

**TECHNICAL COLLEGE OF THE LOWCOUNTRY**

**PROCEDURE**

**PROCEDURE NUMBER: 4-1-404.2**

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**PROCEDURE TITLE: REGISTRATION**

**BASED ON POLICY:**

**REVISION NUMBER: 2**

**OFFICE OF RESPONSIBILITY: STUDENT RECORDS**

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**PRESIDENT**

November 30, 2012

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**DATE**

**PURPOSE**

The purpose of this procedure is to provide an effective registration process for new and continuing students.

**PROCEDURE**

Registration

- a. The student meets with the appropriate faculty advisor to receive academic advising.
- b. The student registers for classes.
- c. The student pays tuition and fees.