



Academic Advising Mission Statement

Academic advising at Technical College of the Lowcountry is a personal, professional relationship between students and their Navigator and Faculty advisor that complements the educational goals of the college by working with and empowering students to obtain appropriate academic information, to develop educational, personal and career goals, to learn the skills needed for academic success, and to access the variety of resources and services available to them.

The advising mission statement emphasizes four essentials of quality advising:

1. Advising is a partnership in which the student and the Navigator and Faculty advisor have responsibilities.
2. Advising is a process to assist students in the development of meaningful educational plans that are compatible with their career aspirations and life goals.
3. Advising is at the heart of the teaching-learning interaction in which the primary goal is to empower the student to take responsibility for his or her decisions and actions in order to become more independent and self-directed.
4. Advising will provide support to students as they navigate the educational system by building rapport with responsive listening skills, confidentiality, sensitivity and respect.



Navigator's Role

Students will be assigned a Navigator for academic, career, and financial literacy advising and planning through the first academic year. In the second year, students will be assigned a faculty advisor based on a validated pathway selection and progress toward completion. Quality academic advising is a personal, professional relationship between a student and their Navigator that empowers students to obtain appropriate academic information, to develop educational and career goals, to learn the skills needed for academic success, and to access the variety of resources and services available to them.

Some of the responsibilities of Navigators include, but are not limited to:

- Assistance with successful transition into academic programs and the college environment
- Assistance with goal setting and implementation
- Assistance with selection of an educational program appropriate for the student's interests and skill levels
- Assistance with creating appropriate course schedules
- Monitoring academic progress
- **Developing rapport with the student**
- Clarification of academic and institutional policies
- Assistance with academic issues
- Assistance with personal concerns
- Navigation within the campus environment
- Assistance with campus resource identification and utilization
- Assistance with career development

Students have a right to expect their Navigator to:

- Have posted reasonable office hours of availability throughout the academic semester
- Maintain appointments with students on a timely basis
- Be knowledgeable about educational program requirements, curriculum, and professional and career opportunities within their field of expertise
- Be knowledgeable about institutional policies and procedures to ensure academic success
- Be knowledgeable about appropriate campus resources as needed



Advising Manual

The mission of the TCL advising program is to enable students to become self-directed by providing a collaborative environment to facilitate achievement of personal, educational and career goals.

Research is clear that a strong advising program is key to student success. Without substantive academic advising and planning, students select programs they don't fully understand, take courses out of sequence, and take unnecessary courses.

The purpose of the Advising Manual is to provide guidance for Navigators meeting with students for the first time and for Navigators and Faculty Advisors who are advising continuing students.

First Meeting--First meeting interaction will determine the impression the student carries forward. Establishing genuine rapport with the student is exceedingly important.

1. The navigator needs to ensure the following:
 - The student has applied to TCL and that all admissions documentation is on file
 - If applicable, transfer credits, military credits, AP Exam or CLEP credits have been applied
 - The applicant has been officially moved to student
 - The applicant has filled out the FAFSA
2. The navigator should discuss the following topics to better advise the student:
 - Discuss the student's educational and career goals
 - What career/occupation is the student seeking?
 - Does the student want to transfer to a four-year college?
 - Confirm that the student is in the correct program
 - If no, refer the student to his/her new advisor
 - Determine if the student's program requires a placement test
3. Review the program requirements and courses that are offered infrequently so the student does not miss taking a course that will not be offered for a while. The student must have a clear understanding of how long it will take to complete the desired program of study and the commitment it will take to complete it.
4. The navigator will need to create a relationship with the student. Some questions to ask may include:
 - a. Tell me about your educational background. Where have you taken courses? What have you studied? What credentials have you gained?
 - b. How about less formal education? Are there topics that interest you?
 - c. What type of work do you do? Do you enjoy it? What type of work appeals to you?
 - d. What are your interests outside of work? What is your community involvement?
5. The navigator should determine if the student has taken the placement test if needed.
 - Provide the student with resources available to prepare for the Next Generation Accuplacer Placement exam.



- Learning Express: <https://www-learningexpresshub-com.scsl.idm.oclc.org/productengine/LELIndex.html#/learningexpresslibrary/libraryhome?AuthToken=E941424F-ECA4-45E2-877C-634DC23695BC>
- Areas on Learning Express that can help you prepare for the exam:

College Students:

- Math Skill Review
- Reading Skills Review
- Grammar and Writing Skills Review
- Prepare for College Placement Exams

Adult Core Skills:

- Build Your Math Skills
- Become a Better Reader
- Improve Your Writing, Speaking, and Grammar

For the Math Portion of the test, there are three sections. Once you pass a section, it will automatically move you to the next section of the test. The link below will take you to an eBook that you can download to your computer and even print out called *College Placement Math Success in 20 Minutes a Day*. This book is very helpful in explaining everything that you will encounter on the placement test. [College Placement Math Success in 20 Minutes a Day](#)

For Question and Answers about the Accuplacer Test in regards to TCL: [Placement Test FAQ](#)

6. When discussing class load with the student, the navigator should ask about the following:
 - a. What is the student experiencing at home? – This can help determine if the student should be part-time or full-time
 - b. Work full-time?
 - c. Family/personal obligations?
 - d. How long has he/she been out of school?
 - e. Does the student have a computer and Internet access?
 - f. If online courses are being considered, discuss student's preparedness for independent learning. See below.
7. Assist the student with a personal semester-by-semester plan based on the student's circumstances.
8. Assist the student in registering for courses in Self Service.
9. Make sure the student is aware of the deadline for having financial aid applied and/or making payment for courses
 - a. Contact the Financial Aid office, the Business office, and/or Veteran's office as needed
10. Instruct student on what to do if circumstances change prior to the start of the semester and he/she cannot attend
11. Review the college's attendance policy and the potential to be withdrawn if he/she does not attend



12. Remind student to check TCL Email daily
13. Introduce the student to the college's support services, academic and social, that are in place to ensure success while a student at TCL. Emphasis on assurance that the student is not alone on this educational journey. (This will change after Orientation and FYE are on board.)
14. Enter an advising note/ appointment summary in Navigate. See *Use of Academic Advising Notes: Purposes and Guidelines* on Page 4.

Continuing Students

1. Discuss educational and career goals.
 - a. Have the student's plans changed since your last meeting?
 - b. Confirm the current major still matches the student's goals
 - i. If no, refer the student to his/her new advisor
 - ii. The student should check with his/her new advisor to determine if the new program requires a placement test
2. Review academic progress in Self Service
 - a. Is the student completing courses?
 - b. How is his/her GPA?
 - i. If the GPA is less than a 2.0, the student is likely on Academic Probation
 - ii. Check the PERC screen to confirm probation status (This may change with the new system.)
 - iii. If the student is on probation, refer the student to assigned Navigator.
 - c. Does the student have remaining developmental courses to complete?
 - i. Remember that students have 3 calendar years to complete a developmental sequence and enter the first college level course in the discipline. Students who started developmental courses over 3 years ago and have not yet completed the sequence must re-test.
3. Discuss suggested courses for the upcoming semester
4. Remind students of information in steps 9-13 above
5. Encourage the student to review program requirements prior to the next advising session in order to be prepared for the next meeting
6. If the student is in the last semester, advise him/her to apply for graduation by the deadline
 - a. Students must apply to graduate even if they do not plan to participate in the graduation ceremony
 - b. Applications are available on the TCL website at www.tcl.edu/grad.
7. Enter an advising note/ appointment summary in Navigate. See *Use of Academic Advising Notes: Purposes and Guidelines*.



Use of Academic Advising Notes: Purpose and Guidelines

Purpose of Advising Notes

1. Notes that document advising services are a key element in a comprehensive, quality advising program. Advising notes serve several purposes including:
 - a. Providing a history of student progress for advisors and other staff who work with students
 - b. Documenting student interaction with the advising system
 - c. Providing Information that will aid advisors in helping the student on their degree or career path. Degree routes may include significant detours like a medical leave of absence, military service, transfer or even suspension. Good notes help support the transitions of leaving or returning.
 - d. Providing a roadmap of a student's educational endeavors
 - e. Documenting advisor recommendations and rationale

FERPA Considerations

1. Information maintained about a student, including advising notes, are part of the student's educational record and are, therefore, governed by the Family Educational Rights and Privacy Act (FERPA).
2. According to FERPA, students have a right to inspect and review their educational records. This means, that a student could request to review information contained in advising notes. For this reason, advisors should utilize advising notes in a manner consistent with their stated purpose.
3. Students must provide written consent in order for TCL to release educational or financial information regarding that student to a third party. Such a written request must be signed and dated by the student, specify the type of information to be released, state the purpose of the release, and identify the party to whom the information may be released. The FERPA Release Form is located under Faculty Resources on the TCL website.

Guidelines to Help Determine What to Record

1. Include notes that will help the student; others can then reinforce
 - "Reminded student to submit official transcript from prior college asap"*
 - "Discussed importance of repeating CPT 101 and ENG 101 in spring semester"*
2. Include notes that will help future advisors understand the student or the recommendations that you gave
 - "Explained general education courses and special requirements for Health Science students"*



“Student intends to go Savannah Tech to study Dental Hygiene. Is only taking prerequisite courses at TCL to get admitted there”

3. Include possible consequences of not following recommendations given

“Discussed need to take BIO 112 during spring semester so BIO 210 can be taken in fall in order to be eligible to apply for the nursing program”

“Student wants to enroll in 18 credit hours. Cautioned regarding heavy academic load”

“Reviewed course sequencing and discussed if ABC 123 is not taken in Fall 2020, it will not be offered again until Fall 2021”

4. Include comments that may help you in future interactions with student (e.g., perhaps with providing letters of recommendations or support for scholarship applications)

“Student was well prepared for advising session. Had tentative schedule already worked out”

5. Exclude your subjective judgments about the student, especially when they are negative

Do Not Write:

“Student is not motivated to succeed in classes this semester”

Better to Write:

“Student reports that he is struggling this semester due to frequent absences”

6. Exclude referrals of a sensitive or personal nature

Do Not Write:

“Student was referred to on-campus mental health counselor”

Better to Write:

“Made student aware of campus resources available to students”

7. Exclude personal concerns of the student

Do Not Write:

“Sister has cancer; student is having a difficult time staying focused on academics”

Better to Write:

“Student experiencing difficulty focusing because of circumstances outside of education”



Additional Topics to Include in Advising Notes:

1. Describe when and why exceptions have been made; note if a form documenting/approving such exceptions and overrides has been filed.
2. Document any advising provided based on submission of an unofficial transcript.
3. Include recommendations discussed with the student and their reaction to recommendations.
4. Provide information that will help colleagues understand the student's situation as well as recommendations given.
5. Document courses that were recommended for registration in the current and any future semesters. This information can assist others working with the same student with registration.
6. When professional judgement suggests that you provide an analysis of a situation that goes beyond simply reporting facts and details, comments should be well grounded in facts and reflection. Focus on observation and reaction rather than accusation. For example:

Do Not Write:

"Student was a bully and rude in our meeting"

Better to Write:

"The student spoke in an angry tone that made me very uncomfortable"

Do Not Write:

"This student is demanding and unreasonable – accused me of not wanting to help her"

Better to Write:

"I provided student with written information on campus based resources that she could utilize, however, she expressed frustration that no one at TCL wants to help her and ended our meeting"

Do Not Write:

"This student is a loose cannon and doesn't belong in college"

Better to Write:

"The student had a difficult time controlling his emotions during our meeting"



Online Course Guidelines

Tips for getting ready to be an online student.

1. **Make sure you have access to a computer with a reliable high-speed Internet connection.** Online learning allows you the flexibility to complete your work at times that fit your needs to meet course deadlines; however, a reliable internet connection is required.
2. **Get comfortable using computers and software.** Online learning will require you to be able to use computers and be able to use various software applications, including Microsoft Word, PowerPoint, email, etc. **As a TCL student, you can download the MS Office suite for free by following these steps.**
3. **Develop a schedule to complete course work and stick to it.** Completing an online course takes strong student discipline and often requires more hours per week than face-to-face classes. Students should plan to spend a minimum of 3-6 hours per class online completing assignments.
4. **Read all of the guidance provided by your instructor.** Research shows that good readers and writers perform better in online courses.
5. **This is a challenge, but we are here to help!** We are ready to help you start your educational experience and realize your goals! If you need help with technology, visit www.tcl.edu/help.

TCL Online Test Proctoring with Honorlock

Do you have a webcam and a microphone on your computer, or have access to one? In online courses, your instructors may proctor tests through a service called Honorlock, which requires the use of a webcam and microphone.

You can learn more about Honorlock by clicking this link: <https://www.honorlock.com/students>.

Tutoring Resources

TC offers tutoring services to currently enrolled student for free. For more information, visit the tutoring webpage at <https://www.tcl.edu/student-services/tutoring/>

Online Attendance Procedure

For all online courses, students must complete an assignment designated by the instructor during the first week of classes. The instructor will drop the student from the course if the initial assignment is not completed.

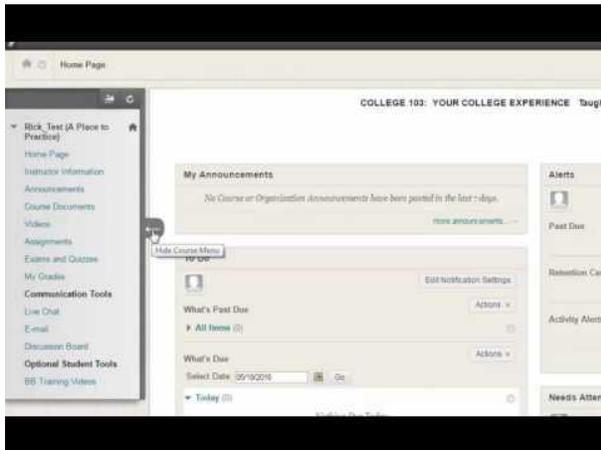
Instructors will withdraw students from the class when 90% attendance is not maintained. Attendance in an online course is defined by regular course access and by timely completion of assignments as required by the instructor.



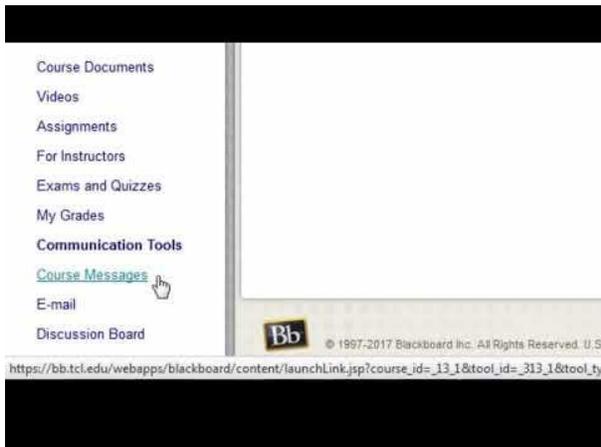
Each student will be expected to access the web class at least once a week and complete 90% of assignments on time. Additional access is encouraged and may be necessary for successful completion of classes.

Failure to log in and complete assignments will result in the student being withdrawn from the course. The instructor will assign a grade of “W,” “WP,” or “WF” based upon the student’s academic standing as the last date of attendance, which is the last login. Students are responsible for any financial matters associated with an administrative withdrawal. If a student fails to email the instructor (using the my.tcl.edu email account) requesting to be dropped from the course and has not submitted the initial assignment required during the first week of class, the instructor will assign a “Never Attended” code in the student information system no later than ten calendar days after the first day of the class. Students who are dropped as a result of never attending the course are still responsible for all fees associated with the course.

Navigating Blackboard



Contacting Your Instructor





Swap, Drop, Withdrawal, and Late Registration

To switch sections of a course during the Section Swap & Drop period, a student must email his/her division dean (see below) **using his/her TCL email account to make the schedule change. The student is responsible for any tuition and/or fees associated with the schedule change.** Please note that only sections of the same course can be changed (i.e. ENG 101-01 for ENG 101-03).

Arts & Sciences: Frederick Cooper: fcooper@tcl.edu

Business & Industrial: Interim Dean: Laura Dukes: ldukes@tcl.edu

Culinary & Hospitality: Miles Huff: mhuff@tcl.edu

Health Sciences: Assistant Dean: Joey Swearingen: JSwearingen@tcl.edu

To drop or withdraw from a course, send your instructor an e-mail from your TCL student e-mail account requesting to be dropped or withdrawn from the course. Print and save a copy of the e-mail. Students should contact Financial Aid before dropping or withdrawing from a course to determine any impact on financial aid.

Dropping or withdrawing from a course will affect your progress toward your educational goal. Also, there are financial implications for dropping or withdrawing from a course. It is suggested that you:

- Talk with your instructor who may be able to provide you with some suggestions that would make it possible for you to continue in the class.
- Speak with the Financial Aid office to determine the impact of dropping or withdrawing on your financial aid.

Deleting - You may DELETE a course prior to the start of the semester by logging into your Self-Service and selecting the Student Planning tab, then "View Plan and schedule" and then "Drop Sections." The course will not show up on your transcript and you will receive a full refund of tuition and fees. Print a copy of the successful drop for your records.

Dropping - You may DROP a course during the "Section Swap & Drop" period each term (see calendar). **To drop from a course, send your instructor an e-mail from your TCL student e-mail account requesting to be dropped from the course.** When you drop a course, the course will not show up on your official transcript. If you drop during the refund period, you will receive a tuition refund of either 100% or 50% based on the date that you drop the course. **However, if you drop a course you must still pay all fees for the course even if you drop during the refund period.** Your financial aid may also be adjusted each time you drop a course.

Withdrawing - You may WITHDRAW from a course after the "Section Swap & Drop" period and prior to the final exam period. **To withdraw from a course, send your instructor an e-mail from your TCL student e-mail account requesting to be withdrawn from the course.** Withdrawing will result in a grade on your transcript of "W" or a "WP" if you are passing the course at the time of withdrawal or a grade of "WF" if you are failing the course on the last date you attended class. A "WF" is computed in your GPA the same as an "F."



If you withdraw during the refund period, you will receive a tuition refund of either 100% or 50% based on the date that you withdraw. **However, if you withdraw from a course you must still pay all fees for the course regardless of when you withdraw.** Withdrawing will also affect your financial aid.

Late Registration - If a student would like to add a course after the registration deadline has occurred after a particular term, the student will determine in Self-Service if seats are available for that course. First the student will need to plan the course on their schedule. Second, the student will then email the instructor from their TCL email requesting permission to add the course to their schedule. Thirdly, once the student has received permission from the instructor, the student will then be able to log into their Self-Service account to register for the course.

Getting help

Go to www.tcl.edu/help to find ways to get the help you need.



Financial Literacy

Completing the FAFSA and TCL admission's requirements by the first priority deadline **automatically** considers you for several awards at TCL. This means if you meet the requirements you don't have to complete a separate application to be considered; we automatically review your account for consideration!

By completing the FAFSA and TCL's Admissions Application by the priority deadline you are considered for:

- **Pell Grant: Free** money, no residency requirement, must have financial need (*if you are selected for verification additional documents are required*)
*Students enrolled in at least 3 credit hours in their program will be considered for Pell based on their EFC and Pell eligibility.
- **FSEOG (Federal Supplemental Educational Opportunity Grant): Free** money, no residency requirements, must have financial need, funds are limited, must be enrolled in at least 6 credit hours. (*if you are selected for verification additional documents are required*)
- **SC Lottery Tuition Assistance:** Tuition waiver for SC residents, must be enrolled in at least six credit hours.

Federal Aid (Beyond the Pell Grant): You Must Apply Each Year to be considered

Federal Student Loans (Subsidized and Unsubsidized): Not free assistance, this is a loan that does need to be repaid Complete the FAFSA, meet all federal requirements, enrolled in at least 6 credit hours in your major.

- Complete all steps on the *Loan Certification Request*, including your Master Promissory Note and Online Entrance Counseling Session and submit it to the FA Office by the deadline.
- Must meet federal SAP requirements
- Must submit transcripts from all colleges previously attended
- Deadlines do apply
- *Loan Certification Request* available at www.tcl.edu/financial-aid/forms.

Federal Parent Plus Loans: Not free assistance, this is a loan that does need to be repaid.

- Complete the FAFSA and meet all federal requirements.
- If applying outside of the deadlines listed for student loans, you must contact the FA Office.



- Parents visit, www.studentloans.gov to learn more about the process and additional requirements.

Types of Financial Aid

Federal Work-Study (FWS): Provides students with part-time jobs, mostly on campus.

- Must have a completed FAFSA and have financial need.
- Must have a 2.0 cumulative GPA and be enrolled in and attending at least 6 credit hours or more at TCL.
- Earn \$10.00 per hour and work a maximum of 15 hours per week.
- Application available at www.tcl.edu/financial-aid/forms.

Veterans Education Benefits

Benefits provided directly to the veteran or to Veterans dependents. Please contact the TCL VA Certifying Official for more information on how to access your benefits at TCL. Email Jamella Taylor at gibill@tcl.edu.

State Aid (FREE MONEY): You Must Apply Each Year to be considered

South Carolina Need Based Grant (SCNBG): Free money from the state, *Funds Are Limited – Apply Early*

- South Carolina Resident with a minimum 2.0 GPA
- Cannot already have an Associate Degree or beyond
- Must be of good moral character (no drug or felony convictions)
- Must have financial need
- Must be enrolled in at least six credit hours
- Must have a completed FAFSA on file at the time of submitting the Affidavit and cannot be in default
- Must complete and submit the Certification and Affidavit from the TCL Financial Aid website at www.tcl.edu/financial-aid/forms.

LIFE Scholarship: Free money that covers up to \$5,000 in tuition and fees per year

- Graduated from a South Carolina high school (*GED and Homeschool can also apply; see a representative for information*)
- 3.0 SC Uniform high school GPA
- Must be a full-time student, minimum 12 units in all college-level (non-remedial) courses.
- All official college and high school transcripts must be on file with the TCL Admission's Office.



- Complete and submit the LIFE Scholarship Affidavit form at www.tcl.edu/financial-aid/forms

Current Eligibility Requirements

- Enrollment in at least 12 college level (non-developmental/bridge or remedial courses) credits each semester to meet the full-time enrollment requirement. A student **must complete a 30, annual credit hour requirement** to qualify for renewal. **NOTE: If you withdraw from classes after the final add/drop date, you will still receive the LIFE scholarship. However, you would need to attend during summer term to make up the needed credit hours for renewal. Students who attend in the summer typically do not have any remaining Pell funds, cannot receive Lottery Tuition Assistance, and if the summer is being used to earn the 30 credit hours, LIFE funds will not be available for use.**
- Students will be considered for the LIFE Scholarship for two years from the date of initial college enrollment when working towards a two-year degree. For students taking remedial or bridge courses, you are granted one year of grace period to take those courses, however, you may NOT use your LIFE scholarship during that time.
- Students who are LIFE Scholarship recipients are **not** eligible to receive the Lottery Tuition Assistance during the same academic year. Students may receive Lottery during the remediation period or one-year grace period.
- Students with disabilities may be approved to take a reduced course load (instead of 12 credit hours) to meet the full-time enrollment requirement and the 30, annual credit hour requirement. The approval must come from TCL's Disability Services Office prior to the last day of the add/drop period. Please contact Disability Services at 843-525-8219 for more information.

LIFE amounts per semester:

12 credit hours = \$2240.00

13 -14 credit hours = \$2410.00

15+ credit hours = \$2500.00

TCL's Developmental and Bridge Classes:

The following classes **do not** count toward your full-time (12 credit hours) enrollment status or toward the annual credit hour requirement (15; 30 or 45) for the LIFE Scholarship. ENG 032, 012, 100

MAT 032, 012, 101, 102, 155** RDG 100



COL 103 BIO 112**

*NOTE: remedial classes (up to 30 attempted credit hours) **do** count toward the full-time status for Federal Title IV Programs and other State Assistance, but **do NOT** count to meet the LIFE Eligibility requirements or BBL requirements.

**NOTE: BIO 112 can be counted in the LIFE calculation when it is a required course in certain certificate programs.

**NOTE: MAT 155 can be counted in the LIFE calculation when it is a required course in a Health Science program.

Definitions:

Non-Developmental/Bridge Credits are college credits that earn actual college credits towards an associate degree or higher. Also known as college level credits.

Initial College Enrollment is the first term that begins the LIFE Scholarship eligibility time-period.

Waived/Remediation/Grace Period is the period in which a student's scholarship is delayed for up to two semesters until they are enrolled in 12 college level credits. (Excluding summer terms).

LIFE GPA is the cumulative GPA that includes credit hours and grades earned (including failed courses) at all eligible institutions based on a 4.0 scale. It does not include continuing education, developmental and bridge courses. The LIFE GPA may not be the same as your TCL GPA.

Outside Scholarship Opportunities

There are thousands upon thousands of scholarships available to students. All you need to do is look for them and apply! To help get you started, we've compiled a list of scholarships on our website at www.tcl.edu/financial-aid/forms. You can also do your own Google search to look for opportunities. Just remember to never pay for scholarship applications and if it sounds too good to be true, it probably is!

Other Aid

Private Alternative Student Loans

- TCL does NOT provide a preferred lenders list. Students must seek out and choose a bank or lender.
- The FA Office certifies the loan once a certification request has been received from your lender. We are not responsible for the timeliness of private loans. Please address customer service issues with your lender.
- Please follow-up with the TCL Financial Aid Office and notify our department that you have applied with an outside lender.
- Students must still complete the FAFSA process when requesting a loan to be certified by the TCL Financial Aid Office.



- Visit www.studentaid.gov under "Types of Aid" and select "Loans" to learn about the differences in loans.

This listing of aid should not be considered as the only option available to students. These are the primary and most common forms of aid offered at Technical College of the Lowcountry. Students may also seek out additional funding opportunities such as but not limited to College 529 Savings Plans, Sponsorships, Employer Tuition Reimbursement Programs and other military programs. These are but a few options to get you started in the aid process.

Remember though that it all starts with the FAFSA. If you have not submitted yours yet, get started at www.fafsa.ed.gov and use TCL's Federal School Code **009910**....Don't delay! Apply today!

Contact Information:

financialaid@tcl.edu for general inquires

FAmailbox@tcl.edu for documents