

## Frequently Asked Questions

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### General College-Related Questions

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### Admissions

#### What are the admissions requirements for Trinidad State Junior College?

As with all the colleges in the [Colorado Community College System](#), Trinidad State is an open-enrollment institution, which means everyone who applies is accepted. However, new students must have either a high-school diploma or a GED prior to enrolling in college classes. Additionally, on-campus students must also provide a copy of their immunization records. Some individual programs may have specific admission requirements; review the web page for the program in which you are interested to see if this is the case.

### Placement Test

#### What is the Accuplacer®, and why do I have to take it?

The [Accuplacer®](#) is a placement test that helps faculty and advisors at Trinidad State determine your level of comfort with math, reading, and English topics. Based on your current skill level, you will be registered for math and English classes in which you are most likely to be successful. Other courses may also require specific minimum scores to register for the class, or completion of a reading or remedial math or English class.

It is a State of Colorado requirement that all students take the Accuplacer®. If you are an online student and can't visit the campus testing center to take the Accuplacer®, contact [Krystalee Moreno](#) for instructions to take the test remotely.

#### What if I fail the Accuplacer® test?

This is one test you can't fail! Your scores will simply determine level of placement for success in math and English, along with other classes requiring specific minimum Accuplacer® scores.

**It's been many years since I took algebra in high school, and I don't remember anything about it! Can I study to refresh my memory so that I will score higher on that part of the Accuplacer®?**

Absolutely! There are many Accuplacer® [practice and resources](#) links available on the Trinidad State Testing Center web site.

### Transfer Credits

**I have previous college credits or military experience that I want to apply toward my degree or certificate from Trinidad State. How do I transfer those credits in?**

Only credit hours from a regionally-accredited institution or on an official military transcript can be accepted for transfer, and some credits more than 10 years old may not be accepted for transfer unless a degree or certificate was earned at the other institution (this policy is program-dependent). Whether transfer credits will apply toward the degree or certificate you are seeking from Trinidad State will be at the discretion of the advisor or faculty member for your program. This is the same procedure for transferring in ACE-recommended credits or other experience on a SMART transcript.

Official transcripts must be sent directly from the college or university you attended previously, or from the military, to: Trinidad State Junior College, 600 Prospect St., Trinidad, CO 81082, Attn: Christy Holden ([christy.holden@trinidadstate.edu](mailto:christy.holden@trinidadstate.edu)).

### Testing Out of Classes

**Can I test out of math, English, science, or other classes?**

Possibly; you can try to test out of some general education courses through standardized testing, including exams such as CLEP, DSST, UExcel, AP, or IB; you may also use other methods of Prior Learning Assessment to receive credit, such as ACE recommendations, challenge examinations, or portfolios. Which type of "testing out" is available will depend on the course for which you want to receive credit. For more information, contact Trinidad State Registrar [Christy Holden](#) (ACE recommendations or military transcripts), [Krystalee Moreno](#) (standardized testing), [Jocelyn King](#) (portfolios), or the course instructor (challenge exams).

See [CollegeBoard](#) for information about CLEP exams and [CLEP exam descriptions](#). Information about [UExcel exams](#) is available on the [Excelsior College](#) web site, which is the institution through which UExcel exams are offered. Contact [Christy Holden](#) or [Krystalee Moreno](#) for information about which exams are accepted at Trinidad State and what minimum score is required.

### Student Self-Service Online

**What is the Trinidad State portal, and what can I do from within the portal?**

The [Trinidad State portal](#) provides a single login point where you can take care of all your student affairs and keep up with what is going on at Trinidad State! Some things you can do in the portal include: Register for classes and pay your bill, update your personal information, check your daily schedule, log into your D2L courses, check your Trinidad State student e-mail, access your financial aid award information, contact your instructors, get personalized Trinidad

State announcements, and more.

To discover all the services and information available through the portal, click TSJC Portal Login from the bottom of the Trinidad State home page, and login using your student ID number (S number) and password. If you don't know your password, there is a link from the login page to reset it. If you're logging into the Portal for the first time, use your date of birth as the password (MMDDYY). You will then be prompted to reset your password.

For students taking CCCOnline classes, please note that this portal is separate from CCCOnline, although you can register for CCCOnline classes and access your CCCOnline classes from within the Trinidad State portal.

## Financial Aid

### **How do I apply for Financial Aid, and how do I know if I'm eligible?**

All students, including online and out-of-state students, are eligible to apply for financial aid. All financial aid is awarded based on the [Free Application for Federal Student Aid \(FAFSA\)](#), so completing and submitting the FAFSA is the first step toward determining whether you may receive Pell grants and/or student loans.

See [How to Apply for Financial Aid](#), along with the other information linked from the right side of the Financial Aid web page.

## Billing/COF

### **When do I have to pay my tuition and fees?**

For information on tuition due date, payment options, and payment arrangements, see [Payment Options](#).

### **What is COF and how do I get it?**

The [College Opportunity Fund \(COF\)](#) is the way the State of Colorado subsidizes higher education for in-state students, by sending it to the institution designated by the student. The student must apply for and authorize the use of the stipend, which is then sent to the college they are attending and applied to the student's tuition, appearing as a credit on the student's tuition bill.

All Colorado resident students are eligible, but you must sign up to receive COF funds. If you do not apply for and authorize COF funding, you will be responsible for the full tuition billed.

### **I want to pay my bill, but I haven't received it yet. What do I do?**

You can access your bill online by logging in to the [Trinidad State Portal](#) (see instructions under the Student Self-Service Online link above). You can also pay your bill through the Portal.

### **How do I pay my bill?**

See [Payment Options](#) on the Trinidad State web site.

## **I just registered for my first semester of classes and the amount showing on my bill is incorrect; it's at least double what I expected! Why is this?**

Occasionally, new students' accounts do not get properly coded as either Resident (for those residing in Colorado for at least the past 12 months) or Non-Resident (for all other students). If your bill shows Residency Needs Review, that is the issue. Contact Admissions (1-800-621-8752, ext. 5621) and tell them your account is showing Residency Needs Review. Once they have coded it correctly, your account will automatically adjust to show the correct balance.

For Resident students, you may need to provide the Admissions Office with additional documentation before you will receive in-state tuition rates. If this is the case, you will be advised by the Admissions personnel as to what is required.

## **Graduation/Transcripts**

### **How do I get my diploma once I've finished all the certificate or degree requirements?**

Access the [Graduation Checklist](#) and download a Graduation Application from this page. Submit your completed application to the Registrar's Office. Contact your college advisor with any questions. Please note that you will not receive your diploma until your account has a zero balance (see Billing information above).

It takes 8-12 weeks for diplomas to be received by the school after they're ordered; if you need to prove you have graduated, you can order an official transcript (see next question).

### **How do I request an official transcript to prove I have completed my certificate or degree?**

Instructions for [ordering transcripts](#) are available on the Trinidad State web site; there is a fee, which is shown on the linked page.

## **Occupational Safety and Health Technology Program Questions**

[Certificate Plus Degree](#)

[Length of Program](#)

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## **Certificate Plus Degree**

### **Can I take the required classes for the Certificate program and continue later to complete the AAS degree?**

Yes, in fact, most of the students in the program opt to do this. You will have to complete an Application for Graduation (see Graduation/Transcripts section above) for the certificate, then again when you have completed the AAS degree requirements.

## Length of Program

### **How long will it take to complete my AAS degree in Occupational Safety and Health Technology from Trinidad State?**

The length of time required for completion of the degree varies, depending on individual students' situations. Several factors play into this, such as whether a student has any previous college credits that can be transferred and applied to the course/credit requirements; the number of credit hours, if any, a student is able to receive as Prior Learning Assessment Credit; and the number of credit hours/classes a student is able to register for and successfully complete each semester.

For example, a student who had already completed the 21 required general education credits at another college and transferred them in, and also received 18 hours of Prior Learning Assessment Credit, AND completed a 3/4-time to full-time course load (9-12 credit hours per semester) was able to complete the remaining degree requirements in a one-year period (three semesters).

Another student had no prior college credits, was not eligible for any Prior Learning Assessment Credit, and had a workload and family obligations allowing registration for only one course per semester – this student's time for completion of the program was approximately 6 ½ years.

Most students fall somewhere between those two extremes. An example would be a student with no transfer credit but who receives 18 hours of Prior Learning Assessment Credit, then registers for and successfully completes two courses, or 6 credit hours, per semester (3 semesters per year). Their time for completion would be approximately 2 1/2 years.

## Prior Learning Assessment Credit

### **I already work in the safety and health field, and I've taken numerous safety and health-related training courses throughout the years that were not for college credit. Is there any way to apply this training toward my certificate or degree in Occupational Safety and Health Technology from Trinidad State?**

Yes; a combination of on-the-job experience and formal training in a subject area may meet the criteria outlined in our Prior Learning Assessment Credit policy. Awarding of credit is finalized upon completion and approval of a portfolio for each individual OSH course for which the student is seeking Prior Learning Assessment Credit. For more information and details, click the [Prior Learning Assessment Credit link on the right side of the Occupational Safety and Health home page](#).

## Internship and Supervised Learning Experience

### **Am I required to complete an Internship? I've already been working in the safety and health field for a number of years.**

No, the Internship is an option available to students; however, it is not required to complete the Certificate or the AAS degree. In general, students who do not have any previous experience working in the occupational safety and health field are strongly advised to complete an Internship.

## **Can I do an Internship to get credit for the work I'm doing for my job now?**

No, for students currently working in the safety and health field, credit for on-the-job experience and training that was not for college credit can be awarded through the Prior Learning Assessment Credit option (see Prior Learning Assessment Credit section above). Exceptions would be for students who have never previously worked in specific areas of safety and health, such as Workers' Compensation or Industrial Hygiene. Internships have been approved for students in such cases, through the OSH Program Coordinator. An OSH internship must consist of new learning experiences.

## **What is a Supervised Learning Experience?**

Because the Associate of Applied Science degree in Occupational Safety and Health Technology is accredited by the Applied and Natural Science Accreditation Commission of [ABET](#), all students in the program are required to complete an internship, cooperative experience, or supervised learning experience. To meet this requirement, supervised learning experiences have been embedded into several of the OSH online courses.

The supervised learning experience varies from course to course but might involve such assignments as a worksite inspection, visiting a worksite to develop a JHA, developing a written program, or performing other types of workplace assessment and evaluation, in the company of an instructor-approved mentor, generally a Certified Safety Professional or Certified Industrial Hygienist.

Besides meeting criteria for ABET accreditation, supervised learning experiences benefit students by promoting networking opportunities with industry professionals, as well as gaining additional insight and knowledge beyond that provided by the course content and instructor feedback.

## **OSHA Standards Courses**

### **Are your General Industry Standards and Construction Standards courses the same as the OSHA 10- or 30-hour courses?**

No; we use materials from the OSHA 500 / 501 Train-the-Trainer courses in our OSHA standards courses, so they are much more comprehensive than the 10- or 30-hour courses. This is why we do not accept 10- or 30-hour courses as being equivalent to the OSH 114 General Industry Standards or OSH 125 Construction Industry Standards courses when students seek Prior Learning Assessment Credit for those courses.

## **Industrial Hygiene Lab Online**

### **How do I complete the Industrial Hygiene Instrument Lab course online?**

The OSH 256 Industrial Hygiene Instrument Laboratory course requires that you locate a mentor (see information on Supervised Learning Experience, above), preferably a Certified Industrial Hygienist, who will oversee your final project for the lab course. For this project, you will be required to use various types of IH monitoring equipment and evaluate the results of your testing, then generate a report with those results and your recommendations. Resources are available within the course to assist with locating a mentor.

## Bachelor's Degree Options

### Where can I transfer to get a Bachelor's degree in Occupational Safety and Health?

There are several options for transferring to [online Bachelor's degrees](#). Oakland University is listed first because that Bachelor's degree program is ABET accredited, while the others are not (they are regionally-accredited, however); the Trinidad State OSH program also has a transfer agreement in place with Oakland University. To determine exactly which classes and credits will transfer from Trinidad State to one of these institutions, you should contact those programs directly.

## Certification Exams

### Can you tell me if I meet the requirements to sit for the OHST, CHST, ASP or CSP certification exams?

The best place to get information about the OHST, CHST, ASP, and CSP exams is from the [Board of Certified Safety Professionals](#). The candidate handbooks for each exam will explain the requirements, and you can contact the BCSP directly with questions relating to your individual situation. The AAS degree in Occupational Safety and Health Technology from Trinidad State will meet the educational requirement to sit for the ASP/CSP exams.

### Do you offer courses that will help me take and pass the OHST, CHST, or CSP exams?

Although the OSH courses attempt to incorporate some of the material that a candidate for certification might see on the certification exams, Trinidad State does not currently offer courses specifically for preparing to take safety certification exams. The Board of Certified Safety Professionals' web site includes contact information for various [Review and Study Sources](#).

## CCCOOnline and TSJC Online Questions

[CCCOOnline and Trinidad State Online Courses](#)  
[Textbooks](#)

## CCCOOnline and Trinidad State

### What is CCCOnline and how is Trinidad State associated with CCCOnline?

[CCCOOnline](#), a consortium comprised of the thirteen community colleges in the Colorado Community College System, offers courses, not degrees or certificates, to students seeking online classes. Degrees and certificates vary from college to college within the CCC system, so before enrolling, students should talk with a Trinidad State advisor about educational goals and required coursework. Through the partner colleges, such as Trinidad State, CCCOnline offers online courses that meet the requirements for fully accredited Associate of Arts Degrees, Associate of Applied Science Degrees, and Certificates, in various disciplines.

Students enrolled in the OSH online program will generally take their OSH courses through TSJC Online and their general education courses via CCCOnline; however, some required general education courses are also offered through TSJC Online. Visit with your advisor to determine which courses may be taken online or in a hybrid format through TSJC Online.

## **Are the semester start and end dates and census dates the same for CCCOnline as for Trinidad State?**

No, CCCOnline semesters typically begin later and end earlier than Trinidad State semesters, since there are no designated “vacation” days. You can view the [CCCOonline Academic Calendar](#) for important dates pertaining to CCCOnline courses each semester.

## **Online Courses**

### **How do the online courses work?**

The online courses are typically set up in modules, and students usually have about a week or 10 days to complete each module, depending on the course and the semester. Trinidad State’s Summer semester is just 8 weeks long (10 weeks for OSH classes) and CCCOnline Summer courses are either 6 weeks or 10 weeks; while Trinidad State Fall and Spring semesters are 15 weeks and CCCOnline has various offerings of different lengths (6, 10, or 15 weeks) during the Fall and Spring. Courses may include any or all of the following: reading assignments, written assignments, viewing assignments (i.e., PowerPoint presentations or video clips), web search assignments, discussions, quizzes, exams, and projects.

### **What if my work schedule won’t allow me to be online at the time I have to be for my class?**

There are no set days or times that you have to be logged into your online class; however, there are due dates for the assignments, quizzes, discussions, etc. in each module of the online course, allowing you to complete the work during a period of several days when it is most convenient for you.

### **How much time will I have to spend working in my online class per day/week?**

Generally, the average guideline is that a student will spend 8-10 hours per week working on a 3-credit-hour course during a 15-week semester, with more weekly hours required for shorter terms. However, some students may spend more time and some may spend less; some classes or modules within a class may require more time than others, as well. Time spent could also include such factors as reading speed and comprehension, and typing speed.

### **Do I have to arrange for a proctor for all of the tests for my online classes?**

No, proctors are not required for tests in CCCOnline or TSJC Online (OSH) courses. These online courses utilize various means of assessment in addition to test and quizzes; and the online testing tools allow for ways to reduce cheating on tests, as well, eliminating the need for testing proctors.

### **Is there any tutoring or other academic assistance available for online students?**

Yes, for general education courses, CCCOnline provides [Tutoring and Other Student Assistance for students](#). Additionally, both CCCOnline and TSJC Online courses utilize a tutoring service called [Brainfuse](#), linked from the Tool bar within each class.



## How do I complete an online lab course?

The online science courses that include labs charge a lab kit fee and lab kits are then sent directly to you, enabling you to complete lab work on your own, offline, with written assignments related to that work being submitted in the online course.

For information on the OSH 256 Industrial Hygiene Instrument Lab course, see above section.

## How do I complete COM 115 Public Speaking online?

See the [COM 115](#) page on the CCCOnline web site for specific course information, details, and requirements.

## Textbooks

### Where do I get books for my CCCOnline and TSJC Online classes?

For all TSJC Online and CCCOnline classes, books may be ordered from the [Trinidad State Virtual Bookstore](#).

## Who Do I Contact for Questions About...

[Advising and Registration](#)

[Financial Aid](#)

[Billing](#)

[Required Books for My Classes](#)

[Accessing My Online Courses](#)

The toll-free number for the **Trinidad campus** is **1-800-621-8752**.

The toll free number for the **Alamosa campus** is **1-800-411-8382**.

## Advising and Registration

[Advisors for various programs](#) are listed on the [Trinidad State web site](#).

You will have to visit with the designated advisor for your selected program prior to enrolling in your first semester at Trinidad State, in order to have the New Student Registration Hold removed.

Your advisor can ensure that you are enrolling in the correct classes for timely degree or certificate completion and can also register you for classes. Alternatively, you can register yourself online (see information about the Trinidad State Portal in the first section above).

## Financial Aid

First, see if your question is answered on the [Financial Aid web pages](#), by accessing the various links on the right side of the Financial Aid page.

Please note that it takes approximately 2-4 weeks to process your financial aid after you have applied and your SAR has been received by the college financial aid office. If you attempt to contact the financial aid office sooner than this, they will not be able to help, as

they will not have completed processing your financial aid award. Check the Student Finance link in the [Trinidad State Portal](#) for the most current info about your financial aid award status.

If you can't find the answer to your question online (see link above, or check the Portal) and it has been longer than 4 weeks since you received your SAR from FAFSA, you may contact [Wilma Atencio](#), Director of Financial Aid, at 1-800-621-8752, ext. 5555; [Misti Stelljes](#), Associate Director of Financial Aid/Student Loan Specialist/VA Certifying Official, ext.5553; or [Leslie Hollingsworth](#), Financial Aid Administrative Assistant, ext. 5531.

## **Billing**

### ***Billing/Payment Arrangements for All Students***

If you need a copy of your bill or want to make a payment, see the instructions under "General College-Related Questions" above.

### ***Billing for Trinidad Campus Students***

If you can't find the answer to your question in the FAQ answers above, contact the Trinidad State Business Office at 1-800-621-8752, ext. 5547, or email [Ruth Blasi](#).

### ***Billing for Alamosa Campus Students***

If you can't find the answer to your question in the FAQ answers above, contact the Trinidad State Alamosa Campus Business Office at 1-800-411-8382, ext. 7026, or email [Mathilda Westerman](#).

## **Required Books for Online Classes**

The Trinidad State [Virtual Bookstore](#) provides information about required textbooks, calculators, lab equipment, and any other materials necessary for online classes. Students can select their courses and view the required materials without having to make a purchase.

## **Accessing Online Classes**

You can access both TSJC Online and CCCOnline classes through the Trinidad State portal, linked from the bottom of the Trinidad State home page, by logging in with your S# and password, then looking for the links to access CCCOnline or Trinidad State D2L in the Course Access widget on the Student tab.

You can also access your courses directly at [CCCOOnline Desire2Learn](#) or [TSJC Online Desire2Learn](#). To login to your classes outside of the portal, use the same login information used to access the portal. If you can't remember your S# or password/PIN, use the links provided on the login pages for "Forgot User ID" or "Forgot Password."

## **Other Helpful Links**

[Accessing college-assigned email](#)

[Forgot username/user ID or PIN/password](#)

[CCCOOnline home page](#)

[Trinidad State home page](#)

[CCCOOnline/TSJC Online 24x7 help desk](#) or 888-800-9198

[CCCOOnline academic calendar](#)

[Trinidad State academic calendar](#)

[CCCOOnline course offerings](#) (click the “description” link for course descriptions, learning competencies, and course outlines)

[Trinidad State class schedules](#)

[Desire2Learn tutorials for learners](#)