### STEPS FOR NEW TCL STUDENTS

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1</strong></td>
<td>Apply Online at <a href="http://www.tcl.edu/apply">www.tcl.edu/apply</a></td>
</tr>
</tbody>
</table>
| **2** | Gather Your Documentation and Contact or Visit Enrollment Services  
See page 3 for details. |
| **3** | Schedule and Take Placement Test, If Needed  
See page 3 for details. |
| **4** | Apply for Financial Aid  
See pages 6-7 for details. |
| **5** | Sign-Up for New Student Orientation at www.tcl.edu/orientation |
| **6** | Meet with Your Advisor and Register for Classes  
See page 10 for details. |
| **7** | Set Up Your WebAdvisor and TCL Email Accounts  
See page 5 for details. |
| **8** | Print Schedule and Fee Statement from WebAdvisor |
| **9** | Pay Tuition and Fees  
See page 8 for details. |
| **10** | Obtain Student ID and Parking Pass from Student Records |
| **11** | Purchase Books  
See page 12 for details. |

### STEPS FOR CURRENT / CONTINUING TCL STUDENTS

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
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</table>
| **1** | Apply for Financial Aid (Must Apply Each Academic Year)  
See pages 6-7 for details. |
| **2** | Meet with your Advisor and Register Online for Classes  
See page 10 for details. |
| **3** | Print Schedule and Fee Statement from WebAdvisor |
| **4** | Pay Tuition and Fees  
See page 8 for details. |
| **5** | Purchase Books  
See page 12 for details. |

### GOT QUESTIONS? GET ANSWERS!

There are several ways to get admissions and enrollment assistance 24 hours a day, 7 days a week, 365 days a year:

1. Visit the online [Admissions Help Center](www.tcl.edu/helpcenter) and get answers to frequently asked questions.  
   Plus the Help Center features:  
   - A live chat function  
   - A place to request a scheduled callback

2. Reach an [Enrollment Services](www.tcl.edu/enrollment) representative at any time of the day or night by phone at 843.525.8207 or toll free at 1.855.509.6579

### VISIT ENROLLMENT SERVICES

- **Beaufort Campus**: Building 2, Lobby  
  M-Th: 8-5:30 | F: 8-4:30
- **New River Campus**: M-Th: 8-5:30 | F: 8-11:30
- **Hampton Campus**: M-Th: 8-5:30 | F: 8-11:30
As a new student, you’ll want to gather the documentation below and then get it to Enrollment Services in building 2, Coleman Hall at the Beaufort Campus or to the New River and Hampton Campuses. Even if you don’t have everything together, go ahead and contact or visit Enrollment Services.

**NEW STUDENT DOCUMENTATION**

As a new student, contact Enrollment Services to find out if you need to take a Placement Test. You can schedule a placement test by contacting the **Testing Center**. 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.

**Proof of U.S. Citizenship:** Submit one to be copied
Please provide any legal documents (e.g., marriage certificate) if there is a change from your birth name.

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

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


- Spouses*/Dependents: Birth Certificate, US Passport (unexpired) or Certificate of US Citizenship or Permanent Resident Card

**Proof of SC Residency:** Submit two or more to be copied
In order to receive the in-state tuition rate, all supporting and necessary documentation must be submitted prior to the first day of class for the term for which you are seeking in-state status.

- SC Driver’s License
- SC Vehicle Registration (must be issued at least 12 months ago or more)
- SC Voter’s Registration
- High School or College Transcript (for the past 12 months)
- Original Military Orders/Web Orders (if applicable)

**Official Transcripts**
Depends on academic program, check with an Enrollment Services Representative first.

- High School or GED Transcript
- College(s)

Mail to Enrollment Services, PO Box 1288, Beaufort, SC 29901.

**PLACEMENT TESTING**

As a new student, contact Enrollment Services to find out if you need to take a Placement Test. You can schedule a placement test by contacting the **Testing Center**. 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.

The Testing Center check-in area is located in Building 1 on the TCL Beaufort Campus. Testing appointments are required for the TCL New River Campus and the TCL Hampton, H. Mungin Center (see below). **When planning to take a test, allow enough time to complete the test before the Testing Center closes.**

**VISIT THE TESTING CENTER**

**BEAUFORT CAMPUS**

BUILDING 1
843.525.8344
M-TH: 8-5:30 | F: 8-11:30

**NEW RIVER CAMPUS**

RECEPTION AREA
843.470.6002
M-TH: 8-5:30 | F: 8-11:30
BY APPOINTMENT ONLY

**HAMPTON CAMPUS**

RECEPTION AREA
843.943.4262
M-TH: 8-5:30 | F: 8-11:30
BY APPOINTMENT ONLY
Whether you’re serving in the military now, transitioning out, already a Veteran or even a military spouse or dependent, TCL will give you the skills to find a great career here and anywhere else you go! Now is the time to take advantage of TCL’s low tuition and great programs.

TCL is committed to serving veterans, active duty military, their spouses and dependents stationed in the Lowcountry. TCL is an approved institution for administering the educational benefit programs of the Veterans Administration (VA) as well as a member of the Service members Opportunity Colleges (SOC) Consortium and the SOC Degree Network System.

Go to www.tcl.edu/military for more information about enrollment and financial aid.

Contact our Military Coordinator at 843.470.8405 or military@tcl.edu

Visit Us On Base At:
Marine Corps Recruit Depot / Parris Island / Education Office
923 Chosin Reservoir Rd. Room 30 • Parris Island, SC 29905
Phone: 843-228-2659 / Fax: 843-525-8285

Marine Corps Air Station / Merritt Field / Education Office
Building 596, Room 107 • Geiger Blvd
Phone: 843-228-7494 / Fax: 843-525-8285
Now that you’re a part of the TCL family, staying connected and up to date with your financial aid, registration and emails is crucial to successfully navigating college life. See below to learn how to access these great tools.

WEBADVISOR

Use WebAdvisor to register for classes, check your financial aid status and have instant access to where you are in your program of study.

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.” Then read the terms, click on “I agree to these terms and wish to continue to WebAdvisor.” You will be taken to the Welcome Page.

On the Welcome Page, click “Log In” and enter your User ID (your first and last name, all lowercase 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 logging into WebAdvisor or you’ve forgotten your password, please contact the Help Desk at 843-525-8344 or via email at helpdesk@tcl.edu.

BLACKBOARD

Blackboard is used by many faculty to communicate with students, especially for online classes. You can chat with your classmates, post homework assignments and even take tests. It’s what we call our Learning Management System.

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 social security number + “!” (e.g., 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 eight or more characters in length including letters, punctuation, symbols, and numbers to create a strong password. When setting 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 emergency notifications and event updates via text messaging on your cell phone.

Everyone is strongly encouraged to register his/her cell phone with TCL’s Text Alert 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.

TCL uses Microsoft Office 365 for student email. Your TCL email account is free and can be used as long as you like, even after you graduate.

To access email go to https://www.outlook.com/my.tcl.edu. Your User ID is your first and last name @my.tcl.edu and should be typed as one word: firstname.lastname@my.tcl.edu. The entire User ID is typed in lowercase letters with no spaces. For example, you User ID for John Smith is johnsmith@my.tcl.edu. Your initial password is (“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.

Blackboard Support: Go to the TCL home page and click on the Blackboard fast link. Click on the link “Technical College of the Lowcountry Online Support Center” near the bottom of the page. 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 email address and password associated with your Blackboard Account to eliminate confusion.
Now that you’ve applied to TCL and registered for your classes, it’s time to think about how you’ll pay for your books, supplies, tuition and fees.

**COMPLETE THE FAFSA**

The fastest, easiest and most affordable way to fund your education is by completing the FAFSA online. FAFSA stands for the Free Application for Federal Student Aid. When you apply, you’re considered for all federal financial aid such as Pell Grants (FREE MONEY), Student Loans, and Federal Work Study (helps you get a job on campus). Completing the FAFSA is as easy as 1, 2, 3 and with our professional, courteous staff here to help you the process is even easier.

**STEP 1**
- Visit: www.fafsa.ed.gov
- Select: “2013 -2014 Application” for Summer or “2014-2015 Application” for Fall

**STEP 2**
- Answer ALL the questions truthfully and completed all requested sections
- Enter TCL’s school code: 009910

**STEP 3**
- Sign the FAFSA using your PIN and click submit
- Check your student email and WebAdvisor Accounts for important updates

**WHAT YOU NEED TO COMPLETE THE FAFSA**

Make sure you have both you and your parents’ 2013 federal tax returns for the 2014-2015 application (2012 tax information for the 2013-2014 application for summer applicants) as this information is required to complete the FAFSA application. If you’ve previously completed a FAFSA, you’re already two steps into the process and can click “Renewal Application” instead of completing a brand new one from scratch. The other items you need are your parents’ information (if applicable) and both you and your parent’s PIN. If you don’t have a PIN, go to www.pin.ed.gov and sign up for one. This allows you to electronically sign your application. Now you’re ready to complete the FAFSA!

**YOUR FAFSA IS DONE, NOW WHAT?**

After you submit the FAFSA, it will take approximately 7-10 business days for the TCL Financial Aid Office to receive your information. **Once we receive it, we will immediately start contacting you at your TCL Student Email Account** to let you know what you are eligible to receive – this is called your award letter. We may also contact you to let you know we still need things to finish processing your file. For example, we might request copies of you and your parents’ tax return transcripts, W-2s, or a form from our office. So please check your TCL Student Email Account often!

Financial Aid also uses WebAdvisor to communicate with you about your financial aid. Check your WebAdvisor account to:
- View your Financial Aid award letter and find out what you’re eligible to receive.
- Check the status of your Financial Aid and find out if need to supply any documents to complete your file.
- Find out if your financial aid awards have posted.
- Find out how much you still owe or if you’ll be getting money back.

**FINANCIAL AID COVERS...**

The main items Financial Aid covers are your tuition, fees, books and supplies. Though it can vary depending on your program, the majority of financial aid programs require students to be enrolled at least half-time (six credit hours). Some exceptions to this are the Pell grant. See Page 8 for information about financial aid disbursement checks.
Satisfactory Academic Progress (SAP) requirements must be met to receive financial aid. SAP is calculated at the end of each semester. It is important that students receiving financial aid understand that they must meet ALL of the below MINIMUM standards in order to receive their financial aid. Contact the Financial Aid Office for full details.

- Maintain a cumulative 2.0 grade point average (GPA) each semester.
- Complete 67% of your credit hours or units attempted.
- Complete your degree within 150% timeframe (i.e. an associate degree of 60 credit hours must be completed within 90 credit hours.) Once you reach or exceed the 150% you may no longer receive federal financial aid at TCL.

Financial aid will ONLY pay for the cost of courses within your current major or program of study. If a course is not listed in your program of study, you will be responsible to pay for the course out of pocket.

GOT QUESTIONS? GET ANSWERS!

There are FOUR 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 at www.tcl.edu/helpcenter to get answers to our frequently asked questions.

2. Speak with a financial aid representative by calling 843.470.5961 or toll free at 1.855.509.6579.

3. Visit Financial Aid TV (FATV) at www.tcl.edu/fatv. This online video service helps provide answers to all things financial aid in short 60-90 second videos. It’s quick and easy to understand.

4. Visit the TCL Financial Aid webpage at www.tcl.edu/financial-aid:
   - To keep up-to-date with financial aid
   - To learn more about the other types of aid we offer
   - To find financial aid forms
The Business Office oversees financial aid disbursements. Students who get Financial Aid (Pell, FSEOG, Loans) will receive a check for funds leftover after the bill has been paid. If you do not have a loan, checks are mailed out 30 days after your last class starts for the semester. If you do have a loan, checks will be sent 30 days after you are actually attending six credits or more. For first-time borrowers, Financial Aid applies the loans 30 days after the semester starts and the Business Office will mail the check within 15 days after that. All disbursements are mailed to the student’s address on file and cannot be picked up in person. Please contact the Business Office at 843.525.8355 for full details and exceptions.

**DISBURSEMENT CHECK SCHEDULE**

| Service Area*: $156/credit hour | Service Area*: $161/credit hour |
| Service Area*: $181/credit hour | Non-Service Area: $186/credit hour |
| Out-of-State: $348/credit hour | Out-of-State: $359/credit hour |
| Non-Refundable Registration Fee: A registration fee of $50 per semester will be charged to each student. | 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. | Capital Fee: A capital fee of $4 per credit hour will be charged to each student. |

A $25 course fee will be applied to certain classes. This fee helps offset the expense of consumables, laboratory equipment, software, and additional instruction. Go to [www.tcl.edu/feespdf](http://www.tcl.edu/feespdf) to view the list.

* TCL Service area consists of Beaufort, Colleton, Hampton, and Jasper counties.

**HOW TO PAY YOUR BILL**

- **Pay Online:** To pay your tuition and fees online, log on to your WebAdvisor account.
- **Pay In Person:** Please take your completed course schedule and fee statement to the Cashier in Building 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.
- **Payment Plan:** This plan is very flexible and allows you to pay what you want when you want. See cashiers at any campus to sign up for the payment plan. There is a non-refundable $35.00 payment plan enrollment fee that can be paid by cash, check or credit card to the cashier at any campus.

To avoid penalties, you must have paid the balance in full by
- **Summer 2014:** July 24, 2014
- **Fall 2014:** October 3, 2014

**WHERE’S MY CHECK? 843.525.8355**

The Business Office oversees financial aid disbursements. Students who get Financial Aid (Pell, FSEOG, Loans) will receive a check for funds leftover after the bill has been paid. If you do not have a loan, checks are mailed out 30 days after your last class starts for the semester. If you do have a loan, checks will be sent 30 days after you are actually attending six credits or more. For first-time borrowers, Financial Aid applies the loans 30 days after the semester starts and the Business Office will mail the check within 15 days after that. All disbursements are mailed to the student’s address on file and cannot be picked up in person. Please contact the Business Office at 843.525.8355 for full details and exceptions.

**Tuition & Fees Total $3,940 For the Year, With Lottery Tuition Assistance, It’s Only $1,660/Year! Just $830 per Full Time Semester!**

*Contact Financial Aid for full details and eligibility requirements. Based on summer 2014. Subject to change.*
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

DROPPING/WITHDRAWING FROM A CLASS

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 speak with 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.) Your financial aid may also be adjusted each time you drop a course.

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. Withdrawing will also affect your financial aid.

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.

SUMMER TUITION REFUND DEADLINES**

<table>
<thead>
<tr>
<th>Summer</th>
<th>Summer I (10-week)</th>
<th>Summer II (7-week)</th>
<th>Summer III (1st 5-week)</th>
<th>Summer IV (2nd 5-week)</th>
</tr>
</thead>
<tbody>
<tr>
<td>0% Refund on or After</td>
<td>5/30/2014</td>
<td>6/18/2014</td>
<td>5/28/2014</td>
<td>7/2/2014</td>
</tr>
</tbody>
</table>

FALL TUITION REFUND DEADLINES**

<table>
<thead>
<tr>
<th>Fall</th>
<th>Fall (16-week)</th>
<th>Fall I (1st 8-week)</th>
<th>Fall II (2nd 8-week)</th>
<th>Fall III (12-week)</th>
</tr>
</thead>
<tbody>
<tr>
<td>50% Refund</td>
<td>9/10/2014</td>
<td>8/30/2014</td>
<td>10/25/2014</td>
<td>10/3/2014</td>
</tr>
<tr>
<td>0% Refund on or After</td>
<td>9/11/2014</td>
<td>8/31/2014</td>
<td>10/26/2014</td>
<td>10/4/2014</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.
All students are required to meet with an Academic Advisor to plan an appropriate course schedule. Advisement ensures you get and stay on the right track.

ACADEMIC ADVISING

If you are a new student, Enrollment Services will let you know who your advisor is. All students can find out who their Advisor is through their WebAdvisor Account. It’s best to contact your advisor for an advisement appointment about a month before registration starts. Take a printed copy of your current Program Evaluation available from WebAdvisor when you go to advisement.

Program Evaluation on WebAdvisor

Your Program Evaluation is a tool designed to help you and your advisor create a course schedule and track progress toward your degree. The evaluation can also be helpful in selecting electives for registration.

Steps to Printing Your Program Evaluation

1. Log in to WebAdvisor with your User ID and Password.
2. Click on the “Current Students” box.
3. Click on “Program Evaluation” under the Academic Profile section on the bottom right of the screen.
4. You may select any active academic program. If you have multiple active programs that you are pursuing, choose the one you want to review.
5. Click the “submit” button at the bottom of the screen. The program evaluation will appear on your screen.
6. Print your Program Evaluation and take it with you to advisement.

Remember that the Program Evaluation is only a tool and is not an official graduation audit. Students should always refer to the college catalog with questions regarding their degree, major, and minor requirements. Program Evaluations do not replace your academic advisor. Always consult your advisor.

Schedule Planning Tip

When planning your schedule, remember that all courses are not offered every semester. Review the Course Frequency List at www.tcl.edu/frequency to see those courses offered on a rotating basis throughout the academic year. As you plan your schedule, make sure that you take into account the next scheduled time a course needed for your program of study will be offered.

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. What’s your part? Remember to be advised! Learn more at www.tcl.edu/beadvised.

Looking for a list of courses being offered this summer and fall? Use TCL’s Online Course Search tool. Here’s how:

STEP 1: Go to www.tcl.edu/course-search and click on the link that says “course search.”
STEP 2: A new web page will open through WebAdvisor (no need to login).
STEP 3: From the “Term” dropdown menu, choose the semester you’re interested in.
STEP 4: Scroll down, and click “Submit.”
STEP 5: A list of the courses offered will be displayed along with all of the details for each course.

If you want to pull a more specific list of courses, use the additional search fields on the main page.
TCL now uses WebAdvisor’s Smart Registration, which allows you to register for courses based on the requirements for your selected major. Smart Registration helps prevent you from registering for a course that will not be paid for by Financial Aid.

Smart Registration Instructions

**STEP 1:** Log into WebAdvisor and select the “Students” Link

**STEP 2:** Under the Heading “Academic Profile”, select “Program Evaluation”

**STEP 3:** From the Program Evaluation page, choose your Active Program, then in the field labeled *What work do you want to include?*, select “All (includes planned), click Submit

**STEP 4:** An Academic Evaluation will be displayed. This will tell the system which courses are required to completed the selected program. Scroll down to the bottom of the page and click OK

**STEP 5:** Under the Heading “Registration”, click on “Register for Sections” and then choose “Smart Registration”

**STEP 6:** On the Program Confirmation Page, confirm that the program shown is your program by selecting “Yes” and then click Submit

**STEP 7:** Select a Requirement, click Submit, then select a Sub Requirement, click Submit. A list of courses to satisfy the requirement will appear - courses that you have previously taken will NOT appear on this list – to select a previously taken course, Check the Box “Show Courses Already Taken.” (Note – if the requirement you selected does not have a Sub Requirement, you will be taken to the next screen)

**STEP 8:** Choose one or more courses shown, select the desired term from the drop down box, then click Submit

**STEP 9:** Choose one section from the list of available sections of the course for which you would like to register, click Submit

**STEP 10:** Find the section into which you want to register and select “Register” in the drop down box, click Submit

**STEP 11:** View the registration results, click OK

**STEP 12:** The Program confirmation screen will be displayed. If you wish to register for additional courses, select “Yes” then Submit – then repeat steps 7 - 11

*Note – Since Smart Registration limits you to registering only for courses in your major, if you are not in the correct major, you must change your major prior to registering. Contact your Advisor for assistance in changing your major. Students who wish to pay out-of-pocket for a course that is not included in their program of study should contact one of the following for assistance: Beaufort campus, Debby McClellan, Student Records Office, 843.525.8210; New River campus Student Services Office, 843.470.6002; Hampton campus, Joan Brown, 803.943.4262.*
Providing access to physical books and eBooks, online databases, technology, tutorials, and much more, TCL’s library offers a variety of essential services to students. Many of our resources are available online 24/7, on and off campus, making it even easier for library users to locate information and research materials.

**LEARNING RESOURCES CENTER / LIBRARY**
www.tcl.edu/library | 843.525.8304

**BEAUFORT CAMPUS**
BUILDING 12, ROOM 200
M-TH: 8-8:00 PM | F: 8-11:30 AM

**NEW RIVER CAMPUS**
Librarian Hours Vary: 843.470.6003
Computers Available: M-TH: 8-10:00 | F-SA: 8-4:30

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

Books, supplies, t-shirts, gifts – you name it, we have it at the TCL Campus Bookstore. Located in MacLean Hall, Bldg. 12, on the Beaufort Campus, we are ready to assist you with your education supply needs.

When you are ready to buy your books, *don’t forget to bring your class schedule and student ID.*

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 6-7 for details.*

Visit www.tcl.edu/bookstore for
- Book Price List
- Return Policy
- Book Buyback
- Book Rush Extended Store Hours

**TCL BOOKSTORE**
www.tcl.edu/bookstore | 843.525.8303

TCL offers a variety of free academic success services including one-on-one tutoring in math, writing, reading, biology, computer, and accounting. Visit www.tcl.edu/tutoring to view tutoring lab schedules, tutor schedules, and to make an appointment.

24/7 online tutoring is accessible through Blackboard. For information and access instructions, see http://libguides.tcl.edu/smarthinking.

Various academic success workshops are offered throughout the semester. The schedule, locations, and online registration may be found at http://libguides.tcl.edu/workshops.

**ACADEMIC SUCCESS ASSISTANCE AND TUTORING CENTER**
www.tcl.edu/tutoring | 843.525.8221

**LEVELING RESOURCES CENTER / LIBRARY**
www.tcl.edu/library | 843.525.8304

**TCL FOUNDATION**
www.tcl.edu/foundation | 843.525.8294

**BEAUFORT, BUILDING 12, SUITE 210**
The TCL Foundation offers financial support to the College and to students through:

**Scholarships**
The Foundation awards scholarships for tuition and/or books to students who demonstrate need, have a minimum grade point average of 2.5, and who are enrolled for at least 6 credit hours in a semester. Visit www.tcl.edu/foundation for details and to apply. Apply by April 15 for Summer and by July 17 for Fall 2014.

**Student Emergency Fund**
Sometimes in life, events happen for which we are not prepared. Generous donors have created a fund to help students who are experiencing life emergencies that may cause them to drop out of school. Either a TCL faculty member or counselor must complete a Student Emergency Fund Request Form which is submitted to the TCL Foundation. These funds are very limited.

**NEW RIVER CAMPUS**
M-TH: 8-5:00
F: 8-11:30 AM

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- Book Price List
- Return Policy
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- Book Rush Extended Store Hours
**STUDENT SUPPORT SERVICES**  
www.tcl.edu/sss  |  843.525.8328  
BEAUFORT, BUILDING 2, ROOM 250  

The Student Support Services (SSS) Office, a federally funded program, is responsible for assisting eligible students in reaching their academic and career goals at TCL. The program offers academic, educational and career services to students through tutoring, cultural and social enrichment activities, academic, personal and career counseling, transfer advising, and other services.

**CAMPUS LIFE, STUDENT ACTIVITIES & ORGANIZATIONS**  
www.tcl.edu/activities  |  843.525.8218  

At TCL, learning happens in and out of the classroom! College is more than just the books you read and the classes you take. It’s also about building social networks, honing your leadership skills and providing an enriched learning environment. There are numerous ways to get involved on campus including various student organizations such as Student Government, Phi Theta Kappa, Rotaract and more. Plus something fun is always going on from yoga to zumba to other FREE activities.

**DISABILITY SERVICES**  
www.tcl.edu/disability  |  843.525.8219  
BEAUFORT, BUILDING 2, ROOM 227  

Any enrolled TCL student who has a documented disability that has an impact upon the educational environment is eligible for services from Student Disability Services. Contact us today!

**CAREER AND TRANSFER SERVICES**  
www.tcl.edu/career  |  843.525.8224  
BEAUFORT, BUILDING 2, ROOM 121  

The TCL Career Placement office can assist you with resume writing, cover letters, and interview techniques. Make an appointment today! The Career and Transfer Services department also offers transfer services to assist students who plan to transfer to a four-year college or university after graduation.

**PALMETTO BREEZE TRANSPORTATION PROGRAM**  
www.tcl.edu/breeze  |  843.525.8229  

For some it’s the high cost of fuel; for others it’s being without transportation. The Palmetto Breeze transportation program is ideal for students needing to get to and from their classes at TCL. Pell eligible students will receive a set number of tickets that will enable them to ride the Palmetto Breeze transit buses based on routes that are already established at no cost whatsoever. Tickets are distributed on a first-come, first-serve basis.

**COUNSELING**  
www.tcl.edu/counseling  |  843.525.8288  
BEAUFORT, BUILDING 1, ROOM 204  

TCL offers individual counseling to help students with stress management, depression, test anxiety, and other personal and academic issues. The counseling services are always free and always confidential. Referrals are available for more serious needs.

**PILAU**  
www.tcl.edu/pilau  |  843.470.6040  
BEAUFORT, BUILDING 2, ROOM 243  

PILAU (Promoting Integrity, Leadership, Academics and cultural Understanding), named after a popular Lowcountry rice dish, is a federally funded program designed to improve the educational outcomes of African-American men enrolled at TCL. The program creates a learning community that supports academic success, progression, persistence and completion outcomes.
## 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
- Agriscience*: Certificate
- Introduction to Biology: 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

### 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
- Network Administrator: Certificate
- Networking for Electronic Health Records: Certificate

### Applied Science - Cosmetology
- Cosmetology: Diploma

### Applied Science - Criminal Justice
- Criminal Justice Technology: Associate Degree
- Criminal Justice Technology – Transfer: Associate Degree
- 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: Diploma
- 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
- 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. Tech-Biomedical Equip: Associate Degree
- Digital Home Technology Integration: Certificate
- Basic Audio-Video Production Tech: Certificate
- Network Engineer: Certificate
- A+ Computer Servicing: 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: Diploma
- Pre-Allied Health Studies: Certificate
- Massage Therapy: Certificate
- Computer Tomography: Certificate

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

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*Begin in Fall 2014*
ACCREDITATION:
Technical College of the Lowcountry is accredited by the Southern Association of Colleges and Schools Commission on Colleges 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.

See www.tcl.edu/accreditation for a full list of accreditations and approvals.

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.

TCL LOCATIONS | www.tcl.edu/campuses-maps

Beaufort Campus | M-Th: 8:00 - 5:30 p.m., F: 8:00 - 4:30 p.m.
PO Box 1288 • 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.
100 Community College Drive • Bluffton, SC 29909
843.470.6000

Individual department hours may vary.

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,
(803)943-4262 Hampton,
and the Business Office at
(843)525-8249.

EMERGENCY RESOURCES
Be in the know:
www.tcl.edu/textalert
www.tcl.edu/emergency

TCL Email ID and Password
ID: __________________________
Password: ______________________

Blackboard Username and Password
Username: ______________________
Password: _______________________
In a NON-emergency situation, please contact Security at (843)525-8301 Beaufort, (843)470-6006 New River, (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**

**SUMMER 2014**

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<th>Summer 2014</th>
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<th>Summer II - 7 Week</th>
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<td>March 31 - May 30</td>
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<tr>
<td>Priority Financial Aid Processing Deadline for File Completion</td>
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<td>Student Loan Deadline</td>
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<td>Registration Deadline</td>
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<tr>
<td>Tuition Payment Deadline</td>
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<tr>
<td>Classes Begin</td>
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<tr>
<td>Section Swap &amp; Drop*</td>
<td>May 19-21</td>
<td>June 9-11</td>
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<tr>
<td>Memorial Day - College Closed</td>
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<td>May 26</td>
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<tr>
<td>Graduation Application Deadline</td>
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<tr>
<td>Independence Day - College Closed</td>
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<tr>
<td>Summer Break - No Classes</td>
<td>June 30 - July 4</td>
<td>June 30 - July 4</td>
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<tr>
<td>Classes End</td>
<td>Aug 1</td>
<td>Aug 1</td>
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<tr>
<td>Final Exams</td>
<td>Aug 4-5</td>
<td>Aug 4-5</td>
</tr>
</tbody>
</table>

**SUMMER REGISTRATION STARTS**
**SUMMER REGISTRATION ENDS TUESDAY, MAY 13**
**TUITION PAYMENT DEADLINE**
**TUITION PAYMENT DEADLINE TUESDAY, MAY 13**

**FALL 2014**

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<thead>
<tr>
<th>Fall 2014</th>
<th>Fall</th>
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<th>Fall II</th>
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<tbody>
<tr>
<td>Registration</td>
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<td>March 31 - Aug 15</td>
<td>March 31 - Sept 10</td>
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<tr>
<td>Priority Financial Aid Processing Deadline for FAFSA Submission</td>
<td>May 30</td>
<td>May 30</td>
<td>June 27</td>
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<tr>
<td>Priority Financial Aid Processing Deadline for File Completion</td>
<td>June 27</td>
<td>June 27</td>
<td>July 25</td>
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<td>June 27</td>
<td>June 27</td>
<td>July 25</td>
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<tr>
<td>Tuition Payment Deadline</td>
<td>August 15</td>
<td>August 15</td>
<td>September 10</td>
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<tr>
<td>Last Day to Register/Add Classes</td>
<td>August 15</td>
<td>August 15</td>
<td>September 10</td>
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<tr>
<td>Classes Begin</td>
<td>August 21</td>
<td>August 21</td>
<td>September 18</td>
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<td>Section Swap &amp; Drop*</td>
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<td>September 18-22</td>
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<tr>
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<td>September 1</td>
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<tr>
<td>Graduation Application Deadline</td>
<td>October 1</td>
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<tr>
<td>Election Day - College Closed</td>
<td>November 4</td>
<td></td>
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<tr>
<td>Thanksgiving Holiday - No Classes</td>
<td>November 26</td>
<td></td>
<td></td>
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<tr>
<td>Thanksgiving Break - College Closed</td>
<td>November 27-28</td>
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</tr>
<tr>
<td>Classes End</td>
<td>December 10</td>
<td>October 15</td>
<td>December 10</td>
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<td>December 11-17</td>
<td>October 9-15</td>
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**FALL REGISTRATION STARTS**
**FALL REGISTRATION ENDS FRIDAY, AUGUST 15**
**TUITION PAYMENT DEADLINE**
**TUITION PAYMENT DEADLINE FRIDAY, AUGUST 15**