.	S 201C
Disability Support Services	ACCESS Center	472-7141, Ext. 288	Mathis Student Center	U 118
Distance Learning Classes (“Smart Classroom”)	COE Multimedia	472-7141, Ext. 416	Library	L 122
Drop/Add/Withdraw	Admissions & Records	478-6214	Adkisson Admin. Bldg.	A 112
Dual Enrollment	Dual Enrollment	472-7141, Ext. 734	Mathis Student Center	U 117
Evening Contact	Cynthia Brooks	472-7141, Ext. 397	Adkisson Admin. Bldg.	A 107A
Financial Aid	Financial Aid Office	472-7141, Ext. 284	Mathis Student Center	U 117
Fitness Center	Student Life & Leadership	614-8712	Lane Gymnasium	G 109
Foundation Scholarships	Inst. Advancement	478-6206	Adkisson Admin. Bldg.	A 202
Freshmen Orientation	ACCESS Center	478-6217	Mathis Student Center	U 118
GED Official Test	ACCESS Center	478-6217	Mathis Student Center	U 118
Graduation	Admissions & Records	472-7141, Ext. 266	Adkisson Admin. Bldg.	A 112
Job Placement	ACCESS Center	472-7141, Ext. 361	Mathis Student Center	U 118
Law Enforcement Training Center	Law Enforce. Training	472-7141, Ext. 402	Technologies Bldg.	T 121D
Library	Academics	478-6209	Library	
Non-Credit Courses	Continuing Education	472-7141, Ext. 270	Adkisson Admin. Bldg.	A 202
Parking Permits	Information Center	472-7141, Ext. 306	Adkisson Admin. Bldg.	
Pre-College Programs	Dual Enrollment	472-7141, Ext. 734	Mathis Student Center	U 117
President’s Office	President’s Office	478-6200	Adkisson Admin. Bldg.	A 101
Public Information	Marketing & Public Info.	614-8748	Mathis Student Center	U 102
Regents OnLine Degree	ACCESS Center	472-7141, Ext. 393	Mathis Student Center	U 118
Registration	Admissions & Records	478-6214	Adkisson Admin. Bldg.	A 112
Résumé Development/Job Search Preparation	ACCESS Center	478-6217	Mathis Student Center	U 118
Security	Fin. & Administration	478-6236 or 202	Security Bldg.	
Small Business Development Center		478-6247	Technologies Bldg.	T 126B
Student Insurance Information	Student Services	478-6218	Mathis Student Center	U 110A
Student Senate		472-7141, Ext. 441	Mathis Student Center	U 100
Student Services		478-6218	Mathis Student Center	U 110A
Testing Services	ACCESS Center	478-6217	Mathis Student Center	U118
The Cherokee Signal Student Newspaper		472-7141, Ext. 425	Mathis Student Center	U 110E
Trade Adjustment Act	ACCESS Center	472-7141, Ext. 393	Mathis Student Center	U 118
Transcript Request Information	Admissions & Records	478-6214	Adkisson Admin. Bldg.	A 112
Transfer Evaluations	Admissions & Records	472-7141, Ext. 250	Adkisson Admin. Bldg.	A 112
Transfer Information for Four-Year Institutions	ACCESS Center	478-6217	Mathis Student Center	U118
Tuition Fees/Fines	Business Office	478-6239	Adkisson Admin. Bldg.	A 109
Tutorial Services	Mathematics	472-7141, Ext. 335	Adkisson Admin. Bldg.	A 207
Veteran’s Benefits	Student Services	472-7141, Ext. 265	Mathis Student Center	U 117G
Video Courses/Lib. Services	Library	478-6209	Library	
Workforce Investment Act	ACCESS Center	472-7141, Ext. 393	Mathis Student Center	U 118