TECHNICAL COLLEGE OF THE LOWCOUNTRY

ENROLLMENT & REGISTRATION GUIDE

ALL YOU NEED TO KNOW FROM START TO FINISH

SUMMER 2019
FALL 2019
SPRING 2020

For a web-friendly version, visit tcl.edu/registrationpdf

For everything registration, visit tcl.edu/registration

Search courses at tcl.edu/course-search

tcl.edu
Thank you for choosing the Technical College of the Lowcountry. Pursuing higher education, especially at TCL, is a really smart decision.

Whether you are just starting your college career or are returning to TCL to advance professionally, our Enrollment Team is standing by to help you every step of the way.

From application to advisement, to university transfer counseling and financial aid, remember that we are here for you. No matter what.

**USING THIS GUIDE**

The Enrollment & Registration Guide walks you through each step of enrolling and registering for classes. Start with the Enrollment Checklist (on the right) to see where you are in the process and then dive into the guide for all the details. **LOOK FOR THE CHECKMARKS as they highlight the actions you need to take to complete your enrollment.**

In addition to highlighting the Enrollment & Registration processes, this guide provides important information about tools and resources that will assist you as a new and returning student. See pages 20 to 24 for a list of resources, communication tools, contact information and important dates and deadlines.
# Checklist for New Students

1. **Program of Study**
   - See pages 4–5.

2. **Application**
   - Apply at tcl.edu/apply.

3. **Transcripts & Documentation**
   - See page 6.

4. **Placement/Testing**
   - See page 7.

5. **Financial Aid**
   - See pages 8–9.

6. **Email & Accounts**
   - See page 10.

7. **Academic Advising & Support**
   - See page 11.

8. **Registration**
   - See pages 12–13.

9. **Payment**
   - See pages 14–15.

10. **Orientation**
    - See page 16.

11. **Books & Supplies**
    - See page 17.

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# Checklist for Current Students

1. **Financial Aid**
   - See pages 8–9.

2. **Academic Advising & Support**
   - See page 11.

3. **Registration**
   - See pages 12–13.

4. **Payment**
   - See pages 14–15.

5. **Books & Supplies**
   - See page 17.
CHOOSE YOUR PROGRAM

TCL’s college degree, diploma and certificate programs provide the education you need to land a great career or transfer to a four-year university. Visit tcl.edu/academics to learn more and find out which program is the best fit for you.

ARTS & SCIENCES

ARTS

- Associate in Arts
- Arts, Humanities, Social Science
- Early Childhood, Elementary, Special Ed
- General Education and Business
- Basic Art
- General Education
- General Education: Math and English Core
- Liberal Arts Core

SCIENCES

- Associate in Science
- Science and Math
- Engineering
- Agriscience
- Introduction to Biotechnology

BUSINESS

BUSINESS ADMINISTRATION

- Business Administration
- Business Admin.—Golf Management
- Accounting
- Entrepreneurship/Small Business

ADMINISTRATIVE OFFICE TECHNOLOGY

- Administrative Office Technology
- Administrative Support
- Medical Office Assistant
- Office Apps for Business and Industry
- Advanced Healthcare Case Management

BUILDING & INDUSTRIAL

BUILDING CONSTRUCTION TECHNOLOGY

- Building Construction Technician
- Construction Management
- Home Performance Technician
- Plumbing
- Residential Electrician
- Solar Photovoltaic Technician
- Solar Thermal Technician

HVAC

- Heat Pump
- Designing HVAC Systems
- Commercial Refrigeration

INDUSTRIAL MAINTENANCE TECHNOLOGY

- Basic Industrial Systems Technology

CIVIL ENGINEERING TECHNOLOGY

- Engineering Surveying
- Civil Engineering Management
- Highway Engineering

COMPUTER ASSISTED DESIGN (CAD)

- Architectural Design Technician
- Civil Design Technician
- Introduction to Engineering Design
- Mechanical Design Technician

COSMETOLOGY

- Cosmetology
COMPUTERS & ELECTRONICS

COMPUTER TECHNOLOGY
- Computer Technology
- Help Desk Management
- Webmaster
- Programming
- Computer Applications
- Database
- Database/Reports for Electronic Health Records
- Networking for Electronic Health Records
- Network Administrator
- Cyber Security

GENERAL TECHNOLOGY
- General Technology

INDUSTRIAL ELECTRONICS TECHNOLOGY
- Industrial Electronics Technology
- Industrial Elec. Tech—Avionics Pathway
- Digital Home Technology Integration
- Basic Audio-Video Production Tech.
- Network Administrator
- Network Engineer
- A+ Computer Servicing
- Avionics Technician

CULINARY ARTS & HOSPITALITY
- Culinary Arts
- Baking & Pastry Arts
- Hospitality/Tourism Management
- Culinary Arts
- Baking & Pastry Arts
- Hospitality/Tourism Management
- Restaurant Cook Skills

EARLY CARE & EDUCATION
- Early Care and Education
- Early Childhood Development
- Early Childhood Development
- Child Care Management
- Infant/Toddler Care

HEALTH SCIENCES
- Associate Degree Nursing (ADN)
- Physical Therapist Assistant
- Radiologic Technology
- Practical Nursing (PN)
- Surgical Technology
- Central Sterile Processing Technician
- Massage Therapy
- Medical Assisting

PUBLIC & HUMAN SERVICES

CRIMINAL JUSTICE TECHNOLOGY
- Criminal Justice Technology
- Criminal Justice Technology
- Criminal Justice Technology Pre-Police Academy
- Basic Pre-Police Academy
- Advanced Pre-Police Academy
- Criminal Justice and Law
- Crime Scene Investigation
- Cyber Crimes Investigation

FIRE SCIENCE TECHNOLOGY
- Fire Service Administration
- Fundamentals of Fire Fighting
- Fire Science Technology

PARALEGAL
- Paralegal
- Paralegal Specialist

KEY:      AD  Associate Degree  DD  Diploma Degree  CD  Certificate Degree  UT  University Transfer
TRANSCRIPTS & DOCUMENTATION  tcl.edu/documentation

☑️ SUBMIT TRANSCRIPT(S)

All new students must submit their Official High School transcript or GED and Official College Transcripts (for all institutions attended if applicable). There are three options for submitting transcripts:
1) Mail: P.O. Box 1288, Beaufort, SC 29901
2) Electronically via a third party sender.
3) In-person in the original sealed envelope at any TCL campus.

The Technical College of the Lowcountry does not accept opened transcripts or transcripts sent via email.

LEGAL PRESENCE AND RESIDENCY*

Tuition is based upon the student’s legal residency as defined in The Code of Laws of South Carolina, guidelines determined by the South Carolina Commission on Higher Education and the Technical College of the Lowcountry Commission. A student’s residency classification for tuition purposes is determined by the Admissions staff at the time an admission application is submitted and according to College policies and procedures. You may be selected for legal presence and/or residency verification after your application is submitted, which will require you to submit additional documentation.

Contact Admissions at admissions@tcl.edu or visit tcl.edu/residency for guidance on residency classification.

OTHER STUDENT TYPES

TRANSIENT STUDENT

A transient student is a student who is currently pursuing a degree at another institution and planning to enroll at TCL to take classes toward his/her degree. Students are not eligible to receive financial aid at more than one institution for any one term. Please refer to the following enrollment steps or visit tcl.edu/transient for details:
1) Complete the TCL application at tcl.edu/apply.
2) Submit residency documentation if selected for verification.
3) Email a transient form from your current institution to records@tcl.edu OR bring your form to any TCL enrollment services office. The form must be complete with all required signatures and include the course and section number.
4) Student Records will follow up with you regarding your registration.
5) Pay your bill.

SENIOR CITIZEN

Senior citizens (60 years or older) who have been a legal resident of South Carolina for at least 12 months may be eligible to attend classes tuition free on a space-available basis. Senior citizens are responsible for paying all other fees and costs associated with course. Registration must be completed by a faculty advisor. After registration, applicants must submit a Senior Citizen Tuition Waiver and proof of eligibility to have the waiver applied. Call 843.525.8337 for more information.

EARLY HIGH SCHOOL GRADUATES

An Early High School Graduate is a high school senior graduating in December or January who wishes to enroll at TCL for the Spring semester. See tcl.edu/early for details. In addition to the Enrollment Checklist, Early High School Graduates must:
1) Submit the Early High School Graduation Packet including:
   a. Early Graduation Form (completed by High School)
   b. Parental Permission Form (completed by parent if student is 17 or younger)
   c. LIFE and B3 affidavits if eligible
2) Submit Official High School Transcripts by stated deadline.

INTERNATIONAL STUDENT

An international student is an individual who would like to enroll at TCL on an F-1 Visa and who is not an immigrant (permanent resident), undocumented immigrant, or refugee. Follow these steps or visit tcl.edu/international for details:
1) Schedule an appointment with a TCL International Student Admissions Counselor.
2) Complete the international student packet AND TCL online application at tcl.edu/apply.
3) Submit all required documents for review and issuance of I-20.
4) Register for classes with your international admissions counselor.

ACTIVE DUTY MILITARY AND VETERANS

In addition to the steps in the Enrollment Checklist, see pages 18 and 19. Contact the Military Admissions Advisor at 843.525.8340 or visit Bldg. 12, Rm. 118.

DUAL ENROLLMENT

Qualified high school students in Beaufort, Colleton, Hampton and Jasper counties may receive college credit and high school credit for designated classes. Visit tcl.edu/dual or call 843.525.8336 for details.
Placement testing helps TCL determine if you are ready for college-level classes and helps ensure you begin at the right level. Most programs require placement testing. Sometimes your previous college experience or SAT/ACT, CLEP or AP scores may be used to meet the placement requirement.

**PLACEMENT**

Check with admissions to find out if you need to take the Accuplacer Placement Test or if you have other qualifying scores.

**TEST PREP**

Visit tcl.edu/placement for sample questions and practice tests for reading, writing, arithmetic, QAS (Quantitative Reasoning, Algebra, and Stats), and AAF (Advanced Algebra and Functions).

**ABOUT THE TEST**

- The number of questions varies depending on which Accuplacer tests you take. There could be as few as 12 questions or as many as 40.
- No one passes or fails Accuplacer tests. However, it’s important to complete the test using your best effort in order for you and the college to have an accurate measure of your academic skills.
- You will receive your test scores immediately following the completion of the test. Speak with a Testing Center staff member to review and explain your results.

**WHAT ARE TEST SCORE REQUIREMENTS?**

To review test score requirements and to determine course level eligibility based upon the Accuplacer Next Generation, SAT, ACT, CLEP, AP scores or transfer credit in English or math, see tcl.edu/course-placement.

**Contact**

**Beaufort Campus**
921 Ribaut Rd., Beaufort, SC 29901, Building 2
Office Hours:
M–Th 8–5:30
Friday 8–11:30
Testing Hours:
M–Th 9–11:30, 1–3:30
Friday (Accuplacer only, by appt.)
843.470.8400

**New River Campus**
100 Community College Dr.
Bluffton, SC 29909
Testing Hours:
(Accuplacer only, by appt.)
M–Th 8:30, 10:30, 2:30
Friday 8:30
843.470.6040

testingcenter@tcl.edu

**Hampton Campus**
54 Tech Circle
Varnville, SC 29944
Testing Hours:
(Accuplacer only)
M–Th: 9, 12, 3
Friday 9 (by appt.)
843.943.4262
FINANCIAL AID

Financial aid helps students pay for college and may cover various educational expenses such as tuition and fees, books and supplies, and transportation.

TYPES OF FINANCIAL AID

- Federal Pell Grant
- South Carolina Lottery Tuition Assistance Program
- South Carolina Need-Based Grant Program
- LIFE Scholarship
- Loans
- TCL Scholarships
- And More!

Visit tcl.edu/financialaid for details.

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 be refunded to you.

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.

CHECK YOUR EMAIL

After you submit the FAFSA, it will take approximately 7 to 10 business days for the TCL Financial Aid Office to receive your information. Once received, we will immediately contact you via your TCL student email account. (See page 10 for account information and setup.) We will include your award notification (an award letter) or request additional documents. 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 visit our office! We’re here to help.

IF YOU ARE SELECTED FOR VERIFICATION

TCL is required to verify certain information provided by a student or parent (if dependent) on the Free Application for Federal Student Aid (FAFSA). Applications requiring review are flagged by the US Department of Education and the student will be selected for verification.

Students will be notified via their TCL student email concerning verification requirements. The type of documents required for submission will vary from student to student. Please note that using the IRS Data Retrieval Tool to populate your FAFSA tax information will make the verification process more efficient because the tax information will be verified by the IRS Data Retrieval.

Upon completion of verification an award change could occur. Your expected family contribution (EFC) could increase, decrease or remain the same. A change in EFC could have an effect on federal/state grant eligibility and student loans.

We encourage students and/or their families to submit all documents to the Financial Aid Office as soon as possible for quickest processing.
WHAT HAPPENS IF YOU WITHDRAW?

Students who withdraw from classes may need an R2T4 (Return of Title IV Funds) completed. TCL recalculates federal financial aid for students who withdraw from the college prior to completing 60% of the term in accordance with the Return of Title IV Federal Funds regulations. The recalculation is based on the percent of earned aid for the term. The percent earned is determined by the number of calendar days completed divided by the number of calendar days in the term.

When the R2T4 calculation results in students being eligible to receive previously undistributed “earned” aid (Post-Withdrawal Disbursement), they will be notified via email. Written authorization from the student will be requested and is required before a loan can be processed and disbursed to the student. The student may choose to decline some or all of the PWD funds as to not incur further debt.

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.

TO MAINTAIN A GOOD SAP STANDING, STUDENTS MUST:

- Maintain a cumulative 2.0 grade point average (GPA).
- Complete 67% of your credit hours 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.

STUDENT VETERANS

To use your GI Benefits (CH.33, CH.35, CH.30, and CH.1606), follow these steps:

1) Apply for your benefits on va.gov and receive a certificate of eligibility in the mail. A copy of this must be submitted to the certifying official.
2) Complete all admissions requirements and register for classes.
3) Once you have registered for classes, each semester you must submit a copy of your schedule to the certifying official via email, gibill@tcl.edu, or at the Financial Aid office, Building 2.
4) Any change in major or classes must be reported to the certifying official at gibill@tcl.edu.
5) Complete FAFSA if interested in financial aid at fafsa.ed.gov.

VOCATIONAL REHABILITATION STUDENTS:

1) Turn in the 1905 plan to the certifying official.
2) Complete all admissions requirements and register for classes.
3) Once you have registered for classes, each semester you must submit a copy of your schedule to the certifying official via email, jogglesby@tcl.edu, or at the financial aid office, Building 2.
4) Any change in major or classes must be reported to the certifying official, Jamie Oglesby, at jogglesby@tcl.edu.
5) Complete FAFSA if interested in financial aid at fafsa.ed.gov.

HAVE QUESTIONS?

1) Speak with a representative by calling 843.470.5961 or visit us in person.
2) Visit the TCL Financial Aid web page at tcl.edu/financialaid to:
   - Learn more about other types of aid such as scholarships, loans, and tuition waivers.
   - Find financial aid forms and applications.
3) Visit Financial Aid TV (FATV) at tcl.edu/fatv. This online video service provides answers to all things financial aid in short 60–90 second videos.

CHECK YOUR TCL EMAIL OFTEN!
Now that you’re a part of the TCL family, it’s time to set up your TCL email and other accounts. These accounts are crucial to staying up to date with what’s going on at TCL and will help you successfully navigate college life. See below to learn how to access these great tools.

**STUDENT EMAIL**
outlook.com/my.tcl.edu

Your TCL email account is the account used by your instructors, TCL staff, especially Financial Aid.

Your Office 365 email account is free and available to you even after you graduate. You can download a free copy of Microsoft Office using your TCL email account.

Go to [tcl.edu](http://tcl.edu) and click Student Email from the Quick Links menu.

**USERNAME:** firstnamelastname@my.tcl.edu
(Ex. johnsmith@my.tcl.edu)
all lowercase, no spaces.

**INITIAL PASSWORD:** TCL + last 7 digits of your Social Security Number + !
(Ex. TCL3456789!)

Upon sign in you will be asked to change your password and provide password recovery options.

**SELF-SERVICE**
tcl.edu/selfservice

- Check degree progress
- Plan/register for classes
- Pay
- Check for holds
- Check Financial Aid status/awards

**USERNAME:** First and last name
(all lowercase, no spaces)

**INITIAL PASSWORD:** Last 7 digits of your Social Security Number

**Note:** New password must be 6 to 15 characters long and must contain letters and numbers.

**BLACKBOARD**
bb.tcl.edu

Blackboard is used by many faculty to provide course materials, post assignments and tests, communicate, etc. If your instructor is using Blackboard, your course will appear in your account.

Go to [tcl.edu](http://tcl.edu) and select Blackboard from the Quick Links menu.

Click the login button.

**USERNAME:** Your TCL email address

**PASSWORD:** Your TCL email password

A link to the online course orientation is available in your Blackboard account when you log in.

**24 HOUR SUPPORT:** Chat with a support team member, submit a ticket or call 843.525.8344.

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**LIBRARY**
tcl.edu/library

Training is available in the Library for setting up and using any of these technology tools. In addition, the Library provides access to computers, printing services, help tutorials, Blackboard assistance and much more. See page 20 for more information.

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**TEXT ALERT**
tcl.regroup.com

Receive emergency notifications and event updates via text messaging!

Update/verify your contact information at [tcl.regroup.com](http://tcl.regroup.com).

Sign in with your TCL email address and click “Forgot Password.” Follow instructions to complete the sign in process and then verify or update your contact information.

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**LIBRARIES**

**Beaufort Campus**
Building 12, Room 200
M—Th: 8am—8pm
F: 8–11:30am
843.525.8304

**New River Campus**
Computers Available:
M—Th: 8am–9pm
F–Sa: 8am–4:30pm
843.470.6003

[ask@tcl.libanswers.com](mailto:ask@tcl.libanswers.com)
MEET WITH YOUR ADVISOR

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 in your TCL Self Service account. Log in to TCL Self Service and select the Advising tab in the Plan and Schedule section. Contact your advisor to set up an appointment for advisement.

HOW TO PREPARE TO MEET WITH YOUR ADVISOR

- Access the TCL Advising Syllabus at tcl.edu/advising-syllabus. Bring your syllabus with you to advising and to know what to expect from your advisor.
- Review your “My Progress” in the TCL Self Service student planner. This tool is designed to help you and your advisor create a course schedule and track your progress toward program completion. It identifies which courses you have already completed and which courses still need to be completed.
- Go to Plan & Schedule to develop your semester schedule. Review days, times and format (online, in-person or a combination of both) of courses to be offered.

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

TUTORING/ACADEMIC SUPPORT

TCL offers a variety of free academic support services including one-on-one tutoring in math, writing, reading, biology, computer, Spanish, accounting, and chemistry, as well as sessions in Achieve3000, an online reading comprehension learning program. Visit 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 virtually during Tutoring Center hours, the opportunity to submit papers for review, and access to 24/7 tutoring service. Visit tcl.edu/tutoring for all the details.

Contact TUTORING

Beaufort Campus
Math: Building 9, Room 101
M–Th: 9am–5pm
Writing/Reading:
Building 9, Room 127
M–Th: 9am–5pm
843.525.8221

New River Campus
Visit tcl.edu/tutoring to check tutor and subject availability.

Academic Advising ensures you are choosing the right classes based on your program’s curriculum. Your advisor will help you plan your semester course schedule and help you decide which classes you’ll need to register for. Advisement sets you up for success and timely graduation.

SPOTLIGHT ON ADVISEMENT

Student Advisement is 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 tcl.edu/beadvised
Registration is the process of planning and officially registering your seat in class. It’s best to meet with your academic advisor before you register. Use your TCL Self-Service account to register for classes.

**REGISTRATION INSTRUCTIONS**

1) Login to TCL Self-Service at [tcl.edu/selfservice](http://tcl.edu/selfservice).

2) Select the Student Planning tab.

3) Go to My Progress to review the courses you still need to plan and register for. From My Progress, select a course to place on your plan.

4) Click View Available Sections. Review the sections to select the one that works best with your schedule. Click Add Section to Schedule.

5) Review section details and click Add Section.

6) Repeat steps 3 through 5 to build your schedule.

7) Select Plan and Schedule from the Student Planning tab at the top of the page.

8) Use the arrows to navigate to the term you are registering for. Select Register for each planned course in each term OR select Register Now to register for all planned courses. Be sure to review for error messages and take appropriate steps to resolve.

9) Check to be sure your course status moves from Planned to Registered for each desired course.

**IMPORTANT REGISTRATION DATES**

**SUMMER 2019**

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**FALL 2019**

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**SPRING 2020**

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<td>Jan. 9</td>
<td>Feb. 6</td>
<td>Mar. 2</td>
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SECTION SWAP AND DROP

Students may request to switch sections of the same course (i.e. ENG 101-01 for ENG 101-03) during Swap and Drop.
- Student must send request from your TCL email to the Division Dean.
- Student is responsible for any tuition and/or fees associated with the schedule change.

Arts and Sciences: gtemble@tcl.edu
Business & Industrial: kboniecki@tcl.edu
Culinary/Hospitality: mhuff@tcl.edu
Health Sciences: glevicki@tcl.edu
Public & Human Services: mricks@tcl.edu

DROPPING/WITHDRAWING FROM A CLASS

To drop or withdraw from a course, send your instructor an email from your TCL student email account requesting to be dropped or withdrawn from the course. Save a copy of the email. Please contact Financial Aid before dropping or withdrawing from a course to determine any impact on their financial aid.

DROPPING (DELETING) A CLASS BEFORE THE START OF THE SEMESTER:
- Login to TCL Self-Service at tcl.edu/selfservice and Select the Student Planning tab
- Go to Plan & Schedule
- Select the “Drop” button on the class you wish to drop and follow the prompts. Be sure the status on the class changes from “Registered” to “Planned.”

DROPPING A CLASS AFTER THE SEMESTER STARTS:
- You may drop a class without record and with a tuition refund (see chart) during Swap and Drop. Please note that you will be responsible for the mandatory fees.
- Email your instructor from your TCL email with a request to drop. Save a copy of the email for your records.

WITHDRAWING FROM A CLASS:
- You may withdraw from a class after the Swap and Drop period and prior to the final exam. Your transcript will reflect a “W” or “WP” if you are passing the class when you withdraw or a grade of “WF” if you are failing the course on the last date you attended. A “WF” is calculated the same as an “F” in your GPA. See refund dates to see if a tuition refund will apply. You will be responsible for all mandatory course fees.
- Email your instructor from your TCL email with a request to drop. Save a copy of the email for your records.

NOTICE

Dropping or withdrawing from a course will affect your progress toward your educational goal. There may be financial implications for dropping or withdrawing after the start of the semester.
- Talk with your instructor about your situation.
- If you receive Financial Aid, meet with your Financial Aid Counselor to determine the impact of dropping or withdrawing to your aid.

CHECK YOUR TCL EMAIL OFTEN!

MILITARY & VETERANS
See pages 18–19.

SUMMER TUITION REFUND DEADLINES*

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FALL TUITION REFUND DEADLINES*

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SPRING TUITION REFUND DEADLINES*

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<th>Term</th>
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* 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.
TCL offers higher education and lower tuition. Residency, semester hour load, and fees determine your total tuition and fees.

**TUITION & FEES**

tcl.edu/tuition-fees

Tuition and fees are subject to change by action of the Technical College of the Lowcountry Area Commission. The tables below detail tuition and fees.*

### FEES

#### REGISTRATION FEE
A non-refundable registration fee of $50 per semester is charged to each student.

#### CAPITAL FEE
A non-refundable capital fee of $4 per credit hour is charged to each student.

#### TECHNOLOGY FEE
A non-refundable technology fee of $4 per credit hour is charged to each student.

#### COURSE FEE
A course fee of $25 to $50 is applied to certain classes to help offset the expense of consumables, laboratory equipment, software, and additional instruction. Visit tcl.edu/coursefees to view the list.

### REFUNDS
Students who have excess Financial Aid (Pell, FSEOG, Loans, etc.) after paying their bill will receive a refund. TCL has partnered with BankMobile Disbursements to deliver these refunds. Refunds are processed within 14 days of disbursement to the student’s account. Please visit tcl.edu/refunds for more information on setting up your BankMobile account.

#### REFUND PROCESSING SCHEDULE*
- Summer I, Summer II: Jun. 28, 2019
- Fall I: Oct. 9, 2019
- Fall II: Nov. 5, 2019
- Spring I: Feb. 26, 2020
- Spring II: Mar. 24, 2020

### TUITION'

#### SUMMER 2019

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#### FALL 2019 / SPRING 2020

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#### IN-STATE SERVICE AREA**
Beaufort, Colleton, Hampton, and Jasper counties.

#### IN-STATE NON-SERVICE AREA**
All other S.C. counties, plus Chatham and Effingham counties in Georgia.

#### NON RESIDENT**
All areas outside S.C.

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*Tuition, fees and dates/deadlines are subject to change.

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*Tuition and fees are subject to change by action of the Technical College of the Lowcountry Area Commission. The tables below detail tuition and fees.*

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**SERVICE AREA**

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See pages 18–19.

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**MILITARY & VETERANS**

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See pages 18–19.
PAY YOUR BILL
Login to selfservice.tcl.edu and click on “Student Finance” to see your balance.

Payment Options:
- **ONLINE**: via your Self-Service Account.
- **IN PERSON**: Visit the cashier office to pay via cash, check, Visa, Mastercard, or American Express. The cashier will provide a receipt.
- **PAYMENT PLAN**: Visit the cashier to set up a payment plan. A 25% down payment will be required. A $25 late fee will be assessed for each monthly payment not paid on time.

Contact BUSINESS OFFICE
Beaufort Campus
Building 3, Room 106
843.525.8355

New River & Hampton Front Desk
businessoffice@tcl.edu

AVOID THE DROP ZONE
You will be dropped from all classes if you do not complete step 1 or 2 by the Payment Deadline.

PAY YOUR TUITION & FEES:
1) **PAY IN FULL**
Accounts must be paid in full with cash, check, or credit card by the payment deadline.

2) **SIGN UP FOR A PAYMENT PLAN**
Sign up for a payment plan in person at the cashier office at any of our three campuses. A 25% down payment will be required at sign up.

NOTE: FINANCIAL AID/REMAINING BALANCE
Students receiving financial aid should log into tcl.edu/selfservice to view their award and either sign up for the payment plan or pay in full.

DROP ZONE PAYMENT DEADLINES

<table>
<thead>
<tr>
<th></th>
<th>Summer I</th>
<th>Summer II</th>
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</thead>
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<tr>
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<td>Jun. 6</td>
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<th>Fall III</th>
<th>Fall II</th>
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<td>Oct. 15</td>
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</table>

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<th>Spring</th>
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<th>Spring III</th>
<th>Spring II</th>
</tr>
</thead>
<tbody>
<tr>
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<td>Jan. 9</td>
<td>Feb. 6</td>
<td>Mar. 2</td>
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<tbody>
<tr>
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</table>

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<th>Spring</th>
<th>Spring I</th>
<th>Spring III</th>
<th>Spring II</th>
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<tbody>
<tr>
<td>Jan. 9</td>
<td></td>
<td>Jan. 9</td>
<td>Feb. 6</td>
<td>Mar. 2</td>
</tr>
</tbody>
</table>
New Student Orientation is for all new students. It’s the best way to get all of the information you’ll need to complete your educational journey at Technical College of the Lowcountry. Complete New Student Orientation after you have registered for your classes.

**WHAT’S INCLUDED AT ORIENTATION?**
- Financial Aid Information
- Academic Advisor and Program Information
- Important Dates to Remember—Registration, Financial Aid, and Bill Pay
- Campus Tours

**ORIENTATION: ATTEND ON CAMPUS OR ONLINE**
- **On-campus:** Sign up to attend orientation at [tcl.edu/orientation](http://tcl.edu/orientation)
- **Online:** Available in your Blackboard account after you register (See page 10 for Blackboard account info.)

**STUDENT ID**
Obtain your free Student ID card. Student ID cards are frequently required to verify your identity prior to receiving services in TCL support offices (i.e. Library, Bookstore, Student Records, Financial Aid and the Business Office). Keep your Student ID card with you on campus.
- **Beaufort:** Student Records, Bldg. 2, Room 106
- **New River:** Library

**PARKING PERMIT**
Obtain your free Parking Permit. Be sure to bring your license plate number and expiration date with you.
- **Beaufort:** Student Records, Bldg. 2, Room 106
- **New River:** Library
- **Hampton:** Front Desk

**INTERESTED IN A JOB OPPORTUNITY ON CAMPUS?**

**STUDENT AMBASSADOR PROGRAM:** Be a part of the TCL student experience. Student Ambassadors are a select group of students chosen through an application and interview process to assist prospective students in the enrollment process, represent TCL at various outreach activities, and conduct campus tours. The program seeks students from diverse backgrounds who are enthusiastic and who demonstrate exceptional communication and leadership skills. For more information visit [tcl.edu/student-ambassador](http://tcl.edu/student-ambassador).

**FEDERAL WORK STUDY (FWS):**
FWS provides part-time jobs for students with financial need allowing them to earn money to help pay education expenses. The program encourages community service work and work related to the student’s program of study. Contact your Financial Aid Counselor to learn more and check your eligibility.

**VETERANS WORK STUDY:**
VWS provides part-time jobs for students using their GI Bill who are attending classes full-time. Contact the Director of Veteran Services for more information.

**VOLUNTEER:** Not only is the Technical College of the Lowcountry a dynamic place to further your education, it’s also a great place to volunteer. Volunteer positions are non-paid, non-benefitted. See [tcl.edu/hr](http://tcl.edu/hr) for more information.
Check out the TCL Bookstore for books, supplies, gifts, snacks and all things TCL.

PURCHASE BOOKS & SUPPLIES
Buy your TCL books, supplies and more from the Bookstore online or in person.

TO BUY TEXTBOOKS IN PERSON:
Visit the Beaufort Campus Bookstore and bring your printed class schedule and student ID.

TO BUY TEXTBOOKS ONLINE:
Visit tcl.edu/bookstore and have your class schedule printed or in view.
- Click the textbook search tab.
- Search by course: select department, course, and section; add Next Course if applicable.
- At bottom right, click View Your Materials.
- Now you can print your book list or add these items to a cart to begin placing an order.

CHECK YOUR FINANCIAL AID
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 pages 8–9 for details

TEXTBOOK AVAILABILITY
The bookstore is open year round; however, we have specific dates when we start selling textbooks for each semester:

<table>
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<tr>
<td>Spring 2020</td>
<td>Mon., Jan. 6, 2020</td>
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</tbody>
</table>

*The bookstore will be closed for year-end inventory June 21 through June 28, 2019. Online purchases will not be accepted during this time.

INCLUSIVE ACCESS (IA) BOOKS
In an effort to reduce the cost of textbooks and increase the accessibility of course materials, TCL is now utilizing the IA affordability model in some courses. IA is a method of providing access to digital course content when faculty adopt interactive courseware platforms or e-books. The IA fee is added to the course at the time of registration. The IA model ensures that all students have access to their course materials on the first day of class at a price equal to or below competitive market value. Students have the option to opt-out of this model during the sign-in process to the class/digital textbook.

Visit tcl.edu/inclusive for other textbook affordability models being adopted at TCL.

RETURN POLICY
REFUNDS AND EXCHANGES will only be given on required textbooks (based on condition) with original receipt and within the textbook return timeframe. Books purchased in shrink wrap must be returned in shrink wrap. Access codes, e-books and all other store merchandise cannot be returned/exchanged.

TEXTBOOK RETURN TIMEFRAME:
Returns will be accepted within the first 10 calendar days of the semester start date or within 5 calendar days of the purchase date. NO EXCEPTIONS!
Refunds will be processed via the same method of original payment. Cash and check returns may require a waiting period to allow for funds to be available.
All returns MUST be processed in person at the Beaufort Campus Bookstore.

TEXTBOOK BUYBACK
Buyback is conducted at the Beaufort Campus Bookstore at the end of each full semester. Specific dates and times are posted each semester.
Students have the option to sell their books back anytime online 24/7 using the web tcl.edu/bookstore.
*Books will be scanned onsite to determine value, prices and quantities are not guaranteed!

VISIT THE WEBSITE
Visit tcl.edu/bookstore for
- Course Materials (price and ISBN numbers)
- Online Ordering Procedures
- Return Policy
- Book Buyback
- Book Rush Extended Store Hours
- Merchandise and much more!

Contact TCL BOOKSTORE
Beaufort Campus
Building 12, Room 102
M–Th 8–5:30 | F 8–11:30
843.525.8303
bookstore@tcl.edu

843.525.8207
APPLY OR REGISTER ONLINE AT TCL.EDU
MILITARY/VETERAN TUITION ASSISTANCE CHECKLIST

If you have registered with TCL and intend to use Tuition Assistance, please read the following notes and guidelines:

1) SUBMITTING TUITION ASSISTANCE FORMS TO THE TECHNICAL COLLEGE OF THE LOWCOUNTRY

Active Duty Service Members should submit completed Tuition Assistance Forms (TA Forms), also referred to as “TA Vouchers,” directly to the TCL Business Office (Cashier) in as close proximity to registering for courses as possible, but no later than:

a. Established payment deadline for a regular semester
b. First day of class for a mini-semester

See page 14 for payment deadlines or visit tcl.edu/deadlines.

Submit TA Forms in-person to the Cashier or via email to TA@tcl.edu.

"The TCL Cashier will respond to the email address used to send the TA form(s). Please indicate your TCL email address in any email correspondence as this is the email address that will be used to communicate with you on college and course related matters.

Please be sure to submit TA form(s) that reflect your (student) signature and that of the Base Education Office.

2) TCL CASHIER OFFICE

Upon submitting completed TA forms to the TLC Business Office/Cashier, the service member can expect:

"The TA Form is verified by the TCL Cashier and stamped with the date the form was received by the Cashier.

A date-stamped copy of each submitted TA Form will be provided to you (in person, or scanned copy sent via email) within two (2) business days of submission. Keep this copy for your records. Please note, for students using TA, any additional TCL course fees will be covered by the TCL Military Affairs department.

3) ADD/DROP

Active Duty Service Members are reminded that administrative action to drop/add courses impacts the Tuition Assistance process. TA Form(s) should be submitted promptly and verified by the Cashier as accurately reflecting each course for which tuition assistance is being requested.

FINANCIAL AID

To use your GI Benefits (CH.33, CH.35, CH.30, and CH.1606), follow these steps:

1) Apply for your benefits on va.gov and receive a certificate of eligibility in the mail. A copy of this must be submitted to the certifying official.

2) Complete all admissions requirements and register for classes.

3) Once you have registered for classes each semester, you must submit a copy of your schedule to the certifying official via email to gibill@tcl.edu or at the Financial Aid office, Building 2.

4) Any change in major or classes must be reported to the certifying official at gibill@tcl.edu.

5) Complete FAFSA if interested in financial aid at fafsa.ed.gov.
DETERMINING RESIDENCY FOR THE PURPOSE OF TUITION

Active Duty Military, Veterans and their dependents may be eligible for in-state tuition and fees. Please provide the following for proof of residency:

- **Active Duty Military**: Original Military/ Web Orders
- **Veteran**: DD-214 and Proof of SC address (must have been discharged in last 3 years) or provide certificate of eligibility if receiving VA benefits. If you are a dependent, please provide these documents and proof of dependency.

Once classes start, notify the VA Advisor, Certifying Official and the Department of Veteran Affairs of any changes such as but not limited to:

- Withdrawal from a class
- Program change
- Increase or decrease in credit hours
- Withdrawal from school
- Address/Telephone change

VETERANS RESOURCE CENTER (VRC)

The 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

TRANSITIONING MILITARY TRAINING (TMT) PROGRAM

The TMT 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. You may be qualified for scholarship assistance for the cost of the program and testing fees, see the VRC or On-base Liaison for more information.

**WE CURRENTLY OFFER THE FOLLOWING PROGRAMS:**

- Airframe and Powerplant Pre-Licensing Training (A&P)
- Aviation Electronics Technician Certification Training (AET)
- FCC Licensing Course
- Welding Course
- Emergency Medical Technician (EMT) Course

Contact

ON-BASE MILITARY LIAISON OFFICES

Parris Island
Marine Corps Recruit Depot Education Office
Room 30, 923 Chosin Reservoir Rd.
Parris Island, SC 29905
M & W: 0800–1700
843.228.2659

Merritt Field
Marine Corps Air Station Education Office
Building 596, Room 107A,
Geiger Blvd.
T & Th: 0800–1700
843.228.7494

veterans@tcl.edu

Contact

VETERANS RESOURCE CENTER

Beaufort Campus
Building 12, Room 107
M–Th 0800–1730
F 0800–1130
843.525.8264

veterans@tcl.edu
**LIBRARY**

tcl.edu/library | 843.525.8304

The TCL Library offers you the tools to succeed. We provide support for research and citations; assistance with MS Office, Blackboard, and other technology; printing and scanning, and more. Plus, we offer desktop computers to work on or laptops to take home. Most library resources are online and mobile-friendly so you can access them anywhere, anytime. See page 10 for details.

**TUTORING/ACADEMIC SUPPORT**

tcl.edu/tutoring | 843.525.8221

TCL offers a variety of free academic support services including one-on-one tutoring in a variety of subjects. Visit tcl.edu/tutoring to view walk-in hours and tutors’ schedules, to make an appointment, or to access our online tutoring services. See page 11 for details.

**STUDENT SUPPORT SERVICES**

tcl.edu/sss | 843.525.8391

Beaufort Campus, 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.

**COMMUNITY JOB BOARD**

tcl.edu/jobboard

Check this page often to see a list of job openings in the Lowcountry and beyond.

**DISABILITY SERVICES**

tcl.edu/disability | 843.525.8219

Beaufort Campus, Building 2, Room 203

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

**CAMPUS LIFE, STUDENT ACTIVITIES & ORGANIZATIONS**

tcl.edu/activities | 843.525.8353

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, Gospel Choir and more. Plus something fun is always going on from yoga to zumba to other FREE activities.

**PALMETTO BREEZE TRANSPORTATION PROGRAM**

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 on already established routes at no cost whatsoever. Tickets are distributed on a first-come, first-serve basis.

**PERSONAL COUNSELING**

tcl.edu/counseling | 843.525.8288

Beaufort Campus, Building 2, Room 204

Email: agray@tcl.edu

TCL provides currently enrolled students free short-term personal counseling. The Campus Counselor provides a safe and nonjudgmental space for you to talk, problem-solve and receive support. The Counselor can advocate on your behalf and make connections to local and national resources, which may assist with emergent and non-emergent situations such as food shortages, abuse, housing, shelters, long-term mental health treatment, medical care, community support systems, etc. All counseling records are made and maintained by the mental health provider, housed separately from the academic records, and protected through confidentiality laws (please see tcl.edu/counseling for full Confidentiality Statement).

**CAMPUS SECURITY/EMERGENCY**

tcl.edu/emergency

Your safety is extremely important. Emergency notices will be posted to tcl.edu and/or emailed to you. Campus security is available to assist all students, faculty, staff and visitors.

In case of an emergency,
- Dial 9-1-1 (9-9-1-1 from a campus phone).
- Then alert TCL Security at:
  - Beaufort: 843.525.8301
  - New River: 843.470.6006
  - Hampton: 843.812.8300

20 TECHNICAL COLLEGE OF THE LOWCOUNTRY
Stay connected and in the know using TCL’s online resources. Access these from anywhere, anytime, 24 hours a day, 7 days a week.

**ONLINE RESOURCES**

**CATALOG**

*[catalog.tcl.edu]*

The TCL Catalog is the College’s official reference guide and includes important, detailed information regarding policies, curriculum, enrollment processes, student services and more.

**TCL WEBSITE**

*tcl.edu*

Check the College’s website for the most up-to-date information on upcoming events, important deadlines and the latest news. In addition, see the website for contact information, program descriptions, and quick links to all of your important TCL accounts like Self-Service, Blackboard and Student Email!

**TCL EMAIL ACCOUNT**

TCL sends important and official communication to your my.tcl.edu email account. Be sure you activate your account and check it frequently for messages from Financial Aid, Admissions, Instructors and more. (See page 10 for more information.)

**SOCIAL MEDIA**

Did you know that TCL has Facebook, Twitter and Instagram pages? Be sure to like or follow so you can be aware of different events and activities. Plus it’s a great way for you to share all that’s going on at TCL.

- Instagram: *@tclcampus*
- Twitter: *@T_C_L*
- Facebook: *facebook.com/goTCL*
## IMPORTANT TCL PHONE NUMBERS

<table>
<thead>
<tr>
<th>ACADEMIC DIVISIONS</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arts and Sciences</td>
<td>843.525.8281</td>
</tr>
<tr>
<td>Business/Industrial Technologies</td>
<td>843.525.8241</td>
</tr>
<tr>
<td>Culinary &amp; Hospitality/Tourism</td>
<td>843.525.6046</td>
</tr>
<tr>
<td>Health Sciences</td>
<td>843.525.8267</td>
</tr>
<tr>
<td>Public and Human Services</td>
<td>843.525.8349</td>
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<tr>
<th>ADDITIONAL NUMBERS</th>
<th>Phone</th>
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</thead>
<tbody>
<tr>
<td>Admissions</td>
<td>843.525.8207</td>
</tr>
<tr>
<td>Blackboard 24/7 Support</td>
<td>877.736.2586</td>
</tr>
<tr>
<td>Bookstore</td>
<td>843.525.8303</td>
</tr>
<tr>
<td>Business Office</td>
<td>843.525.8355</td>
</tr>
<tr>
<td>Campus Counselor</td>
<td>843.525.8288</td>
</tr>
<tr>
<td>Disabled Student Services</td>
<td>843.525.8219</td>
</tr>
<tr>
<td>Distance Education</td>
<td>843.470.8406</td>
</tr>
<tr>
<td>Dual Enrollment Coordinator</td>
<td>843.525.8336</td>
</tr>
<tr>
<td>Financial Aid Information</td>
<td>843.470.5961</td>
</tr>
<tr>
<td>Help Desk</td>
<td>843.525.8344</td>
</tr>
<tr>
<td>Library</td>
<td>843.525.8304</td>
</tr>
<tr>
<td>Marketing/Public Relations</td>
<td>843.525.8231</td>
</tr>
<tr>
<td>Military Coordinator MCAS (T&amp;TH)</td>
<td>843.228.7494</td>
</tr>
<tr>
<td>Military Coordinator MCRD (M&amp;W)</td>
<td>843.228.2659</td>
</tr>
<tr>
<td>Recruitment</td>
<td>843.525.8207</td>
</tr>
<tr>
<td>Student Records</td>
<td>843.525.8272</td>
</tr>
<tr>
<td>Security (Beaufort)</td>
<td>843.525.8301</td>
</tr>
<tr>
<td>Security (Hampton)</td>
<td>843.943.4262</td>
</tr>
<tr>
<td>Security (New River)</td>
<td>843.470.6006</td>
</tr>
<tr>
<td>Student Support Services</td>
<td>843.525.8328</td>
</tr>
<tr>
<td>Testing Center</td>
<td>843.470.8400</td>
</tr>
<tr>
<td>TCL Foundation</td>
<td>843.525.8294</td>
</tr>
<tr>
<td>Transfer Services</td>
<td>843.525.8337</td>
</tr>
<tr>
<td>Tutoring/Academic Support</td>
<td>843.525.8221</td>
</tr>
<tr>
<td>Veterans Services</td>
<td>843.525.8264</td>
</tr>
</tbody>
</table>

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**SACSCOC**  
1866 Southern Lane  
Decatur, GA 30033-4097  
404.679.4500

*See [tcl.edu/accreditation](http://tcl.edu/accreditation) for a full list of accreditations and approvals.

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**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.

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**TCL LOCATIONS**  
[tcl.edu/locations](http://tcl.edu/locations)

**Beaufort Campus**  
M–Th: 8am–5:30pm, F: 8–11:30am  
PO Box 1288 | 921 Ribaut Road  
Beaufort, SC 29901  
843.525.8207

**Hampton Campus**  
M–Th: 8am–5:30pm, F: 8–11:30am  
H. Mungin Center | 54 Tech Circle  
Varnville, SC 29944  
843.525.8207

**New River Campus**  
M–Th: 8am–5:30pm, F: 8–11:30am  
100 Community College Drive  
Bluffton, SC 29909  
843.525.8207

*Individual department hours may vary.*

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**EMERGENCY: Dial 9-1-1, then alert Security!**

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**2019/2020 EXAM SCHEDULES**  
[tcl.edu/exams](http://tcl.edu/exams)

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**FOLLOW TCL:**  
[Instagram](https://www.instagram.com)  
[Twitter](https://twitter.com)  
[Facebook](https://www.facebook.com)  
A great way to keep up on what’s happening at TCL! Go to [tcl.edu/social](http://tcl.edu/social)
BEAUFORT CAMPUS

Bldg. 1 Owen Hall
Beaufort Arts Council, Mather Museum

Bldg. 2 Coleman Hall
Admissions, Boardroom, Campus Counselor, Disability Services, Financial Aid, Student Records, Testing Center, V.P. for Academic & Student Affairs

Bldg. 3 Anderson Hall
Business Office, Cashier, Human Resources, V.P. for Administrative Services

Bldg. 4—Health Sciences

Bldg. 6—President, President’s Boardroom, Veteran Service Officer

Bldg. 9—Arts and Sciences, Tutoring Center

Bldg. 10—Biology, Chemistry, Cosmetology

Bldg. 11—Security

Bldg. 12 MacLean Hall
Auditorium, Bookstore, Foundation, Institutional Advancement, Library, Marketing, Student Center, Veterans Resource Center, V.P. for Advancement

Bldg. 14—Administrative Office
Technology, Business Technologies, CAD, Computer Technology, Early Care & Education, Electronics & Avionics

Bldg. 15—HVAC, Welding

Bldg. 16—Building Construction Technology, Public & Human Services

Bldg. 19, 26—Physical Plant/Maintenance Office, Receiving

Bldg. 22—Aviation Logistics

Bldg. 23, 24—Continuing Education and Workforce Development

Hampton Campus, Varnville

New River Campus, Bluffton

FUTURE SITE: Culinary Institute of the South AT TECHNICAL COLLEGE OF THE LOWCOUNTRY Bluffton

843.525.8207

APPLY OR REGISTER ONLINE AT TCL.EDU
# IMPORTANT DATES

## SUMMER 2019

<table>
<thead>
<tr>
<th>Event</th>
<th>Summer I (10 Wk)</th>
<th>Summer II (7 Wk)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration Opens</td>
<td>Mar. 25</td>
<td>Mar. 25</td>
</tr>
<tr>
<td>Priority Financial Aid Processing Deadline for FAFSA Submission</td>
<td>Apr. 15</td>
<td>Apr. 15</td>
</tr>
<tr>
<td>Priority Financial Aid Processing Deadline for Loan Application</td>
<td>Apr. 15</td>
<td>Apr. 15</td>
</tr>
<tr>
<td>Senior Citizen Registration</td>
<td>May 13–16</td>
<td>Jun. 3–6</td>
</tr>
<tr>
<td>Last Day to Register</td>
<td>May 16</td>
<td>Jun. 6</td>
</tr>
<tr>
<td>Tuition Payment Deadline</td>
<td>May 16</td>
<td>Jun. 6</td>
</tr>
<tr>
<td>Classes Begin</td>
<td>May 20</td>
<td>Jun. 10</td>
</tr>
<tr>
<td>Section Swap and Drop</td>
<td>May 20–22</td>
<td>Jun. 10–11</td>
</tr>
<tr>
<td>Memorial Day—College Closed—Mon., May 27</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Summer Graduation Application Deadline</td>
<td>Jul. 1</td>
<td></td>
</tr>
<tr>
<td>Independence Day—College Closed—Thurs., Jul. 4</td>
<td></td>
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<tr>
<td>Classes End</td>
<td>Jul. 30</td>
<td>Jul. 30</td>
</tr>
<tr>
<td>Final Exams</td>
<td>Jul. 31–Aug. 1</td>
<td>Jul. 31–Aug. 1</td>
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</table>

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

## FALL 2019

<table>
<thead>
<tr>
<th>Event</th>
<th>Fall</th>
<th>Fall I</th>
<th>Fall III</th>
<th>Fall II</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration Opens</td>
<td>Mar. 25</td>
<td>Mar. 25</td>
<td>Mar. 25</td>
<td>Mar. 25</td>
</tr>
<tr>
<td>Priority Financial Aid Processing Deadline for FAFSA Submission</td>
<td>May 31</td>
<td>May 31</td>
<td>May 31</td>
<td>May 31</td>
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<tr>
<td>Priority Financial Aid Processing Deadline for File Completion</td>
<td>May 31</td>
<td>May 31</td>
<td>May 31</td>
<td>May 31</td>
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<tr>
<td>Priority Financial Aid Processing Deadline for Loan Application</td>
<td>Jul. 2</td>
<td>Jul. 2</td>
<td>Jul. 2</td>
<td>Jul. 2</td>
</tr>
<tr>
<td>Last Day to Register</td>
<td>Aug. 22</td>
<td>Aug. 22</td>
<td>Sep. 19</td>
<td>Oct. 15</td>
</tr>
<tr>
<td>Tuition Payment Deadline</td>
<td>Aug. 22</td>
<td>Aug. 22</td>
<td>Sep. 19</td>
<td>Oct. 15</td>
</tr>
<tr>
<td>Classes Begin</td>
<td>Aug. 26</td>
<td>Aug. 26</td>
<td>Sep. 24</td>
<td>Oct. 17</td>
</tr>
<tr>
<td>Labor Day—College Closed–Mon., Sep. 2</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Thanksgiving—No Classes, Wed., Nov. 27; College Closed—Thurs., Nov. 28–Fri., Nov. 29</td>
<td></td>
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<td></td>
<td></td>
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<tr>
<td>Classes End</td>
<td>Dec. 6</td>
<td>Oct. 11</td>
<td>Dec. 6</td>
<td>Dec. 6</td>
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</table>

## SPRING 2020

<table>
<thead>
<tr>
<th>Event</th>
<th>Spring</th>
<th>Spring I</th>
<th>Spring III</th>
<th>Spring II</th>
</tr>
</thead>
<tbody>
<tr>
<td>Priority Financial Aid Processing Deadline for FAFSA Submission</td>
<td>Nov. 15, 2019</td>
<td>Nov. 15, 2019</td>
<td>Nov. 15, 2019</td>
<td>Nov. 15, 2019</td>
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<tr>
<td>Priority Financial Aid Processing Deadline for File Completion</td>
<td>Nov. 15, 2019</td>
<td>Nov. 15, 2019</td>
<td>Nov. 15, 2019</td>
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<tr>
<td>Priority Financial Aid Processing Deadline for Loan Application</td>
<td>Nov. 15, 2019</td>
<td>Nov. 15, 2019</td>
<td>Nov. 15, 2019</td>
<td>Nov. 15, 2019</td>
</tr>
<tr>
<td>Senior Citizen Registration</td>
<td>Jan. 6–9</td>
<td>Jan. 6–9</td>
<td>Feb. 3–6</td>
<td>Feb. 26–Mar. 2</td>
</tr>
<tr>
<td>Last Day to Register</td>
<td>Jan. 9</td>
<td>Jan. 9</td>
<td>Feb. 6</td>
<td>Mar. 2</td>
</tr>
<tr>
<td>Tuition Payment Deadline</td>
<td>Jan. 9</td>
<td>Jan. 9</td>
<td>Feb. 6</td>
<td>Mar. 2</td>
</tr>
<tr>
<td>Classes Begin</td>
<td>Jan. 13</td>
<td>Jan. 13</td>
<td>Feb. 10</td>
<td>Mar. 4</td>
</tr>
<tr>
<td>Martin Luther King Jr. Day—College Closed—Mon., Jan. 20</td>
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<tr>
<td>Graduation Application Deadline—Mar. 2</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Spring Break—No Classes—Mon., Mar. 16–Fri., Mar. 20</td>
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<td></td>
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</tr>
<tr>
<td>Classes End</td>
<td>Apr. 27</td>
<td>Feb. 28</td>
<td>Apr. 27</td>
<td>Apr. 27</td>
</tr>
<tr>
<td>Final Exams</td>
<td>Apr. 28–May 4</td>
<td>Mar. 2–3</td>
<td>Apr. 28–May 4</td>
<td>Apr. 28–May 4</td>
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</table>

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