

# ENROLLMENT *and* REGISTRATION GUIDE

*All you need  
to know from  
start to finish*

SUMMER 2024  
FALL 2024  
SPRING 2025

For a web-friendly version,  
visit [tcl.edu/registrationpdf](https://tcl.edu/registrationpdf)

For everything registration,  
visit [tcl.edu/registration](https://tcl.edu/registration)

Search courses at  
[tcl.edu/course-search](https://tcl.edu/course-search)



TECHNICAL COLLEGE  
OF THE LOWCOUNTRY



# We are the **TIDES**

## THE COLLEGE EDUCATION YOU NEED AT A PRICE YOU CAN AFFORD

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. TCL is your step up to the future you deserve.



## 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 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 or returning student. See pages 17 to 24 for a list of resources, communication tools, contact information and important dates and deadlines.



## NEED TO SCHEDULE AN APPOINTMENT?

Download the Navigate app or visit [tcl.navigate.eab.com](https://tcl.navigate.eab.com).

Appointments may be scheduled in-person at any of the three campuses or virtually using the link above.

## Contact **ADMISSIONS** [admissions@tcl.edu](mailto:admissions@tcl.edu)

### Beaufort Mather Campus

921 Ribaut Rd.  
Beaufort, SC 29901  
Building 8, Moor  
Hall—The HUB  
M–Th 8–5:30  
F 8–11:30 (virtual only)  
843.525.8207

### Culinary Institute of the South

1 Venture Dr.  
Bluffton, SC 29910  
843.305.8575 (appt. only)

### Hampton Campus

H. Mungin Center  
54 Tech Circle  
Varnville, SC 29944  
M–Th 8–5:30  
F 8–11:30 (virtual only)  
843.525.8207

### New River Campus

100 Community College Dr.  
Bluffton, SC 29909  
M–Th 8–5:30  
F 8–11:30 (virtual only)  
843.525.8207



## CHECKLIST FOR NEW STUDENTS

[tcl.edu/steps](https://tcl.edu/steps)

### APPLY

- ☐ Choose pathway/program of study. *See pgs. 4–5.*
- ☐ Submit your application. *See pgs. 5.*
- ☐ Submit your FAFSA. *See pgs. 8–9.*
- ☐ Set up your TCL accounts. *See page 6.*
- ☐ Complete new student orientation. *See page 6.*
- ☐ Submit transcripts. *See pgs. 7/10.*
- ☐ Submit Residency Verification *(if applicable)*. *See page 7.*

### REGISTER

- ☐ Download the Navigate app *(or go to [tcl.navigate.eab.com](https://tcl.navigate.eab.com))*. *See page 11.*
- ☐ Meet with your Navigator. *See page 11.*
- ☐ Register for classes. *See pgs. 12–13.*

### PAY

- ☐ Submit outstanding financial aid documents. *See page 8–9.*
- ☐ Pay your bill or set-up payment plan. *See page 15.*
- ☐ Confirm military education benefits *(if applicable)*. *See page 20.*

### ATTEND

- ☐ Explore campus life activities and events. *See pgs. 11/18.*
- ☐ Reserve books and buy supplies. *See page 16.*
- ☐ Subscribe to TCL social media. *See page 17.*
- ☐ Set up Blackboard and go to class. *See pgs. 17.*
- ☐ Set up your BankMobile account. *See page 6.*



## CHECKLIST FOR CURRENT STUDENTS [tcl.edu/registration](https://tcl.edu/registration)

- ☐ Submit your FAFSA. *See pages 8–9.*
- ☐ Meet with your Faculty Advisor. *See page 11.*
- ☐ Register for classes. *See pages 12–13.*
- ☐ Pay your bill or set-up payment plan. *See page 15.*
- ☐ Reserve books and buy supplies. *See page 16.*



## ACADEMIC PATHWAYS



### CHOOSE YOUR PATHWAY

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](http://tcl.edu/academics) to learn more and find out which program is the best fit for you.

### CAREER COACH [tcl.edu/coach](http://tcl.edu/coach)

Don't know where to start? Take a quick online career assessment for individualized suggestions based on your interests. You can also browse available careers and associated programs of study, or build your résumé.

### ARTS

- AD** Arts, Humanities, Social Science **UT**
- AD** Associate in Arts **UT**
- AD** General Education & Business **UT**
- AD** Pre-Bachelor Teacher **UT**
- Cer** Basic Art
- Cer** University Transfer Certificate **UT**

### BUILDING & INDUSTRIAL

- Cer** Building Construction Technician
- Cer** Commercial Refrigeration
- Cer** Construction Management
- Cer** Designing HVAC Systems
- Cer** Heat Pump
- Cer** Plumbing
- Cer** Residential Electrician
- Cer** Solar Photovoltaic Technician

### BUSINESS MANAGEMENT & ACCOUNTING

- AD** Administrative Office Technology—Medical Office Assistant
- AD** Administrative Office Technology—Office Apps for Business & Industry
- AD** Business Administration
- Cer** Accounting
- Cer** Entrepreneurship/Small Business
- Cer** Supply & Logistics
- Cer** Medical Office Assistant
- Cer** Office Apps for Business & Industry

### CULINARY ARTS & HOSPITALITY

- AD** Baking & Pastry Arts
- AD** Culinary Arts Technology
- AD** Hospitality/Tourism Management
- Cer** Baking & Pastry Arts
- Cer** Healthy Cooking & Baking
- Cer** Hospitality/Tourism Management
- Cer** Restaurant Cook Skills

#### KEY:

- AD** Associate Degree
- Dip** Diploma Degree
- Cer** Certificate Degree
- UT** University Transfer



## HEALTH SCIENCES

- AD** Associate Degree Nursing (ADN)
- AD** Physical Therapist Assistant
- AD** Radiologic Technology
- AD** Surgical Technology
- Dip** Practical Nursing (PN)
- Cer** Massage Therapy
- Cer** Medical Assisting

## EDUCATION & PROFESSIONAL STUDIES

- AD** Early Care & Education
- Dip** Cosmetology
- Dip** Early Childhood Development
- Cer** Child Care Management
- Cer** Early Childhood Development
- Cer** Nail Technology

## LAW & CRIMINAL JUSTICE

- AD** Criminal Justice Technology
- AD** Criminal Justice Transfer Career Pathway **UT**
- AD** Paralegal
- Cer** Criminal Justice & Law
- Cer** Paralegal Specialist

## STEM—SCIENCE, TECHNOLOGY, ENGINEERING, & MATHEMATICS

- AD** Associate in Science **UT**
- AD** Computer Technology—Networking
- AD** Computer Technology—Programming
- AD** Cybersecurity
- AD** Industrial Electronics Technology
- AD** Science & Math **UT**
- Cer** A+ Computer Servicing
- Cer** Cybersecurity
- Cer** Cybersecurity Basics
- Cer** Network Administrator
- Cer** Network Engineer
- Cer** Programming
- Cer** Webmaster



### APPLICATION

[tcl.edu/apply](http://tcl.edu/apply)



### SUBMIT YOUR APPLICATION

Visit [tcl.edu/apply](http://tcl.edu/apply) and select “Apply Now.” Create an account and take a few minutes to complete all information. Someone will follow up with you soon after your submission.

Have questions? Contact Admissions at 843-525-8207 or [admissions@tcl.edu](mailto:admissions@tcl.edu).



## TCL ACCOUNTS

[tcl.edu/tclaccounts](http://tcl.edu/tclaccounts)

Your TCL email account is used by everyone at TCL to communicate with you. Admissions, Financial Aid, faculty and more will be sending you important emails.



### SET UP TCL STUDENT EMAIL [outlook.com/tcl.edu](http://outlook.com/tcl.edu)

Your Microsoft 365 email account will be created after you are accepted to the college. Your account is free and available to you for as long as you are enrolled. 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:

*firstname.lastname@tcl.edu*  
(first name dot last name @tcl.edu)  
(Ex. *john.smith@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.

**NOTE:** New password must be 8–32 mixed characters.



### SET UP YOUR SELF-SERVICE ACCOUNT [selfservice.tcl.edu](http://selfservice.tcl.edu)

- Pay
- Check for holds
- Check Financial Aid status/awards
- Check statement/balances owed (Paper statements will *not* be mailed.)

Your TCL email credentials are used to access self-service. You will be directed to a Microsoft login screen to get into self-service. Your username is your TCL email address and your password is your TCL email password.



### CHECK YOUR TCL EMAIL OFTEN!



### SET UP YOUR BANKMOBILE ACCOUNT [tcl.edu/refunds](http://tcl.edu/refunds)

TCL has partnered with **BankMobile** to deliver refunds to students who have excess refundable Financial Aid or other overpayments after paying their bill. Please visit [tcl.edu/refunds](http://tcl.edu/refunds) for information on setting up your **BankMobile** account. Students **MUST** have a **BankMobile** account set up in order to receive refunds.



### DOWNLOAD THE NAVIGATE STUDENT APP

[apps.apple.com](http://apps.apple.com)  
[play.google.com](http://play.google.com)



## NEW STUDENT ORIENTATION

[tcl.edu/orientation](http://tcl.edu/orientation)

The first step in the enrollment process for all new students is to complete the Online Orientation—a one stop shop for everything you need to know to successfully navigate your enrollment and registration process at TCL. You will learn about financial aid, bill pay, important deadlines, campus services, campus events and more!



### COMPLETE NEW STUDENT ORIENTATION

- 1) Go to [tcl.edu/orientation](http://tcl.edu/orientation) and click the “New Student Orientation Link” OR check your TCL email account for the link to your orientation.
- 2) You will need to know your TCL email and Student ID number. Your student ID number will be found in your TCL emails.
- 3) You can complete orientation on your PC, tablet or phone!

For any questions about accessing new student orientation, contact [admissions@tcl.edu](mailto:admissions@tcl.edu).



# TRANSCRIPTS & DOCUMENTATION [tcl.edu/documentation](http://tcl.edu/documentation)



## SUBMIT TRANSCRIPT(S)

All new students must submit their Official High School or GED transcript *and* Official College transcripts (for all institutions attended if applicable).

Submit transcripts by one of these three options:

- 1) Electronically using a third party sender.
- 2) In-person in the original sealed envelope.
- 3) Mail: P.O. Box 1288, Beaufort, SC 29901

*The Technical College of the Lowcountry does not accept opened transcripts.*

Questions? Email [admissions@tcl.edu](mailto:admissions@tcl.edu).

## RESIDENCY

Tuition is based upon the student's legal residency as defined in The Code of Laws of South Carolina, guidelines determined by the SC Commission on Higher Education and the Technical College of the Lowcountry Commission. A student's residency classification is determined by the Admissions staff at the time an application is submitted according to college policies and procedures.

You may be selected for residency verification and will be informed via your TCL email account. You may be required to complete a residency verification form and submit additional documentation. Please go to [tcl.edu/residency](http://tcl.edu/residency) or email [residency@tcl.edu](mailto:residency@tcl.edu) for more information.

## 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](http://tcl.edu/transient) for details:

- 1) Complete the TCL application at [tcl.edu/apply](http://tcl.edu/apply).
- 2) Submit residency documentation if selected for verification.
- 3) Email a transient form from your current institution to [srecords@tcl.edu](mailto:srecords@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. **NOTE:** *Not all institutions participate in Transient Consortium Agreements. Please refer to each institution's Transient Policy.*

### 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](http://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. Submit Unofficial High School Transcripts.
- 2) Submit Official High School Transcripts prior to end of the semester.

Exceptions are also made for June graduates that wish to begin in the Summer.

### 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](http://tcl.edu/dual) or call 843.470.6046 for details.

### 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](http://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](http://tcl.edu/apply).
- 3) Submit all required documents for review and issuance of I-20.
- 4) Register for classes with your international admissions counselor.

### 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. After registration, applicants must submit a Senior Citizen Tuition Waiver and proof of eligibility to have the waiver applied. The electronic Senior Citizen Tuition Waiver form is located on the Student Records Forms page of the TCL website.



**MILITARY & VETERANS**

*See pages 20–21.*





# FINANCIAL AID

[tcl.edu/financialaid](http://tcl.edu/financialaid)

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

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 and SC Wins.

## S.C. LOTTERY TUITION ASSISTANCE

If you are eligible, Lottery Tuition Assistance is automatically applied. This award can only be used to pay tuition and mandatory fees.

Eligibility requirements include:

- SC Resident
- 6 credit hours
- Satisfactory Academic Progress

## 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 TCL EMAIL OFTEN!**



## COMPLETE THE FAFSA

- Complete the Free Application for Federal Student Aid (FAFSA) online at [fafsa.gov](http://fafsa.gov).
- Enter TCL's Federal School Code, 009910, on the FAFSA for all campuses.
- If you and/or your contributor need to apply for an FSA ID, go to [studentaid.gov](http://studentaid.gov).
- Students must complete a FAFSA each academic year.
- Have all contributor/student social security numbers available.
- You must use the IRS Direct Data Exchange (DDX) to import tax information to your FAFSA.
- Answer ALL questions truthfully and complete all requested sections.
- Sign the FAFSA using the FSA ID and click submit.
- Ensure that your FAFSA has been submitted successfully via the confirmation page.
- Each contributor on the FAFSA is required to consent to use the DDX even if they did not file taxes.

## PRIORITY FINANCIAL AID DEADLINES

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

### Summer 2024

**FAFSA:** Apr. 1, 2024  
**File Completion:** Apr. 15, 2024  
**Loan Requests:** Apr. 15, 2024

### Fall 2024

**FAFSA:** Jul. 15, 2024  
**File Completion:** Jul. 31, 2024  
**Loan Requests:** Jul. 31, 2024

### Spring 2025

**FAFSA:** Nov. 1, 2024  
**File Completion:** Nov. 15, 2024  
**Loan Requests:** Nov. 15, 2024



## TCL SCHOLARSHIP

All students admitted to TCL and meeting scholarship requirements including completion of a FAFSA for the academic year, enrollment in at least six credit hours and a minimum TCL GPA of 2.5, may be considered for the TCL Scholarship. Scholarships are awarded in the fall semester of each academic year.

## APPLYING FOR SCHOLARSHIPS AT TCL

Registered students interested in applying for scholarship consideration use **TCL AwardSpring**.

- Easy-to-use software accessible online and from your smart phone.
- Online access to scholarship opportunities.
- One application.

## SUBMIT YOUR FAFSA:

Students wishing to apply for Foundation Scholarship consideration should submit their FAFSA by **May 1, 2024**.

## APPLICATION PERIOD:

**2024–2025 Academic Year:**  
**June 1–July 14, 2024**

## LOGIN:

Beginning June 1, 2024, go to [tcl.edu/paying-for-tcl/scholarships](http://tcl.edu/paying-for-tcl/scholarships) for more information.

## SIGN IN:

TCL students already have an account. Enter your tcl email address and password.



**MILITARY & VETERANS**

*See pages 20–21.*



## FINANCIAL AID

[tcl.edu/financialaid](http://tcl.edu/financialaid)



### 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, you will be notified via your TCL student email account.** (See page 6 for account information and setup.) We will include your offer notification (an offer letter) or request additional documents. Outstanding required items are also listed in your Self-Service checklist. 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 schedule an appointment! We're here to help.

### IF YOU ARE SELECTED FOR VERIFICATION

TCL is required to verify certain information provided by a student or contributor (if applicable) on the 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.** Required documents can be found in the student's self service checklist.

Upon completion of verification an offer change could occur. Should your offer change, you will receive a revised offer letter via your TCL email.

**We encourage students and/or their contributors to submit all documents to the Financial Aid Office as soon as possible for quickest processing.**

### WHAT HAPPENS IF YOU WITHDRAW?

Title IV funds (i.e., federal financial aid) are packaged for a student under the assumption that the student will attend school for the entire period for which the aid has been awarded. At TCL, this determination is made on a semester basis.

When a student who has received, or is otherwise eligible for, Title IV funds is considered withdrawn from a semester, the college is required by law to perform a Return of Title IV Funds (R2T4) calculation to determine the percentage and amount of aid that the student earned up to the time of withdrawal. The outcome of an R2T4 calculation may result in TCL's determination that a student owes funds to the college, the federal government, or both. An R2T4 determination cannot be appealed.



### HAVE QUESTIONS?

- 1) Visit the TCL Financial Aid web page at [tcl.edu/financialaid](http://tcl.edu/financialaid) to:
  - Learn more about other types of aid such as scholarships, loans, and tuition waivers.
  - Check your Self Service financial aid information.
- 2) Schedule an appointment with a Financial Aid Counselor through the Navigate app or speak with a Student Experience Center representative by calling **843.470.5961**.
- 3) Visit Financial Aid TV (FATV) at [tcl.edu/fatv](http://tcl.edu/fatv). This online video service provides answers to all things financial aid in short 60–90 second videos.

### 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 MINIMUM standards referenced in the Financial Aid SAP Policy** in order to receive their financial aid. View the SAP Policy on the Financial Aid Forms page of the TCL website.

If you have questions, the Office of Financial Aid recommends that students schedule an appointment with a Financial Aid Counselor through **Navigate**.



## Contact FINANCIAL AID

**Beaufort Mather Campus**  
Building 8, Moor Hall—The HUB  
M–Th 8–5:30  
F 8–11:30 (virtual only)

**New River Campus**  
The HUB  
M–W 8–5:30 (in-person or virtual)  
F 8–11:30 (virtual only)

**Culinary Institute of the South**  
Th 8–5:30 (in-person or virtual)

**Hampton**  
T 8–5:30 (in-person or virtual)

Student Experience Center  
843.470.5961  
(appointments strongly encouraged)

[financialaid@tcl.edu](mailto:financialaid@tcl.edu)



## PLACEMENT TESTING

[tcl.edu/placement](http://tcl.edu/placement)

Placement testing helps TCL determine if you are ready for college-level classes and helps ensure you begin at the right level.



### PLACEMENT

We have moved to testing optional for admittance. For assistance in determining course level eligibility and placement, contact your assigned Navigator using the Navigate App.



### DOWNLOAD THE NAVIGATE STUDENT APP

[apps.apple.com](https://apps.apple.com)  
[play.google.com](https://play.google.com)



### TEST PREP

Visit [tcl.edu/placement](http://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.



### VISIT THE TESTING PAGE

[tcl.edu/placement](http://tcl.edu/placement)



### TAKE THE TEST

All testing is by appointment only, please send appointment requests to [testingcenter@tcl.edu](mailto:testingcenter@tcl.edu).

- 1) Students must present an unexpired photo I.D. prior to testing.
- 2) Food and drinks are not allowed while testing.
- 3) Smart devices and calculators are not allowed. Cell phones are to be turned off prior to starting your test.
- 4) Please allow enough time to complete your test before the Testing Center closes. Immediate results will be provided following the test.
- 5) If you have a documented disability and need special accommodations for placement testing, please contact the Associate Vice President of Student Affairs at 843.525.8219.

## Contact TESTING

[testingcenter@tcl.edu](mailto:testingcenter@tcl.edu)

### Beaufort Mather Campus

921 Ribaut Rd., Beaufort, SC 29901, Building 8, Moor Hall—The HUB

#### Business Hours:

M–Th 8–5:30  
F 8–11:30 (virtual)

#### Testing Hours: (All testing\*)

M–Th 9–11:30, 1–3:30  
843.470.8400

### New River Campus

100 Community College Dr. Bluffton, SC 29909

#### Business Hours:

M–Th 8–5:30  
F 8–11:30 (virtual)

#### Testing Hours:

(Accuplacer only\*)  
M–Th 8:30, 10:30, 2:30  
843.470.6040

### Hampton Campus

The Mungin Center 54 Tech Circle Varnville, SC 29944

#### Business Hours:

M–Th 8–5:30  
F 8–11:30 (virtual)

#### Testing Hours:

(Accuplacer only\*)  
M–Th: 9, 12, 3  
803.943.4262

\*By appointment only





## ACADEMIC ADVISING

[tcl.edu/the-hub](http://tcl.edu/the-hub)

Academic Advising ensures you are choosing the right classes based on your program's curriculum. Your Navigator and faculty 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.



### MEET YOUR NAVIGATOR

Your Navigator will help you with career planning, academic planning and registering for the first year and will guide you with creating the best possible financial decision to help finance your education. Your faculty advisor will help you with registering for your remaining courses and will determine your eligibility for graduation.

Every student is assigned a Navigator and faculty advisor based on the program of study you have declared. You can obtain contact information for your Navigator and faculty advisor in your Navigate account. Log in to TCL Navigate and select Appointments, and then My Team. Contact your faculty advisor to set up an appointment for advisement.

### HOW TO PREPARE TO MEET WITH YOUR NAVIGATOR

- Visit [tcl.edu/registration](http://tcl.edu/registration).
- Meet your Navigator and learn more about the HUB at [tcl.edu/the-hub](http://tcl.edu/the-hub).

Remember that the "Planner" in Navigate 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 faculty advisor. Always consult your faculty advisor for confirmation of all degree requirements.



DOWNLOAD THE  
NAVIGATE STUDENT APP  
[apps.apple.com](https://apps.apple.com)  
[play.google.com](https://play.google.com)



## THE HUB

The HUB is your one-stop shop for career counseling, academic advising and financial literacy information.

The HUB is located in Building 8 on the Beaufort Mather campus and at the New River and Hampton campus.

The HUB is where you would meet with your assigned Navigator.



## STUDENT SUCCESS



### STUDENT SUCCESS ACTIVITIES & EVENTS

After you have completed your registration and payment, you will have the opportunity to attend the TCL Student Success Events that are offered during the first week of the semester. Here you can:

- 1) Attend virtual HUB Helps sessions
- 2) Attend Financial Literacy sessions
- 3) Learn about TCL Student Organizations and how to get involved.
- 4) Learn how to utilize TCL Student Resources such as TCL Technology, Tutoring and the Library.
- 5) Attend sessions on time management, test anxiety and more!
- 6) Meet your Peers, make new friends and have some fun!

## Contact

**THE HUB** [HUB@tcl.edu](mailto:HUB@tcl.edu)

### Beaufort Mather Campus

Building 8, Moor Hall  
843.525.8207

### New River

Main Office

### Hampton

Front Desk



# REGISTRATION

[tcl.edu/registration](https://tcl.edu/registration)

Registration is the process of planning and officially registering for your seat in class. It's best to meet with your navigator or faculty advisor before you register. Use your Navigate account to register for classes. View the video tutorial located at [tcl.edu/registration](https://tcl.edu/registration).



## REGISTER FOR CLASSES

Navigate Student Academic Planner allows students to review their progress, plan their schedule and register for classes.

**Financial Aid will not be awarded for courses you register in that are not required in your program of study.**

**NOTE:** If you are not in the correct program of study, please complete the Change of Major form.

## REGISTRATION INSTRUCTIONS

Please visit the **Registration Page** at [tcl.edu/registration](https://tcl.edu/registration) for Navigate Student Academic Planner tutorial videos and training guides

*It is recommended that you meet with your Navigator or Faculty Advisor for assistance with planning courses*

- 1) Log in to **Navigate Student** and, in the Planner tab, use the "+Add Term" button in the upper right-hand corner to add the next two terms to your academic plan.
- 2) On the left-hand side of the page is the degree template for your program, courses are listed in the recommended order that you take them. Drag over the courses that you plan to take and add them to terms.
- 3) When you have finished planning your courses click Pick Times (*Pick Times will only appear if registration is open for the selected term*).
- 4) View the available sections by clicking the Sections option next to each listed course.
- 5) To add a course section drag the course over to the My Schedule section or you may use the hamburger menu and select Add Section.
- 6) Once all sections have been added to the My Schedule section click the blue Register button at the top of the page.

# Contact

## THE HUB [HUB@tcl.edu](mailto:HUB@tcl.edu)

**Beaufort Mather Campus**  
Building 8, Moor Hall—The HUB  
843.525.8207

**New River**  
Room 128

**Hampton**  
Front Desk

## IMPORTANT REGISTRATION DATES

### SUMMER 2024

	Summer Clinicals* (10 week)	Summer Primary	Summer II (7 week)
Registration Opens	Mar. 25, 2024	Mar. 25, 2024	Mar. 25, 2024
Last Day of Registration	May 9	May 23	Jun. 6
Senior Citizen Registration	May 6–9	May 20–23	Jun. 3–6

\*Health Sciences Labs and Clinicals, Culinary and Cosmetology Labs

### FALL 2024

	Fall Primary	Fall I (7 week)	Fall III (10 week)	Fall II (7 week)
Registration Opens	Mar. 25, 2024	Mar. 25, 2024	Mar. 25, 2024	Mar. 25, 2024
Last Day of Early Registration	Aug. 8	Aug. 8	Sep. 13	Oct. 4
Senior Citizen Registration	Aug. 6–8	Aug. 6–8	Sep. 11–13	Oct. 2–4
Late Registration	Aug. 12–16	Aug. 12–16	Sep. 17–24	Oct. 8–14

### SPRING 2025

	Spring Primary	Spring I Mini	Spring III (10 wk.)	Spring II Mini
Registration Opens	Oct. 14, 2024	Oct. 14, 2024	Oct. 14, 2024	Oct. 14, 2024
Last Day of Early Registration	Jan. 3, 2025	Jan. 3, 2025	Feb. 6, 2025	Feb. 25, 2025
Senior Citizen Registration	Jan. 2–3	Jan. 2–3	Feb. 4–6	Feb. 24–25
Late Registration	Jan. 7–10	Jan. 7–10	Feb. 10–14	Feb. 27–Mar. 4



# REGISTRATION POLICIES

[tcl.edu/studentrecords](http://tcl.edu/studentrecords)

## DROPPING/ WITHDRAWING FROM A CLASS

To drop or withdraw from a class:

- 1) Sign into your Navigate App
- 2) Click on planner
- 3) click "view/edit schedule"
- 4) click on the ☰ and select "drop course"

If you are unable to drop your class please contact your assigned navigator or email [hub@tcl.edu](mailto:hub@tcl.edu).

If you have questions about how a drop/withdraw affects your financial aid please email [financialaid@tcl.edu](mailto:financialaid@tcl.edu).

### DROPPING (DELETING) A CLASS BEFORE THE START OF THE SEMESTER:

- Login to TCL Navigate Student Planner at [tcl.navigate.eab.com](http://tcl.navigate.eab.com).
- Go to Academic Planner tab.
- Click Pick Times button.
- Under Registered Courses click the hamburger menu (3 blue lines to the left of the course title).
- Choose Drop Course. On the pop up screen, click Drop Course to confirm.

### DROPPING A CLASS AFTER THE SEMESTER STARTS:

- You may drop a class without record and with a tuition refund (see chart) during the add/drop period. Please note that you will be responsible for the mandatory fees.

### WITHDRAWING FROM A CLASS:

- You may withdraw from a class after the add/drop period and prior to the first day of the final exam period. Your transcript will reflect a grade of W. You will be responsible for all tuition and mandatory course fees.

## 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 20–21.*

## SUMMER TUITION REFUND DEADLINES\*

Term	Last Day of 100%	Last Day of 50%	0% on or after
2024SU1 Clinicals/Labs (10 weeks)	5/17/24	5/27/24	5/28/24
2024SU Primary (8 weeks)	5/31/24	6/8/24	6/9/24
2024SU2 (6 weeks)	6/13/24	6/21/24	6/22/24

## FALL TUITION REFUND DEADLINES\*

Term	Last Day of 100%	Last Day of 50%	0% on or after
2024FA Primary	8/25/24	9/8/24	9/9/24
2024FA1 (7 weeks)	8/22/24	8/30/24	8/31/24
2024FA2 (7 weeks)	10/18/24	10/26/24	10/27/24
2024FA3 (10 weeks)	9/29/24	10/9/24	10/10/24

## SPRING TUITION REFUND DEADLINES\*

Term	Last Day of 100%	Last Day of 50%	0% on or after
2025SP Primary	1/19/25	2/2/25	2/3/25
2025SP1 (7 weeks)	1/16/25	1/24/25	1/25/25
2025SP2 (7 weeks)	3/8/25	3/16/25	3/17/25
2025SP3 (10 weeks)	2/21/25	3/3/25	3/4/25

\* 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.





## TUITION & FEES

[tcl.edu/tuition-fees](https://tcl.edu/tuition-fees)

TCL offers higher education and lower tuition.  
Residency, semester hour load, and fees determine your total tuition and fees.

### TUITION\*

SUMMER 2024  
FALL 2024  
SPRING 2025

In-State Service Area:  
\$214/credit hour

In-State Non-Service Area:  
\$239/credit hour

Non Resident:  
\$445/credit hour

Tuition and fees are subject to change by action of the Technical College of the Lowcountry Area Commission. See detailed tuition and fee tables below and online at [tcl.edu/tuition-fees](https://tcl.edu/tuition-fees).\*

Information shown is as of April 2024.  
Always refer to [tcl.edu](https://tcl.edu) for the latest and for eligibility requirements.

### MANDATORY FEES

#### STUDENT FEE

A non-refundable student fee of \$100 per semester is charged to each student.

#### TECHNOLOGY FEE\*\*

A non-refundable technology fee of \$50.00 per semester is charged to each student.

#### GENERAL COURSE FEE

Students taking general education courses will be charged a non-refundable general course fee of \$15 per credit hour each semester.

#### TECH COURSE FEE

Students taking technical courses will be charged a non-refundable tech course fee of \$20 per credit hour each semester.

### BARNES & NOBLE TCL COURSE READY FEE

The TCL Course Ready (formerly First Day Complete) fee provides students access to required textbooks, digital books, lab manuals and access codes for a fee of \$22 per credit hour each semester.

### SPECIFIC FEES

Specific fees ranging from \$100 to \$685 are applied to certain classes to help offset the expense of consumables, laboratory equipment, software and/or additional instruction. Some may be applied in lieu of the tech course and/or general course fees. Visit [tcl.edu/tuition-fees](https://tcl.edu/tuition-fees) to view the list.

### SERVICE AREA

**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.

### FINES

#### LATE PAYMENT

A fine of \$25 will be applied per occurrence.

#### RETURNED CHECK

A fine of \$35 will be applied per occurrence.

Summer 2024, Fall 2024 & Spring 2025* IN-STATE SERVICE AREA					
Hours	Tuition	Student Fee	Technology Fee**	TCL Course Ready Fee	Total
1	\$214	\$100	\$50	\$22	\$386
2	\$428	\$100	\$50	\$44	\$622
3	\$642	\$100	\$50	\$66	\$858
4	\$856	\$100	\$50	\$88	\$1094
5	\$1070	\$100	\$50	\$110	\$1330
6	\$1284	\$100	\$50	\$132	\$1566
7	\$1498	\$100	\$50	\$154	\$1802
8	\$1712	\$100	\$50	\$176	\$2038
9	\$1926	\$100	\$50	\$198	\$2274
10	\$2140	\$100	\$50	\$220	\$2510
11	\$2354	\$100	\$50	\$242	\$2746
12	\$2568	\$100	\$50	\$264	\$2982
13	\$2782	\$100	\$50	\$286	\$3218
14	\$2996	\$100	\$50	\$308	\$3454
15	\$3210	\$100	\$50	\$330	\$3690
16	\$3424	\$100	\$50	\$352	\$3926
17	\$3638	\$100	\$50	\$374	\$4162
18	\$3852	\$100	\$50	\$396	\$4398

Summer 2024, Fall 2024 & Spring 2025* IN-STATE NON-SERVICE AREA					
Hours	Tuition	Student Fee	Technology Fee**	TCL Course Ready Fee	Total
1	\$239	\$100	\$50	\$22	\$411
2	\$478	\$100	\$50	\$44	\$672
3	\$717	\$100	\$50	\$66	\$933
4	\$956	\$100	\$50	\$88	\$1194
5	\$1195	\$100	\$50	\$110	\$1455
6	\$1434	\$100	\$50	\$132	\$1716
7	\$1673	\$100	\$50	\$154	\$1977
8	\$1912	\$100	\$50	\$176	\$2238
9	\$2151	\$100	\$50	\$198	\$2499
10	\$2390	\$100	\$50	\$220	\$2760
11	\$2629	\$100	\$50	\$242	\$3021
12	\$2868	\$100	\$50	\$264	\$3282
13	\$3107	\$100	\$50	\$286	\$3543
14	\$3346	\$100	\$50	\$308	\$3804
15	\$3585	\$100	\$50	\$330	\$4065
16	\$3824	\$100	\$50	\$352	\$4326
17	\$4063	\$100	\$50	\$374	\$4587
18	\$4302	\$100	\$50	\$396	\$4848

Summer 2024, Fall 2024 & Spring 2025* NON RESIDENT					
Hours	Tuition	Student Fee	Technology Fee**	TCL Course Ready Fee	Total
1	\$445	\$100	\$50	\$22	\$617
2	\$890	\$100	\$50	\$44	\$1084
3	\$1335	\$100	\$50	\$66	\$1551
4	\$1780	\$100	\$50	\$88	\$2018
5	\$2225	\$100	\$50	\$110	\$2485
6	\$2670	\$100	\$50	\$132	\$2952
7	\$3115	\$100	\$50	\$154	\$3419
8	\$3560	\$100	\$50	\$176	\$3886
9	\$4005	\$100	\$50	\$198	\$4353
10	\$4450	\$100	\$50	\$220	\$4820
11	\$4895	\$100	\$50	\$242	\$5287
12	\$5340	\$100	\$50	\$264	\$5754
13	\$5785	\$100	\$50	\$286	\$6221
14	\$6230	\$100	\$50	\$308	\$6688
15	\$6675	\$100	\$50	\$330	\$7155
16	\$7120	\$100	\$50	\$352	\$7622
17	\$7565	\$100	\$50	\$374	\$8089
18	\$8010	\$100	\$50	\$396	\$8556

Depending on which type of courses are taken, a \$15.00 General or \$20.00 Tech fee are added to each credit hour (not included in totals above)  
\* Tuition, fees and dates/deadlines are subject to change. \*\* Technology Fee applicable beginning Fall 2024 & Spring 2025 terms.



## PAYMENT

[tcl.edu/pay](https://tcl.edu/pay)



### PAY YOUR BILL OR SIGN UP FOR THE PAYMENT PLAN

Login to [selfservice.tcl.edu](https://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:** Sign up for a payment plan online via Self Service. A 25% down payment is required during set up. A \$25 late fee will be assessed for each monthly payment not paid by due date.

## Contact

### BUSINESS OFFICE

**Beaufort Mather Campus**  
Building 3, Cashier Office  
M–Th 8:30–5, F 8–11:30 (virtual)  
843.525.8355

**New River Campus**  
Cashier Office  
M–Th 9–1 & 2–4:30, F 8–11:30 (virtual)

**Hampton**  
Front Desk  
M–Th 8:30–5, F 8–11:30 (virtual)

[businessoffice@tcl.edu](mailto: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.*

### AVOID LATE AND NON-PAYMENT PENALTY FEES

*Late and/or non-payment penalty fees of up to \$100 each semester will be added to accounts not paid by due date.*

### 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 ONLINE VIA SELF SERVICE

A 25% down payment will be required at sign up.

### NOTE: FINANCIAL AID/REMAINING BALANCE

Students receiving financial aid should log into [selfservice.tcl.edu](https://selfservice.tcl.edu) to view their offer and either sign up for the payment plan or pay in full.

## DROP ZONE PAYMENT DEADLINES

### SUMMER 2024

	Summer Clinicals/Labs* (10 week)	Summer Primary (9 week)	Summer II (7 week)
Tuition Payment Deadline	May 9, 2024	May 23, 2024	Jun. 6, 2024
Drop for Non-Payment	May 10	May 24	Jun. 7

\*Health Sciences Labs and Clinicals, Culinary and Cosmetology Labs

### FALL 2024

	Fall Primary	Fall I (7 week)	Fall III (10 week)	Fall II (7 week)
Tuition Payment Deadline	Aug. 8, 2024	Aug. 8, 2024	Sep. 13, 2024	Oct. 4, 2024
Drop for Non-Payment	Aug. 9	Aug. 9	Sep. 16	Oct. 7

### SPRING 2025

	Spring Primary	Spring I Mini	Spring III (10 wk.)	Spring II Mini
Tuition Payment Deadline	Jan. 3, 2025	Jan. 3, 2025	Feb. 6, 2025	Feb. 25, 2025
Drop for Non-Payment	Jan. 6	Jan. 6	Feb. 7	Feb. 26

## 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](https://tcl.edu/refunds) for more information on setting up your **BankMobile** account. In order to receive refunds, students **MUST** have a **BankMobile** account set up.

### REFUND PROCESSING SCHEDULE\*

Summer Clinicals/Labs (10 week): **Jun. 24, 2024**  
 Summer Primary (8 week): **Jun. 24, 2024**  
 Summer II (6 week): **Jul. 4, 2024**

Fall Primary (15 week): **Sep. 12, 2024**  
 Fall I (1st 7 week): **Sep. 12, 2024**  
 Fall III (10 week): **Oct. 21, 2024**  
 Fall II (2nd 7 week): **Nov. 11, 2024**

Spring Primary (15 week): **Feb. 10, 2025**  
 Spring I (1st 7 week): **Feb. 10, 2025**  
 Spring III (10 week): **Mar. 17, 2025**  
 Spring II (2nd 7 week): **Mar. 31, 2025**



## MILITARY & VETERANS

*See pages 20–21.*



### VISIT THE REFUNDS PAGE

[tcl.edu/refunds](https://tcl.edu/refunds)



Check out the TCL College Store for books, supplies, gifts, snacks and all things TCL.

### INTRODUCING THE TCL COURSE READY TEXTBOOK PROGRAM!

Visit the TCL College Store online at <https://tcl.bncollege.com>.

**REGISTER** for class,  
**RESERVE** course materials,  
**be READY** for success.

Keep an eye out for an email from the TCL College Store each semester with instructions on how to reserve your books.

*Follow these three easy steps:*

- 1) Review Your Materials.** Review the physical and digital materials included with your courses. You can also view recommended items and make additional selections.
- 2) Select Pickup or Delivery.** Choose how you want to get your course materials, via free in-store pickup or shipped directly to you. *This step is required.*
- 3) Submit & Finish.** You will get an email when your order is ready for pickup or when it ships!

TCL Course Ready is an initiative designed to provide students with all required course materials at the lowest cost and on the first day of class.

Students are automatically enrolled in the textbook program and will see a course charge (per credit hour) added to your student account that will include all required digital and physical textbooks.

All physical books are to be returned to the bookstore at the end of each semester during exam week. Failure to return the books by the deadlines below will result in book replacement charges being added to your student account:

#### TCL COURSE READY RENTAL BOOK RETURN DEADLINE

<b>Summer 2024</b>	Jul. 25, 2024
<b>Fall 2024</b>	Dec. 11, 2024
<b>Spring 2025</b>	May 6, 2025

For more information and FAQs, including opt-out information, visit [tcl.edu/ready](https://tcl.edu/ready).

Use your available financial aid in the TCL College Store to purchase school supplies, printers, laptops, calculators and more on the following dates:

<b>Summer 2024</b>	May 13–Jun. 14, 2024
<b>Fall 2024</b>	Aug. 5–Sept. 6, 2024
<b>Spring 2025</b>	Jan. 2–Jan. 31, 2025

*Shop with us*

**TCL  
COLLEGE STORE**

**On Campus:**  
**Beaufort Mather Campus**  
Building 12, Room 102  
843.525.8303

**Online:**  
[tcl.bncollege.com](https://tcl.bncollege.com)



## STUDENT RESOURCES

Students, like you, are the heart of TCL. Take a look in this section to find information on a variety of resources and offices available to help you along your way. From start to finish, TCL's Student Services have you covered.

### OFFICIAL STUDENT ID & PERMIT



#### 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, College Store, Student Records, Financial Aid and the Business Office). Keep your Student ID card with you on campus.

- **Beaufort:** The HUB, Bldg. 8, Moor Hall
- **New River:** The HUB, Room 128
- **Culinary:** Front Desk
- **Hampton:** Front Desk



#### PARKING PERMIT

Obtain your free Parking Permit. Be sure to bring your license plate number and expiration date with you.

- **Beaufort:** The HUB, Building 8, Moor Hall
- **New River:** The HUB, Room 128
- **Culinary:** Front Desk
- **Hampton:** Front Desk

#### GET HELP

[tcl.edu/help](https://tcl.edu/help)

Experience problems logging into any of your accounts?

Find information to help you get into your TCL accounts and ways to get help when you need assistance.

Contact the Help Desk at 843.525.8344 or [support@tcl.edu](mailto:support@tcl.edu).

### STAY CONNECTED: STUDENT COMMUNICATION



#### BLACKBOARD

[bb.tcl.edu](https://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](https://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.

#### CATALOG

[catalog.tcl.edu](https://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.



#### TEXT ALERT

[tcl.reggroup.com](https://tcl.reggroup.com)

Receive emergency notifications and event updates via text messaging!

Update/verify your contact information at [tcl.reggroup.com](https://tcl.reggroup.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.

#### TCL WEBSITE

[tcl.edu](https://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!



#### FOLLOW US ON 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.



Facebook

[facebook.com/goTCL](https://facebook.com/goTCL)



Instagram

[@tclcampus](https://instagram.com/tclcampus)



YouTube

[@TechCollowcountry](https://youtube.com/TechCollowcountry)





## STUDENT RESOURCES

### LIBRARY

[tcl.edu/library](http://tcl.edu/library)

843.525.8304

Email: [library@tcl.edu](mailto:library@tcl.edu)

TCL has libraries on the Beaufort Mather and New River campuses, but you don't need to go to the library to "go to the library." Most library resources are accessible online and are mobile friendly so that you can access anytime, anywhere. Find research and news articles, e-books, MLA and APA help, research tutorials and 24/7 chat assistance on the library website. Come in person to check out a laptop, use a desktop, print, scan, study, or get individual help with research assignments.

### Contact LIBRARIES

#### Beaufort Mather Campus

Building 12, Room 200  
843.525.8304

#### New River Campus

843.470.6003

Check [tcl.edu/library](http://tcl.edu/library) for the most-up-to-date information regarding hours and services

### TUTORING/ ACADEMIC SUPPORT

[tcl.edu/tutoring](http://tcl.edu/tutoring)

843.525.8221

Email: [tutoringcenter@tcl.edu](mailto:tutoringcenter@tcl.edu)

TCL offers a variety of free academic support services including one-on-one tutoring in math, writing, reading, sciences, computer skills, Spanish, and accounting, as well as sessions in Achieve3000, an online reading comprehension learning program. Visit [tcl.edu/tutoring](http://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 online, and access to our 24/7 outsourced tutoring service. Visit [tcl.edu/tutoring](http://tcl.edu/tutoring) for all the details.

### Contact TUTORING

#### Beaufort Mather 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](http://tcl.edu/tutoring) to check tutor and subject availability.

### STUDENT SUPPORT SERVICES

[tcl.edu/ssss](http://tcl.edu/ssss) | 843.525.8265

Beaufort Mather 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.

### CAMPUS LIFE, STUDENT ACTIVITIES & ORGANIZATIONS

[tcl.edu/activities](http://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, and more. Plus something fun is always going on at a campus near you.

### CAMPUS SECURITY/ EMERGENCY

[tcl.edu/emergency](http://tcl.edu/emergency)

Your safety is extremely important. Emergency notices will be posted to [tcl.edu](http://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:** 843.812.8262

## PERSONAL COUNSELING

[tcl.edu/counseling](http://tcl.edu/counseling) | 843.525.8208  
Beaufort Mather Campus, Building 2,  
Room 204  
Email: [pcallis@tcl.edu](mailto:pcallis@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](http://tcl.edu/counseling) for full Confidentiality Statement).

## PALMETTO BREEZE TRANSPORTATION PROGRAM

[tcl.edu/breeze](http://tcl.edu/breeze) | 843.470.8400

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.

*Please contact TCL's Testing Center for the most up-to-date information pertaining to the Palmetto Breeze Transportation and Voucher Program.*

## 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-benefited. See [tcl.edu/hr](http://tcl.edu/hr) for more information.

## COMMUNITY JOB BOARD

[tcl.edu/jobboard](http://tcl.edu/jobboard)

The community job board plays a crucial role in connecting employers with qualified candidates who are actively seeking employment. The job board is a convenient way to search for employment opportunities from retail and hospitality to professional services and healthcare. Many of the opportunities cater to the needs and interests of college students to fit their schedules while in college. Employers use the job board to take advantage of a higher quality of applicants who are trained and ready to start their career.

Go to [tcl.edu/jobboard](http://tcl.edu/jobboard) often to see a list of job openings in the Lowcountry and beyond.

## DISABILITY SERVICES

[tcl.edu/disability](http://tcl.edu/disability) | 843.525.8219  
Beaufort Mather 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!



## MILITARY & VETERANS

### ENROLLMENT STEPS

Our Military and Veterans Programs (M/VP) Office is eager to help all of our military affiliated students achieve their academic and professional goals while at TCL and beyond. Therefore, you are encouraged to contact us at any point during the application and enrollment process.

#### BEFORE YOU COME TO CAMPUS:

- 1) Apply to TCL: [tcl.edu/apply](http://tcl.edu/apply)
- 2) Submit your official high school/college transcripts in accordance with instructions on page 7 or bring them in a **sealed** envelope to M/VP
- 3) Request your military transcripts: [jst.doded.mil](http://jst.doded.mil)
- 4) Apply for financial aid: [fafsa.gov](http://fafsa.gov) (See pages 8–9.)

#### WHEN YOU COME TO CAMPUS:

- 5) Visit the Military & Veterans Programs Office in Building 12:
  - Meet with the military navigator.
  - Log in to your TCL Email and then Navigate.
  - Register for classes through Navigate with navigator assistance.
- 6) Complete the online Veterans Enrollment Certification Request Form at: [VA Cert Form](#) each semester in order to receive benefits.
- 7) Pay for tuition if not using VA educational benefits.
- 8) Complete Orientation, obtain Student ID and Parking Permit. (See page 17.)
- 9) Reserve textbooks and purchase supplies. (See page 16.)
  - Books & supply stipend is paid directly to student for all VA education benefits except CH 31 (VR&E). Those books & supplies fees are paid to the school. The VR&E program will now pay for the costs of the Barnes & Noble First-Day Complete Program.

### MyCAA

If you are a spouse interested in using MyCAA, please contact the M/VP directly for an appointment.

### MILITARY/VETERAN TUITION ASSISTANCE CHECKLIST

If you are an active duty, national guard, or reserve service member who intends to utilize Tuition Assistance (TA) to take classes at TCL, please see the following notes and guidance:

#### 1) SUBMITTING TA MyCAA FORMS TO TCL

Service members using TA can submit completed/approved TA Forms (form has your signature and that of the Base Education Office) in one of two ways:

- Bring the completed/approved TA form to M/VP for review & submission to the business office
- Submit directly to the business office via email: [businessoffice@tcl.edu](mailto:businessoffice@tcl.edu)

TA forms should be submitted as close as possible to the date you register for courses, but no later than

- The established payment deadline for a regular semester; or
- The first day of class for a mini-semester

#### 2) ADD/DROP

Service members utilizing TA are reminded that administrative action to drop/add courses impact the TA process. TA Forms should be submitted promptly and verified by the Business Office as accurately reflecting each course for which TA is being requested.

### GI BILL® & FINANCIAL AID INFO

To use your GI Bill® Benefits (Chapters 30, 31, 33, 35, and 1606), follow these steps:

- 1) Apply for your benefits on [va.gov](http://va.gov) and receive a Certificate of Eligibility (COE) in the mail. Plan ahead, it can take 4–6 weeks for the VA to get you your COE. A copy of your COE **must** be submitted to the School Certifying Official (SCO).
- 2) Complete all admissions requirements and register for classes.
- 3) Once you have registered for classes, please submit your class schedule and your Veterans Enrollment Certification Request Form.
- 4) Any change in major or classes **must** be reported to the SCO at [gibill@tcl.edu](mailto:gibill@tcl.edu).
- 5) Review your Financial Aid Status online via your TCL Self Service Account
- 6) Contact either the M/VP or the SCO if you have VA educational benefits questions.
- 7) Set up your BankMobile account (See page 6).

## DETERMINING RESIDENCY FOR THE PURPOSE OF TUITION

Veterans may be eligible for one of three approved VA educational benefits programs: Chapter 30 – Montgomery GI Bill, Active Duty (MGIB-AD), Chapter 31 – Veterans' Readiness and Employment Program (formerly VA Vocational Rehabilitation), or Chapter 33 – Post 9/11 GI Bill. See above for how to apply and receive your COE.

Active duty and/or veteran dependents may be eligible to use either Chapter 33 – Post 9/11 GI Bill or Chapter 35 – Survivor & Dependents Educational Assistance. Chapter 33 benefits must have been properly transferred from the service member or veteran to be used by a dependent. Eligible dependents must submit proof of their benefits (COE) and dependent status to the M/VP Enrollment Coordinator, SCO, or the TCL Residency Officer.

With the proper documentation, active duty military, veterans, and the dependents of both may be eligible for in-state tuition and fees. Please provide the following for proof of residency:

- 1) Active Duty Military:** A copy of your original and/or web military orders.
- 2) Active Duty Dependent:** A copy of the military member's orders and proof of dependency (i.e., a spouse's marriage certificate or a child's birth certificate)
- 3) Veteran:** Must be eligible for and actively use one of the three approved VA educational benefits programs mentioned (Chapts. 30, 31, 33, or 1606).
- 4) Veteran Dependent:** Must be eligible to use Post 9/11 benefits (either Chapter 33 or 35) and submit proof of their benefits and dependent status to the M/VP Office via [mavrc@tcl.edu](mailto:mavrc@tcl.edu).

Once classes start, notify the VA SCO at [gibill@tcl.edu](mailto:gibill@tcl.edu) 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

## MILITARY AND VETERANS RESOURCE CENTER (MAVRC)

The MAVRC is an integral part of the Office of Military & Veteran Programs. It exists solely to support military affiliated students. The MAVRC is intended to serve as a one-stop shop for military affiliated students to provide personalized assistance, tailored to their unique needs to ensure their success at TCL and beyond. Services include:

- 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 relaxation
- A conduit for student involvement and leadership opportunities
- Referrals and information regarding veteran activities and opportunities on and off campus
- VA program support and assistance regardless of entitlement, benefit usage or enrollment status
- Information regarding employment opportunities

## VETERANS' READINESS & EMPLOYMENT (CH 31: VR&E)

(Formerly known as VA Vocational Rehabilitation)

- 1)** Have your Case Manager submit your VA authorization through Tungsten.
- 2)** Complete all admissions requirements and register for classes.
- 3)** Once you have registered, please submit your Veterans Enrollment Certification Request Form. This form is available online at: [VA Cert Form](#). Be sure to include your Student Statements.
- 4)** Any change in major or classes **must** be reported to the SCO at [gibill@tcl.edu](mailto:gibill@tcl.edu).
- 5)** Complete FAFSA if interested in additional financial aid opportunities at [fafsa.gov](http://fafsa.gov).

## Contact

### MILITARY AND VETERANS RESOURCE CENTER

#### Beaufort Mather Campus

Building 12, Room 105  
M–Th 0800–1730,  
F 0800–1130 (virtual)  
843.525.8264

#### New River Campus

T & W 0900–1600,  
Th 0800–1730  
Room 110  
843-470-6037

### BASE VOLUNTARY EDUCATION PROGRAM

<http://www.mccs-sc.com/mil-fam/voled/index.shtml>

### ON-BASE MILITARY LIAISON OFFICES

#### Marine Corps Recruit Depot Parris Island

Rm. 30, 923 Chosin Reservoir Rd.  
M 0900–1300, with virtual appointments also available  
843.228.2659

#### Marine Corps Air Station Beaufort

Bldg. 596, Room 107A, Geiger Blvd.  
T & Th: 0900–1300, with virtual appointments also available  
843.228.7494





## ACCREDITATION

Technical College of the Lowcountry is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate degrees. Technical College of the Lowcountry also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of Technical College of the Lowcountry may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website ([www.sacscoc.org](http://www.sacscoc.org)).

\*See [tcl.edu/accreditation](http://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

[tcl.edu/locations](http://tcl.edu/locations)

### Beaufort Mather Campus

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

### Culinary Institute of the South

**M–Th: 8am–5:30pm, F: 8–11:30am** (virtual)  
Buckwalter Place | 1 Venture Drive  
Bluffton, SC 29910 | 843.305.8575

### Hampton Campus

**M–Th: 8am–5:30pm, F: 8–11:30am** (virtual)  
H. Mungin Center | 54 Tech Circle  
Varnville, SC 29944 | 803.943.4262

### New River Campus

**M–Th: 8am–5:30pm, F: 8–11:30am** (virtual)  
100 Community College Drive  
Bluffton, SC 29909 | 843.470.6000

*Individual department hours may vary.*

## IMPORTANT TCL PHONE NUMBERS

### ACADEMIC DIVISIONS

Arts and Sciences	843.525.8281
Business/Industrial Technologies	843.525.8241
Culinary & Hospitality/Tourism	843.305.8546
Health Sciences	843.525.8267

### ADDITIONAL NUMBERS

Admissions	843.525.8207
Business Office	843.525.8355
Campus Counselor	843.525.8208
College Store	843.525.8303
Continuing Education & Workforce Development	843.525.8368
Disabled Student Services	843.525.8219/8353
Dual Enrollment	843.470.6046
Financial Aid Information	843.470.5961
TCL Help Desk	843.525.8344
The HUB	843.525.8207
Library	843.525.8304
Marketing/Public Relations	843.525.8231
Military and Veterans Programs Office	843.525.8264
Recruitment	843.525.8207
Registrar's Office	843.525.8207
Security (Beaufort)	843.525.8301
Security (Hampton)	843.812.8262
Security (New River)	843.470.6006
Student Support Services	843.525.8265
Testing Services	843.470.8400
TCL Foundation	843.525.8294
Transfer Services	843.470.8392
Tutoring/Academic Support	843.525.8221

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

**2024/2025 EXAM SCHEDULES** [tcl.edu/exams](http://tcl.edu/exams)

**FOLLOW TCL:**

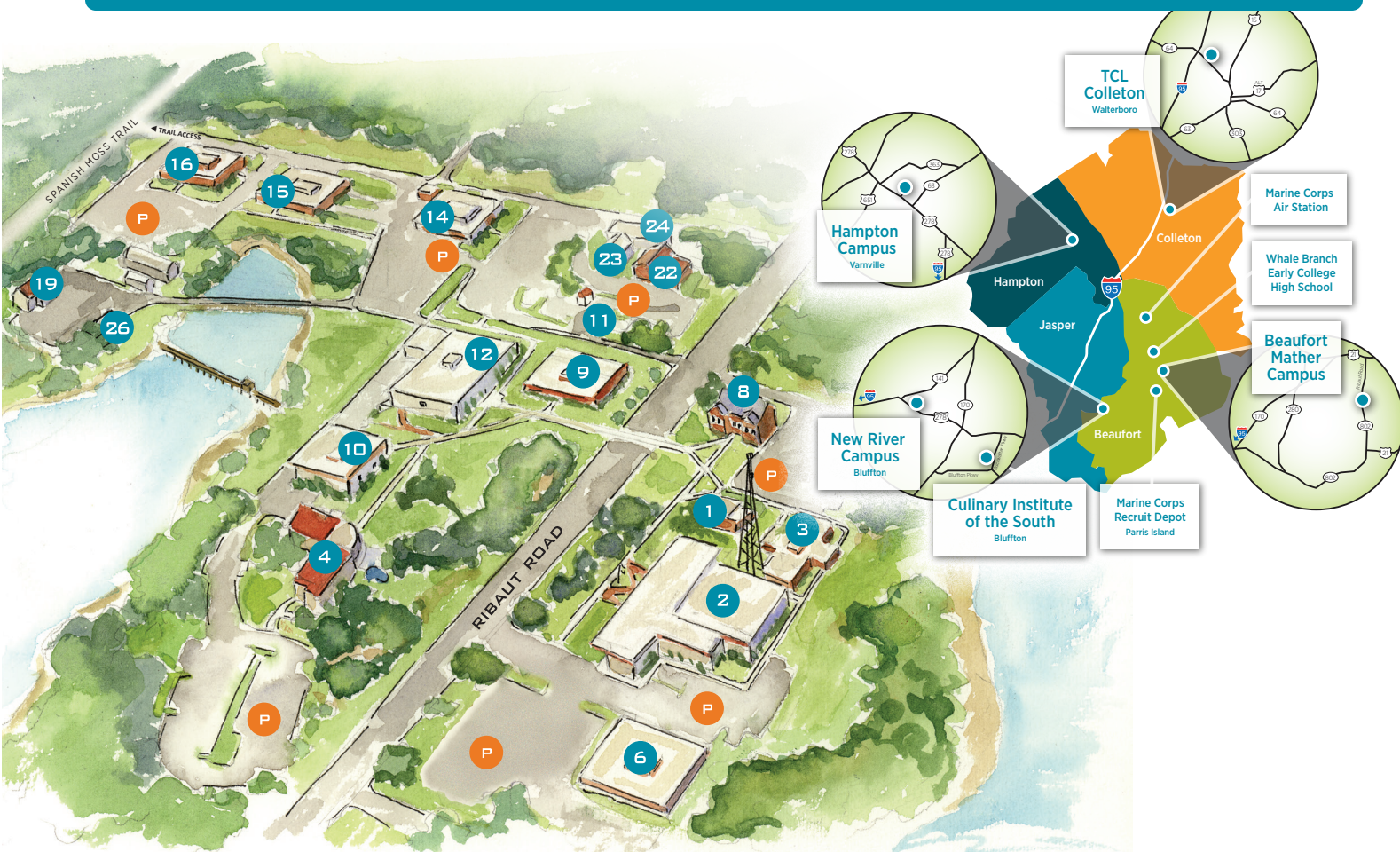


A great way to keep up on what's happening at TCL!  
Go to [tcl.edu/social](http://tcl.edu/social)



# TCL LOCATIONS

[tcl.edu/locations](http://tcl.edu/locations)



## BEAUFORT MATHER CAMPUS

### Bldg. 1 Owen Hall

Beaufort Arts Council, Mather Museum

### Bldg. 2 Coleman Hall

Boardroom, Campus Counselor, Clist Center for Excellence, Disability Services, Information Technology, Student Support Services, Talent Search

### Bldg. 3 Anderson Hall

Business Office, Cashier, Human Resources, V.P. for Administrative Services

### Bldg. 4 — Health Sciences

Bldg. 6 — President, President's Boardroom

### Bldg. 8 Moor Hall

The HUB, Admissions, Financial Aid, Navigators, Student Records, Testing Center, V.P. for Student Affairs

Bldg. 9 — Arts and Sciences, Tutoring Center

Bldg. 10 — Biology, Chemistry, Cosmetology

Bldg. 11 — Security

### Bldg. 12 MacLean Hall

Auditorium, College Store, Foundation, Institutional Advancement, Library, Marketing, Student Center, Veterans Resource Center, V.P. for Advancement

### Bldg. 14 — Administrative Office

Technology, Business Technologies, Computer Technology, Cybersecurity, Early Care & Education, Electronics

Bldg. 15 — HVAC

Bldg. 16 — Building Construction Technology, Criminal Justice Technology

Bldg. 19, 26 — Custodial Services, Facility Management, Maintenance, Receiving

Bldg. 22 — Aviation Logistics, Continuing Education

Bldg. 23, 24 — Continuing Education and Workforce Development



# IMPORTANT DATES



## TECHNICAL COLLEGE OF THE LOWCOUNTRY

921 Ribaut Road | PO Box 1288  
Beaufort, SC 29901-1288

Non-Profit  
Organization  
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Bluffton, SC  
Permit #48

### SUMMER 2024

	Summer Clinicals* (10 Wk)	Summer Primary (8 Wk)	Summer II (6 Wk)
Registration Opens	Mar. 25	Mar. 25	Mar. 25
Priority Financial Aid Processing Deadline for FAFSA Submission and File Completion	Apr. 1	Apr. 1	Apr. 1
Priority Financial Aid Processing Deadline for Student Loan Request	Apr. 15	Apr. 15	Apr. 15
Senior Citizen Registration	May 6–9	May 20–23	Jun. 3–6
Last Day of Registration	May 9	May 23	Jun. 6
Tuition Payment Deadline	May 9	May 23	Jun. 6
Drop for Non-Payment	May 10	May 24	Jun. 7
Classes Begin	May 13	May 28	Jun. 10
Add/Drop	May 13–15	May 28–30	Jun. 10–11
<b>Memorial Day</b> — College Closed, Mon., May 27			
Summer Graduation Application Deadline — Jul. 3			
<b>Independence Day Holiday</b> — College Closed, Thurs., Jul. 4			
Classes End	Jul. 23	Jul. 23	Jul. 23
Final Exams	Jul. 24	Jul. 24	Jul. 24

\*Health Sciences Labs and Clinicals, Culinary and Cosmetology Labs

### FALL 2024

	Fall Primary	Fall I MINI (1st 7 Wk)	Fall III (10 Wk)	Fall II MINI (2nd 7 Wk)
Registration Opens	Mar. 25	Mar. 25	Mar. 25	Mar. 25
Priority Financial Aid Processing Deadline for FAFSA Submission and File Completion	Jul. 15	Jul. 15	Jul. 15	Jul. 15
Priority Financial Aid Processing Deadline for Student Loan Request	Jul. 31	Jul. 31	Jul. 31	Jul. 31
Senior Citizen Registration	Aug. 6–8	Aug. 6–8	Sep. 11–13	Oct. 2–4
Last Day of Early Registration	Aug. 8	Aug. 8	Sep. 13	Oct. 4
Tuition Payment Deadline	Aug. 8	Aug. 8	Sep. 13	Oct. 4
Drop for Non-Payment	Aug. 9	Aug. 9	Sep. 16	Oct. 7
Late Registration	Aug. 12–16	Aug. 12–16	Sep. 17–24	Oct. 8–14
Classes Begin	Aug. 19	Aug. 19	Sep. 25	Oct. 15
Add/Drop	Aug. 19–23	Aug. 19–20	Sep. 25–27	Oct. 15–16
<b>Labor Day</b> — College Closed, Mon., Sep. 2				
Fall Graduation Application Deadline — Oct. 1				
<b>Election Day</b> — No classes, College Open, Tues., Nov. 5				
<b>Thanksgiving</b> — No Classes: Wed., Nov. 27–Fri., Nov. 29; College Closed: Thurs., Nov. 28–Fri., Nov. 29				
Classes End	Dec. 6	Oct. 10	Dec. 6	Dec. 6
Final Exams	Dec. 9–10	Oct. 11	Dec. 9–10	Dec. 9–10
<b>Winter Break</b> — College Closed, Wed., Dec. 18, 2024–Wed., Jan. 1, 2025				

### SPRING 2025

	Spring Primary	Spring I MINI (1st 7 Wk)	Spring III (10 Wk)	Spring II MINI (2nd 7 Wk)
Registration Opens	Oct. 14, 2024	Oct. 14, 2024	Oct. 14, 2024	Oct. 14, 2024
Priority Financial Aid Processing Deadline for FAFSA Submission and File Completion	Nov. 1, 2024	Nov. 1, 2024	Nov. 1, 2024	Nov. 1, 2024
Priority Financial Aid Processing Deadline for Student Loan Request	Nov. 15, 2024	Nov. 15, 2024	Nov. 15, 2024	Nov. 15, 2024
Senior Citizen Registration	Jan. 2–3	Jan. 2–3	Feb. 4–6	Feb. 24–25
Last Day of Early Registration	Jan. 3	Jan. 3	Feb. 6	Feb. 25
Tuition Payment Deadline	Jan. 3	Jan. 3	Feb. 6	Feb. 25
Drop for Non-Payment	Jan. 6	Jan. 6	Feb. 7	Feb. 26
Late Registration	Jan. 7–10	Jan. 7–10	Jan. 10–14	Feb. 27–Mar. 4
Classes Begin	Jan. 13	Jan. 13	Feb. 17	Mar. 5
Add/Drop	Jan. 13–17	Jan. 13–14	Feb. 17–19	Mar. 5–6
<b>Martin Luther King Jr. Day</b> — College Closed, Mon., Jan. 20				
Spring Graduation Application Deadline — Mar. 3				
<b>Spring Break</b> — No Classes, Mon., Mar. 10–Fri., Mar. 14				
Classes End	Apr. 30	Mar. 3	Apr. 30	Apr. 30
Final Exams	May 1, 2 & 5	Mar. 3	May 1, 2 & 5	May 1, 2 & 5
<b>Graduation</b> — Fri., May 9				

All dates are subject to change. Visit [tcl.edu](http://tcl.edu) for the most up-to-date information.