2015 SPRING ENROLLMENT/REGISTRATION GUIDE

For a web-friendly version, visit www.tcl.edu/registrationpdf
For everything registration, visit www.tcl.edu/registration
Search spring courses at www.tcl.edu/course-search
STEPS FOR NEW TCL STUDENTS

STEP 1: Apply Online at www.tcl.edu/apply

STEP 2: Gather Your Documentation and Contact or Visit Enrollment Services
See page 3 for details.

STEP 3: Schedule and Take Placement Test, If Needed
See page 3 for details.

STEP 4: Apply for Financial Aid
See pages 6-7 for details.

STEP 5: Sign-Up for New Student Orientation at www.tcl.edu/orIENTATION

STEP 6: Meet with Your Advisor and Register for Classes
See page 10 for details.

STEP 7: Set Up Your WebAdvisor and TCL Email Accounts
See page 5 for details.

STEP 8: Print Schedule and Fee Statement from WebAdvisor

STEP 9: Pay Tuition and Fees
See page 8 for details.

STEP 10: Obtain Student ID and Parking Pass from Student Records

STEP 11: Purchase Books
See page 12 for details.

STEPS FOR CURRENT / CONTINUING TCL STUDENTS

STEP 1: Apply for Financial Aid (Must Apply Each Academic Year)
See pages 6-7 for details.

STEP 2: Meet with your Advisor and Register Online for Classes
See page 10 for details.

STEP 3: Print Schedule and Fee Statement from WebAdvisor

STEP 4: Pay Tuition and Fees
See page 8 for details.

STEP 5: Purchase Books
See page 12 for details.

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.

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

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.

Proof of SC Residency: Should you be selected for residency verification, you will need to provide additional proof by submitting two or more of the following items to be copied in order to receive the in-state tuition rate. If notified, 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 (issued 12 months ago or more)
- SC Vehicle Registration (issued 12 months ago or more)
- State and Federal Tax Return from previous year
- SC Voter’s Registration (must be active)
- High School Transcripts (within the past 12 months; current year graduate)
- College Transcripts
- Original Military Orders/Web Orders (if applicable)

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. Although untimed, please allow yourself at least 2 hours to take all 3 parts of the COMPASS test. When you have completed the test, you will be directed to schedule an appointment with your advisor.

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 campus, 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
843.470.8400
Office Hours: M-TH: 8-5:30 | F: 8-11:30
Testing Hours: M-TH: 8:30-10:30, 1:30-3:30
F: By Appointment Only

New River Campus
Reception Area
843.470.6002
Testing Hours:
By Appointment Only

Hampton Campus
Reception Area
843.943.4262
Testing Hours:
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
Now that you’re a part of the TCL family, staying connected and up to date with your financial aid, registration and emails are crucial to successfully navigating college life. See below to learn how to access these great tools.

WEB ADVISOR

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 first name followed by the last three digits of your social security number. Click “Login.” NOTE: If you are a new student, you will not be able to access Blackboard until 2-3 days before your classes start.

For online course orientation, visit: http://libguides.tcl.edu/blackboard

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.

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.
Now that you’ve applied to TCL, make sure you have funding to 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: “2014-2015 Application” for Spring

**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

* There is a separate loan certification form, please visit the Financial Aid office for more information.

**WHAT YOU NEED TO COMPLETE THE FAFSA**

If you are a dependent student, make sure you have both you and your parents’ 2013 federal tax returns for the 2014-2015 application (if you are independent and married, you need your spouse’s info too) 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 both you and your parent’s PIN (if applicable). 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 received, 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 you 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 can cover are your tuition, fees, books and supplies. Lottery tuition is automatically applied if you qualify and can only be used to pay tuition and mandatory fees. 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)

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.

COURSES IN YOUR PROGRAM

Financial aid will ONLY pay for the cost of courses within your current 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.

BOOKS

If you have excess financial aid funds you can use them to purchase books prior to the start of the term. Please visit the Financial Aid office for more information.

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 web page 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.
**Tuition & Fees**

**TUITION FOR SPRING**

<table>
<thead>
<tr>
<th>Service Area*</th>
<th>$161/credit hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non-Service Area</td>
<td>$186/credit hour</td>
</tr>
<tr>
<td>Out-of-State</td>
<td>$359/credit hour</td>
</tr>
</tbody>
</table>

**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.

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.

**Note**: Tuition and fees are subject to change after schedule publication.

**WHERE’S MY CHECK?**

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**

<table>
<thead>
<tr>
<th></th>
<th>Spring</th>
<th>Spring I</th>
<th>Spring II</th>
<th>Spring III</th>
</tr>
</thead>
<tbody>
<tr>
<td>Checks mailed by:</td>
<td>2/12/2015</td>
<td>2/12/2015</td>
<td>4/15/2015</td>
<td>3/12/2015</td>
</tr>
</tbody>
</table>

**TCL’S TUITION & FEES TOTAL $4,060 FOR THE YEAR. WITH LOTTERY TUITION ASSISTANCE IT’S ONLY $1,780/YEAR! JUST $890 PER FULL TIME SEMESTER!***

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

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**Pay Online**: To pay your tuition and fees online, log on to your WebAdvisor account.

**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 March 13, 2015 for the Spring 2015 Semester.

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**tuition with SC Lottery Tuition Assistance**

<p>| | | | |</p>
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<thead>
<tr>
<th></th>
<th></th>
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<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition*</td>
<td>$1,932</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Capital Fee**</td>
<td>$48</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Registration Fee</td>
<td>$50</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total Tuition & Fees after Lottery Assistance**: $2,030*  
$890*  

* Per 12-hour semester, service area  
** $4 x 12 credit hours

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**How to Pay Your Bill**

**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.

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**Tuition & Required Fees 7/30/2012**

<table>
<thead>
<tr>
<th>Institution</th>
<th>Annual Tuition**</th>
<th>2 Year Regional Campuses</th>
<th>Comprehensive Colleges</th>
<th>Technical &amp; Community Colleges</th>
</tr>
</thead>
<tbody>
<tr>
<td>Institutions of Higher Education</td>
<td><strong>Averages are from South Carolina</strong></td>
<td><strong>Averages are from South Carolina</strong></td>
<td><strong>Averages are from South Carolina</strong></td>
<td><strong>Averages are from South Carolina</strong></td>
</tr>
<tr>
<td><strong>Total Tuition &amp; Fees</strong></td>
<td>$12,493</td>
<td>$6,284</td>
<td>$1,492</td>
<td>$1,138</td>
</tr>
<tr>
<td><strong>In-State</strong></td>
<td>$9,855</td>
<td>$4,971</td>
<td>$936</td>
<td>$788</td>
</tr>
<tr>
<td><strong>Out-of-State</strong></td>
<td>$161/credit hour</td>
<td>$359/credit hour</td>
<td>$48/credit hour</td>
<td>$359/credit hour</td>
</tr>
</tbody>
</table>

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**Contact Financial Aid for full details and eligibility requirements. Based on fall 2014. Subject to change.**
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. See calendar on back for registration dates.

REGISTRATION

POLICIES

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 and/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.

SPRING TUITION REFUND DEADLINES**

<table>
<thead>
<tr>
<th></th>
<th>Spring</th>
<th>Spring I</th>
<th>Spring II</th>
<th>Spring III</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(16-week)</td>
<td>(1st 8-week)</td>
<td>(2nd 8-week)</td>
<td>(12-week)</td>
</tr>
<tr>
<td>100% Refund</td>
<td>1/18/2015</td>
<td>1/14/2015</td>
<td>3/18/2015</td>
<td>2/14/2015</td>
</tr>
<tr>
<td>50% Refund</td>
<td>2/1/2015</td>
<td>1/21/2015</td>
<td>3/25/2015</td>
<td>2/24/2015</td>
</tr>
<tr>
<td>0% Refund or After</td>
<td>2/2/2015</td>
<td>1/22/2015</td>
<td>3/26/2015</td>
<td>2/25/2015</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. See calendar on back for registration dates.
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 spring? 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.
LET'S GET STARTED
Smart Registration is accessed through WebAdvisor. If you have already set up your WebAdvisor account, proceed to the instructions below for Smart Registration. If you need help setting up your WebAdvisor account, please see the instructions on page 5.

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

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.

ACADEMIC SUCCESS ASSISTANCE AND TUTORING CENTER
www.tcl.edu/tutoring  |  843.525.8221
TCL offers a variety of free academic success services including one-on-one tutoring in math, writing, reading, biology, computer, and accounting and group sessions in Read Right, a reading comprehension learning program. 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.

TCL BOOKSTORE
www.tcl.edu/bookstore  |  843.525.8303
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 all Financial Aid documentation must be submitted, processed and approved prior to using the funds for bookstore purchases. To ensure funds are available, please submit all documents by the required deadline dates. See page 6-7 for details.

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

BEAUFORT CAMPUS
BUILDING 12, ROOM 102
M-TH: 8-5:30
F: 8-11:30 AM

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 November 11 by 5:00 P.M., for Spring 2015.

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.
TCL wants you to succeed as a college student, which is why we offer a number of services and activities to supplement the College’s academic programs.

**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.

**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!

**COUNSELING**
www.tcl.edu/counseling | 843.525.8288
BEAUFORT, BUILDING 1, ROOM 204
TCL offers individual and group counseling to help students with stress management, depression, test anxiety, and other personal concerns. Counseling services are always free and confidential. Referrals are available for more serious needs. Sessions are made by appointment only.

**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.

**TCL HELP DESK**
helpdesk@tcl.edu | 843.525.8344
Need help logging in or using your WebAdvisor or TCL Student Email account? Get assistance by contacting the TCL Help Desk at 843-525-8344 or helpdesk@tcl.edu.

**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.

**CAREER AND TRANSFER SERVICES**
www.tcl.edu/career | 843.525.8224
BEAUFORT, BUILDING 1, ROOM 202
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.

**NEW HORIZONS CHILDCARE ASSISTANCE**
843.470.5961
The New Horizon’s Childcare Assistance Program is a federal grant provided through TCL to reimburse students a portion of their childcare costs while classes are in session. For application information, please visit www.tcl.edu/horizons or email the Financial Aid office at financialaid@tcl.edu.
**PROGRAMS OF STUDY**

<table>
<thead>
<tr>
<th>Associate in Arts</th>
<th>Arts, Humanities, Social Science</th>
<th>Early Childhood, Elementary, Special Ed</th>
<th>General Education &amp; Business Transfer Block</th>
<th>Basic Art</th>
<th>General Education</th>
<th>General Education: Math &amp; English Core</th>
<th>Liberal Arts Core</th>
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<tbody>
<tr>
<td>Associate Degree</td>
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<table>
<thead>
<tr>
<th>Associate in Science</th>
<th>Associate in Science Transfer Block</th>
<th>Science &amp; Math Transfer Block</th>
<th>Engineering Transfer Block</th>
<th>Agriscience</th>
<th>Introduction to Biotechnology</th>
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<thead>
<tr>
<th>Applied Science - Administrative Office Technology</th>
<th>Administrative Office Technology</th>
<th>Administrative Support</th>
<th>Medical Office Assistant</th>
<th>Office Apps for Business &amp; Industry</th>
<th>Advanced Healthcare Case Management</th>
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<th>Applied Science - Civil Engineering Technology</th>
<th>Civil Engineering Technology</th>
<th>Engineering Surveying</th>
<th>Civil Engineering Management</th>
<th>Highway Engineering</th>
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<th>Early Care and Education</th>
<th>Early Childhood Development</th>
<th>Early Childhood Development</th>
<th>Child Care Management</th>
<th>Infant/Toddler Care</th>
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<th>Applied Science - General Technology</th>
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<td>Associate Degree</td>
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<table>
<thead>
<tr>
<th>Applied Science - Industrial Maintenance Technology</th>
<th>Basic Industrial Systems Technology</th>
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<td>Certificate</td>
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<table>
<thead>
<tr>
<th>Applied Science - Health Sciences</th>
<th>Associate Degree Nursing (ADN)</th>
<th>Physical Therapist Assistant</th>
<th>Radiologic Technology</th>
<th>Practical Nursing (PN)</th>
<th>Surgical Technology</th>
<th>Pre-Allied Health Studies</th>
<th>Massage Therapy</th>
<th>Computed Tomography</th>
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</thead>
<tbody>
<tr>
<td>Associate Degree</td>
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<td>Associate Degree</td>
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<td>Diploma</td>
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<tr>
<th>Applied Science - Paralegal</th>
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<th>Paralegal Specialist</th>
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</thead>
<tbody>
<tr>
<td>Associate Degree</td>
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<td>Certificate</td>
</tr>
</tbody>
</table>
FOR YOUR INFORMATION
Fill out the info on these cards and then cut them out. Put them in a safe place so that you can access them when needed.

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:__________________________

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

Frequently Called Numbers
Academic Support Center/Tutoring ............. 843-525-8221
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 ............................................... 843-525-8233 or 8355
Disabled Student Services ...................... 843-525-8219
Distance Education ............................... 843-470-8406
ECCO/Dual Enrollment Coordinator .......... 843-470-8405
Financial Aid ....................................... 843-470-5961
Help Desk: WebAdvisor & Student Email ...... 843-525-8344
Learning Resources Ctr/Library ............... 843-525-8304
Military Coordinator MCAS .................... 843-228-2659
Military Coordinator MCRD ................... 843-228-2659
Recruitment ....................................... 843-525-8356
Student Records .................................. 843-525-8272
Security .............................................. 843-525-8301
Student ID Cards/Parking Permits ............. 843-525-8272
Student Support Services ..................... 843-525-8328
Testing Center .................................... 843-470-8400
TCL Foundation .................................... 843-525-8294
TCL-Hampton H. Mungin Center ............... 803-943-4262
TCL-New River Campus ......................... 843-470-6000
Veterans Services ............................... 843-525-8337

Follow TCL on:
A great way to keep up on what’s happening at TCL!
Go to www.tcl.edu/social
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 (843) 525-8249

WebAdvisor ID and Password
ID:________________________
Password:___________________________

Text Alert Username and Password
Username:__________________________
Password:_____________________________

KEEP IN A SAFE PLACE

<table>
<thead>
<tr>
<th>Spring 2015</th>
<th>Spring</th>
<th>Spring I</th>
<th>Spring III</th>
<th>Spring II</th>
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<tbody>
<tr>
<td>Senior Citizens Registration</td>
<td>January 5-7</td>
<td>January 5-7</td>
<td>February 2-4</td>
<td>March 9-11</td>
</tr>
<tr>
<td>Tuition Payment Deadline</td>
<td>January 7</td>
<td>January 7</td>
<td>February 4</td>
<td>March 11</td>
</tr>
<tr>
<td>Last Day to Register/Add Classes</td>
<td>January 7</td>
<td>January 7</td>
<td>February 4</td>
<td>March 11</td>
</tr>
<tr>
<td>Classes Begin</td>
<td>January 12</td>
<td>January 12</td>
<td>February 9</td>
<td>March 16</td>
</tr>
<tr>
<td>Section Swap &amp; Drop*</td>
<td>January 12-16</td>
<td>January 12-14</td>
<td>February 9-11</td>
<td>March 16-18</td>
</tr>
<tr>
<td>Martin Luther King Jr. Day - College Closed</td>
<td>January 19</td>
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<tr>
<td>Graduation Application Deadline</td>
<td>March 1</td>
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<tr>
<td>Payment Plan Payoff Deadline</td>
<td>March 13</td>
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<tr>
<td>Spring Break - No Classes</td>
<td>March 9-14</td>
<td></td>
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<tr>
<td>Classes End</td>
<td>May 4</td>
<td>March 6</td>
<td>May 1</td>
<td>May 1</td>
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<tr>
<td>Final Exams</td>
<td>May 5-11</td>
<td>March 2-6</td>
<td>May 5-11</td>
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<tr>
<td>Graduation</td>
<td>May 15</td>
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**Spring 2015**

**SPRING REGISTRATION STARTS MONDAY, OCT 13**

**SPRING REGISTRATION ENDS WEDNESDAY, JANUARY 7**

**TUITION PAYMENT DEADLINE WEDNESDAY, JANUARY 7**

**Summer 2015**

<table>
<thead>
<tr>
<th>Summer 2015</th>
<th>Summer I - 10 Week</th>
<th>Summer II - 7 Week</th>
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<tbody>
<tr>
<td>Registration</td>
<td>March 30 - May 19</td>
<td>March 30 - June 5</td>
</tr>
<tr>
<td>Priority Financial Aid Processing Deadline for FAFSA Submission</td>
<td>March 20</td>
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<tr>
<td>Priority Financial Aid Processing Deadline for File Completion</td>
<td>April 17</td>
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<tr>
<td>Student Loan Deadline</td>
<td>April 17</td>
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<tr>
<td>Registration Deadline</td>
<td>May 19</td>
<td>June 5</td>
</tr>
<tr>
<td>Tuition Payment Deadline</td>
<td>May 19</td>
<td>June 5</td>
</tr>
<tr>
<td>Classes Begin</td>
<td>May 26</td>
<td>June 15</td>
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<tr>
<td>Section Swap &amp; Drop*</td>
<td>May 26-28</td>
<td>June 15-17</td>
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<tr>
<td>Memorial Day - College Closed</td>
<td>May 25</td>
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<tr>
<td>Graduation Application Deadline</td>
<td>June 1</td>
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<tr>
<td>Independence Day Holiday - College Closed</td>
<td>July 3</td>
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<tr>
<td>Classes End</td>
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<tr>
<td>Final Exams</td>
<td>August 3-4</td>
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**Summer 2015**

**SUMMER REGISTRATION STARTS MONDAY, MARCH 30**

**SUMMER REGISTRATION ENDS TUESDAY, MAY 19**

**TUITION PAYMENT DEADLINE TUESDAY, MAY 19**