Admissions Checklist

Apply

☐ Complete the admissions application on-line @ www.tcl.edu/apply

☐ STUDENT IDENTIFICATION (ID) # __________________________

Submit Proof of U.S. Citizenship (please provide one of the following for photocopying -- **A notarized photocopy is acceptable.) *Provide any legal documents (e.g., marriage certificate) if there is a name change.

☐ Military Active Duty: Military ID, US Passport (unexpired), Birth Certificate, or DOD ID

☐ Retired Military: Military ID Card, Birth Certificate, US Passport (unexpired), or DD-214 Form

☐ Military Spouses*/Dependents: Birth Certificate, US Passport (unexpired) or Certificate of US Citizenship or Permanent Resident Card, or SC Driver’s License only if you were born on or after January 1, 1986*

☐ Non-Military: Birth Certificate, US Passport (unexpired), or SC Driver’s License only if you were born on or after January 1, 1986 (*certain states are not accepted – please check with Enrollment Services if you do not have a SC Driver’s License or State Identification card)

Submit Proof of SC Residency (Only if selected for verification, you must provide 2 or more of the following)

* In order to receive the in-state tuition rate, all supporting and necessary documentation must be submitted prior to the first day of class for the term for which you are seeking in-state status. **Notarized photocopies are acceptable.

☐ SC Driver’s License (must be issued at least 12 months ago or more)

☐ SC Vehicle Registration (must be issued at least 12 months ago or more)

☐ SC Voter’s Registration (must be issued at least 12 months ago or more)

☐ Original SC Military Orders (or Web Orders) & the LES form are acceptable (required for in-state rate)

☐ Rental/Lease/or Mortgage Agreement (previous 12 months)

☐ High School Transcript (current graduate & attended at least 1 full academic year prior to graduating)

Request Official Transcripts* For Financial Aid purposes, It is strongly recommended that all transcripts are requested upon applying. For enrollment, submit high school/GED transcript within 30 days of the 1st day of the term.

☐ Request and submit your High School or GED Transcript (not the diploma) to Enrollment Services.

Mail to: Enrollment Services ● P.O. Box 1288 ● Beaufort, SC 29901

☐ Request and submit all previous College Transcript(s) prior to registration to Student Records.

Mail to: Student Records ● P.O. Box 1288 ● Beaufort, SC 29901

Take the COMPASS Placement Test

☐ COMPASS Testing - Beaufort Campus, Bldg. 1, Testing Center/843.470-8400; Hampton Campus – Front Office, or call 803.943.4262; New River Campus – Schedule an appointment by calling 843.470.6002. Allow yourself at least 2 hours to take all 3 parts of the COMPASS test; see back of this sheet.

Schedule an Appointment to meet with your Academic Advisor:

☐ Advisor’s Name: __________________________ Phone #: __________________________

-------------------------------- REGISTER FOR YOUR CLASSES WITH YOUR ACADEMIC ADVISOR --------------------------
What is the COMPASS?
The COMPASS is a computer-adaptive placement test measuring skills in reading, English and mathematics. This test is not timed. The computer selects questions for you on the basis of your answers to previous questions. COMPASS is “user friendly,” requiring no experience with computers.

1. Testing of all 3 parts of the test usually takes approximately 2 to 2 ½ hours. On the day of your assessment, you should plan to arrive at least 15 minutes before the testing hour.
2. Bring some form of picture identification (a driver’s license, a state ID card, a work ID card, or a passport) with you. Also, you should know your social security number.

HELPFUL TESTING TIPS:
- Have a positive attitude!
- You will be able to concentrate better on the test if you get plenty of rest and eat properly before the test.
- You should arrive about 15 minutes early so you can find the testing area, bathrooms, etc., and have time to gather your thoughts before the test begins.
- Relax! The COMPASS is designed to help you succeed in school. Your scores help you and your academic advisor determine which courses are most appropriate for your current level of knowledge and skills. Once you identify your academic strengths and weaknesses, you can get the help you need to improve underdeveloped skills before they interfere with your learning.
- Be sure you understand the directions for each test before that test session begins. Ask questions if you need to.
- Read each question carefully until you understand what the question is asking. If answering an item requires several steps, be sure you consider them all.

How Are COMPASS Scores Used?
COMPASS is not used like a traditional test. There is generally no “passing score.” Rather, COMPASS scores indicate areas in which you are strong and areas in which you may need help. Thus, COMPASS can identify problems in major subject areas before they disrupt your educational progress, giving you the opportunity to prepare more effectively for needed courses. You and your institution can use scores from COMPASS tests to prepare a course of study that will be appropriate, relevant, and meaningful for you.

ARE CALCULATORS PERMITTED?
You may use a calculator on all of the COMPASS mathematics tests. Calculator use is not required; all problems on the upper-level math tests can be solved without using a calculator. Calculators are not provided; you must bring your own and may not share.

CAN YOU STUDY FOR THE TEST?
You should not try to learn new skills before taking the test, but if you have been out of school for a year or more, a review of the subjects may prove to be helpful.

The writing portion consists of choosing whether a passage is written correctly or should be rewritten according to an alternative paragraph or sentence. The reading portion consists of passages to read and questions to answer about the content. The math portion includes addition, subtraction, division, multiplication of fractions, decimals, whole numbers and integers, word problems and basic algebra.

You may choose to review on your own by working the sample exercises at the link below:
http://www.tcl.edu/admissions/placement-testing

WHEN DO YOU RECEIVE THE RESULTS?
After taking COMPASS, your results can be discussed with an Admissions representative immediately. You also will receive an advising report that summarizes the information of the test and recommends courses for you.