WHAT’S INSIDE
pg 2 - About TCL
pg 3 - Programs of Study
pg 4 - Important Dates
pg 5 - Tuition & Fees
pg 6 - Financial Aid
pg 7 - Lottery Tuition Assistance
pg 8 - How to Enroll and Register
pg 9 - LRC, Testing Center, Bookstore
pg 10 - WebAdvisor, Blackboard, Student Email
pg 11 - Online Learning & Emergency Info
pg 12 - Course Search

For everything registration, visit www.tcl.edu/registration

For a more web-friendly version, check out www.tcl.edu/registrationpdf
The Technical College of the Lowcountry is a member of:

- American Association of Community Colleges (AACC)
- American Council on Education (ACE)
- Servicemembers Opportunity College (SOC)
- National League for Nursing (NLN)

Accredited by:

Technical College of the Lowcountry is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award Associate Degrees, Diplomas, and Certificates. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Technical College of the Lowcountry.

Nursing Program
Accreditation Commission for Education in Nursing (ACEN)
3343 Peachtree Road NE, Suite 500, Atlanta Georgia 30326
404 975-5000 or 866 747-9965

SC Department of Labor Licensing and Regulation (SCLLR) Board of Nursing
Synergy Business Park, Kingstree Building, 110 Centerview Drive
PO. Box 12367, Columbia, SC 29211-2367

Radiologic Technology Program
Joint Review Committee on Education in Radiologic Technology (JRCERT)
20 N. Wacker Drive, Suite 2850, Chicago, Illinois 60606 • 312 704-5300

General Business Program
Accreditation Council for Business Schools and Programs (ACBSP)
7007 College Blvd, Suite 420, Overland Park, Kansas 66211 • 913 339-9356

Surgical Technology Program
Commission on Accreditation of Allied Health Education Programs (CAAHEP)
6 West Dry Creek Circle, Suite 210, Littleton, Colorado 80120-8031
303 694-9262

Physical Therapist Assistant Program
Commission on Accreditation in Physical Therapy Education (CAPTE)
1111 North Fairfax Street, Alexandria, Virginia 22314 • 703 706-3245

Early Childhood Associate Degree Program
National Association for the Education of Young Children (NAEYC)
1313 L Street NW, Suite 500, Washington, DC 20005-4101
202 232-8777  800-424-2460

Massage Therapy Program
Commission on Massage Therapy Accreditation (COMTA)
5335 Wisconsin Avenue, NW, Suite 440, Washington, D.C. 20015
202 895-1518

Paralegal program approved by:
American Bar Association (ABA)
321 North Clark Street, Chicago, Illinois 60610 • 800 285-2221

Cosmetology program licensed by:
South Carolina Department of Labor, Licensing & Regulation (SCLLR)
SC State Board of Cosmetology
PO Box 11329, Columbia, South Carolina 29211
803 896-0226

Accredited by:
Commission on Accreditation of Allied Health Education Programs (CAAHEP)
7007 College Blvd, Suite 420, Overland Park, Kansas 66211 • 913 339-9356
or call 404-679-4500 for questions about the accreditation of Technical College of the Lowcountry.

The Technical College of the Lowcountry is a member of:
American Association of Community Colleges (AACC)
American Council on Education (ACE)
Servicemembers Opportunity College (SOC)
National League for Nursing (NLN)

Important TCL Phone Numbers

TCL Locations | [www.tcl.edu/campuses-maps](http://www.tcl.edu/campuses-maps)

Beaufort Campus | M-Th: 8:00 - 5:30 p.m., F: 8:00 - 4:30 p.m.*
921 Ribaut Road • Beaufort, SC 29901
843 525-8211

Hampton Location | M-Th: 8:00 - 5:30 p.m., F: 8:00 - 11:30 a.m.*
H. Mungin Center • 54 Tech Circle • Varnville, SC 29944
803 943-4262

New River Location | M-Th: 8:00 - 5:30 p.m., F: 8:00 - 11:30 a.m.*
1085 Thunderbolt Drive • Walterboro, SC 29488
843 538-1613

*Specific department hours will vary.

1.800.768.8252
[www.tcl.edu](http://www.tcl.edu)

Important TCL Phone Numbers

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

Frequently Called Numbers
- Academic Support Center/Tutoring ................................ 843-525-8221
- Enrollment Services ..................................................... 843-525-8207
- Blackboard 24/7 Support ............................................... 1-877-736-2586
- Bookstore ...................................................................... 843-525-8303
- Business Office ............................................................. 843-525-8355
- Campus Counselor ....................................................... 843-525-8288
- Career and Transfer Services ........................................ 843-525-8224
- Cashier ........................................................................ 843-525-8233 or 8355
- Disabled Student Services ............................................. 843-525-8219
- Distance Education ...................................................... 843-470-8406
- ECCO/Dual Enrollment Coordinator ............................. 843-525-8356
- Financial Aid ................................................................. 843-470-5961
- Help Desk: WebAdvisor & Student Email ...................... 843-525-8344
- Learning Resources Ctr/Library .................................... 843-525-8304
- Military Coordinator ..................................................... 843-228-7494
- MCRC .......................................................... 843-228-2659
- Student Records .......................................................... 843-525-8272
- Security ........................................................................ 843-525-8301
- Student ID Cards/Parking Permits ................................. 843-525-8272
- 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
- Veterans Services ........................................................ 843-525-8337

Statement of Nondiscrimination

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.
## Programs of Study

### Associate in Arts
- Associate in Arts Transfer Block: Associate Degree
- Arts, Humanities, Social Science: Associate Degree
- Early Childhood, Elementary, Special Ed: Associate Degree
- General Education & Business Transfer Block: Associate Degree
- Basic Art: Certificate
- General Education: Certificate
- General Education: Math & English Core: Certificate
- Liberal Arts Core: Certificate

### Associate in Science
- Associate in Science Transfer Block: Associate Degree
- Science & Math Transfer Block: Associate Degree
- Engineering Transfer Block: Associate Degree
- Introduction to Biotechnology: Certificate

### Applied Science - Administrative Office Technology
- Administrative Office Technology: Associate Degree
- Administrative Support: Diploma
- Medical Office Assistant: Certificate
- Office Apps for Business & Industry: Certificate
- Advanced Healthcare Case Management: Certificate

### Applied Science - Building Construction
- Rough-in Electrician: Certificate
- Finishing Electrician: Certificate
- Foundations, Framing & Renovations: Certificate
- Indoor Environmental Quality: Certificate
- Green Residential Construction Management: Certificate
- Basic Construction Technician: Certificate
- Plumbing: Certificate
- Alternative Energy Construction: Certificate

### Applied Science - Civil Engineering Technology
- Civil Engineering Technology: Associate Degree
- Engineering Surveying: Certificate
- Civil Engineering Management: Certificate
- Highway Engineering: Certificate
- Introduction to Engineering Design: Certificate

### Applied Science - Computer Assisted Design (CAD)
- Architectural Design Technician I: Certificate
- Architectural Design Technician II: Certificate
- Basic Design Technician: Certificate
- Civil Design Technician: Certificate
- Mechanical Design Technician: Certificate
- Introduction to Engineering Design: Certificate

### Applied Science - Computer Technology
- Computer Technology: Associate Degree
- Help Desk Management: Certificate
- Webmaster: Certificate
- Programming: Certificate
- Computer Applications: Certificate
- Database: Certificate
- Database/Reports for Electronic Health Records: Certificate
- Networking for Electronic Health Records: Certificate
- Network Administrator: Certificate

### Applied Science - Cosmetology
- Cosmetology: Diploma

### Applied Science - Criminal Justice
- Criminal Justice Technology: Associate Degree
- Criminal Justice Technology – Transfer: Certificate
- Correctional Training: Certificate
- Law Enforcement Training: Certificate
- Correctional Office Administration: Certificate
- Criminal Justice & Law: Certificate
- Law Enforcement Psychology: Certificate
- Computer Forensics: Certificate
- Crime Scene Investigation: Certificate

### Applied Science - Early Care and Education
- Early Care and Education: Associate Degree
- Early Childhood Development: Certificate
- Early Childhood Development: Certificate
- Child Care Management: Certificate
- Infant/Toddler Care: Certificate

### Applied Science - General Business
- General Business: Associate Degree
- Gen Business – Hospitality/Tourism Mgt: Associate Degree
- General Business – Golf Management: Associate Degree
- General Business – Fire Service Mgt.: Associate Degree
- General Business – Law Enforcement/Security Mgt.: Associate Degree
- Accounting: Certificate
- Entrepreneurship/Small Business: Certificate
- Culinary Arts Technology: Certificate
- Hospitality Management: Certificate

### Applied Science - General Technology
- General Technology: Associate Degree

### Applied Science - HVAC
- Heat Pump: Certificate
- Designing HVAC Systems: Certificate
- Commercial Refrigeration: Certificate

### Applied Science - Industrial Electronics Technology
- Industrial Electronics Technology: Associate Degree
- Industrial Elec. Bio-medical Equip: Associate Degree
- Digital Home Technology Integration: Certificate
- Basic Audio-Video Production Tech: Certificate
- Network Administrator: Certificate
- Network Engineer: Certificate
- A+ Computer Servicing: Certificate
- Alternative Energy Construction: Certificate

### Applied Science - Industrial Maintenance Technology
- Basic Industrial Systems Technology: Certificate

### Applied Science - Industrial Maintenance Technology
- Basic Industrial Systems Technology: Certificate

### Applied Science - Industrial Electronics Technology
- Industrial Electronics Technology: Associate Degree
- Industrial Elec. Tech-Biomedical Equip: Associate Degree
- Digital Home Technology Integration: Certificate
- Basic Audio-Video Production Tech: Certificate
- Network Administrator: Certificate
- Network Engineer: Certificate
- A+ Computer Servicing: Certificate
- Alternative Energy Construction: Certificate

### Applied Science - Medical Technology
- Medical Technology: Certificate

### Applied Science - Paralegal
- Paralegal: Associate Degree
- Paralegal Specialist: Certificate

### Applied Science - Physical Therapy
- Physical Therapy: Certificate

### Applied Science - Radiologic Technology
- Radiologic Technology: Certificate

### Applied Science - Surgical Technology
- Surgical Technology: Diploma

### Applied Science - Pre-Allied Health Studies
- Pre-Allied Heath Studies: Certificate

### Applied Science - Massage Therapy
- Massage Therapy: Certificate

### Applied Science - Computer Forensics
- Computer Forensics: Certificate

### Applied Science - Crime Scene Investigation
- Crime Scene Investigation: Certificate

### Applied Science - Criminal Justice
- Criminal Justice Technology: Associate Degree
- Criminal Justice Technology – Transfer: Certificate
- Correctional Training: Certificate
- Law Enforcement Training: Certificate
- Correctional Office Administration: Certificate
- Criminal Justice & Law: Certificate
- Law Enforcement Psychology: Certificate
- Computer Forensics: Certificate
- Crime Scene Investigation: Certificate

### Applied Science - Early Care and Education
- Early Care and Education: Associate Degree
- Early Childhood Development: Certificate
- Early Childhood Development: Certificate
- Child Care Management: Certificate
- Infant/Toddler Care: Certificate

### Applied Science - General Business
- General Business: Associate Degree
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- General Business – Golf Management: Associate Degree
- General Business – Fire Service Mgt.: Associate Degree
- General Business – Law Enforcement/Security Mgt.: Associate Degree
- Accounting: Certificate
- Entrepreneurship/Small Business: Certificate
- Culinary Arts Technology: Certificate
- Hospitality Management: Certificate

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### Applied Science - HVAC
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- Industrial Electronics Technology: Associate Degree
- Industrial Elec. Bio-medical Equip: Associate Degree
- Digital Home Technology Integration: Certificate
- Basic Audio-Video Production Tech: Certificate
- Network Administrator: Certificate
- Network Engineer: Certificate
- A+ Computer Servicing: Certificate
- Alternative Energy Construction: Certificate

### Applied Science - Medical Technology
- Medical Technology: Certificate

### Applied Science - Paralegal
- Paralegal: Associate Degree
- Paralegal Specialist: Certificate

### Applied Science - Physical Therapy
- Physical Therapy: Certificate

### Applied Science - Radiologic Technology
- Radiologic Technology: Certificate

### Applied Science - Surgical Technology
- Surgical Technology: Diploma

### Applied Science - Pre-Allied Health Studies
- Pre-Allied Heath Studies: Certificate

### Applied Science - Massage Therapy
- Massage Therapy: Certificate

### Applied Science - Computer Forensics
- Computer Forensics: Certificate

### Applied Science - Crime Scene Investigation
- Crime Scene Investigation: Certificate

### Associated Programs
- Associate Degree Nursing (ADN)
- Physical Therapist Assistant
- Radiologic Technology
- Practical Nursing (PN)
- Surgical Technology
- Pre-Allied Health Studies
- Massage Therapy
- Computed Tomography

### Applied Science - Paralegal
- Paralegal: Associate Degree
- Paralegal Specialist: Certificate
**IMPORTANT DATES • CALENDAR**

### Spring 2014

<table>
<thead>
<tr>
<th>Spring Semester 2014</th>
<th>Spring I</th>
<th>Spring II</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deadline for FAFSA Submission</td>
<td>Nov. 1</td>
<td>Nov. 1</td>
</tr>
<tr>
<td>Senior Citizen Registration</td>
<td>Jan. 3</td>
<td>Jan. 3</td>
</tr>
<tr>
<td>Tuition Payment Deadline</td>
<td>Jan. 8</td>
<td>Jan. 8</td>
</tr>
<tr>
<td>Classes Begin</td>
<td>Jan. 8-14</td>
<td>Jan. 8-10</td>
</tr>
<tr>
<td>Schedule Change (Section Swap)</td>
<td>Mar. 3-8</td>
<td>Mar. 3-8</td>
</tr>
<tr>
<td>Martin Luther King Jr. Day - College Closed</td>
<td>Jan. 20</td>
<td>Jan. 20</td>
</tr>
<tr>
<td>Spring Break - No Classes</td>
<td>April 28</td>
<td>April 28</td>
</tr>
<tr>
<td>Graduation Application Deadline</td>
<td>April 29 - May 5</td>
<td>April 29 - May 5</td>
</tr>
<tr>
<td>Classes End</td>
<td>April 28</td>
<td>April 28</td>
</tr>
<tr>
<td>Final Exams</td>
<td>April 29 - May 5</td>
<td>April 29 - May 5</td>
</tr>
<tr>
<td>Graduation</td>
<td>May 9</td>
<td>May 9</td>
</tr>
</tbody>
</table>

SPRING REGISTRATION STARTS MONDAY, OCT 14

SPRING REGISTRATION ENDS FRIDAY, JAN 3

TUITION PAYMENT DEADLINE FRIDAY, JAN 3

*Section Swap & Drop:* To switch sections of a course during the Section Swap & Drop period, a student must email his/her division dean (see below) using his/her TCL email account to make the schedule change. The student is responsible for any tuition or fees associated with the schedule change. Please note that only sections of the same course can be changed (i.e. ENG 101-01 for ENG 101-03).

- Arts & Sciences: wfletcher@tcl.edu
- Business & Industrial: kflick@tcl.edu
- Health Sciences: msapp@tcl.edu

For everything registration, visit [www.tcl.edu/registration](http://www.tcl.edu/registration)

**What’s the buzz?** Advisement! Student Advisement has been chosen as TCL’s topic for the Quality Enhancement Plan (QEP), which will allow TCL to focus on assessing and improving the process. Watch the short video at: [www.tcl.edu/beadvised](http://www.tcl.edu/beadvised) to see how the QEP affects you and to learn all you need to know about it! What’s your part? Remember to be advised!
Spring 2014 Tuition & Fees*

**Service Area**: $156/credit hour  
**Non-Service Area**: $181/credit hour  
**Out-of-State**: $348/credit hour  

**Non-Refundable Registration Fee**: A registration fee of $50 per semester will be charged to each student.  
**Capital Fee**: A capital fee of $4 per credit hour will be charged to each student.

* Tuition and fees are subject to change after guide publication.

Dropping/Withdrawing From a Class [www.tcl.edu/studentrecords](http://www.tcl.edu/studentrecords)

Dropping or withdrawing from a course will affect your progress toward your educational goal. Also, there are financial implications for dropping or withdrawing from a course. It is suggested that you:

- Talk with your instructor who may be able to provide you with some suggestions that would make it possible for you to continue in the class  
- If you receive Financial Aid you should talk to the Financial Aid office to determine the impact of dropping or withdrawing on your aid

**Dropping** - You can DROP a course during the “Section Swap & Drop” period each term (see calendar). When you drop a course, the course will not show up on your official transcript.

- If you drop during the refund period, you will receive a tuition refund of either 100% or 50% based on the date that you drop the course. However, if you drop a course you must still pay all fees for the course even if you drop during the refund period. (See refund schedule below.)

**Withdraw** – You can WITHDRAW from a course after the “Section Swap & Drop” period and prior to the final exam period. Withdrawing will result in a grade on your transcript of “W” or a “WP” if you are passing the course at the time of withdrawal or a grade of “W” or “WF” if you are failing the course on the last date you attended class. A “WF” is computed in your GPA the same as an “F.”

- If you withdraw during the refund period, you will receive a tuition refund of either 100% or 50% based on the date that you withdraw. However, if you withdraw from a course you must still pay all fees for the course regardless of when you withdraw.

To drop or withdraw from a course, send your instructor an e-mail from your TCL student e-mail account requesting to be dropped or withdrawn from the course. Print and save a copy of the e-mail. Students should contact Financial Aid before dropping or withdrawing from a course to determine any impact on their aid.

### Spring 2014 Refund Deadlines***

<table>
<thead>
<tr>
<th>Spring</th>
<th>Spring (16-week)</th>
<th>Spring I (1st 8-week)</th>
<th>Spring II (2nd 8-week)</th>
<th>Spring III (12-week)</th>
</tr>
</thead>
<tbody>
<tr>
<td>100% Refund</td>
<td>1/14/2014</td>
<td>1/10/2014</td>
<td>3/12/2014</td>
<td>2/8/2014</td>
</tr>
<tr>
<td>50% Refund</td>
<td>1/28/2014</td>
<td>1/17/2014</td>
<td>3/19/2014</td>
<td>2/18/2014</td>
</tr>
<tr>
<td>0% Refund on or After</td>
<td>1/29/2014</td>
<td>1/18/2014</td>
<td>3/20/2014</td>
<td>2/19/2014</td>
</tr>
</tbody>
</table>

*** Refund for terms that vary in length from the regular semester will be prorated and assessed according to the refund schedule provided in this course schedule.

### Senior Citizen Tuition Waiver:
SC residents 60 years of age or older may qualify to attend free classes for credit or non-credit (audit) on a space-available basis. Course fees still apply. Senior citizens may only be registered within the last week of open registration before the start of the semester. Registration must be completed by a faculty advisor. After registration, senior citizen students must submit a Senior Citizen Tuition Waiver form to the Student Records office and provide proof of eligibility to have the waiver applied to their account. Contact the Student Records Office at 525-8272 for details.
Financial Aid Deadlines
www.tcl.edu/financial-aid

SPRING  (See calendar on pg 4 for other semester parts)
Financial Aid Priority Processing Dates
November 1 - FAFSA submission deadline *(TCL's school code is 009910)*
November 29 - Student loan application deadline
November 29 - File completion deadline

Spring 2014 Financial Aid Checklist
- Student’s 2012 Federal tax transcripts*
- 2012 W-2 Earning statements (Must be from the IRS)
- Leave and Earning statements (LES for military and military dependents)
- Statement of unemployment benefits
- Information on child support payments received and/or paid
- Social Security benefits information/statement for all members of the household
- Proof of SNAP benefits
- Proof of other family members in household attending college (for example: registrar’s certificate of attendance)

*may also need spouse/parents’ income tax forms/tax transcripts which may be requested online at www.irs.gov

24/7 Financial Aid Help
There are THREE different ways to get financial aid help 24 hours a day, 7 days a week, 365 days a year!

1) Visit the online Financial Aid Help Center (www.tcl.edu/helpcenter) and get answers to frequently asked Financial Aid questions such as:
   - What is the payment due date?
   - What is the status of my Financial Aid award?

   Plus the Help Center features:
   - A Live chat function
   - A place to request a scheduled callback

2) Reach a financial aid representative at any time of the day or night by phone, by simply calling 843.470.5961 or toll free at 1.855.509.6579.

3) Visit Financial Aid TV (FATV), an online video service that will help you find answers to all things financial aid.
   - FATV is an online library of short (60-90 seconds each) video clips that are accessible on demand, 24/7.
   - FATV videos communicate complex financial aid information in an easy-to-understand style.
   - FATV covers a wide array of topics including Financial Aid, Financial Literacy, Loans, Grants, and more.

First Things First!
Financial Aid qualifications vary. All students should complete the federal government’s Free Application for Federal Student Aid (FAFSA) online at www.fafsa.ed.gov. TCL’s school code is 009910. You must complete the FAFSA for all financial aid including the SC Lottery Tuition Assistance program. Here’s a BIG tip, start the financial aid process early because it takes time to complete! Once your FAFSA is submitted, please follow-up with Financial Aid.
**WHO IS ELIGIBLE?** The main criterion is that you are a resident of South Carolina – award is **NOT BASED ON NEED OR INCOME**!

Be sure to talk to Financial Aid for full details and eligibility requirements.

- You must complete the FAFSA (Free Application for Federal Student Aid).
- You must be a U.S. citizen or an eligible non-citizen.
- You must be a South Carolina resident.
- You must be enrolled in an eligible program of study.
- You must be enrolled in at least 6 credit hours.
- You must be making satisfactory academic progress.
- You must not owe a refund/repayment on a state or federal grant or be in default of a federal student loan.
- You must not be a recipient of the HOPE, LIFE or Palmetto Fellow Scholarships.
- Male students must be registered for selective service.

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**TCL TUITION FEES BY CREDIT HOURS**

<table>
<thead>
<tr>
<th>CREDIT HOURS</th>
<th>REGISTRATION FEE ($)</th>
<th>CAPITAL FEE ($)</th>
<th>TUITION ($)</th>
<th>TOTAL TUITION &amp; FEES ($)</th>
<th>LOTTERY ASSISTANCE ($)</th>
<th>TOTAL TUITION &amp; FEE WITH LOTTERY ($)</th>
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<td>1872</td>
<td>1970</td>
<td>-1230</td>
<td>795</td>
</tr>
</tbody>
</table>

* Figures based on Spring 2014; subject to change.
** Averages are from South Carolina Institutions of Higher Education
Source: CHE Tuition & Required Fees 2/18/2013
TCL figure based on Spring 2014

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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.
Are You New to TCL?  www.tcl.edu/steps
Follow these Steps to Enrollment!

Step 1: Submit Admissions Application
New, transfer, and those students returning to TCL after 12 months off must complete and submit an application for Admissions. Go to www.tcl.edu/apply to begin the process.

Step 2: If You Haven’t Already, Apply for Financial Aid
Financial Aid qualifications vary. All students should complete the federal government’s Free Application for Federal Student Aid (FAFSA) online at www.fafsa.ed.gov. TCL’s school code is 009910. You must complete the FAFSA for all financial aid including the SC Lottery Tuition Assistance program. Here’s a BIG tip, start the financial aid process early because it takes time to complete! Be sure to follow-up with Financial Aid by calling 843.470.5961 or toll free at 1.855.509.6579.

Step 3: Gather the Following Documentation
Please go to www.tcl.edu/documentation to see a complete list of documentation you are required to submit regarding Citizenship, Residency, and Transcripts.

Step 4: Contact or Meet With Enrollment Services
Take your documentation to Enrollment Services in building 2, Coleman Hall at the Beaufort Campus or at the New River Campus. If you cannot make it in right away, please call Enrollment Services at 843.525.8207. Even if you don’t have everything together, go ahead and contact or meet with Enrollment Services. They will then help you determine whether the Placement Test is needed. If a placement test is not needed, Enrollment Services will provide you with your advisor’s information so that you can be advised to register for classes.

Step 5: Schedule and Take Placement Test, If Needed
If Enrollment Services advises you to take the Placement Test, please schedule a placement test by contacting the Testing Center at 843-525-8344. Allow yourself at least 2 hours to take all 3 parts of the COMPASS test. When you have completed the test, you will immediately be referred back to Enrollment Services, who will then provide you with your advisor’s information.

Step 6: Set up your WebAdvisor and TCL Email Accounts
Activate both your TCL Email Account and WebAdvisor accounts immediately to access information to assist you in the enrollment process. Go to www.tcl.edu/social to see full instructions on setting up both your TCL Email and WebAdvisor accounts. If you need assistance, contact the Help Desk at 843-525-8344.

Step 7: Meet with your Advisor & Register for Classes
Contact your advisor immediately to set up an appointment for advisement. As a new student, your advisor will assist you in registering for the first time – you’ll want to have your WebAdvisor account activated by the time you are advised.

Step 8: Print Schedule and Fee Statement
Once you’ve registered for classes, print your schedule and fee statement. This can be done during advisement or on your own from WebAdvisor.

Step 9: Pay Tuition and Fees
Take your completed course schedule and fee statement to the Cashier in Bldg. 2, Coleman Hall, Beaufort Campus, or to the front desk at the New River and Hampton campuses for payment. You may pay by check, cash, MasterCard, Visa, and American Express. The cashier will give you a receipt. Visit www.tcl.edu/pay-your-bill for online payment options and more information. Keep your receipt!

Step 10: Obtain Student ID and Parking Pass
You can get your student ID card and free parking decal at Student Records, Bldg. 2 on the Beaufort Campus, at the Learning Resource Center at the New River Campus, and at the front desk at the Hampton Campus. Remember that receipt? This is where you need to present it to the Student Records Office to get your student ID. Have your vehicle registration information available for your parking decal.

Step 11: Purchase Books
You can purchase your books and necessary supplies at the Beaufort campus Bookstore beginning Thursday, January 2, 2014. Make sure you have your class schedule and student ID with you. That’s in MacLean Hall, Bldg. 12.

Are You Continuing at TCL? Follow these Steps to Register!

Step 1: If You Haven’t Already, Apply for Financial Aid
Financial Aid qualifications vary. All students should complete the federal government’s Free Application for Federal Student Aid (FAFSA) online at www.fafsa.ed.gov. TCL’s school code is 009910. You must complete the FAFSA for all financial aid including the SC Lottery Tuition Assistance program. Here’s a BIG tip, start the financial aid process early because it takes time to complete! Need to know where you are? Follow-up with Financial Aid by calling 843.470.5961 or toll free at 1.855.509.6579.

Step 2: Meet with your Advisor & Register for Classes
Please meet with your Academic Advisor to plan an appropriate class schedule. Then you can register for your classes on WebAdvisor. You can find your advisor’s information on your WebAdvisor account or visit www.tcl.edu/advisement.

Step 3: Print Schedule and Fee Statement
Once registered for classes, you’ll need to print your schedule and fee statement from WebAdvisor.

Step 4: Pay Tuition and Fees
Take your completed course schedule and fee statement to the Cashier in Bldg 2- Coleman Hall, Beaufort Campus, or to the front desk at the New River and Hampton campuses for payment. You may pay by check, cash, MasterCard, Visa, and American Express. The cashier will give you a receipt. Visit www.tcl.edu/pay-your-bill for online payment options and more information.

Step 5: Purchase Books
You can purchase your books and necessary supplies at the Beaufort campus Bookstore beginning Thursday, January 2, 2014. Make sure you have your class schedule and student ID with you. That’s in MacLean Hall, Bldg. 12.
Books will be sold beginning Thursday, January 2, 2014.

Items to bring with you when purchasing textbooks:
- Student ID
- Class schedule (you can print your class schedule using web advisor)
- If you are using financial aid to pay for your books, please make sure you have signed your title IV authorization form at the cashier’s office.
- Note: All Financial Aid documentation must be submitted prior to using the funds for bookstore purchases. See page 4 for details.

*Please visit www.tcl.edu/bookstore for more detailed information concerning when we will begin selling books, our return policy, etc. A list of book titles and prices are normally available on this site about 2 weeks before the start of classes.

843-525-8303 www.tcl.edu/bookstore
Technology Matters at TCL: Sign up for courses, access your grades and attend online classes using WebAdvisor and BlackBoard.

WebAdvisor

For WebAdvisor: Go to the TCL home page at www.tcl.edu and click on the WebAdvisor fast link or go directly to webadvisor.tcl.edu.

The first page gives you contact information and video demonstrations of how to perform certain tasks in WebAdvisor. After viewing this page, click on “Continue to WebAdvisor.” After reading the terms, click on “I agree to these terms and wish to continue to WebAdvisor.” You will be taken to the Welcome Page.

WEB ADVISOR:

On the Welcome Page, click “Log In” and enter your User ID (your first and last name, all lowercase and with no space between them) and your Password (your initial Password will be the last seven digits of your SSN). As soon as you log in, you will be advised that your Password has expired and that you must change it. Enter your User ID and the old Password (the last seven digits of your SSN) and then create a new Password that can be six to nine characters long, but must be a combination of numbers and letters. From your personal Welcome Page you can proceed with the tasks you need to perform. If you encounter problems, contact the Help Desk at 843-525-8344 or via email at helpdesk@tcl.edu.

Blackboard

BLACKBOARD On-line Learning:

Go to the TCL home page at www.tcl.edu and click on the Blackboard fast link. The first thing that you will see is the Blackboard login instructions. Scroll down to reach the “TCL Blackboard Log-In Page” link. Your Username is your seven-digit TCL Student ID number including the preceding 0’s. Example: 0012345. Your password is the first letter of your first name followed by the last seven digits of your Social Security number ("TCL" + “the last seven digits of your social security number” + "!"). For example, John Smith has a social security number of 123-45-6789. TCL3456789! is the initial password for John Smith. Click the “Sign in” button.

When you sign in for the first time, you will be asked to change your password. Your new password must be 8 or more characters in length including letters, punctuation, symbols, and numbers to create a strong password. When creating your new password, you can check it to find out if it is a weak or strong password. Be sure to create a password that is not in the weak category.

Your Microsoft Office 365 account will give you access to email, a calendar, contacts, and tasks. If you experience problems logging in or forget your password, call the Help Desk at (843) 525-8344.

Microsoft also provides a free account called SkyDrive. To sign into SkyDrive go to https://skydrive.live.com. Initially, your User ID and password will be the same as for your TCL email account. SkyDrive provides access to online storage, file sharing, and Microsoft Office applications. Because TCL does not manage your SkyDrive account, you should go to http://support.microsoft.com/ for support. You can also call the general support line at (800) 642-7676.

To use both products on your personal computer you may need to upgrade your web browser or office application to a more recent version. For instance, if you are using Internet Explorer 6 or 7, you will need to upgrade. If you are using Outlook to read your email and you are using Microsoft Office 2003, you will need to upgrade to Outlook 2007 or Outlook 2010 to continue using Outlook.

Text Alert

With TCL’s Text Alert you can receive immediate notification of emergency events via text messaging on your cell phone. Everyone is strongly encouraged to register his/her cell phone with this service. Setting it up is easy, just go to www.tcl.edu/text-alert. Unlike the other technology offerings at TCL, Text Alert allows you to choose your own username and password.

Note that your enrollment in this service automatically expires on the date shown in the “Opt-out” box — be sure to choose an expiration date after your expected graduation date.

Follow TCL on:

A great way to keep up on what’s happening at TCL!

Go to www.tcl.edu/social
Online Learning at TCL  www.tcl.edu/distance-learning

Is an Online Course Right For You?

Students often wonder if an online course is right for them. Please consider the following items when deciding if this is the right instructional format for you.

1. Online courses definitely require strong student motivation and very strong student discipline.
2. Research shows that active learners are most successful.
3. Students who are good readers and writers will perform better in online courses. Three different reading skills are required. First, students must be good readers—the amount of reading is often doubled in web courses since students must read a text and online material. Second, students must be self-starting readers. All assignments, due-dates, and instructions are available on the web, but students must seek them out. Third, students must be good detail readers and proofreaders. The slightest spelling or syntax error can mean hours of frustration. Failure to read and follow directions can seriously harm student performance. Students may also have bad habits contributing to superficial reading such as “hitting” a page, or “checking it out.” Course web pages contain too much information for this—students must go to the page, stop, and read the page with understanding.
4. Online courses tend to require more hours per week than regularly scheduled classes. Students may save some time by eliminating driving, parking, and getting a baby-sitter, but the time to organize study, to complete assignments, and to review for exams adds up to a significant commitment.
5. Online courses are not self-paced. It is not possible to enroll at any time, take tests at anytime, etc. Some courses require students to come to the testing center on Beaufort Campus for exams. There is flexibility, but all online courses require some scheduled events. It is the student’s responsibility to meet these due dates for each course.
6. Students who have a year or more of effective use of the Internet perform better in online courses.

Spring 2014 Online Course Orientation

An orientation video for students taking online courses is available at http://libguides.tcl.edu/blackboard. In addition to viewing the video, students may also wish to attend a WebAdvisor, TCL Email, and Blackboard workshop offered through the Learning Resources Center/Library. Workshops are given during the first two weeks of classes and are offered on campus and online. To view the schedule and to register for a workshop, visit http://libguides.tcl.edu/workshops. If you have any questions or need assistance, contact the LRC at 843-525-8304.

For Your Information

Fill out the info on these cards and then cut them out. Put them in a safe place so that you can access them when needed.

In case of Emergency, Dial 9-1-1
(9-9-1-1 from a campus phone).
Then alert Security at
(843)525-8301 Beaufort,
(843)470-6006 New River,
(843)538-1613 Colleton,
(803)943-4262 Hampton,
and the Business Office at (843)525-8249.

TCL Email ID and Password
ID: ____________________________
Password: _______________________

Blackboard Username and Password
Username: _______________________
Password: _______________________

EMERGENCY RESOURCES
Be in the know:
www.tcl.edu/textalert
www.tcl.edu/emergency
Just What is Offered?
Using the Course Search - www.tcl.edu/course-search
Find a list of Spring 2014 classes online using the course search or go to www.tcl.edu/onlineclassespdf.

Why Use the Online Course Search?
The TCL Course Search function is the most accurate and up-to-the-minute way to find the classes you need. You will see the screens below.

**STEP ONE**
Choose the semester you need.

**STEP TWO**
Choose the classes you want to see. You can be as general or specific as you want. You can even skip this step entirely if you want to see the whole semester listing.

**STEP THREE**
Click on the “Submit” button. That’s all there is to it!

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In a NON-emergency situation, please contact Security at (843)525-8301 Beaufort, (843)470-6006 New River, (843)538-1613 Colleton, (803)943-4262 Hampton, and the Business Office at 525-8249.

**WebAdvisor ID and Password**
ID:________________________
Password:_________________________

**Text Alert Username and Password**
Username:__________________________
Password:_____________________________

KEEP IN A SAFE PLACE