SUMMER 2015
FALL 2015
SPRING 2016
ENROLLMENT/REGISTRATION GUIDE

For a web-friendly version, visit www.tcl.edu/registrationpdf
For everything registration, visit www.tcl.edu/registration
Search 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

**LOTTERY TUITION ASSISTANCE**

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!*

*Per 12-hour semester, service area. Contact Financial Aid for full details and eligibility requirements. Based on Summer 2015. Subject to change.
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. If you don’t have everything, feel free to 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.*

Notarized copies can be scanned and emailed to enrollment@tcl.edu

- 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. Submit transcripts, not diplomas

- 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.* Notarized copies are accepted as well.

- 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*
- Rental/Lease/Mortgage Agreement (previous 12 months)
- Original Military Orders/Web Orders (if applicable)

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**PLACEMENT TESTING**

tcl.edu/testing • 843.470.8400

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.*

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**VISIT THE TESTING CENTER**

<table>
<thead>
<tr>
<th>BEAUFORT CAMPUS</th>
<th>NEW RIVER CAMPUS</th>
<th>HAMPTON CAMPUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUILDING 1</td>
<td>RECEPTION AREA</td>
<td>RECEPTION AREA</td>
</tr>
<tr>
<td>843.470.8400</td>
<td>843.470.6002</td>
<td>843.943.4262</td>
</tr>
<tr>
<td>OFFICE HOURS: M-TH: 8-5:30</td>
<td>F: 8-11:30</td>
<td>TESTING HOURS:</td>
</tr>
<tr>
<td>TESTING HOURS: M-TH: 8:30-11:30, 12:30-3:30</td>
<td>BY APPOINTMENT ONLY</td>
<td></td>
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<tr>
<td>F: BY APPOINTMENT ONLY</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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REGISTRATION GUIDE • 843.525.8211 • APPLY OR REGISTER ONLINE AT www.TCL.EDU
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) Degree Network System. TCL is authorized to provide DNS Student Agreements for the following degree programs: Computer Technology, Criminal Justice Technology, Associate in Arts, Associate in Science, Paralegal.

Interested students should submit a SOC Agreement Request Form, available at tcl.edu/military

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

COMING SOON – TCL classes on base! See www.tcl.edu/military for details.
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.

If you have any questions about registration policies or procedures, please contact Student Records at 525-8272 or 525-8210.

**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.

**STUDENT EMAIL**

This will be one of your lifelines to your instructors, student life and departments on campus, especially financial aid. It’s the only way to securely communicate with TCL offices. Official TCL communication is sent to your TCL Student Email account only!

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: firstnamelastname@my.tcl.edu. The entire User ID is typed in lower case letters with no spaces. For example, the 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. T3CL456789! 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 creating your new password, you can check it to find out if it is a weak or strong password. Be sure to create a password that is not in the weak category.

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

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

To use both products on your personal computer you may need to upgrade your web browser or office application to a more recent version. 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 a later version.

**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.

To sign up for a WebAdvisor, TCL Email, and Blackboard workshop offered through the LRC/Library, visit http://libguides.tcl.edu/workshops.
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: “2015-2016 Application” for Fall/Spring

If you are attending in the Summer 2015 Semester and have not already done so, you must complete the 14-15 FAFSA

**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 TCL student email & 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 and their 2014 taxes for the 2015-2016 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 if we were able to award you – 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. Please check your TCL Student Email Account often, or come in and see us in our office! We’re here to help.

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 awards have posted to your account.
- Find out how much you still owe, if you have money for books, or if you’ll be getting money back.

**FINANCIAL AID COVERS...**

The main items Financial Aid can cover are tuition, fees, books and supplies. Remember, simply submitting the FAFSA does not guarantee all fees and books are covered. Check with the FA office to learn more about all of your aid options to ensure you receive the maximum benefit. If you are eligible, Lottery Tuition Assistance is automatically applied, this award 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 in and attending half-time (six credit hours). An exception to this can be the Pell grant. If there is money leftover after your aid is applied it will come to you in a check. See the Business Office or 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).
- Complete 67% of your credit hours or units attempted.
- Complete your degree within 150% time frame (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, this includes Pell, Loans, VA Benefits and other federal grants and Title IV funds.

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.

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 in person for more information.

Visit the online Financial Aid Help Center at www.tcl.edu/helpcenter to get answers to our frequently asked questions.

Speak with a financial aid representative by calling 843.470.5961 or toll free at 1.855.509.6579, or by coming in person to our office.

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.

Visit the TCL Financial Aid web page at www.tcl.edu/financial-aid:
- To learn more about other types of aid we offer such as scholarships, loans, childcare assistance and tuition waivers!
- To find financial aid forms and applications.

To ensure funds are available before your fees are due, please submit all documents by the following PRIORITY deadline dates:

**SUMMER 2015**
- Summer/Summer I FAFSA: Mar. 20, 2015
- Loan Requests and File Completion: Apr. 17, 2015

**FALL 2015**
- Fall/Fall I FAFSA: May 29, 2015
- Loan Requests and File Completion: June 26, 2015
- Fall II 2015 FAFSA: July 31, 2015
- Loan Requests and File Completion: Aug. 28, 2015
- Fall III 2015 FAFSA: Oct. 6, 2015
- Loan Requests and File Completion: Nov. 27, 2015

**SPRING 2016**
- Spring/Spring I FAFSA: Nov 6, 2015
- Loan Requests and File Completion: Nov 27, 2015
- Spring II 2016 FAFSA: Dec 11, 2015
- Loan Requests and File Completion: Jan 8, 2016
- Spring III 2016 FAFSA: Jan 29, 2016
- Loan Requests and File Completion: Feb 19, 2016

**VISIT FINANCIAL AID**

BEAUFORT CAMPUS, BUILDING 2 | SUITE 131

M-TH: 8-5:30 | F: 8-4:30
The Business Office oversees financial aid disbursements. Students who have excess Financial Aid (Pell, FSEOG, Loans) after the bill has been paid will receive a check for leftover funds. 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 mailed 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. If you have questions about refunds, please contact the Business Office at 843.525.8355 for full details and exceptions.

**Senor 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.
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: nmiddleton@tcl.edu | Business & Industrial: kflick@tcl.edu | Health Sciences: glevicki@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 “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></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>6/6/2015</td>
<td>6/24/2015</td>
<td>6/4/2015</td>
<td>7/8/2015</td>
</tr>
</tbody>
</table>

### FALL TUITION REFUND DEADLINES**

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<tr>
<th></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>
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<tr>
<td>100% Refund</td>
<td>8/26/2015</td>
<td>8/22/2015</td>
<td>10/17/2015</td>
<td>9/22/2015</td>
</tr>
<tr>
<td>50% Refund</td>
<td>9/9/2015</td>
<td>8/29/2015</td>
<td>10/24/2015</td>
<td>10/2/2015</td>
</tr>
<tr>
<td>0% Refund on or After</td>
<td>9/10/2015</td>
<td>8/30/2015</td>
<td>10/25/2015</td>
<td>10/3/2015</td>
</tr>
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### SPRING 2016 TUITION REFUND DEADLINES**

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<tr>
<th></th>
<th>Spring (16-week)</th>
<th>Spring I (1st 8-week)</th>
<th>Spring II (2nd 8-week)</th>
<th>Spring III (12-week)</th>
</tr>
</thead>
<tbody>
<tr>
<td>100% Refund</td>
<td>1/17/2016</td>
<td>1/13/2016</td>
<td>3/16/2016</td>
<td>2/13/2016</td>
</tr>
<tr>
<td>0% Refund on or After</td>
<td>2/1/2016</td>
<td>1/21/2016</td>
<td>3/24/2016</td>
<td>2/24/2016</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. All dates are subject to change.
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.

Every student is assigned an academic advisor based on the program of study you have declared. You can obtain contact information for your academic advisor from your WebAdvisor account – Navigate to the “My Profile” link in the Academic Profile section.

Get Ready for Advising
It’s best to contact your academic advisor for an advisement appointment about a month before registration starts. To prepare for your advising session:

• Review your Program Evaluation – the Program Evaluation is a tool designed to help you and your advisor create a course schedule and track your progress toward program completion. Your Program Evaluation identifies which courses you have already completed and which courses still need to be completed. Complete instructions for using your Program Evaluation are located on the WebAdvisor login page.

• Preview what courses are being offered in the next semester – use the Online Course Search tool to see which courses are being offered. Review days, times and format (online, in-person or a combination of both) of courses to be offered.

Steps to Printing Your Program Evaluation
1. Log in to WebAdvisor with your User ID and Password.
2. Click on the “Students” box.
3. Click on “Program Evaluation” under the Academic Profile section on the bottom right of the screen.
4. Choose your active academic program. Click the “submit” button at the bottom of the screen. The program evaluation will appear on your screen.
5. 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.

COURSE SEARCH
Looking for a list of courses being offered? 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.

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.
TCL 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.

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 complete the selected program. Scroll down to the bottom of the page and click OK (Hint – Printing a copy of the Academic Evaluation will help you in Step 7)

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

**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 printed 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 and visit the financial aid office in person to confirm you account is accurate. See page 6-7 for details.

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

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

The TCL Foundation offers financial support to the College and to students through:

**Scholarships - NEW!**
All students admitted to TCL and meeting scholarship requirements including completion of a valid FAFSA, verifiable unmet costs associated with tuition fees and books, enrollment in at least six credit hours and a minimum GPA of 2.5, are considered for the scholarship for which they might qualify. No additional application or materials are required. For more information, please contact the Financial Aid office at 843.470.5961.

**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. For more information about the Student Emergency Fund, contact the Student Affairs office at 843.525.8215.

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 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.

**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.

**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, BLDG 1, RM 204 | NEW RIVER, RM 213
TCL offers individual and group counseling to help enrolled 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.

**NEW HORIZONS CHILDCARE ASSISTANCE**
843.525.8354
The New Horizon’s Childcare Assistance Program is a federal grant provided through TCL to reimburse students a portion of their licensed in-home or childcare center costs while classes are in session. Students must be enrolled half-time and cannot be enrolled in either the Associate of Arts or Associate of Science degrees. For application information, please visit www.tcl.edu/horizons or email the Financial Aid office at financialaid@tcl.edu.

**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.

**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.

**DUAL ENROLLMENT/EARLY COLLEGE CREDIT OPPORTUNITIES PROGRAM**
www.tcl.edu/ecco | 843.470.8405
Qualified high school students in Beaufort, Colleton, Hampton, and Jasper counties may receive college credit for high school classes. This program provides classes to high school students in the four counties served by TCL whether attending a public, private, or home education school. Visit our website or contact our staff today to see if you qualify!
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 Biotechnology: Certificate

APPLIED SCIENCE - ADMINISTRATIVE OFFICE TECHNOLOGY
- Administrative Office Technology: Associate Degree
- Administrative Support: Diploma
- Medical Office Assistant: Certificate
- Office Apps for Business & Industry: Certificate
- Advanced Healthcare Case Management: Certificate

APPLIED SCIENCE - BUILDING CONSTRUCTION
- Rough-In Electrician: Certificate
- Finishing Electrician: Certificate
- Foundations, Framing & Renovations: Certificate
- Indoor Environmental Quality: Certificate
- Green Residential Construction Management: Certificate
- Basic Construction Technician: Certificate
- Plumbing: Certificate
- Solar Photovoltaic Technician: Certificate
- Solar Thermal Technician: 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
- Early Childhood Development: Certificate
- Child Care Management: Certificate
- Infant/Toddler Care: Certificate

APPLIED SCIENCE - GENERAL BUSINESS
- General Business: Associate Degree
- Gen Business – Hospitality/Tourism Mgt: Associate Degree
- General Business – Golf Management: Associate Degree
- General Business – Fire Service Mgt: Associate Degree
- General Business – Law Enforcement/Security Mgt: Associate Degree
- Accounting: Certificate
- Entrepreneurship/Small Business: Certificate
- Culinary Arts Technology: Certificate
- Hospitality Management: Certificate

APPLIED SCIENCE - GENERAL TECHNOLOGY
- General Technology: Associate Degree

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

APPLIED SCIENCE - INDUSTRIAL ELECTRONICS TECHNOLOGY
- Industrial Electronics Technology: Associate Degree
- Industrial Electronics Tech. - Avionics Pathway: Associate Degree
- Industrial Elec. Tech-Biomedical Equip: Associate Degree
- Digital Home Technology Integration: Certificate
- Basic Audio-Video Production Tech: Certificate
- Network Administrator: Certificate
- Network Engineer: Certificate
- A+ Computer Servicing: Certificate

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
- Computed Tomography: Certificate
- Medical Assisting (Starting in Fall 2015 or Spring 2016): Certificate

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

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.

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

Follow TCL on:

A great way to keep up on what’s happening at TCL!
Go to www.tcl.edu/social

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 .................. 843-228-7494
Military Coordinator MCRD .................. 843-228-2659
Recruitment ..................................... 843-525-8356
Student Records ................................ 843-525-8272
Security ......................................... 843-525-8303
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 ............................. 843-470-6053

Individual department hours may vary.
<table>
<thead>
<tr>
<th>Event</th>
<th>Summer 2015</th>
<th>Summer I - 10 Week</th>
<th>Summer II - 7 Week</th>
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</thead>
<tbody>
<tr>
<td>Registration Begins</td>
<td>March 30</td>
<td>March 30</td>
<td></td>
</tr>
<tr>
<td>Priority Financial Aid Processing</td>
<td>March 20</td>
<td>March 20</td>
<td></td>
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<tr>
<td>Deadline for FAFSA Submission</td>
<td>April 17</td>
<td>April 17</td>
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<tr>
<td>Student Loan Application Deadline</td>
<td>April 17</td>
<td>April 17</td>
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</tr>
<tr>
<td>Senior Citizen Registration</td>
<td>May 18-19</td>
<td>June 4-8</td>
<td></td>
</tr>
<tr>
<td>Last Day to Register</td>
<td>May 19</td>
<td>June 8</td>
<td></td>
</tr>
<tr>
<td>Tuition Payment Deadline</td>
<td>May 19</td>
<td>June 8</td>
<td></td>
</tr>
<tr>
<td>Classes Begin</td>
<td>May 26</td>
<td>June 15</td>
<td></td>
</tr>
<tr>
<td>Section Swap &amp; Drop</td>
<td>May 26-28</td>
<td>June 15-17</td>
<td></td>
</tr>
<tr>
<td>Memorial Day - College Closed</td>
<td>May 25</td>
<td>May 25</td>
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<tr>
<td>Graduation Application Deadline</td>
<td>July 1</td>
<td>July 1</td>
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<tr>
<td>Independence Day Holiday - College</td>
<td>July 3</td>
<td>July 3</td>
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<tr>
<td>Closed</td>
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<tr>
<td>Payment Plan Payoff Deadline</td>
<td>July 15</td>
<td>July 15</td>
<td></td>
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<tr>
<td>Classes End</td>
<td>July 31</td>
<td>July 31</td>
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<tr>
<td>Final Exams</td>
<td>August 3-4</td>
<td>August 3-4</td>
<td></td>
</tr>
</tbody>
</table>

**SUMMER REGISTRATION STARTS 12 AM, MON., MAR. 30**

**SUMMER REGISTRATION ENDS TUESDAY, MAY 19**

**TUITION PAYMENT DEADLINE TUESDAY, MAY 19**

<table>
<thead>
<tr>
<th>Event</th>
<th>Fall 2015</th>
<th>Fall</th>
<th>Fall I</th>
<th>Fall II</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration Opens</td>
<td>March 30</td>
<td>March 30</td>
<td>March 30</td>
<td>March 30</td>
</tr>
<tr>
<td>Priority Financial Aid Processing</td>
<td>May 29</td>
<td>May 29</td>
<td>June 26</td>
<td>July 31</td>
</tr>
<tr>
<td>Deadline for FAFSA Submission</td>
<td>June 26</td>
<td>June 26</td>
<td>July 24</td>
<td>August 28</td>
</tr>
<tr>
<td>Student Loan Application Deadline</td>
<td>June 26</td>
<td>June 26</td>
<td>July 24</td>
<td>August 28</td>
</tr>
<tr>
<td>Senior Citizen Registration</td>
<td>August 10-12</td>
<td>August 10-12</td>
<td>September 4-9</td>
<td>October 5-7</td>
</tr>
<tr>
<td>Last Day to Register</td>
<td>August 12</td>
<td>August 12</td>
<td>September 9</td>
<td>October 7</td>
</tr>
<tr>
<td>Tuition Payment Deadline</td>
<td>August 12</td>
<td>August 12</td>
<td>September 9</td>
<td>October 7</td>
</tr>
<tr>
<td>Classes Begin</td>
<td>August 20</td>
<td>August 20</td>
<td>September 17</td>
<td>October 15</td>
</tr>
<tr>
<td>Section Swap &amp; Drop</td>
<td>August 20-26</td>
<td>August 20-24</td>
<td>September 17-21</td>
<td>October 15-19</td>
</tr>
<tr>
<td>Labor Day - College Closed</td>
<td>September 7</td>
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<tr>
<td>Graduation Application Deadline</td>
<td>October 1</td>
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<tr>
<td>Payment Plan Payoff Deadline</td>
<td>October 1</td>
<td></td>
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<tr>
<td>Thanksgiving Break - No Classes</td>
<td>November 24-27</td>
<td></td>
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<tr>
<td>Thanksgiving Holiday - College Closed</td>
<td>November 26-27</td>
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<tr>
<td>Classes End</td>
<td>December 9</td>
<td>October 14</td>
<td>December 9</td>
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<tr>
<td>Final Exams</td>
<td>December 10-16</td>
<td>October 8-14</td>
<td>December 10-16</td>
<td>December 10-16</td>
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</tbody>
</table>

**FALL REGISTRATION STARTS 12 AM, MON., MAR. 30**

**FALL REGISTRATION ENDS WED., AUGUST 12**

**TUITION PAYMENT DEADLINE WED., AUGUST 12**

<table>
<thead>
<tr>
<th>Event</th>
<th>Spring 2016</th>
<th>Spring</th>
<th>Spring I</th>
<th>Spring II</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration Opens</td>
<td>October 12, 2015</td>
<td>October 12, 2015</td>
<td>October 12, 2015</td>
<td>October 12, 2015</td>
</tr>
<tr>
<td>Senior Citizen Registration</td>
<td>January 4-6</td>
<td>January 4-6</td>
<td>February 1-3</td>
<td>March 7-9</td>
</tr>
<tr>
<td>Last Day to Register</td>
<td>January 6</td>
<td>January 6</td>
<td>February 3</td>
<td>March 9</td>
</tr>
<tr>
<td>Tuition Payment Deadline</td>
<td>January 6</td>
<td>January 6</td>
<td>February 3</td>
<td>March 9</td>
</tr>
<tr>
<td>Classes Begin</td>
<td>January 11</td>
<td>January 11</td>
<td>February 8</td>
<td>March 14</td>
</tr>
<tr>
<td>Section Swap &amp; Drop</td>
<td>January 11-15</td>
<td>January 11-13</td>
<td>February 8-10</td>
<td>March 14-16</td>
</tr>
<tr>
<td>Martin Luther King Jr. Day - College Closed</td>
<td>January 18</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 10</td>
<td></td>
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<tr>
<td>Spring Break - No Classes</td>
<td>March 7-12</td>
<td>March 4</td>
<td>May 2</td>
<td>April 29</td>
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<td>Classes End</td>
<td>May 2</td>
<td>March 4</td>
<td>May 2</td>
<td>April 29</td>
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<tr>
<td>Final Exams</td>
<td>May 3-9</td>
<td>Feb 29 - March 4</td>
<td>May 3-9</td>
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<tr>
<td>Graduation</td>
<td>May 13</td>
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**SPRING REGISTRATION STARTS 12 AM, MON., OCT. 12**

**SPRING REGISTRATION ENDS WEDNESDAY, JANUARY 6**

**TUITION PAYMENT DEADLINE WEDNESDAY, JANUARY 6**

*All dates are subject to change. Check www.tcl.edu for the most up-to-date information.*