ENROLLMENT CHECKLIST FOR NEW TCL STUDENTS

- Apply Online at www.tcl.edu/apply
- Contact your Admissions Counselor to see if you are required to submit any documents. www.tcl.edu/Admissions See page 3 for details.
- Schedule your Placement Test or submit your Official College Transcripts to Student Records. See page 3 for details.
- Apply for Financial Aid - www.fafsa.gov See pages 6-7 for details.
- Sign-Up for New Student Orientation at www.tcl.edu/orientation See page 3 for details.
- Set Up Your WebAdvisor and TCL Email Accounts See page 5 for details.
- Meet with your Advisor and register for classes through WebAdvisor See page 10 for details.
- Pay Tuition and Fees - www.tcl.edu/tuition-fees See page 8 for details.
- Obtain Student ID and Parking Pass from Student Records.

CHECKLIST FOR CURRENT / CONTINUING TCL STUDENTS

- Apply for Financial Aid (Must Apply Each Academic Year) www.fafsa.gov See pages 6-7 for details.
- Meet with your Advisor and Register for classes through WebAdvisor See page 10 for details.
- Pay Tuition and Fees - www.tcl.edu/tuition-fees

VISIT ADMISSIONS

BEAUFORT CAMPUS
BUILDING 2, LOBBY
M-TH: 8-5:30 | F: 8-11:30

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 $4,180 FOR THE YEAR. WITH LOTTERY TUITION ASSISTANCE IT’S ONLY $1,780/ YEAR! JUST $890 PER FULL TIME SEMESTER!*
As a new student, contact Admissions 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 Accuplacer test.

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.

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. You may be selected for verification. If you are unsure, contact the Admissions office. 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)
- DD-214 (if applicable)

Official Transcripts
Some programs require high school, GED, and/or college transcripts. Check with an Admissions Representative first. Submit transcripts, not diplomas. Mail to Admissions, PO Box 1288, Beaufort, SC 29901.

OFFICIAL TRANSCRIPTS
Some programs require high school, GED, and/or college transcripts. Check with an Admissions Representative first. Submit transcripts, not diplomas. Mail to Admissions, 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. You may be selected for verification. If you are unsure, contact the Admissions office. 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)
- DD-214 (if applicable)
TCL is grateful for the contributions made by members of the United States armed services, both at home and abroad. We are proud to offer a student-centered technical college education to our active duty servicemembers, veterans and their families. Whether you are upgrading your career skills, earning an occupational certificate or an associate’s degree, or are planning to transfer to a four-year institution, we have a variety of programs designed to meet your needs.

The newly established Veterans Resource Center exists solely to support current and former service men and women - and their families. The Center links resident, commuter, and online military students with personalized assistance, tailored to their unique needs and provides the following services:

- Support during the admissions and enrollment process
- Education benefits counseling, including VA, FAFSA, and other educational funding options
- Assistance applying for additional scholarship and grant opportunities
- A dedicated space for study, networking and rest.
- A conduit for student involvement and leadership opportunities
- Referrals and information regarding veteran activities and opportunities on and off campus
- Information regarding employment opportunities

The Transitioning Military Training Program assists military members with refining the skills that they’ve gained through their military service to match the demands of employers throughout the region.

We currently offer the following programs:
- Airframe and Powerplant Certificate
- Structural Mechanic Certificate
- FCC Licensing Course

Building 24, Room 103
Beaufort Campus
(843) 525-8369
M-TH: 0800-1730
F: 0800-1130

Maclean Hall, Bldg 12
Room 107
Beaufort Campus
Phone: 843-525-8264
M-TH: 0830-1800
F: 0830-1130

Marine Corps Recruit Depot / Parris Island / Education Office
923 Chosin Reservoir Rd. Room 30 • Parris Island, SC 29905
Phone: 843-228-2659 / Fax: 843-525-8285
M & W: 0800-1700

Marine Corps Air Station / Merritt Field / Education Office
Building 596, Room 107A • Geiger Blvd
Phone: 843-228-7494 / Fax: 843-525-8285
T & TH: 0800-1700
Now that you’re a part of the TCL family, staying up to date with your financial aid, registration and emails is crucial to successfully navigating college life. See below to learn how to access these great tools.

**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 843-525-8272.

**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. Then use the “TCL Blackboard Log-In Page” link in the sidebar to access the Blackboard login screen. 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 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 lowercase 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. TCL3456789! is the initial password for John Smith. Click the “Sign in” button.

When you sign in for the first time, you will be asked to change your password. Your new password must be eight or more characters in length including letters, punctuation, symbols, and numbers to create a strong password. When 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 and will enable you to install Office applications on up to five PCs or Macs for free. 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 OneDrive. To sign into OneDrive go to https://onedrive.live.com. Initially, your User ID and password will be the same as for your TCL email account. OneDrive provides access to online storage, file sharing, and Microsoft Office applications. Because TCL does not manage your OneDrive account, you should go to http://support.microsoft.com/ for support. You can also call the general support line at (800) 642-7676.

**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.

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

STEP 1
- Visit: www.fafsa.ed.gov
- Select: “2016-2017 Application” for Fall/Spring*
  *If you are attending in the Summer 2016 Semester and have not already done so, you must complete the 15-16 FAFSA

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

STEP 3
- Sign the FAFSA using your FSA ID and click submit.
- Check your TCL student email & WebAdvisor Accounts for important updates.

WHAT YOU NEED TO COMPLETE THE FAFSA

If you are a dependent student, you will need all financial information for both you and your parents, as this information is required to complete the FAFSA application. If you’ve previously completed a FAFSA, you can click “Renewal Application” instead of completing a brand new one from scratch. We highly recommend that you use the IRS Data Retrieval Tool to download your tax information into your FAFSA. This will both speed up processing time on our end and cut down on errors on your end. Both you and your parents will need to apply for an FSA ID. If you don’t already have one, go to https://fsaid.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 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 at least half-time (six credit hours). An exception to this can be the Pell grant. If there is money left over 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)**

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.

**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 in person for more information.

**GOT QUESTIONS? GET ANSWERS!**

1. Visit the online Financial Aid Help Center at [www.tcl.edu/helpcenter](http://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 by coming in person to our office.

3. Visit Financial Aid TV (FATV) at [www.tcl.edu/fatv](http://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.

   - 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.

**VISIT FINANCIAL AID**

**BEAUFORT CAMPUS, BUILDING 2 | SUITE 131**

M-TH: 8-5:30  |  F: 8-11:30
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. Checks are mailed out within 14 days of disbursement to the student’s account. 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.

In-State Service Area**: $166/credit hour
In-State Non-Service Area: $191/credit hour
Out-Of-State: $370/credit hour

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 to view the list.

**NOTE: Tuition and fees are subject to change after schedule publication.
** TCL Service area consists of Beaufort, Colleton, Hampton, and Jasper counties.

**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.

**TUITION & FEES**

**2016 FALL/2017 SPRING TUITION**

In-State Service Area**: $170/credit hour
In-State Non-Service Area: $195/credit hour
Out-Of-State: $378/credit hour

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.

**NOTE: Tuition and fees are subject to change after schedule publication.
** TCL Service area consists of Beaufort, Colleton, Hampton, and Jasper counties.

**HOW TO PAY YOUR BILL**

Pay Online: To pay your tuition and fees online, log on to your WebAdvisor account.
Pay In Person: Please take your completed course schedule and fee statement to the Cashier in Building 3, 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.

**WHERE’S MY CHECK?**

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. Checks are mailed out within 14 days of disbursement to the student’s account. 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.

**DISBURSEMENT CHECK SCHEDULE**

<table>
<thead>
<tr>
<th>Year</th>
<th>Semester I</th>
<th>Summer I</th>
<th>Summer II</th>
</tr>
</thead>
<tbody>
<tr>
<td>2016</td>
<td>June 22</td>
<td>July 6</td>
<td></td>
</tr>
<tr>
<td>2016</td>
<td>Oct. 3</td>
<td>Oct. 3</td>
<td>Oct. 31</td>
</tr>
</tbody>
</table>

*All dates are subject to change.
SECTION SWAP & DROP

To switch sections of a course during the Section Swap & Drop period, a student must email his/her division dean (see below) using his/her TCL email account to make the schedule change. The student is responsible for any tuition 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: gtremble@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>Summer</th>
<th>Summer I (16-week)</th>
<th>Summer II (12-week)</th>
<th>Summer III (10-week)</th>
<th>Summer IV (5-week)</th>
</tr>
</thead>
<tbody>
<tr>
<td>0% Refund on or After</td>
<td>6/1/2016</td>
<td>6/16/2016</td>
<td>6/1/2016</td>
<td>7/6/2016</td>
</tr>
</tbody>
</table>

FALL TUITION REFUND DEADLINES**

<table>
<thead>
<tr>
<th>Fall</th>
<th>Fall I (16-week)</th>
<th>Fall II (12-week)</th>
<th>Fall III (10-week)</th>
</tr>
</thead>
<tbody>
<tr>
<td>100% Refund</td>
<td>8/23/2016</td>
<td>8/19/2016</td>
<td>10/14/2016</td>
</tr>
<tr>
<td>50% Refund</td>
<td>9/6/2016</td>
<td>8/26/2016</td>
<td>10/21/2016</td>
</tr>
<tr>
<td>0% Refund on or After</td>
<td>9/7/2016</td>
<td>8/27/2016</td>
<td>10/22/2016</td>
</tr>
</tbody>
</table>

SPRING 2016 TUITION REFUND DEADLINES**

<table>
<thead>
<tr>
<th>Spring</th>
<th>Spring I (16-week)</th>
<th>Spring II (12-week)</th>
<th>Spring III (10-week)</th>
</tr>
</thead>
<tbody>
<tr>
<td>100% Refund</td>
<td>1/15/2017</td>
<td>1/11/2017</td>
<td>3/15/2017</td>
</tr>
<tr>
<td>50% Refund</td>
<td>1/29/2017</td>
<td>1/18/2017</td>
<td>3/22/2017</td>
</tr>
<tr>
<td>0% Refund on or After</td>
<td>1/30/2017</td>
<td>1/19/2017</td>
<td>3/23/2017</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.

ACADEMIC ADVISING

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.

**SMART REGISTRATION ONLINE**

**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: Student Records Office, 843.525.8272*
LEARNING RESOURCES CENTER / LIBRARY
www.tcl.edu/library | 843.525.8304
The TCL Library provides access to print books and eBooks, article databases, computers, printing services, help tutorials, Blackboard assistance and much more. 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.

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 your 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

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

*The bookstore will be closed from June 27th-July 4th for year-end inventory.

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, Spanish, and accounting, as well as group sessions in Read Right, a reading comprehension learning program. Visit www.tcl.edu/tutoring to view walk-in hours and tutors’ schedules, or to make an appointment.

In addition to on-campus assistance, the Tutoring Center offers a variety of online options, including the ability to meet with a TCL tutor online via Adobe Connect. Smarthinking, a 24/7 online tutoring service, is accessible through Blackboard. For information and access instructions, see http://libguides.tcl.edu/smarthinking.

SCHOLARSHIP & OTHER FINANCIAL ASSISTANCE
TCL Scholarships
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.

For a list of external scholarships for which you might apply go to http://www.tcl.edu/foundation/scholarships

TCL Guarantors Program
TCL Guarantors Program helps deserving students who are faced with financial challenges to stay in school. It supports the traditional college student as well as the older student who is coming to TCL to learn a new skill and develop a new career. Guarantor funds may support tuition, books and fees as well as other expenses and financial hardships that impact a student’s capacity to stay in school and succeed in his or her program of study.

For more information and application instructions go to http://www.tcl.edu/foundation/scholarships
**STUDENT RESOURCES**

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, 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 CHILDicare 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](http://www.tcl.edu/horizons) or email the Financial Aid office at [financialaid@tcl.edu](mailto: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.

### CAMPUS LIFE, STUDENT ACTIVITIES & ORGANIZATIONS

**www.tcl.edu/activities | 843.525.8219**  
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 2, ROOM 122**  
Career and Transfer Services provides students and alumni with personal and career development opportunities for today’s job market. The focus is on career assessment and development services that address employability skills, resume development, job search strategies, interviewing skills and networking techniques. The department also assists students who are preparing to transfer to a four-year college or university.

### 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!
### PROGRAMS OF STUDY

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

**ASSOCIATE IN SCIENCE**
- Associate in Science Transfer Block: Associate Degree
- Science & Math Transfer Block: Associate Degree
- Engineering Transfer Block: Associate Degree
- Agriscience: Certificate
- Introduction to 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**
- 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
- Criminal Justice & Law: Certificate
- Computer Forensics: Certificate
- Crime Scene Investigation: Certificate
- *NEW - Cyber Criminal Investigation: Certificate

**APPLIED SCIENCE - EARLY CARE AND EDUCATION**
- Early Care and Education: Associate Degree
- 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
- 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: Certificate
- Radiologic Technology: Certificate
- Practical Nursing (PN): Certificate
- Surgical Technology: Certificate
- Pre-Allied Health Studies: Certificate
- Massage Therapy: Certificate
- Computed Tomography: Certificate
- Medical Assisting (Starting in Summer/Fall 2016): Certificate

**APPLIED SCIENCE - PARALEGAL**
- Paralegal: Certificate
- Paralegal Specialist: Certificate

* Available 2016 Summer/Fall when accredited
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 - 11:30 p.m.
PO Box 1288 • 921 Ribaut Road • Beaufort, SC 29901
843.525.8207

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.

2016/2017 EXAM SCHEDULES
www.tcl.edu/exams

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 .................................................. 843-525-8252 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 ............................................. 843-525-8303
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 .............................. 843-525-8340

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.
## Fall 2016

<table>
<thead>
<tr>
<th>Event</th>
<th>Fall I</th>
<th>Fall II</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration Opens</td>
<td>March 28</td>
<td>March 28</td>
</tr>
<tr>
<td>Priority Financial Aid Processing</td>
<td>May 31</td>
<td>July 29</td>
</tr>
<tr>
<td>Deadline for FAFSA Submission</td>
<td>June 30</td>
<td>August 31</td>
</tr>
<tr>
<td>Priority Financial Aid Processing</td>
<td>June 30</td>
<td>August 31</td>
</tr>
<tr>
<td>Deadline for File Completion</td>
<td>July 29</td>
<td>August 31</td>
</tr>
<tr>
<td>Student Loan Application Deadline</td>
<td>August 8-10</td>
<td>September 6-7</td>
</tr>
<tr>
<td>Last Day to Register</td>
<td>August 10</td>
<td>October 3-5</td>
</tr>
<tr>
<td>Tuition Payment Deadline</td>
<td>August 10</td>
<td>October 5</td>
</tr>
<tr>
<td>Classes Begin</td>
<td>August 17</td>
<td>September 14</td>
</tr>
<tr>
<td>Section Swap &amp; Drop</td>
<td>August 17-19</td>
<td>October 12</td>
</tr>
<tr>
<td>Labor Day - College Closed</td>
<td>September 5</td>
<td>October 12-14</td>
</tr>
<tr>
<td>Graduation Application Deadline</td>
<td>October 1</td>
<td>October 12-14</td>
</tr>
<tr>
<td>Payment Plan Payoff Deadline</td>
<td>October 5</td>
<td>October 12-14</td>
</tr>
<tr>
<td>Thanksgiving Break - No Classes</td>
<td>November 23-25</td>
<td>November 23-25</td>
</tr>
<tr>
<td>Thanksgiving Holiday - College Closed</td>
<td>November 24-25</td>
<td>November 24-25</td>
</tr>
<tr>
<td>Final Exams</td>
<td>December 6</td>
<td>December 6</td>
</tr>
</tbody>
</table>

## Spring 2017

<table>
<thead>
<tr>
<th>Event</th>
<th>Spring I</th>
<th>Spring II</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration Opens</td>
<td>October 10, 2016</td>
<td>October 10, 2016</td>
</tr>
<tr>
<td>Priority Financial Aid Processing</td>
<td>November 4, 2016</td>
<td>December 9, 2016</td>
</tr>
<tr>
<td>Deadline for FAFSA Submission</td>
<td>November 4, 2016</td>
<td>December 9, 2016</td>
</tr>
<tr>
<td>Priority Financial Aid Processing</td>
<td>November 23, 2016</td>
<td>January 6, 2017</td>
</tr>
<tr>
<td>Deadline for File Completion</td>
<td>November 23, 2016</td>
<td>February 17, 2017</td>
</tr>
<tr>
<td>Student Loan Application Deadline</td>
<td>January 3-4</td>
<td>January 30 - Feb 1</td>
</tr>
<tr>
<td>Last Day to Register</td>
<td>January 4</td>
<td>February 1</td>
</tr>
<tr>
<td>Tuition Payment Deadline</td>
<td>January 4</td>
<td>March 8</td>
</tr>
<tr>
<td>Classes Begin</td>
<td>January 9</td>
<td>March 8</td>
</tr>
<tr>
<td>Section Swap &amp; Drop</td>
<td>January 9-11</td>
<td>February 6-8</td>
</tr>
<tr>
<td>Martin Luther King Jr. Day - College Closed</td>
<td>January 16</td>
<td>March 13-15</td>
</tr>
<tr>
<td>Graduation Application Deadline</td>
<td>March 1</td>
<td>March 13-15</td>
</tr>
<tr>
<td>Payment Plan Payoff Deadline</td>
<td>March 2</td>
<td>March 13-15</td>
</tr>
<tr>
<td>Spring Break - No Classes</td>
<td>March 6-10</td>
<td>March 13-15</td>
</tr>
<tr>
<td>Final Exams</td>
<td>May 1</td>
<td>April 28</td>
</tr>
<tr>
<td>Graduation</td>
<td>May 12</td>
<td>May 2-8</td>
</tr>
</tbody>
</table>

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