



ONLINE
ASSOCIATE
of **ARTS**

Program Guidebook

Everything you need to know about the Online Associate of Arts degree at Cuyahoga Community College — and then some!

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Program Manager

Andy Sokolich is the program manager for the Online Associate of Arts degree. Andy has held a variety of roles at Cuyahoga Community College (Tri-C®) since July 2015, including student success specialist, student financial aid advisor and recruitment specialist. In those three roles, he has helped students prepare for success at Tri-C by guiding them through the application and enrollment steps and financial aid processes and connecting them to College resources. Andy is involved in many projects across the College, including a plan to simplify the application and enrollment process, Safe Zone training, the Student Success Team and more.



Andy first came to Tri-C as a high school student, taking courses required for his high school graduation and getting an early start on credits for transfer to a four-year institution. He went on to earn a Bachelor of Business Administration from Kent State University, a Master of Arts in Higher Education and Student Affairs from The Ohio State University and a post-degree certificate in Data Analytics from Tri-C. Currently, Andy is researching online student learning and development in the Higher Education Administration Ph.D. program at Kent State University.

What is an Associate of Arts?

An Associate of Arts (AA) degree is a flexible program designed for students who plan to transfer to a four-year institution to complete a baccalaureate degree. The AA degree is one of the most general and customizable programs for students.

Common Majors

After transferring to a four-year institution, students with an AA degree commonly major in the following:

- Anthropology
- Business
- Communications
- Creative Arts
- Criminal Justice
- Economics
- Education
- English
- Foreign Languages
- Geography
- History
- Hospitality
- Humanities
- Philosophy
- Political Science
- Psychology
- Religious Studies
- Sociology
- Urban Studies
- Women's and Gender Studies

Degree Requirements

The College Catalog can help you understand degree requirements and find courses that satisfy each category. The College Catalog is updated annually, so pay attention to the year when you start college. Your degree requirements will be mapped to that year.

Ohio Transfer 36

The Ohio Transfer 36 (OT36) was developed with public colleges and universities across Ohio to ensure the easy transfer of general education courses. The Associate of Arts degree requires at least 36 credits of general education coursework and allows for additional electives to meet the minimum of 60 credits for the overall degree. OT36-approved courses will transfer to all public colleges and universities as general education requirements. Some OT36 courses may also satisfy major requirements at the receiving institution. At Tri-C, the OT36 requirements include:

- Communication – 9 credits
- Mathematics and Data Analytics – 3 credits
- Natural and Physical Sciences – 6-7 credits
- Social and Behavioral Sciences – 6 credits
- Arts and Humanities – 6 credits
- OT36 General Education Electives – 6 credits

Additional Requirements

In addition to the OT36 requirements, students must complete an additional 23-24 hours of elective credits at the 1000-level or above. The elective credits are great for transferring into specific programs at a four-year institution. Most students must also complete the First Year Experience Seminar, GEN-1070. The College Catalog or your academic counselor can tell you if you have an exemption from GEN-1070.

Program Benefits

Anyone can complete the Associate of Arts program online on their own, but being part of the Online AA program, guided by the program manager, provides additional benefits:

- Flexibility — Study when and where it fits into your schedule.
- Support — Dedicated support from a program manager helps you navigate the College's processes.
- Continuity — Online instruction is always available, regardless of what's going on in the world.
- Priority registration — Register a week earlier than most students to get the high-demand online courses you need.

Online Support Services

During COVID-19, Tri-C pivoted to make nearly all services available to students online — and that has not changed. Students can now take advantage of almost everything Tri-C offers from their homes, offices or wherever they have internet access. Some of the resources that Tri-C can provide include:

- Virtual academic counseling — Get help with academic planning, personal counseling and career counseling.
- My Online Readiness Experience (MORE) — Get an introduction to the technology used in an online course.
- Tutoring — Free tutoring is available to all students virtually with Tri-C tutors during regular business hours, extended evening and weekend hours and 24/7 with our service, TutorMe.
- Microsoft Office 365 Pro — Get free access to the latest version of Microsoft Office.
- Student Lingo — On-demand virtual workshops will support your personal and academic achievements.

Who Is Eligible?

Any Associate of Arts degree-seeking student enrolled at Tri-C is eligible for the Online Associate of Arts program. This includes students who are brand new to Tri-C, returning after some time away, transferring with credits from another college or university, taking College Credit Plus (CCP) courses as a high school student or currently enrolled as a Tri-C student. The only requirement is Online AA students must commit to taking 90% of their courses in online-only modalities from the time they join the program.

CCP students also have the opportunity to work on their Online Associate of Arts degree while completing their high school graduation requirements. Interested CCP students can view the [Online AA/CCP Pathway](#) to see an example of the schedule.

How Do I Apply?

The process itself is easy! For an overview, read below. If you would like more detail, review this [flow chart](#).

New, Transfer, Returning

If you are a new, transfer or returning student and do not have an active Tri-C account, complete an application to have an account created or reactivated. Visit the [Tri-C Getting Started webpage](#) to select your student type and apply. After you receive an email with your acceptance and S-Number, email the program manager at OnlineAA@tri-c.edu with your S-Number and a note that you would like to be added. The program manager will check your account to make sure you are an Associate of Arts degree-seeking student and confirm when you are added to the program.

Continuing

If you are currently a Tri-C student and wish to join the Online Associate of Arts program, email the program manager at OnlineAA@tri-c.edu with your S-Number and a note that you would like to be added. The program manager will check your account to make sure you are an Associate of Arts degree-seeking student and confirm when you are added to the program.

Program Length

The Associate of Arts requires 60 credits. The following chart depicts examples of part- and full-time enrollment:

	Full-Time (12+ credits per semester)	Three-Quarter-Time (9 credits per semester)	Half-Time (6 credits per semester)
Fall Semester 1	12-15	9	6
Spring Semester 1	12-15	9	6
Summer Semester 1	0-12 depending on Fall/Spring enrollment	9	6
Fall Semester 2	12-15	9	6
Spring Semester 2	12-15	9	6
Summer Semester 2		9	6
Fall Semester 3		6	6
Spring Semester 3			6
Summer Semester 3			6
Fall Semester 4			6
Total Credit Hours	60 credits over 5 semesters – approximately 2 years	60 credits over 7 semesters – approximately 2.5 years	60 credits over 10 semesters – approximately 3.5 years

Students are not required to select a course load for the duration of study — they can take full-time courses one semester and half-time courses the next. Building an academic plan with an academic counselor will help students forecast their course load throughout the entire program based on their needs.

Program Resources

Online AA students utilize the following Tri-C departments and resources frequently. This is not an exhaustive list.

Counseling Center

Students have access to Counseling Centers, both in-person and virtually, that provide academic, personal and career counseling services. Academic counseling is one of the most important services students will receive. With an academic counselor, a student can discuss their program and select courses that match their interests and transfer goals. A student can also work with their counselor to build their academic plan in DegreeWorks. Visit our [Counseling Center webpage](#) for more information.

College Catalog

The College Catalog was referenced in the above section on Degree Requirements. Review the [College Catalog online](#).

DegreeWorks

DegreeWorks is a tool that helps students monitor their progress toward degree completion. A student will work with an academic counselor to build an academic plan that will last the duration of their program and can continue to meet with a counselor to update or refine their plan based on their changing needs.

Transfer Center

Each campus location has a Transfer Center, but students can also engage with the Transfer Specialists online. Transfer Specialists help students research other schools, programs and scholarships, explore transfer pathways, connect with four-year schools, and offer application assistance and general transfer planning.

Ohio Guaranteed Transfer Pathways

The Ohio Guaranteed Transfer Pathways (OGTPs) help students streamline credit transfer among the state's public institutions of higher education, find the best pathways to degree completion and launch successful careers. These transfer pathways are agreed upon between Ohio public community colleges and four-year institutions and confirm that Tri-C courses meet major preparation requirements and credits that will apply toward a bachelor's degree. See the [OGTP webpage](#) for a list of OGTPs and program requirements.

Transfer Pathways by Institution

Tri-C has established Transfer Agreements with many of Ohio's public colleges and universities and a number of private institutions across the country. These program-specific Articulation Agreements offer transfer opportunities for our students, allowing them to continue their education and earn a bachelor's degree. Visit the [University Partnerships webpage](#) for a continually updated list of institutions with links to their programs.

Transfer Pathways by Major

If you want to search for an institution based on the program of study that may accept transfer credit from Tri-C, [view the continually updated list of transfer pathways by major](#).

Other Essential Things to Know

Tri-C Website

The [main Tri-C website](#) has a search feature that allows you to quickly access any of the materials in this guidebook and more. The search function is located in the upper right corner.

my Tri-C space

Students can log in to the [my Tri-C space](#) portal to access their schedule, financial aid information, learning management system and more.

Financial Aid and Payment Information

Tri-C encourages all students wishing to use any kind of financial aid to complete the Free Application for Federal Student Aid (FAFSA) on an annual basis. The new FAFSA opens on Oct. 1 for the following school year. For example, the 2024-2025 FAFSA opens on Oct. 1, 2023, and is valid at Tri-C for Fall 2024, Spring 2025 and Summer 2025. When completing the FAFSA, students must create a Federal Student Aid (FSA) ID and add the Tri-C school code (003040) to their form.

Beyond financial aid, Tri-C lets students pay for their education out of pocket or through third-party payment from employers, sponsors and other similar entities. Visit the [Paying for College webpage](#) for more information.

Academic Calendar and Parts of Term

Tri-C posts an [Academic Calendar](#) that outlines important dates for each semester, including the first and last days of classes, final exam periods, days the College is closed and more. The Academic Calendar is updated on an annual basis.

Within the Academic Calendar are different parts of term. Standard parts of term are as follows:

Part of Term	Fall Semester	Spring Semester	Summer Session
Full-Term	16 Weeks	16 Weeks	10 Weeks
Session A	8 Weeks (first half)	8 Weeks (first half)	N/A
Session O	14 Weeks	14 Weeks	N/A
Session B	8 Weeks (second half)	8 Weeks (second half)	N/A
Session J	N/A	N/A	5 Weeks (first half)
Session K	N/A	N/A	5 Weeks (second half)
Session L	N/A	N/A	8 Weeks

When looking at parts of term, remember the courses are intended to take place over 16 weeks of instruction. The shorter the part of term, the more instructional time you will spend with the material each week. For example, an 8-week course section will still require the same amount of work as a 16-week section, but students must complete it within eight weeks. For more information about course delivery, visit the [Understanding Academic Offerings webpage](#).

OLAT / Online Learning Resources

Tri-C has an entire office devoted to online learning for students. [The Office of Online Learning and Academic Technology](#) has developed an array of resources to help students in all aspects of their education. Their website includes information about the My Online Readiness Experience, web conferencing software, Blackboard, Proctor U, Microsoft Office 365 and more.