IMPORTANT DATES:

SUMMER
- Summer I Registration: April 4 - May 10
- Summer II Registration: April 4 - June 1
- Deadline for FAFSA Submission: April 6
- Financial Aid Processing Deadline: April 20
- Tuition Payment Deadline: May 10
- Classes Begin: May 21
  - Summer I Classes Begin: May 21
  - Summer II Classes Begin: June 11

FALL
- Fall Full-Term Registration: April 4 - August 9
- Fall I Registration: April 4 - August 9
- Fall III Registration: April 4 - September 4
- Fall II Registration: April 4 - October 2
- Deadline for FAFSA Submission: June 1
- Financial Aid Processing Deadline: June 29
- Tuition Payment Deadline: August 10
- Classes Begin: August 16
  - Fall I Classes Begin: August 16
  - Fall III Classes Begin: September 13
  - Fall II Classes Begin: October 11

www.tcl.edu

TCL
It’s Working.
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.

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.
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 Fall 2012, is $1,140 for eligible full-time students and $95 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. TCL school code is 009910. All financial aid awards are subject to change. Always consult your financial aid advisor.

**TCL Tuition**  
Tuition per 12-hour semester: $1,176.00  
Capital Fee $60.00  
Registration Fee $50.00  
TOTAL Tuition & Fees $1,286.00  
* Tuition, fees, and SC Lottery Tuition Assistance are based on Fall 2012 and are subject to change after publication of this schedule.

Financial Aid Deadlines  
SUMMER (see calendar for other semester parts)  
Financial Aid Priority Processing Dates:  
April 8 - FAFSA submission deadline (TCL's school code is 009910)  
April 20 - Student loan application deadline  
April 20 - Fall 2012 completion deadline

Summer 2012 Financial Aid Checklist  
- Student's 2010 Federal income tax forms*  
- Proof of SNAP benefits  
- Statement of unemployment benefits  
- Proof of employment  
- Social Security benefits information  
- Separation or divorce decrees  
- Proof of other family members in household attending college (for example: registrar's certificate of attendance)

Dropping/Withdrawal 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.  
- Withdrawing after the "Swap & Drop" period and prior to the exam period will result in a "W" or "WF" if you are failing the course on the last date you attended class. A "W" is computed in your GPA as the an "F."  
- Withdrawing without attending a class will affect your financial aid.  
- Withdrawal/Refund Dates**  
- Student email account, a Drop/Withdrawal email must be sent to instructor during these times

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 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 a few hours after you register, 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 843-532-8344. 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 and Register for Classes  
To get you headed in the right direction, we’ll ask you to meet with your Academic Advisor to plan a 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.

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 and upcoming deadlines.  
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 Beaufort or at the 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. Here’s another BIG tip, be sure to keep the receipt because you’ll need it to get your student identification card (ID). You can also pay online at www.tcl.edu/pay-your-bill

Step 5: Purchase Books  
You’ll need to purchase your books and necessary supplies at the Beaufort campus Bookstore. Make sure you have your class schedule and student ID with you. That’s in MacLean Hall, Bldg. 3. 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 8:00-1:00  
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 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 books stocks for classes being taught at the New River campus only. If you are taking classes at the Beaufort Campus or online, 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 Associate Degree
• Arts, Humanities, Social Science Associate Degree
• Early Childhood, Elementary, Special Education Associate Degree
• General Education & Business Transfer Block Associate Degree
• Basic Art Certificate
• General Education Certificate
• General Education: Math & English Core Certificate
• Liberal Arts Certificate

ASSOCIATE IN SCIENCE
• Associate in Science Transfer Block Associate Degree
• Science & Math Transfer Block Associate Degree
• Engineering Transfer Block Associate Degree

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

APPLIED SCIENCE - CIVIL ENGINEERING TECHNOLOGY
• Civil Engineering Technology Associate 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 Associate Degree
• Help Desk Management Certificate
• Webmaster Certificate
• Programming Certificate
• Computer Applications Certificate
• Database Certificate

APPLIED SCIENCE - COSMETOLOGY
• Cosmetology Diploma

APPLIED SCIENCE - CRIMINAL JUSTICE
• Associate in Criminal Justice Associate Degree
• Criminal Justice Technology - Transfer Certificate
• Correctional Training Certificate
• Law Enforcement Training Certificate
• Correctional Office Administration Certificate
• Criminal Justice & Law Enforcement Psychology Certificate

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

APPLIED SCIENCE - GENERAL BUSINESS
• General Business Associate Degree
• Medical Business - Hospitality/Tourism Management Associate Degree
• General Business - Golf Management Associate Degree
• General Business - Fire Service Management Associate Degree
• General Business - Law Enforcement/Security Management Associate Degree
• Accounting Certificate
• Entrepreneurship/Small Business Management Certificate
• Management Development Certificate
• Culinary Arts Technology - New Certificate
• Hospitality Management Certificate

APPLIED SCIENCE - GENERAL TECHNOLOGY
• Technology Associate Degree

APPLIED SCIENCE - HVAC
• Heat Pump Certificate
• HVAC Systems Certificate
• Commercial Refrigeration Certificate

APPLIED SCIENCE - INDUSTRIAL ELECTRONICS TECHNOLOGY
• Industrial Electronics Technology Associate Degree
• Digital Home Technology Integration - New Certificate
• Audio/Video Production Technology Certificate
• Network Administrator Certificate
• Network Engineer Certificate
• A+ Computer Networking Certificate
• Alternative Energy Construction Certificate

APPLIED SCIENCE - INDUSTRIAL MAINTENANCE TECHNOLOGY
• Basic Industrial Systems Technology Certificate

APPLIED SCIENCE - HEALTH SCIENCES
• Associate Degree Nursing (ADN) Associate Degree
• Physical Therapist Assistant Associate Degree
• Radiologic Technology Associate Degree
• Practical Nursing (PN) Diploma
• Surgical Technology Certificate
• Pre-Allied Health Studies Certificate
• Massage Therapy Certificate
• Computer Technology Certificate

APPLIED SCIENCE - PARALEGAL
• Paralegal Associate Degree
• Paralegal Specialist Certificate

SUMMER/FALL 2012 • 843.525.8211 • APPLY OR REGISTER ONLINE AT WWW.TCL.EDU

SUMMER 2012 EXAM SCHEDULE

If your class meets on: And begins between: Your final exam will be on: Between:

APPLIED SCIENCE - CRIMINAL JUSTICE
• Associate in Criminal Justice Associate Degree
• Criminal Justice Technology - Transfer Associate Degree
• Correctional Training Certificate
• Law Enforcement Training Certificate
• Correctional Office Administration Certificate
• Criminal Justice & Law Enforcement Psychology Certificate

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

APPLIED SCIENCE - GENERAL BUSINESS
• General Business Associate Degree
• Medical Business - Hospitality/Tourism Management Associate Degree
• General Business - Golf Management Associate Degree
• General Business - Fire Service Management Associate Degree
• General Business - Law Enforcement/Security Management Associate Degree
• Accounting Certificate
• Entrepreneurship/Small Business Management Certificate
• Management Development Certificate
• Culinary Arts Technology - New Certificate
• Hospitality Management Certificate

APPLIED SCIENCE - GENERAL TECHNOLOGY
• Technology Associate Degree

APPLIED SCIENCE - HVAC
• Heat Pump Certificate
• HVAC Systems Certificate
• Commercial Refrigeration Certificate

APPLIED SCIENCE - INDUSTRIAL ELECTRONICS TECHNOLOGY
• Industrial Electronics Technology Associate Degree
• Digital Home Technology Integration - New Certificate
• Audio/Video Production Technology Certificate
• Network Administrator Certificate
• Network Engineer Certificate
• A+ Computer Networking Certificate
• Alternative Energy Construction Certificate

APPLIED SCIENCE - INDUSTRIAL MAINTENANCE TECHNOLOGY
• Basic Industrial Systems Technology Certificate

APPLIED SCIENCE - HEALTH SCIENCES
• Associate Degree Nursing (ADN) Associate Degree
• Physical Therapist Assistant Associate Degree
• Radiologic Technology Associate Degree
• Practical Nursing (PN) Diploma
• Surgical Technology Certificate
• Pre-Allied Health Studies Certificate
• Massage Therapy Certificate
• Computer Technology Certificate

APPLIED SCIENCE - PARALEGAL
• Paralegal Associate Degree
• Paralegal Specialist Certificate

SUMMER 2012 EXAM SCHEDULE

This schedule includes Video & Web based courses

FALL 2012 EXAM SCHEDULE

If your class meets on: And begins between: Your final exam will be on: Between:

Video-based & web-based Consult course syllabus

EXAM SCHEDULES
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.
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 Blackboard help.

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.

Student Email
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 firstname.lastname@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’s 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 for details.

How to Access Student Email Using Your Mobile Device
You can find specific instructions for setting up many popular mobile phones at Mobile Phone Setup Reference.

• For instructions for the Apple iPhone, see Set Up Microsoft Exchange E-Mail on an Apple iPhone, iPad, or iPod Touch.
• For instructions for the Blackberry Curve, see Set Up POP or IMAP E-Mail on a Blackberry.
• For instructions for the Blackberry Pearl, see Set Up POP or IMAP E-Mail on a Blackberry Pearl.

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 just go to www.tcl.edu and click on the Facebook and Twitter icons.

Using the Course Search - www.tcl.edu/course-search
Find a list of Summer/Fall 2012 classes online using the course search or click here for the PDF.

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. 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. 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 sometimes save 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 a headset, 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.
2012 Summer:
Wednesday, May 9th at 2:00 pm in Building 4 Room 103 and via Elluminate
Guest Link: https://us.elluminate.com/m.php?id=2009313&password=M.6C639A9BB8B5EF9A73F0EBD46CB

2012 Fall:
Wednesday, August 15th at 2:00 pm in Building 4 Room 103 and via Elluminate
Guest Link: https://us.elluminate.com/m.php?id=2009313&password=M.0BFF23A246A901F119E487EEFF6F28

Wednesday, August 15th at 7:45 pm via Elluminate
Guest Link: https://us.elluminate.com/m.php?id=2009313&password=M.0BFF23A246A901F119E487EEFF6F28

Wednesday, September 12th at 7:45 pm via Elluminate
Guest Link: https://us.elluminate.com/m.php?id=2009313&password=M.0BFF23A246A901F119E487EEFF6F28

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 Online Learning

Also please be sure to check your my.tcl e-mail for information on specific course orientations that instructors may require.
TUESDAY TOURS
Tours are held every Tuesday at both our Beaufort and New River Campuses. Simply contact us at tours@tcl.edu and tell us when and which campus you would like to tour.

OPEN HOUSES

April 17, Military Dependents Open House
Beaufort Campus, Bldg. 12, 6 - 8 p.m.

April 26, College Preview Night
New River Campus, 6 - 8 p.m.

May 3, College Preview Night
Beaufort Campus, Bldg. 12, 6 - 8 p.m.

Details: 843-470-8405