IMPORTANT DATES
Spring Registration
November 13 - January 5

FAFSA Submission Deadline
Friday, November 25

Financial Aid Application File
Completion Deadline
Friday, December 2

Tuition Payment Deadline
Thursday, January 5, 2012

Spring & Spring I Classes Start
Monday, January 9

Spring 12-Week Classes Start
Monday, January 30

Spring II Classes Start
Monday, March 12

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Financial Aid Information - Pg. 4

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& Student Email Accounts; LRC Info - Pg. 8

How to Search for Classes Online - Pg. 9
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:

- The Technical College of the Lowcountry is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (SACS) 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 the Technical College of the Lowcountry.

- National League for Nursing Accrediting Commission (NLN)
- 3343 Peachtree Road NE, Suite 500, Atlanta Georgia 30326
- 404 975-5000 or 866 747-9965

- South Carolina Department of Labor, Licensing & Regulation (SCLLR)
- Board of Nursing
- Synergy Business Park, Kingstree Building, 110 Centerview Drive
- P.O. Box 12367, Columbia, SC 29211-2367

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

- Association of Collegiate Business Schools and Programs (ACBSP)
- 7007 College Blvd, Suite 420, Overland Park, Kansas 66211 • 913 339-9356

- Surgical Technology Program
- Accreditation Review Committee on Education in Surgical Technology (ARC-ST)
- 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
- 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

Important TCL Phone Numbers

- Academic Divisions: 843-525-8267
- Admissions: 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: 843-525-8211 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: 843-525-8344
- Learning Resources Ctr/Library: 843-525-8304
- Military Coordinator: 843-228-7494
- MCAS: 843-228-6259
- MCRD: 843-228-2594
- Student Records: 843-525-8272
- Security: 843-525-8301
- Student ID Cards/Parking Permits: 843-525-8290
- 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

1.800.768.8252

www.tcl.edu

TCL Locations

Beaufort Campus
921 Ribaut Road • Beaufort, SC 29901
843 525-8211

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

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

Colleton County Quick Jobs Center
1085 Thunderbolt Drive • Walterboro, SC 29488
843 538-1613

About the Technical College of the Lowcountry

Note: This Course Schedule is for informational purposes only and is subject to change. For the most accurate information, please go to the TCL website www.tcl.edu or consult your academic advisor at TCL.

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.
### Calendar

<table>
<thead>
<tr>
<th>Spring 2012</th>
<th>Spring</th>
<th>Spring I Minisemester</th>
<th>Spring II Minisemester</th>
<th>Spring III 12-week</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Loan Application Deadline</td>
<td>Dec. 2, 2011</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tuition Payment Deadline</td>
<td>Jan. 5</td>
<td>Jan. 5</td>
<td>March 7</td>
<td>Jan. 25</td>
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<tr>
<td>Classes Begin</td>
<td>Jan. 9</td>
<td>Jan. 9</td>
<td>Mar. 12</td>
<td>Jan. 30</td>
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<tr>
<td>Schedule Change (Section Swap)</td>
<td>Jan. 9-13</td>
<td>Jan. 9-11</td>
<td>Mar. 12-14</td>
<td>Jan. 30 - Feb. 1</td>
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<tr>
<td>Martin Luther King Day-College Closed</td>
<td>Jan. 16</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Spring Break - No Classes</td>
<td>March 5-9</td>
<td></td>
<td></td>
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<tr>
<td>Graduation Application Deadline</td>
<td>Mar. 1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Classes End</td>
<td>April 30</td>
<td>Mar. 2</td>
<td>April 27</td>
<td>April 27</td>
</tr>
<tr>
<td>Final Exams</td>
<td>May 1-7</td>
<td>Feb. 27 - Mar. 2</td>
<td>May 1-7</td>
<td>May 1-7</td>
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<tr>
<td>Graduation</td>
<td>May 11</td>
<td></td>
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<td></td>
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</tbody>
</table>

**SPRING REGISTRATION STARTS SUNDAY, NOVEMBER 13**

**TUITION PAYMENT DEADLINE TUESDAY, JANUARY 5**

**SPRING REGISTRATION ENDS THURSDAY, JANUARY 5**

<table>
<thead>
<tr>
<th>Summer 2012</th>
<th>Summer</th>
<th>Summer I - 10 Week</th>
<th>Summer II - 7 Week</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration</td>
<td>Apr. 4 - May 10</td>
<td>Apr. 4 - May 10</td>
<td>Apr. 4 - June 1</td>
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<tr>
<td>Classes Begin</td>
<td>May 21</td>
<td>May 21</td>
<td>June 1</td>
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<tr>
<td>Swap &amp; Drop</td>
<td>May 21 - 23</td>
<td>May 21 - 23</td>
<td>June 11-13</td>
</tr>
<tr>
<td>Memorial Day - College Closed</td>
<td>May 28</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Graduation Application Deadline</td>
<td>June 22</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Independence Day - College Closed</td>
<td>July 4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Summer Break - No Classes</td>
<td>July 2-6</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Classes End</td>
<td>Aug. 3</td>
<td>Aug. 3</td>
<td>Aug. 3</td>
</tr>
<tr>
<td>Final Exams</td>
<td>Aug. 6-7</td>
<td>Aug. 6-7</td>
<td>Aug. 6-7</td>
</tr>
</tbody>
</table>

### The Details: It’s time... are you ready? Spring 2012 registration goes until January 5!

We’ve recently revamped the registration timeline. Here is some important information regarding advisement and deadlines. Please call the Office of Student Records at 843.525.8272 with any other questions you might have. Spring 2012 registration deadline is Thursday, January 5.

When do spring classes start? Classes start January 9.

So when should I register? You should register as early as possible. Get started before registration begins by making an appointment with your advisor to have your plan in place. Visit www.tcl.edu/advisement for details.

Why register early? The earlier you register, the more likely you are to get the classes you want at the time you want . . . and besides, our research shows that TEC students who register on time are actually more successful in their classes.

What happens if I miss the registration deadline date? If you aren’t registered by the deadline, you will not be able to begin classes that start January 9. Also, keep in mind your class options will decrease the longer you wait.

If I need to add/drop classes, when can I do that? Will I still be able to make changes to my schedule once classes start? “Swap and Drop” will be allowed January 9 through January 13 for spring classes. In other words, you will be able to drop any classes that you want, but you will only be allowed to add back a different section of the same course that you dropped in the same session, and only through January 13. See the academic calendar above for “Swap and Drop” times for other Spring terms (Spring I, Spring II and Spring III). Swap/ Drop can only occur for the same courses in the same term.

www.tcl.edu/registration
Lottery Tuition Assistance at TCL*
Lottery Tuition Assistance (LTA) is available for eligible full-time students (12 or more credit hours) and eligible part-time students. The maximum award, based on Spring 2012, is $936 for eligible full-time students and $78 per credit hour for eligible part-time students*. If you have not already submitted the Free Application for Federal Student Aid (FAFSA), you will need to do so before the Financial Aid office can determine your eligibility for South Carolina Lottery Tuition Assistance. All financial aid awards are subject to change. Always consult your financial aid advisor.

<table>
<thead>
<tr>
<th>TCL TUITION*</th>
<th>WITH SC LOTTERY TUITION ASSISTANCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition per 12-hour semester $1,728.00</td>
<td>$1,838.00 Full-Time Tuition &amp; Fees (per 12-hour semester)</td>
</tr>
<tr>
<td>Capital Fee $60.00</td>
<td>- $936.00 Lottery Funding (based on Fall 2011 amount. Spring 2012 amount subject to change)</td>
</tr>
<tr>
<td>Registration Fee $50.00</td>
<td>$902.00 TOTAL Tuition &amp; Fees with SC Lottery Assistance</td>
</tr>
</tbody>
</table>

* Tuition, fees, and SC Lottery Tuition Assistance are subject to change after publication of this schedule.

Financial Aid Deadlines
Spring 2012 Semester: December 2, 2011 (See calendar for other semester parts)

Financial Aid Priority Processing Dates
Nov. 25, 2011 - FAFSA submission deadline (TCL’s school code is 009910)
Dec. 2, 2011 - Student loan application deadline
Dec. 2, 2011 - File completion deadline

Financial Aid notifications are sent through US Mail & student email. Activate your TCL email account early to avoid delay of notification. (Page 8)

Financial Aid Checklist

- Student’s 2010 Federal income tax forms*
- 2010 W-2 Earning statements
- Leave and Earning statements (LES for military and military dependents)
- Statement of unemployment benefits
- Information on child support payments received
- Social Security benefits information/statement for all members of the household
- Separation or divorce decrees
- Proof of other family members in household attending college (for example: registrar’s certificate of attendance)

* may also need spouse’s/parents’ income tax forms
For the latest Financial Aid updates and information, visit tcl.edu and go to the Financial Aid page.

Student Loan Workshops
Spring 2012 Student loan applicants MUST attend one of the following workshops:

- November 10, 2011 at 2:00 p.m.
  - Beaufort Campus: Bldg 4, Room 103
  - New River Campus: Bldg 50, Room 229
- November 15, 2011 at 11:30 a.m.
  - Beaufort Campus: Bldg 6, Room 108
  - New River Campus: Bldg 50, Room 138
- November 16, 2011 at 3:00 p.m.
  - Beaufort Campus: Bldg 6, Room 104
  - New River Campus: Bldg 50, Room 229

Student Loan Workshops
November 18, 2011 at 9:30 a.m.
- Beaufort Campus: Bldg 6, Room 108
- New River Campus: Bldg 50, Room 231

December 2, 2011 at 3:00 p.m.
- Beaufort Campus: Bldg 6, Room 108
- New River Campus: Bldg 50, Room 138

ALL APPLICATIONS & REQUIREMENTS MUST BE COMPLETED BY DECEMBER 2, 2011.

Tuition & Fees*
Effective Spring 2012, subject to change:
SC Resident: $144/credit hour
Non-Resident: $325/credit hour

Please note that all tuition will be charged per credit hour. There is no longer a semester rate. Tuition will be calculated as the number of credit hours multiplied by the hourly rate, regardless of the number of hours taken.

Non-Refundable Registration Fee: A registration fee of $50 per semester will be charged to each student.
Capital Fee: A capital fee of $5 per credit hour will be charged to each student.

Dropping/Withdrawing From a Class
Did you know that dropping a class might affect more than just your grade?

- Dropping a course during the “Swap & Drop” period each term is considered a “drop” and will not show up on your official transcript. See the Academic Calendar on page 3 for specific dates.
- Withdrawals after the “Swap & Drop” period and prior to the exam period will result in a “W” or “WP” if you are passing the course at the time of withdrawal or a “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”.
- Withdrawing without attending a class will affect your financial aid.

Withdrawal/Refund Dates**
(Using your TCL Student email account, a Drop/Withdrawal email must be sent to instructor during these times)

<table>
<thead>
<tr>
<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: Jan. 9-15</td>
<td>Jan. 9-11</td>
<td>Mar. 12-14</td>
<td>Jan. 30 - Feb. 4</td>
</tr>
<tr>
<td>50% refund: Jan. 16-29</td>
<td>Jan. 12-18</td>
<td>Mar. 15-21</td>
<td>Feb. 5-14</td>
</tr>
<tr>
<td>0% refund on or after: Jan. 30</td>
<td>Jan. 19</td>
<td>Mar. 22</td>
<td>Feb. 15</td>
</tr>
</tbody>
</table>

For additional information on Swap & Drop, contact Student Records at 843.525.8272.

* Tuition and fees are subject to change after schedule publication.
** 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. Additional fees still apply. Register for class on the last day of registration. Contact the Student Records Office at 525-8209 for details.
Are You New to TCL?
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. Apply online at www.tcl.edu/admissions or in person at any TCL campus.

Step 2: Set up your WebAdvisor and Email Accounts
Just 24 hours after you apply, your TCL WebAdvisor and email accounts are created. You need to activate both accounts immediately so you can access information to assist you in the enrollment process. Go to page 8 for complete instructions on setting up your WebAdvisor and Email accounts.

Step 3: 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 to avoid the last-minute rush before classes begin. See page 4 for more information.

Step 4: Complete Placement Testing
Schedule a placement test by calling the Testing Center at 843-525-8344. The purpose of the test is to ensure your advisor is able to place you in the appropriate courses to be most successful. Please note that all programs do not require this test so check with Admissions to find out if this is necessary for you.

Step 5: Meet with your Advisor & Register for Classes
To get you headed in the right direction, we’ll ask you to meet with your Academic Advisor to plan an appropriate class schedule and register for your classes. You can find your Advisor’s information on your WebAdvisor account or visit www.tcl.edu/advisement. Call early to make an appointment!

Step 6: Print Schedule and Fee Statement
Once registered for classes, you’ll need to print your schedule and fee statement. This is easily achieved through WebAdvisor.

Step 7: 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. You can also pay online at www.tcl.edu/pay-your-bill.

Step 8: Obtain Student ID and Parking Pass
You can get your student ID card and free parking decal at the Beaufort Campus Bookstore. That’s in MacLean Hall, Bldg. 12. Books for classes at the New River Campus can be purchased at the New River Campus. Here’s another BIG tip – you must present your course schedule at the time of purchase.

Step 9: Purchase Books
You can purchase your books and necessary supplies at the Beaufort campus Bookstore. That’s in MacLean Hall, Bldg. 12. Books for classes at the New River Campus can be purchased at the New River Campus. Here’s another BIG tip – you must present your course schedule at the time of purchase.

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

Step 1: 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 to avoid the last-minute rush before classes begin. See page 4 for more information.

Step 2: Meet with your Advisor & Register for Classes
To get you headed in the right direction, we’ll ask you to meet with your Academic Advisor to plan an appropriate class schedule. Then you can register for your classes on WebAdvisor when registration begins. You can find your Advisor’s information on your WebAdvisor account or visit www.tcl.edu/advisement. Call early to make an appointment!

Step 3: Print Schedule and Fee Statement
Once registered for classes, you’ll need to print your schedule and fee statement. This is easily achieved through 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. You can also pay online at www.tcl.edu/pay-your-bill.

Step 5: Purchase Books
You can purchase your books and necessary supplies at the Beaufort campus Bookstore. Make sure you have your class schedule with you. That’s in MacLean Hall, Bldg. 12. Books for classes at the New River Campus can be purchased at the New River Campus.

TCL Bookstore

Hours of Operation:
Beaufort Campus: M-Th 8:00-5:30, F 8:00-4:30
New River Location: M-Th 8:00-5:00, F 8:00-4:00

Note: Hours may vary slightly when classes are not in session.

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 option 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.

*The New River Campus stocks books for classes being taught at the New River Campus only. If you are taking classes at the Beaufort Campus or on-line, you must purchase your books at the Beaufort Campus Bookstore.

843-525-8303 www.tcl.edu/bookstore
## PROGRAMS OF STUDY

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

### ASSOCIATE IN SCIENCE
- Associate in Science Transfer Block
- Science & Math Transfer Block
- Engineering Transfer Block

### APPLIED SCIENCE - ADMINISTRATIVE OFFICE TECHNOLOGY
- Administrative Office Technology 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

### APPLIED SCIENCE - CIVIL ENGINEERING TECHNOLOGY
- Civil Engineering Technology Degree
- Engineering Technology Preparation Certificate
- Engineering Surveying Certificate
- Civil Engineering Management Certificate
- Highway Engineering 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

### APPLIED SCIENCE - COMPUTER TECHNOLOGY
- Computer Technology Degree
- Help Desk Management Certificate
- Webmaster Certificate
- Programming Certificate
- Computer Applications Certificate
- Database Certificate

### APPLIED SCIENCE - COSMETOLOGY
- Cosmetology Diploma

### APPLIED SCIENCE - CRIMINAL JUSTICE
- Criminal Justice Technology 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

### APPLIED SCIENCE - EARLY CARE AND EDUCATION
- Early Care and Education Degree
- Early Childhood Development Diploma
- Child Care Management Certificate
- Infant/Toddler Care Certificate

### APPLIED SCIENCE - GENERAL BUSINESS
- General Business Degree
- Gen Business – Hospitality/Tourism Mgt Degree
- General Business – Golf Management Degree
- General Business – Fire Service Mgt. Degree
- Accounting Certificate
- Entrepreneurship/Small Business Certificate
- Management Development Certificate
- Culinary Arts Technology – NEW Certificate
- Hospitality Management Certificate

### APPLIED SCIENCE - GENERAL TECHNOLOGY
- General Technology Degree

### APPLIED SCIENCE - HVAC
- Heat Pump Certificate
- Designing HVAC Systems Certificate
- Commercial Refrigeration Certificate

### APPLIED SCIENCE - INDUSTRIAL ELECTRONICS TECHNOLOGY
- Industrial Electronics Technology Degree
- Industrial Elec. Tech-Biomedical Equip Certificate
- Digital Home Technology Integration - NEW 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 - HEALTH SCIENCES
- Associate Degree Nursing (ADN) Degree
- Physical Therapist Assistant Degree
- Radiologic Technology Diploma
- Practical Nursing (PN) Certificate
- Surgical Technology Diploma
- Pre-Allied Health Studies Certificate
- Massage Therapy Certificate
- Computed Tomography Certificate

### APPLIED SCIENCE - PARALEGAL
- Paralegal Degree
- Paralegal Specialist Certificate
## Spring 2012 EXAM SCHEDULE

<table>
<thead>
<tr>
<th>If your class meets on:</th>
<th>And begins between:</th>
<th>Your final exam will be on:</th>
<th>Between:</th>
</tr>
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<tbody>
<tr>
<td>Monday Only</td>
<td>After 4:00 pm</td>
<td>Monday, April 30</td>
<td>At regularly scheduled class time</td>
</tr>
<tr>
<td>Monday/Wednesday</td>
<td>After 6:30 pm</td>
<td>Monday, April 30</td>
<td>At regularly scheduled class time</td>
</tr>
<tr>
<td>Tuesday Only</td>
<td>8:00 am &amp; 8:30 pm</td>
<td>Tuesday, May 1</td>
<td>At regularly scheduled class time</td>
</tr>
<tr>
<td>Tuesday/Thursday</td>
<td>9:30 &amp; 10:55 am</td>
<td>Tuesday, May 1</td>
<td>9:30 &amp; 11:30 am</td>
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<tr>
<td>Tuesday/Thursday</td>
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<td>Tuesday, May 1</td>
<td>1:00 &amp; 3:00 pm</td>
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<td>Tuesday/Thursday</td>
<td>After 6:30 pm</td>
<td>Tuesday, May 1</td>
<td>At regularly scheduled class time</td>
</tr>
<tr>
<td>Wednesday Only</td>
<td>8:00 am &amp; 8:30 pm</td>
<td>Wednesday, May 2</td>
<td>At regularly scheduled class time</td>
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<td>Wednesday, May 2</td>
<td>8:00 &amp; 10:00 pm</td>
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<tr>
<td>Monday/Wednesday</td>
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<td>Wednesday, May 2</td>
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<td>Monday/Wednesday</td>
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<td>Wednesday, May 2</td>
<td>2:00 &amp; 4:00 pm</td>
</tr>
<tr>
<td>Monday/Wednesday</td>
<td>5:00 &amp; 6:25 pm</td>
<td>Wednesday, May 2</td>
<td>At regularly scheduled class time</td>
</tr>
<tr>
<td>Thursday Only</td>
<td>8:00 am &amp; 8:30 pm</td>
<td>Thursday, May 3</td>
<td>At regularly scheduled class time</td>
</tr>
<tr>
<td>Tuesday/Thursday</td>
<td>8:00 &amp; 9:25 am</td>
<td>Thursday, May 3</td>
<td>8:00 &amp; 10:00 am</td>
</tr>
<tr>
<td>Tuesday/Thursday</td>
<td>11:00 &amp; 12:25 pm</td>
<td>Thursday, May 3</td>
<td>11:00 &amp; 1:00 pm</td>
</tr>
<tr>
<td>Tuesday/Thursday</td>
<td>2:00 &amp; 4:55 pm</td>
<td>Thursday, May 3</td>
<td>2:00 &amp; 4:00 pm</td>
</tr>
<tr>
<td>Tuesday/Thursday</td>
<td>5:00 &amp; 6:25 pm</td>
<td>Thursday, May 3</td>
<td>At regularly scheduled class time</td>
</tr>
<tr>
<td>Friday Only</td>
<td>8:00 am &amp; 8:30 pm</td>
<td>Friday, May 4</td>
<td>At regularly scheduled class time</td>
</tr>
<tr>
<td>Friday Only</td>
<td>11:00 am &amp; 11:30 am</td>
<td>Friday, May 4</td>
<td>At regularly scheduled class time</td>
</tr>
<tr>
<td>Saturday Only</td>
<td>8:00 am &amp; 8:30 pm</td>
<td>Saturday, May 5</td>
<td>At regularly scheduled class time</td>
</tr>
<tr>
<td>Saturday Only</td>
<td>11:00 am &amp; 11:30 am</td>
<td>Saturday, May 5</td>
<td>At regularly scheduled class time</td>
</tr>
<tr>
<td>Monday Only</td>
<td>8:00 am &amp; 3:45 pm</td>
<td>Saturday, May 7</td>
<td>At regularly scheduled class time</td>
</tr>
<tr>
<td>Monday/Wednesday</td>
<td>9:30 &amp; 10:55 am</td>
<td>Monday, May 7</td>
<td>9:30 &amp; 11:30 am</td>
</tr>
<tr>
<td>Monday/Wednesday</td>
<td>12:30 &amp; 2:25 pm</td>
<td>Monday, May 7</td>
<td>1:00 &amp; 3:00 pm</td>
</tr>
</tbody>
</table>

### Developmental Education Exams

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Date(s)</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 032-012</td>
<td>April 24 or 25</td>
<td>At regularly scheduled class time</td>
</tr>
<tr>
<td>RDG 032-012</td>
<td>April 25 or 30</td>
<td>At regularly scheduled class time</td>
</tr>
<tr>
<td>MAT 032-012</td>
<td>April 26, 27 or 30</td>
<td>At regularly scheduled class time</td>
</tr>
</tbody>
</table>
Technology Matters at TCL: Sign up for courses, access your grades and attend online classes using WebAdvisor and BlackBoard.

How to set up your WebAdvisor account

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.

How to set up your Blackboard account

BLACKBOARD On-line Learning:
Go to the TCL home page at www.tcl.edu and click on the Blackboard fast link.

Click on the Access Blackboard here.

The first page is the Welcome Page. To access the login page, click “Login to.” 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, lowercase, followed by the last three digits of your SSN. Click “Log in” to enter your myBlackboard page.

For Blackboard Support: On the TCL home page at www.tcl.edu, click the Blackboard fastlink.

See the “Access the Technical College of the Lowcountry Online Support Center now!”
(Blackboard Support for students, faculty and staff)
Click here to access the Technical College of the Lowcountry Online Support Center! Here, you can browse helpful guides and material and contact the support team directly - 24 hours a day, 7 days a week! You may chat live with a support team member, submit a ticket with your issue or concern, or call directly, toll-free: 1-877-736-2586. In order to submit a ticket you must first create an account. When doing so please use your TCL e-mail address and password associated with your Blackboard Account to eliminate confusion.

How to set up your Student Email account

If you are a TCL student, 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. Official TCL communication is sent to your TCL Student email account only!

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. Notice that the entire user name/e-mail address is typed in all lowercase letters with no spaces.

An example of a user name/e-mail address is johnjones@my.tcl.edu. Your initial password is the last 7 digits of your social security number.

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 the strength or weakness of your newly created password. It is a good idea to choose one of the Hint options in case you forget your password.

Find specific instructions on the TCL web site at www.tcl.edu/studentemail

Follow TCL on:
A great way to keep up on what’s happening at TCL! Just go to www.tcl.edu and click on the Facebook and Twitter icons.

TCL Learning Resources Center / Library
www.tcl.edu/library

Beaufort Campus:
Building 12, Suite 200
Hours during regular semesters:
Monday - Thursday 8:00 a.m. - 8:00 p.m.
Friday 8:00 a.m. - 11:30 a.m.
Closed Saturdays and Sundays
Hours during intercessions:
Monday-Thursday 8:00 a.m. - 5:30 p.m.
Friday 8:00 a.m. - 11:30 a.m.
Call 843.525.8304 for more information.

New River Campus:
The New River Campus LRC computers are available:
Monday - Friday 8:00 a.m. - 10:00 p.m.
Saturday 8:00 a.m. - 5:00 p.m.
Call 843.470.6003 for more information.

Tutoring Center
www.tcl.edu/tutoring

On-campus tutoring in English, math, and biology. Visit the Tutoring Center webpage for Beaufort and New River Tutor schedules.

Smarthinking: 24/7 online tutoring accessible through Blackboard. Visit http://libguides.tcl.edu/smartthinking for information and access instructions.

Call 843.525.8221 for more Tutoring information.

Tutoring hours are posted on the TCL website. All students should call to make an appointment at the Tutoring Center.
Using the Course Search - www.tcl.edu/course-search

Find a list of Spring 2012 classes online!

The TCL Course Search function is the most accurate and up-to-the-minute way to find the classes you need. It uses WebAdvisor to connect to the TCL database. You will see the screen below.

Looking for a list of online classes? Use the online course search!

How to use Course Search:

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!
Online Learning at TCL

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 2012 Online Course Orientation

If you are taking online classes and have not previously attended an Online Course Orientation, you must attend one of the sessions.

For more information, visit www.tcl.edu/distancelearning

To attend, log in online to the orientation via Elluminate. Use the link provided within 30 minutes of the scheduled orientation session and follow the directions. It is recommended that you have either a headset with a microphone or speakers with the ability to use the Chat Window. To join the session live, paste the link into your browser’s address bar and hit enter. Your User Name is your First and Last Name. If you have a web camera and speakers or a headset with a microphone, please follow the instructions on the screen to set-up your audio. If you do not have a microphone, you will be able to hear the Orientation over your computer speakers or headset. You can communicate with the instructor via the Chat window on the left of the screen.

There are four Blackboard Orientation for Students being offered for 2012 Spring via the link below.

1. Tuesday January 3, 2012 from 3:00 p.m. to 4:30 pm
   - Students can attend this session live on campus in Building 4 Room 103 or join live from their computer via the Blackboard Collaborate link below
2. Thursday January 3, 2012 from 3:00 p.m. to 4:30 pm
   - Students can attend this session live on campus in Building 4 Room 103 or join live from their computer via the Blackboard Collaborate link below
3. Thursday January 3, 2012 from 6:00 p.m. to 7:30 pm
4. Tuesday January 24, 2012 from 6:00 p.m. to 7:30 pm

To attend one of these sessions using Blackboard Collaborate return to this link 15 to 20 minutes prior to one of the times listed above and follow the instructions on the screen. Please download the attached Blackboard Collaborate Elluminate Live Participant Quick Reference Guide and follow the directions provided.

David B. Carter
Director of On-line Learning

Participants Click Here to Join or paste the following link into your browser’s address bar and hit enter.

Guest Link: https://sas.elluminate.com/m.jnlp?id=2009313&password=M.FEAFB2EE1B1A1B682520D1CSA5F487

Also please be sure to check your my.tcl e-mail for information on specific course orientations that instructors may require.
It’s time...
Registration starts November 13 for Spring 2012 classes!

So, what can you do now to get ready for registration?
Call today to set up an appointment with your advisor to help get your plan in place!

> Arts & Sciences: 525.8281  > Health: 525.8267
> Business: 525.8241  > Industrial: 525.8241

Why plan to register early?
The earlier you register, the more likely you are to get the classes you want at the time you want.

Register by January 5 for Spring classes!

We’ve recently revamped the registration timeline. To make sure you know just what to expect, please see page 3 inside or visit www.tcl.edu/registration for details.