

WELCOME TO TCL! APPLICATION PROCEDURES:

TCL Admissions Office: 843.525.8207 or 525.8208 Beaufort Campus, Building 2, Rooms 141 & 142
Email: admissions@tcl.edu or contact any TCL campus.

- Open Enrollment. All applications will be considered.
- Your application and \$25 fee must be on file before taking your placement test and registering for classes.
- Your completed application and the \$25, non-refundable fee may be submitted to any TCL campus

9 Simple Steps to Enrollment and Registration

Step 1

Submit Admissions Application

As a new or returning student you must complete and submit an application for Admissions. There is a \$25.00 non-refundable application fee. This can be done in person or at www.tcl.edu.

Step 2

Apply for Financial Aid/
Lottery

Financial Aid qualifications vary. All students should complete a financial aid application to ensure funding that may be available can be applied. It takes about 2 weeks before the college gets your results, so apply early at www.fafsa.ed.gov. TCL school code 009910.

Step 3

Complete Evaluation Testing

Schedule a placement test (Compass/Asset). You may schedule your test by calling 843-525-8344. The purpose of the test is to ensure your advisor is able to start you in the appropriate courses to be most successful. Not all programs require this test, please check with your Admissions counselor for this information.

Step 4

Meet with an Advisor to Register for Classes

You are required to meet with an Academic Advisor to plan an appropriate course schedule. Advisors are listed on Web Advisor, or you may obtain your Advisor's information through an Admissions office representative.

Step 5

Print Schedule and Fee Statement

Once you are registered for classes, you will need to have a copy of your schedule and fee statement. You can print this yourself through Web Advisor or your academic advisor can print a copy for you when your registration is complete.

Step 6

Pay Tuition and Fees

Take your completed course schedule first to Financial Aid to have aid available applied to your account. You pay any additional balance to the Cashier or online through your Web Advisor Account.

Step 7

Setup Email and Online Accounts

Your Web Advisor account and Student email account are your communication line with the college. Campus related information is sent to your student email address and students view their grades, account information, financial aid information, mailing address etc. on Web Advisor.

Step 8

Obtain Student ID and Parking Pass

Take your schedule to MacLean Hall, Building 12, Library – Beaufort Campus or the Front desk at the New River and Hampton Campus to get your Student ID and Parking decal. Please bring your vehicle registration information with you. For more information you may call 843-525-8304.

Step 9

Purchase Books

To purchase books, take your student ID and copy of your course schedule to the College Bookstore. A copy of the book list is also available online at www.tcl.edu



HOW TO SET UP YOUR WEBADVISOR AND BLACKBOARD ACCOUNTS

Sign up for courses, access your grades and attend online classes using WebAdvisor and BlackBoard.

Once you're registered as a student at TCL, it's time to get set up with your online accounts.

For WebAdvisor, go to: <http://webadvisor.tcl.edu>
Or log onto the TCL home page at www.tcl.edu, and click on the WebAdvisor icon at bottom of the page.
NOTE: Type your WebAdvisor User ID in lowercase letters with no spaces. Type your Password with no spaces or dashes.

For Blackboard, go to: <http://elearning.tcl.edu>
Log onto the TCL home page at www.tcl.edu and then click on the WebCT icon at the bottom of the page.
NOTE: Type the letters in your Blackboard ID and Password in lowercase letters with no spaces between your first name and last name in your Blackboard ID or between the first letter of your last name and the last three numbers of your social security number in your Password.

HOW TO SET UP YOUR STUDENT EMAIL ACCOUNT

If you are a TCL student, then you now have access to your brand new TCL email account, which is immediately available for your use for as long as you'd like . . . even after you graduate. It's also an important method that the college will use to communicate with you.

Instructions for Accessing Your TCL E-Mail:

Go to <http://mail.live.com> and enter your Windows Live ID and Password.

Your Windows Live ID refers to your TCL user name/e-mail address which will be your [firstnamelastname@my.tcl.edu](mailto:firstname.lastname@my.tcl.edu). Notice that the entire user name/e-mail address is typed in all lowercase letters with no spaces anywhere.

An example of a user name/e-mail address would be john-jones@my.tcl.edu

Your initial password is the last 7 digits of your social security number.

For security purposes, NEVER CHECK the Remember me on this computer box or the Remember my password box unless you are using your home computer and are sure that no one else would have access to your account.

When you sign in for the first time, you will go through a number of screens where you may configure your profile and change your password.

When creating your new password, you will see notification of how strong or weak your newly-created password is. Be sure to create a password that is not in the weak category. It is also a good idea to choose one of the Hint options in case you forget your password.

TCL CAMPUS LOCATIONS

Beaufort Campus

921 Ribaut Road • Beaufort, SC 29901
843-525-8211
or Student Information/Advisement
843-525-8208
First Floor, Coleman Hall, Building 2

Hampton Campus

H. Mungin Center • 54 Tech Circle • Varnville, SC 29944
803-943-4262

New River Campus

100 Community College Drive • Bluffton, SC 29909
843-470-6000

1.800.768.8252
www.tcl.edu

IMPORTANT TCL PHONE NUMBERS

Academic Divisions

Arts & Sciences Division.....	843-525-8281
Business Technologies Division.....	843-525-8241
Health Sciences Division.....	843-525-8267
Industrial Technologies Division.....	843-525-8241

Frequently Called Numbers

Academic Support Center.....	843-525-8221
Admissions.....	843-525-8207
Bookstore.....	843-525-8303
Business Office.....	843-525-8355
Career Planning/Job Placement.....	843-525-8224
Cashier.....	843-525-8355
Disabled Student Services.....	843-525-8219
Distance Education.....	843-525-8240
Dual Enrollment Coordinator.....	843-470-5955
Financial Aid.....	843-470-5961
Grants Office.....	843-525-8317
Help Desk.....	843-525-8344
Learning Resources Ctr/Library.....	843-525-8304
Military Coordinator	
MCAS.....	843-228-7494
MCRD.....	843-228-2659
Student Records.....	843-525-8209
Security.....	843-525-8301
Student ID Cards/Parking Permits.....	843-525-8304
Student Support Services.....	843-525-8328
Testing Center.....	843-525-8344
TCL Foundation.....	843-525-8294
TCL-Hampton H. Mungin Center.....	803-943-4262
TCL-New River Campus.....	843-470-6000
TDD Line (for hearing impaired).....	843-470-8387
Veterans Services.....	843-525-8337

Statement of Non-Discrimination

The Technical College of the Lowcountry is committed to a policy of equal opportunity for all qualified applicants for admissions or employment without regard to race, gender, national origin, age, religion, marital status, veteran status, disability, or political affiliation or belief.



**PLEASE SUBMIT THIS APPLICATION WITH THE \$25 NON-REFUNDABLE FEE TO ANY TCL CAMPUS.
YOUR APPLICATION WILL NOT BE PROCESSED WITHOUT PAYMENT. (PLEASE PRINT CLEARLY)**

1. U.S. CITIZENSHIP STATUS

- U.S. Citizen Other/Country of Citizenship _____
- Legal permanent resident (must present alien registration card at time of application)
Alien Registration Number _____ Exp. Date _____
- Refugee (must present INS card at time of application)
- Current Visa Type: _____ Nation of Issue: _____
Issuing Authority: _____ Port of Entry: _____
- Applying for Certificate of Eligibility (Form I-20) in order to obtain a student visa. Yes _____ No _____
Country of birth: _____

Declaration of Citizenship or Legal Presence in the United States

The South Carolina Illegal Immigration Reform Act (S. C. Code Ann. §59-101-430 [Westlaw 2008]) prohibits those unlawfully present in the United States from attending a public institution of higher education in South Carolina and from receiving a public higher education benefit. By signing this statement, you attest that you are a U.S. Citizen, a legal permanent resident in the United States, or an alien lawfully present in the United States. In addition, the college may require you to submit documentation that supports your claim.

Any applicant providing false information may be subject to dismissal from the college. Any student who is found to be unlawfully present in the United States will be dismissed from the college.

_____ (Print Name) _____ / _____ / _____ (Date of Birth)
_____ (Signature) _____ (Date)

FINANCIAL AID INFORMATION:

We encourage you to apply for Financial Aid. Applying for Financial Aid reduces the need to provide further documentation for proof of U.S. Citizenship.

I have applied for Financial Aid: Yes _____ No _____ If yes, Month: _____ Year: _____

If not, do you plan to apply? Yes _____ No _____

IF YOU HAVE NOT APPLIED FOR FINANCIAL AID AND YOU DO NOT PLAN TO APPLY,

you must provide one of the following forms of documentation:

- Copy of your South Carolina driver's license if you first became a licensed driver in the state after January 1, 2002;
- A Certified Birth Certificate indicating that you were born in the United States or a territory of the United States. *A photocopy of your birth certificate is not acceptable.**
- Current U.S. Passport or U.S. Passport that has not been expired more than 10 years;
- Certificate of Naturalization -- USCIS Form (N-550 or N-570);
- U.S. government issued Consular Report of Birth Abroad;
- Certificate of Citizenship (N-560 or N-561); or
- Unexpired U.S. Active Duty/Retiree/Reservist Military ID Card (DOD DD-2)

NOTE:

- If your name has changed since birth, you must present all legal documents (i.e., adoption records, marriage certificate, certificate of naturalization, and court ordered name change) supporting all name changes from the name which appears on the birth certificate or proof of citizenship to the present. To avoid relinquishing an original document (*e.g., birth certificate), you may present it in person. Each Admissions Representative Officer is able to communicate to students and collect proof of citizenship documents. Students whose citizenship has not been verified will be denied further enrollment until the necessary documentation has been provided.

2. PERSONAL INFORMATION

First Name _____ MI _____ Last Name _____
 Social Security Number _____ - _____ - _____
 Date of Birth (mm/dd/yyyy) _____ / _____ / _____
 Address _____ County _____ City _____
 State _____ Zip _____
 Home Phone _____ - _____ - _____ Work Phone _____ - _____ - _____ Other _____ - _____ - _____
 E-mail _____
 Emergency Contact: Name _____ Emergency Phone _____ - _____ - _____
 Please list all previous names that appear on your academic records: _____
 Other full names: _____

The Technical College of the Lowcountry collects and reports data regarding the overall characteristics of the College's student body to the U.S. Department of Education. Your answers to the following questions allow us to report information accurately and assist the institution in planning for future programming. Providing the information is OPTIONAL and does not impact admission to this institution.

Gender: Male Female
 Marital Status: Single Married Divorced/Separated Widowed
 Ethnicity: Black, Non-Hispanic White, Non-Hispanic Hispanic of Any Race
 Two or More Races Native Hawaiian/Pacific Islander American Indian/Alaskan
 Race & Ethnicity Unknown

3. STARTING SEMESTER/COLLEGE INFORMATION

Entering Semester: Fall Spring Summer Year _____
 Program of Study/Major (see insert for options): _____
 Have you attended TCL before? _____ If so, when did you last attend? Month _____ Yr _____
 Are you currently enrolled at another college? Yes No
 If yes, what is the name of the college/university? _____
 Are you planning to transfer to TCL? Yes No
 Have you been referred by USCB to the Passport program? Yes No

4. HIGH SCHOOL INFORMATION

Name of last high school attended _____ State _____
 Attended this high school from _____ to _____. Graduation date _____ Month _____ Year _____
 If you are still in high school, anticipated graduation date: _____ Month _____ Year ECCO Student
 High School Status: Diploma Graduate Did Not Graduate
 If GED recipient, where did you receive it? Yr received: _____ South Carolina Other State _____



5. COLLEGE INFORMATION

List all previous colleges and universities you have attended, including Technical College of the Lowcountry. Official transcripts must be submitted for evaluation of previous credit.

Full Name of College No abbreviations. Include branch if applicable.	State	Type of Degree Earned						Dates Begin Yr/ End Yr	Graduation Date Mo/Yr
		No Degree	Certificate	Diploma	Assoc. Degree	Bach. Degree	Master +		

6. RESIDENCY

The Technical College of the Lowcountry is required to determine the residence classification of applicants in accordance with the South Carolina Code of Laws 59-112-20. The cost of tuition and fees will be determined by the student's residency status at the time of application. Please be prepared to provide supporting documentation. Additional information may also be requested.

If you are claimed as a dependent for federal tax purposes, answer the questions based upon the residence status of the person who claims you as a dependent. If you answer "yes" to two of the questions or are active-duty military in South Carolina, you could receive in-state tuition and fees.

1. Have you lived in South Carolina continuously for the last 12 months? Yes No
If less than one year, please provide the State you resided in previously: _____
2. Do you have a SC driver's license or SC State ID? Yes No If, yes, provide the Issue date _____
If no, what is the issuing State of your driver's license _____ Issue date _____
3. Did you or the person who claims you as a dependent for federal tax purposes, file a South Carolina income tax return for the last tax year? Yes No
If yes, did you file as a: ___ full-year resident ___ part-year resident ___ non-resident?

7. MILITARY

- * Are you a dependent of an active duty military member of the U.S. Armed Forces stationed in SC? Yes No
 - * Are you currently on active military duty and stationed in South Carolina? Yes No
- If yes, what state do you declare as your legal residence? _____
- Rank _____ MOS _____ Years of Service _____
- Military Branch _____ Current Duty Station _____
- Are you a Veteran of the U.S. Armed Forces? Yes No
- * Please include a copy of the original orders to South Carolina & your Military ID

Admit Stat
Program
Military
Term
ID#
Office Use Only: Name

8. STUDENT IMAGES/RELEASE OF DIRECTORY INFORMATION

Student images (photo or video) may be used by the College and/or SC State Technical College System for public relations, marketing or advertising and may be published in TCL publications including the TCL website. If a student does not wish to have his/her image used for these purposes, he/she must file a written request available through the Public Relations office (Beaufort Campus, MacLean Hall, Building 12, Room 212). Please refer to the TCL catalog for further details about directory information.

REQUIRED SIGNATURE

By signing the application, or by submitting the application online without signature, I certify that the information provided is true and accurate to the best of my knowledge. I understand that submitting incomplete or false information may invalidate my admission and/or enrollment.

Signature _____ Date _____

9. ADDITIONAL INFORMATION

I am applying for admission at TCL in order to: (Check all that apply)

- Learn skills for a new job
- Plan to earn two-year degree
- Learn skills to advance in a job
- Plan to earn certificate diploma
- Transfer to a four-year college
- Undecided*
- Improve skills (English, Math, Reading, etc.)
- Do not plan to earn a degree or diploma*
- Take courses for personal interest * Not eligible for financial aid.

Did either of your parents receive a four-year (Bachelor's) degree? Yes No

How did you hear about TCL?

- Newspaper Ad
- TV Ad
- Friend
- Course Schedule
- Direct Mail
- Website
- Radio
- Family
- Flyer
- Teacher
- Other _____