

Fall Semester 2015



# ON COURSE



## **Environmental Technology program moves to TTC's Mount Pleasant Campus**



Fall Semester Application Green Light period  
July 6-Aug. 3  
Fall 1 Classes: Aug. 24-Oct. 12  
Fall 2 Classes: Oct. 21-Dec. 13  
Apply online at [www.tridenttech.edu](http://www.tridenttech.edu)

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Apply online at <a href="http://www.tridenttech.edu">www.tridenttech.edu</a> or complete the admission application inserted after page 16.	

## Frequently Called Numbers

### 843 Area Code

General Information..... 574.6111  
877.349.7184 (toll free)

#### Admissions

*Status of Application/Residency Info*  
Residency/A-Z Application  
Updates..... 574.6850  
A-K..... 574.6335  
L-Z..... 574.6126  
International Students..... 574.6921  
Berkeley Campus ..... 899.8012  
Palmer Campus..... 722.5568  
Mount Pleasant Campus..... 958.5810

#### Bookstore

Berkeley Campus ..... 899.8064  
Main Campus ..... 574.6122  
Palmer Campus..... 720.5604  
Mount Pleasant Campus..... 958.5810

#### Business Office

Berkeley Campus ..... 899.8064  
Main Campus ..... 574.6026  
Palmer Campus..... 720.5604  
Mount Pleasant Campus..... 958.5810

#### Bus Services

Berkeley County Public  
Transportation –  
Tri-County Link..... 899.4096  
800.966.6631  
Charleston Transit (CARTA), Main  
and Palmer Campuses ..... 747.0922

Campus Tours  
(by appointment)..... 574.6614

College Transfer Information Resource  
Center (TIRC), Palmer Campus.....  
843.722.5532

Cooperative Education  
Center..... 574.6931

Counseling and Career Development  
Berkeley Campus ..... 899.8079  
Main Campus ..... 574.6131  
Palmer Campus..... 722.5516  
Mount Pleasant Campus..... 958.5810

Division of Continuing Education and  
Economic Development

Registration..... 574.6152  
Educational Opportunity  
Center .....

**EMERGENCY CLOSING**  
INFORMATION .....

Students .....

Faculty/Staff .....

Financial Aid Office  
Berkeley Campus .....

Main Campus .....

Palmer Campus.....

Mount Pleasant Campus.....

Learning Resources Center  
(Library).....

Online Services .....

my.tridenttech.edu: student email,  
TTC Express (online registration),  
online and face-to-face courses (D2L)

Orientation for New Students  
Berkeley Campus .....

Main Campus .....

Palmer Campus.....

Mount Pleasant Campus.....

Public Safety .....

(EMERGENCY ONLY) .....

When phone system down .....

Recruiting.....

Registrar  
Transfer Credit Evaluation/ Advanced  
Standing  
A-J .....

K-Z .....

Graduation  
A-J .....

K-Z .....

Registration/Grades  
A-K .....

L-Z.....

Student Major Update .....

TTC Express .....

TTC Official Transcripts .....

TTC Enrollment Verifications .....

S.C. Lottery Tuition  
Assistance Information..... 574.6000

Services for Students  
with Disabilities .....

574.6131

Student Activities .....

574.6012

Student Employment Services .....

574.6119

Student Success Center  
Berkeley Campus .....

Main Campus .....

Mount Pleasant Campus..... 958.5810

Palmer Campus..... 722.5516

The Learning Center  
(Learning Assistance) .....

574.6409

TTC Online College..... 574.6002

TTY (hearing impaired) .....

574.6351

Testing Services  
Berkeley Campus .....

Main Campus .....

Palmer Campus..... 722.5516

Mount Pleasant Campus..... 958.5810

Dorchester County QuickJobs  
Training Center.....

563.5269  
574.2591

St. Paul's Parish Site .....

323.3800

Veterans Assistance .....

574.6105

VETS Center  
Main Campus .....

574.6882

Palmer Campus..... 722.5526

Veterans Upward Bound .....

574.6870

**TTC campuses are hotspots for wireless Internet access. Please note:  
No technical support is available for personal computers.**

**On the Cover:** TTC's Environmental Technology program is getting a new home at Mount Pleasant Campus. The Environmental Technology program prepares students to work as environmental technicians in areas such as air and water quality, solid and hazardous waste management, industrial hygiene, safety, and sustainability.

# Environmental Technology Program

## Moving to Mount Pleasant Campus

Trident Technical College's Mount Pleasant Campus is opening its doors to TTC's Environmental Technology program beginning Fall Semester 2015.

After moving from Main Campus, the program will have a new 1,500-square-foot laboratory with bench space for 16 students and master classroom technology.

Department faculty and Mount Pleasant Campus administration alike eagerly anticipate this move.

"Student experience and learning will be enhanced in the dedicated, state-of-the-art environmental technology and science laboratory and offices at the Mount Pleasant Campus," said Wilson Gautreaux, Environmental Technology program coordinator. "Environmental Technology students will have a welcoming place of their own."

Mike Patterson, dean of Mount Pleasant Campus, said, "We have a small and very friendly atmosphere on this campus. All of our students receive one-on-one support if needed. The Environmental Technology students will be able to focus on their studies and build very direct and meaningful relationships with our faculty and support staff at the Mount Pleasant Campus."

The Environmental Technology program prepares students to work in areas such as air and water quality, solid and hazardous waste management, industrial hygiene, safety, and sustainability. Graduates work as environmental technicians in industrial, laboratory, government and consulting organizations, and they can work either outdoors or in a laboratory.

Mount Pleasant Campus is a great fit for this program, according to Patterson. "The East Cooper

Environmental Technology graduates work as environmental technicians with skills in environmental sampling, analysis, monitoring and reporting. They work in areas such as air and water quality, solid waste management, hazardous materials and wastes, and emergency response.

The Environmental Safety and Health career path graduates work as technicians with skills in industrial hygiene and ventilation, hazardous materials, occupational

health, emergency response, and safety management.

They work in areas such as solid and hazardous waste compliance, industrial hygiene, safety and industrial ventilation.

Graduates of the Sustainable Technology associate degree career path work with companies to reduce energy usage and waste, recycle and reuse materials, and apply best management practices.

They work in areas such as energy reduction, resource conservation, waste minimization, transportation and biotechnology.

The Environmental Technology program provides students with skills in the environmental field that will help them acquire a job, improve their current job situation or prepare for professional certification. Each of these career paths builds on a solid foundation of environmental courses.

*(continued on page 5)*



area already has a number of large industrial operations that need the skill sets that the Environmental Technology program helps students develop," he said.

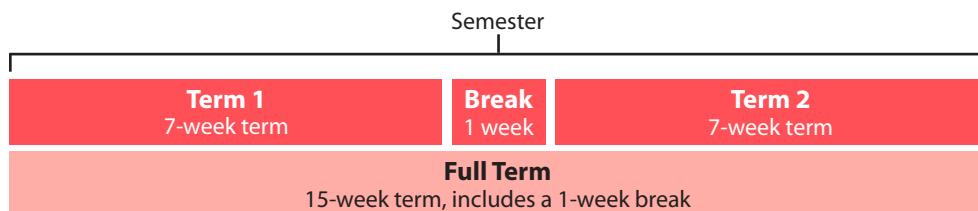
TTC offers three associate degree career paths: Environmental Technology, Environmental Safety and Health, and Sustainable Technology, as well as certificates in these same three areas.

# Schedule for Success

TTC has implemented a 7-week compressed course schedule for Fall and Spring semesters.

## What is a compressed schedule?

In a compressed format, your fall or spring schedule is divided into shorter terms within the semester. For example, instead of taking four or five semester-long courses, a typical full-time student will take two or three 7-week courses at a time.



## How much time will I spend in class in this compressed schedule?

You will spend the same amount of total time in the course as you would in a non-compressed schedule. Here is one example of a compressed class schedule for 15 credit hours.

Sample Compressed Schedule for 15 Credit Hours							
Term 1 7-week term				Term 2 7-week term			
Course	Days	Time	Credit Hours	Course	Days	Time	Credit Hours
MAT 101	MWF	8:00 a.m.-9:55 a.m.	3	MAT 102	MWF	10:15 a.m.-12:10 p.m.	3
HIS 102	MWF	10:15 a.m.-12:10 p.m.	3	ENG 102	MWF	12:40 p.m.-2:35 p.m.	3
ENG 101	TTH	11:30 a.m.-2:30 p.m.	3				

## Drop/Add Reminders

- Drop/Add is the first three days in Term 1 and Term 2 classes.
- Drop/Add is the first five days in Full Term classes.

### During Drop/Add

#### Students can:

- Add online courses **only on the first day** of Drop/Add until 11:59 p.m.
- Add a course that has not yet met.
- Change sections of a course on their current class schedule.

#### Students cannot:

- Add a new course to their class schedule that has already met.
- Add online courses after the first day of Drop/Add.

#### Attendance Requirements

- Attending class during Drop/Add is critical to remaining on the class roster. This includes online and mixed-mode courses.
- Active participation in online courses during Drop/Add includes logging into each course in D2L, initiating contact with each instructor and being actively involved in an academic assignment for each course.
- Active participation in mixed-mode courses during Drop/Add includes attending the class lecture and/or logging into each course in D2L, initiating contact with each instructor and being actively involved in an academic assignment for each course.

### Please note:

- Your timeframe to complete admission, financial aid, and disability request is early. For more information, see page 6 of this book.
- Tuition payment is due prior to the first day of class.
- Drop/Add for Term 1 and Term 2 is three days, and students cannot add a course once that course has met. Students can change sections of the same course.
- Online courses can be added until 11:59 p.m. on the first day of Drop/Add. Staff will not be available to assist outside of normal business hours.
- Class attendance is vital; students should attend all classes during Drop/Add or risk being removed from classes and not allowed to re-enroll. For online and mixed-mode courses, students should log into D2L, initiate communication with their instructor, and be actively engaged in an academic assignment to be counted as having attended.
- There will be two refunds made—one per term. The refund amount will be pro-rated per term, based on credit hours and other factors. Enrollment determines when students can receive refunds for certain kinds of aid. Some students may not receive a refund for Term 1 and Term 2.

Staff assistance is available during business hours. Go to [www.tridenttech.edu](http://www.tridenttech.edu) for hours of operation.

# Counseling Workshops

## Main Campus

### ***This is Just a Test***

Wednesday, Sept. 2  
12:30 p.m., Bldg. 410/Rm. 216  
Thursday, Sept. 3  
3 p.m., Bldg. 410/Rm. 216

### ***Beat the Clock***

Tuesday, Sept. 15  
10:45 a.m. and 3 p.m., Bldg. 410/Rm. 216

### ***Weighing Your Options (Withdrawing)***

Tuesday, Sept. 29  
12:30 p.m., Bldg. 410/Rm. 216

### ***Reboot: Jumpstart Your Academic Career***

Wednesday, Nov. 4  
12:30 p.m., Bldg. 410/Rm. 216  
Tuesday, Nov. 10  
10:30 a.m., Bldg. 410/Rm. 216

### ***Weighing Your Options (Withdrawing)***

Wednesday, Nov. 18  
3 p.m., Bldg. 410/Rm. 216  
Thursday, Nov. 19  
12:30 p.m., Bldg. 410/Rm. 216

## Palmer Campus

### ***Survival Skills for College***

Tuesday, Sept. 15  
10:45 a.m. and 5:15 p.m., Rm. 226

### ***Reading Textbooks and Taking Notes***

Tuesday, Sept. 15  
11:15 a.m., Rm. 226

### ***Test-Taking Skills***

Tuesday, Nov. 10  
10:45 a.m. and 5:15 p.m., Rm. 226

## Berkeley Campus

### ***Taming Test Anxiety***

Tuesday, Sept. 15  
11:30 a.m., Rm. 101

### ***Mastering Test Taking***

Wednesday, Oct. 7  
2 p.m., Rm. 101

## ***Who's in Control?***

Tuesday, Nov. 10  
11 a.m., Rm. 101

## Mount Pleasant Campus

Ask for location at reception desk.

### ***Survival Skills for College***

Tuesday, Sept. 15  
10:45 a.m.

### ***Test-Taking Skills***

Tuesday, Nov. 10  
10:45 a.m.

For information about these workshops, contact Counseling Services at 843.574.6131.

## Environmental Technology Program Moving to Mount Pleasant Campus

(continued)

Additionally, courses in biology, chemistry, biotechnology, and law-related studies give TTC students an interdisciplinary approach to the Environmental Technology degree.

“Our graduates have a broad science and math background so that they can understand the complexities of the environment and the technology used to protect it. We provide hands-on science and technology experiences in our laboratories so that our graduates are skilled to perform in their jobs,” said Gautreaux.

The program’s laboratory equipment includes analytical balances, an autoclave, distillation apparatus, drying ovens, hoods, incubators, microscopes and sterilizers.

Instrumentation, coupled with computers and advanced software, includes an atomic absorption spectrometer, gas chromatograph, FTIR spectrometer, UV/visible spectrometer and a multichannel analyzer.

Environmental Technology is a growing field, with projected growth through 2022, according to the U.S. Bureau of Labor Statistics. Many environmental technician positions require an associate degree or certificate in environmental technology.

These careers keep our world safe by ensuring that companies comply with standards and waste is disposed of properly. They help conserve resources, manage energy and minimize waste.

“We all care about the environment—after all, it’s where we and our children live. Our graduates do something about it,” Gautreaux said. “Environmental technicians have job satisfaction working in an area they are passionate about, knowing that they are helping to make the world a better place.”

For more information about the Environmental Technology program at TTC, call 843.574.6903 or email wilson.gautreaux@tridenttech.edu.

## Important Target Dates Fall Semester 2015

**When you need TO COMPLETE  
YOUR SHARE of these processes:**



- Admission
- Financial Aid/Veterans Assistance
- Disability Accommodations Requests

### Your share of these processes includes ...

#### **Admission**

- Submit application and pay fee.
- Provide proof of legal presence in the U.S.
- Provide proof of high school graduation or GED.
- Provide official test scores or proof of college-level math and English.
- If Re-Admit, submit update to Registrar's office.

#### **Financial Aid/Veterans Assistance**

- Complete and submit the FAFSA (TTC's school code is 004920).
- Complete the TTC application process.
- Complete any loan requirements.
- Complete FA Verification (if applicable).
- If VA, submit request for VA Certification.

#### **Disabilities Accommodations**

- Request accommodations through the Disabilities Services office.
- Make appointment with the counselor.
- Provide any documentation requested.
- Allow more time for cases requiring ordered materials or contracted services.

**Regularly check your my.tridenttech.edu student account email in the portal (NOT in D2L).  
These offices use that email to send you important notices or requests.**

Fall 2015 Terms ↓	 <b>Wake Up and Get Going!</b>	 <b>Green Light Dates</b>	 <b>Caution Periods</b>	<b>Be Ready Day One!</b>
Fall Full and Fall 1	Monday, July 6	Monday, Aug. 3	Tuesday, Aug. 4, through Friday, Aug. 21	Monday, Aug. 24
	<p><b>If you have not started or completed these processes by this date,</b> then this alarm is for you!</p> <ul style="list-style-type: none"> <li>• You have time to complete everything by the Green Light date.</li> <li>• You must act now.</li> <li>• You make the Green Light if you <b>HAVE COMPLETED</b> (not just started) your share of the processes.</li> </ul>	<p><b>If you have completed your share of these processes by this date,</b> then:</p> <ul style="list-style-type: none"> <li>• We should be able to complete our share before classes begin.</li> <li>• We will protect you from the financial purges until any FA/VA monies are available.</li> <li>• If eligible, you could see a credit for FA/VA use at the Bookstores.</li> </ul>	<p><b>If you have completed your share of these processes by this date,</b> then:</p> <ul style="list-style-type: none"> <li>• We will continue to accept and process materials you submit.</li> <li>• It is likely that FA/VA benefits will <b>NOT</b> be available to you before classes begin.</li> <li>• <b>ASSUME</b> that you will have to pay Bookstore charges, tuition, and fees "out of pocket."</li> <li>• <b>ASSUME</b> that disabilities accommodations will <b>NOT</b> be in place for the start of the term.</li> <li>• Complete the request process, and accommodations may be provided after classes begin.</li> </ul>	<p><b>Classes begin</b></p> <p>Good luck in this term's classes!</p> <p>We will continue accepting and processing materials for later terms.</p>
Fall 2	Wednesday, Sept. 2	Wednesday, Sept. 30	Thursday, Oct. 1, through Tuesday, Oct. 20	Wednesday, Oct. 21

# Academic and Financial Aid Fall Semester 2015 Calendars

## FALL SEMESTER 2015

Ongoing.....	New student orientation. Main Campus, Bldg. 500; Berkeley Campus, Student Success Center, Rm. 111; Palmer Campus, Student Success Center, Rm. 226	Nov. 25 .....	Student Holiday (Administrative offices close at 5 p.m.)
July 8.....	Registration opens for all students. New students must make an appointment with an academic advisor to register.	Nov. 26-29.....	Thanksgiving Day Holiday (College closed)
Aug. 18.....	Fall Semester Open Advising/Registration Day for all students. New students must see an academic advisor to register. (See page 23 for advisor locations.)	Aug. 3-5 .....	Book buy back, Berkeley Campus Aug. 3-4, 9 a.m.-3 p.m. Aug. 5, 9 a.m.-noon
Aug. 24.....	Fall Semester starts	Aug. 3-7 .....	Book buy back, Main Campus Aug. 3-6, 9 a.m.-5 p.m. Aug. 7, 9 a.m.-noon
Sept. 7 .....	Labor Day Holiday (College closed to the public)	Aug. 3-7 .....	Book buy back, Palmer Campus Aug. 3-6, 9 a.m.-5 p.m. Aug. 7, 9 a.m.-noon
Sept. 15 .....	Student Activity Period 10:45-11:45 a.m.	Dec. 13 .....	Fall Semester ends
Oct. 12.....	Midterm (Fall Semester)	Dec. 17-Jan. 3 .....	Winter Holidays (College closed)
Oct. 13-20 .....	Student Holiday (Administrative offices close at 5 p.m. on business days.)		
Nov. 10.....	Student Activity Period 10:45-11:45 a.m.		
Nov. 20.....	Last day to request student loans for Fall Semester 2015		

Make-up Days for Emergency Closings – In case of inclement weather or emergency closings, Oct. 13-14 and Dec. 14-15 are identified as make-up days.

## Summer Friday Closings:

All offices on all campuses will close at noon on Fridays from May 8-Aug. 7.

FALL 1	FALL 2	FALL FULL	
Aug. 10-28 .....	Financial Aid recipients and Chapter 31 students who qualify may charge books in TTC Bookstores to their student account using financial aid credit.	Aug. 10-28 .....	Financial Aid recipients and Chapter 31 students who qualify may charge books in TTC Bookstores to their student account using financial aid credit.
Aug. 21.....	List of courses cancelled due to low enrollment will be available at <a href="http://www.tridenttech.edu">www.tridenttech.edu</a> by 5 p.m.	Oct. 5-23 .....	Financial Aid recipients and Chapter 31 students who qualify may charge books in TTC Bookstores to their student account using financial aid credit.
Aug. 23.....	Registration ends	Oct. 20.....	List of courses cancelled due to low enrollment will be available at <a href="http://www.tridenttech.edu">www.tridenttech.edu</a> by 9 a.m.
Aug. 24.....	Classes begin	Oct. 20.....	Registration ends
Aug. 24-26 .....	Drop/Add**	Oct. 21.....	Classes begin
Sept. 22 .....	60 percent Financial Aid completion date (see page 18)	Oct. 21-23 .....	Drop/Add**
Sept. 29 .....	Last day to withdraw	Nov. 19.....	60 percent Financial Aid completion date (see page 18)
Oct. 7.....	Makeup tests and retests taken in the Testing Center must be completed prior to your last day of class.	Nov. 30.....	Last day to withdraw
Oct. 12.....	Classes end	Dec. 8 .....	Makeup tests and retests taken in the Testing Center must be completed prior to your last day of class.
		Dec. 13 .....	Classes end
		Dec. 11 .....	Classes end

\*\*For restrictions about adding courses during Drop/Add, see page 15.

# Registration and Payment Fall Semester 2015 Calendars

Students should register for the entire Fall Semester before the semester begins, Fall 1 AND Fall 2, as well as any Fall Full courses. New students must make an appointment with an academic advisor to register.

REGISTRATION SCHEDULE AND PAYMENT DEADLINES			
If registering for any combination of Fall 1, Fall 2, and Fall Full courses during the dates below:	Your payment is due by the close of business (6 p.m.) on:		
	Fall 1	Fall 2	Fall Full
July 8-Aug. 14	Aug. 14	Aug. 14	Aug. 14
Aug. 15-21	Aug. 21	Aug. 21	Aug. 21
Aug. 22-26 (See page 15 for restrictions about adding courses Aug. 24-26.)	Aug. 26	Aug. 26	Aug. 26
<b>Fall 2 only (if you are only enrolling for Fall 2)</b>			
July 8-Oct. 16		Oct. 16	
Oct. 17-20		Oct. 20	
Oct. 21-23 (See page 15 for restrictions about adding courses Oct. 21-23.)		Oct. 23	

## The rules have changed!

Payment deadlines are earlier and more often. Students who register after the second payment deadline of the semester (Aug. 21, 2015) should pay tuition due at the time of registration. For students who are removed from the course roster for non-payment, there will be no reinstatement into classes after the class begins. There will be no reinstatement after the final payment deadline for the term. See page 15 for restrictions about adding courses during Drop/Add.

**Please Note:** Students will not receive a bill for tuition and fees via U.S. mail. Students should check TTC Express accounts in [my.tridenttech.edu](http://my.tridenttech.edu) portal under Financial Information > Student Balance Due.

### CANCELLED COURSES

When the college cancels a low enrollment course, students may choose another course or section. If a student is unable to find another course, the college will refund tuition paid, unless student is still enrolled full time. The list of cancelled courses will be available online at [www.tridenttech.edu](http://www.tridenttech.edu) by 5 p.m. on Aug. 21 for Fall 1 and Fall Full and by 9 a.m. on Oct. 20 for Fall 2.

### SENIOR CITIZEN REGISTRATION

Senior citizens using the free tuition benefit may begin registering for classes *on the last business day prior* to the first day of classes each term up until the first class meeting. For online classes, students must be registered prior to 11:59 p.m. on the first day of the term. Submit the certification form and present your driver's license to the Business office before registering.

### PAYMENT DEADLINE INFO

Once you have registered for classes, you need to pay your tuition and fees so that you can hit the ground running on the first day of classes. Students must pay tuition and fees for ALL registered courses by the due date listed. For example, if you register for Fall 1 and Fall 2 courses before Aug. 14, then payment is due by close of business on Aug. 14. Make your payment in the Business office during posted open hours or pay online. Students may also enroll in a payment plan by published deadlines. If payment is not made, or if you are not enrolled in a payment plan by the due date, your class schedule will be cancelled. See page 18 for more information.

# Important Registration and Payment Dates

## FALL SEMESTER REFUND SCHEDULE

### Fall Full

Through Aug. 28 .....	100%
Aug. 31-Sept. 4 .....	50%
Sept. 8-14 .....	25%
After Sept. 14 .....	0%

### Fall 1

Through Aug. 26 .....	100%
Aug. 27-31 .....	50%
Sept. 1-3 .....	25%
After Sept. 3 .....	0%

### Fall 2

Through Oct. 23 .....	100%
Oct. 26-28 .....	50%
Oct. 29-Nov. 2 .....	25%
After Nov. 2 .....	0%

System availability may impact dates above.

## PLANNING AHEAD FOR SPRING 2016

Oct. 26 .....	<b>Registration opens for Spring 2016.</b> New students must make an appointment with an academic advisor to register.
Nov. 2 .....	 <b>Wake-up date for Spring 1 and Spring Full.</b> Get busy now to meet the Green Light date for all admission, financial aid/VA or disabilities accommodation processes.
Nov. 30 .....	 <b>Green Light date for Spring 1 and Spring Full.</b> Complete all admission, financial aid/VA and disabilities accommodations requests by this date for Spring Semester classes.
Dec. 1-Jan. 8 .....	 <b>Caution period for Spring 1 and Spring Full.</b> Late application, financial aid and disabilities accommodation processes. Pay tuition and books out of pocket. Financial aid awards and accommodations start later, after classes begin.
Jan. 11 .....	<b>Classes begin for Spring 1 and Spring Full.</b> The college will continue to accept and process materials for later terms.



## Steps to Enrollment

### Use this simple checklist as you complete the enrollment process.

1. If new to TTC, complete the admission application and submit it with the application fee prior to the Green Light date for the term/semester in which you plan to enroll. **Admission applications may be completed online at [www.tridenttech.edu](http://www.tridenttech.edu).**
2. Apply for financial aid, starting with the Free Application for Federal Student Aid (FAFSA). Submit the FAFSA prior to the Green Light date for the term/semester in which you plan to enroll. TTC also has a number of campus-based scholarships (see pages 6, 11 and 12).

3. Within a few days of receiving your application, the Admissions office will send you a letter with account information to access [my.tridenttech.edu](http://my.tridenttech.edu) for email and TTC Express. Be sure to log in, as updates and important announcements will only be available through these accounts (see pages 13 and 16). Complete the application requirements based on your Admit Type (see page 10). Take the TTC Placement Test if required (see page 14).
4. Attend Orientation or complete online orientation (see page 14).
5. Meet with an academic advisor to register (see pages 19-23). Purchase books (see page 24).
6. Pay tuition and fees by the posted due dates (see pages 8 and 18).
7. Attend class (see page 15).

# How to Get Started: Admission Information

## Categories of Admission

**New Applicant:** Never applied to TTC or applied more than two years ago

**Previous Applicant:** Applied to TTC within the last two years. Do not complete the admission application. Complete an Application Update.

**Returning Student:** Taken classes at TTC since 1985 but not in the last three semesters

**Readmit Student:** Taken classes at TTC, but all courses were completed prior to 1985

Admit Type	Application	Application Fee	High School Diploma/Transcript	English Proficiency	Math Proficiency	Proof of Citizenship	Transient Permission
<b>First-time Freshman</b> Never attended college other than taking college courses while in high school	Yes	Yes	Yes	Yes	Yes	Yes	No
<b>First-time Transfer</b> Attended another college and transferring to TTC	Yes	Yes	Yes, if you have not completed an associate degree or higher	Yes	Yes	Yes	No
<b>Readmit</b>	Yes	No	Yes, if you have not completed an associate degree or higher	Yes	Yes	Yes	No
<b>Nondegree</b> Not seeking a TTC degree, diploma or certificate	Yes	Yes	No	Yes – reading proficiency only*	Yes if planning to take math courses	Yes	Only if you are a transient student
<b>High School Students Taking Course</b>	Dual Credit/Early Admit application	No	No	Yes	Only if the requested courses require	Yes	No

For detailed information about admission requirements, please see the application for admission after page 16 of this publication.

Applicants to TTC in the categories described below should apply for admission and meet the admission requirements published for nondegree students at TTC. Transient and Cross-Registration students must also provide course registration approval forms from their home institution.

**Transient Students:** Attending TTC to transfer credit back to your home institution.

**Audit Student:** Enrolling in credit course without earning any credit hours.

**Cross-Registration Student:** Enrolled as a student at Charleston Southern University, The Citadel, College of Charleston, or Medical University of South Carolina and also taking courses at TTC. There is no cross-registration during Summer Semester.

**Senior Citizen Student:** Enrolling as a legal S.C. resident who is over 60 years of age and not employed full time.

\***Nondegree students** may meet the reading proficiency by submitting one of the following: SAT Critical Reading (480); ACT English (19); COMPASS Reading (42); Accuplacer Reading Comprehension (50), WorkKeys Reading for information sub-test (Level 4); proof of successful completion of a college-level English course; or an approved transient/cross-registration form/letter from another college. Reading test scores are good for five years from testing date. Nondegree students will have to provide evidence that they have completed prerequisites before registering for courses with prerequisites. Nondegree students do not qualify for financial aid.

*Note: Admission requirements are subject to change.*

What do I need to do for financial aid?

Complete the FAFSA, TTC Admission Application, any loan requirements and FA Verification (and VA certification, if you're VA).

That's a lot! When?

Between now and Aug. 3 to start classes by Aug. 24.

What if I can't finish by Aug. 3?

Then you won't be seat-ready for the first term. See page 6 of On Course. The sooner you do YOUR share, the better off you will be.

Thanks! I'd better go look at page 6!

## When Will I Get My Refund Check?

You will be issued a refund for any excess amount after Drop/Add for each term, depending on your enrollment. (For direct deposit, see page 18.) To be eligible, you must:

- have sufficient funds to cover your tuition and any books or course materials charged to your student account,
- complete your share of financial aid processes within the date periods on page 6,
- have met financial aid standards of progress, and
- not be on financial aid probation.

Fall 1 disbursements begin Sept. 18. Fall 2 disbursements begin Nov. 6. Some students may not receive a refund for both terms.

## What Do These Letters Mean?

**FAFSA:** Free Application for Federal Student Aid, online at [www.fafsa.gov](http://www.fafsa.gov)

**SAR:** Student Aid Report

You receive this after submitting your FAFSA. It shows TTC what types of aid you qualify for.

**TTC's FA/VA office:** Trident Technical College's Financial Aid/Veterans Assistance office

**MPN:** Master Promissory Note

## Financial Aid Tips

- Apply for financial aid early.** It can take several weeks to get approval.
- Apply for financial aid online.** Approval is often sent in two to three weeks. SAR corrections are easier to make, too. Go to [www.fafsa.gov](http://www.fafsa.gov).
- Apply for financial aid every year.** To continue receiving financial aid, reapply each academic year (preferably in February).
- You will not receive funds** until you complete all admission requirements, register for courses and the Drop/Add period ends.
- Financial aid pays only** for classes required for graduation in your declared major. Nondegree and undecided students are not eligible to receive financial aid. Financial aid will not pay for previously passed courses that you are repeating for the third attempt.
- Meet the standards of progress** to continue receiving aid. For more information, go to [my.tridenttech.edu](http://my.tridenttech.edu).

## How Do I get a Student Loan?

1. Go to [my.tridenttech.edu](http://my.tridenttech.edu) and log in.
2. Click on Financial Life and select My Financial Aid.
3. Scroll down to the box called Scholarships, Loans and Helpful Hints.
4. Click the tab How to Obtain a Federal Student Loan.

## LIFE Scholarship

The LIFE Scholarship covers up to \$2,350 for tuition costs with a \$150 book allowance in both the Fall and Spring Semesters at a two-year college. To qualify, you must:

- Be a SC resident.
- Graduate from a SC high school with a cumulative minimum GPA of 3.0.
- Submit official SC high school transcripts to TTC's Admissions office.
- Complete a LIFE Scholarship affidavit.

For more information, visit [www.tridenttech.edu](http://www.tridenttech.edu) and search for "LIFE Scholarship."

# Financial Aid

## What Types of Financial Aid Are Available?

You must be an eligible degree-seeking student to receive financial aid. Financial aid can be split into two main categories: financial aid that requires you to complete a FAFSA and financial aid that does not require a FAFSA. Because some scholarships require a FAFSA for consideration, a FAFSA is highly recommended. The FAFSA is available online at [www.fafsa.gov](http://www.fafsa.gov).

*Note: If you are a nondegree or undecided student, you are not eligible to receive any kind of financial aid.*

Financial Aid that <b>REQUIRES</b> completion of the FAFSA	Financial Aid that <b>DOES NOT</b> require completion of the FAFSA
<b>Federal Grants</b> <ul style="list-style-type: none"><li>• Pell Grants (FPELL)</li><li>• Supplemental Educational Opportunity Grants (FSEOG)</li></ul>	<b>Scholarships</b> – Trident Technical College and the TTC Foundation offer a variety of scholarships. More information about the scholarships can be found at <a href="http://www.tridenttech.edu/foundation/helping/fd_scholarships.htm">www.tridenttech.edu/foundation/helping/fd_scholarships.htm</a> .
<b>State Grants</b> <ul style="list-style-type: none"><li>• South Carolina Need-Based Grants (SCNBG)</li><li>• South Carolina Lottery-Funded Tuition Assistance (SCLTA)*</li><li>• Scholarships, including LIFE</li></ul>	<b>Institutional Work-Study</b> – Institutional work-study assignments are not based on financial need. You must complete a work-study application and assignments are based on availability.
<b>Federal Work-Study</b>	
<b>Student Loans</b>	<b>Veterans, Veteran's Dependents and Service Personnel</b>

\*You are not required to complete the FAFSA to receive only S.C. lottery-funded assistance, if you meet certain additional eligibility requirements. You must complete a Lottery Tuition Assistance Waiver to see if you are eligible. This waiver form and additional information can be found at TTC's website, [www.tridenttech.edu](http://www.tridenttech.edu). However, if you do not complete the FAFSA, you will not be eligible to receive any Title IV financial aid or loans.

More information about federal and state aid programs can be found on TTC's website, [www.tridenttech.edu/financialaid.htm](http://www.tridenttech.edu/financialaid.htm).

## Veterans Services

### VETS Center

The VETS Center should be your first stop if you are active duty, prior service, Guard, Reserve or a veteran.

The VETS Center will assist veterans, spouses and dependents to apply for and understand their GI Bill benefits. VETS Center counselors will explain the admission process and assist in completing the Free Application for Federal Student Aid (FAFSA). They can provide confidential advisement, counseling and referral to other campus services.

The VETS Center is a quiet place to study, socialize and relax with other veterans. You can get help using the computer and navigating TTC's portal and D2L. There are 10 computers, Internet, printing and space for tutoring. You can also use the fridge to store your lunch until lunchtime.

Don't regret not taking advantage of the VETS Center. **Make it your first stop.**

The Main Campus VETS Center is in Bldg. 700/Rm. 201. Hours are Monday-Thursday, 8 a.m.-6 p.m., and Friday, 8 a.m.-2 p.m. Call 843.574.6882 for more information.

The VETS Center at Palmer Campus offers computers for use in Room 105-A. Call 843.722.5526.

### Veterans Upward Bound (VUB)

VUB is a free pre-college program that helps eligible U.S. military veterans with improving their academic skills so they can transition to the college of their choice.

Eligibility requirements:

- Be a first-generation college student.
- Meet certain income guidelines.
- Have a discharge other than dishonorable.
- Be a tri-county resident.
- Not hold a four-year degree.

Program benefits:

- Veteran-only classes
- Assistance requesting military service records
- Referral to other veteran services
- Career development
- Tutoring services

VUB is located on Main Campus in Bldg. 700/Rm. 127. Call 843.574.6870.

### Financial Aid/Veterans Assistance

Veterans Assistance is located in Bldg. 410/Rm. 102 on Main Campus.

Once you have visited the VETS Center on either Main or Palmer campuses, completed your paperwork and have your schedule, you should see FA/VA.

Here are some common VA questions:

#### *I'm a Chapter 33 student. How do I get my housing allowance?*

Chapter 33 students are eligible for the monthly housing allowance if pursuing training at a rate of more than 50 percent and enrolled in at least one in-residence course.

#### *Are there any other benefits for students who are a dependent of a veteran?*

Children of deceased or 100 percent disabled veterans, who were killed or disabled during military service, can attend any S.C. state-supported institution up until their 26th birthday and pay no tuition/fees. Applications for this benefit are available in the TTC VA office, or you may contact the South Carolina Governor's Office at 803.647.2434.

#### *Am I responsible for paying tuition and (continued on next page)*

# Veterans Services

## **fees if I'm a veteran or dependent?**

**VA Chapters 30, 32, 35, 1606, and REAP**  
– You should be prepared to pay your tuition, fees and book charges by the published deadlines each semester. The application and initial award process for these benefits can take up to three months.

**Chapter 33** – You must provide the TTC VA office with a copy of your VA-VONAPP application, DD-214 or Certificate of Eligibility and complete the Chapter 33 Statement of Understanding Form. You will not have to pay your tuition and fee charges by the scheduled payment deadlines. However, if you do not have 100 percent eligibility status for Chapter 33, you will be responsible for the balance of tuition/fee charges after the VARO has submitted its payment to TTC.

## **Can I take a class that is not in my program of study but still receive my benefits?**

VA will only allow payment for the courses that are required for graduation in the program of study in which you are applying for benefits and certified to the VA. Each semester you must submit a copy of your course schedule to the TTC VA office for your enrollment to be certified to the Department of Veterans Affairs.

## **If I am struggling in a class, how do I withdraw?**

All withdrawals must be completed with a signature from the instructor and the last date of attendance. Always provide the TTC VA office with a copy of the withdrawal form so that the changes can be submitted to the VA in a timely manner

to prevent overpayments. The withdrawal form must be signed by the instructor and have the last date of attendance.

## **How do I continue to maintain my benefits?**

To continue receiving veterans educational benefits, you are required to meet the standards of progress for academic probation and suspension as outlined at [www.tridenttech.edu](http://www.tridenttech.edu).

**Please make sure your address and telephone number have been updated online in your TTC Express account in the my.tridenttech.edu student portal. All correspondence, including checks, is delivered to the address on your account.**

# Student Email

TTC student email accounts are set up within 10 days after you submit an admission application. To access your account, go to [my.tridenttech.edu](http://my.tridenttech.edu).

TTC uses the [my.tridenttech.edu](http://my.tridenttech.edu) portal email as the standard communication system to send information to students such as:

- Financial aid status
- Emergency closings
- Calendar updates
- Veterans information
- Password changes for online registration (TTC Express)
- Student events
- Registration information
- College announcements
- Confirmation of online payment of tuition and fees

This free email service is available to all applicants and enrolled students. The college will often send information to your email account instead of mailing you a letter via U.S. mail.

**Call 843.574.6WWW to get help for login/online services including [my.tridenttech.edu](http://my.tridenttech.edu), student email, TTC Express (online registration) and D2L (online and face-to-face courses).**

# Decisions About Your Major Undecided vs. Uncertain

If you declare an **undecided** major, a college counselor is your advisor. An undecided major means you have not yet chosen an academic program, or you are unsure about earning either a certificate, diploma, associate or four-year degree; or you have not yet chosen a career field. Your counselor will advise you about courses to take until you select an academic program. See the listing of advisors for undecided students on page 23.

After you select your academic program major, your TTC counselor will refer you to Orientation to receive the name of your academic program advisor.

If you have declared a major (any certificate, diploma or degree program) but remain **uncertain** about some of your academic, career and/or college goals, contact Counseling and Career Development Services at one of the following offices for assistance in determining your academic, career and/or college goals.

Main Campus, Student Center (Bldg. 410), Rm. 210, 843.574.6131

Berkeley Campus, Student Success Center, Rm. 111, 843.899.8079

Palmer Campus, Student Success Center, Rm. 226, 843.722.5516

Mount Pleasant Campus, Reception Area, 843.958.5810

TTC Online College  
[www.tridenttech.edu](http://www.tridenttech.edu)

## **If You Are Not Seeking a Degree**

If you are nondegree-seeking but would like to explore your academic or career goals, contact Counseling and Career Development Services at one of the locations shown.

Nondegree-seeking students do not qualify for financial aid or veterans assistance. Transient students are declared nondegree-seeking and are not eligible for financial aid assistance.

**Please Note: You must declare a major to be eligible for S.C. lottery-funded tuition assistance.**

# Taking Placement Tests

## Do I Need to Take a Placement Test?

If you do not submit qualifying SAT or ACT test scores, you may need to take the TTC Placement Test. Qualifying SAT and ACT scores are listed on the admission application (inserted after page 16).

TTC uses ACT's COMPASS Test to determine placement. Test score requirements vary among programs of study. The test is computerized and not timed. You may schedule a TTC Placement Test at any campus by calling Testing Services (see page 2).

COMPASS scores for writing and reading are valid for five years from the date of testing; math COMPASS scores are valid for two years.

## Before the Test

Before you take the TTC Placement Test, you may want to refresh your skills and learn more about the test at either [www.act.org/compass/student](http://www.act.org/compass/student) or [www.tridenttech.edu/testing\\_compass.htm](http://www.tridenttech.edu/testing_compass.htm).

More than 95 percent of students who visit these practice sites state the sites are helpful in preparing for the test. Be sure to brush up on your pre-algebra skills.

## After the Test

Your next step is to go to Orientation for test score interpretation. If your TTC Placement Test scores do not meet your program's required scores in English, math or reading, TTC's Developmental Studies courses will help you improve your skills

before you start your program of study. Developmental Studies courses are offered in The Learning Center on Main Campus and on Berkeley, Mount Pleasant and Palmer campuses at convenient times. Call 843.574.6378 for information.

## Credit by Examination

Get credit for out-of-college experience. TTC offers the CLEP and DANTEs (DSST) examinations. Both are national systems of credit-by-examination. Call Testing Services at 843.574.6438 for more information and to schedule a CLEP or DSST examination on Main Campus. To schedule a CLEP or DSST examination on Palmer Campus, call 843.722.5516.

# New Student Orientation

Orientation is vital to your academic success, and students are expected to attend. At orientation, you will be assigned an academic advisor for your major, and you will learn about TTC and its services. This information will help you achieve your educational goals and have a positive experience at TTC.

You don't have to wait for acceptance to TTC. You may go to orientation as soon as TTC processes your application (about five days after you submit your application

and pay the \$30 fee) and have test scores in TTC's computer system or with you in a printed format.

Orientation Centers are open on Main and Palmer campuses Monday through Friday, on Berkeley Campus Tuesday through Thursday and on Mount Pleasant Campus on certain dates. No appointment is necessary. For orientation times, call the number of the Orientation Center you plan to attend, or visit [www.tridenttech.edu](http://www.tridenttech.edu) and search for "Orientation."

If you are unable to attend orientation in person or are taking online courses, please visit the [my.tridenttech.edu](http://my.tridenttech.edu) portal for the link to online orientation.

*Main Campus*, Orientation Center, Bldg. 500, 843.574.6436

*Berkeley Campus*, Student Success Center, Rm. 111, 843.899.8079

*Palmer Campus*, Orientation Center, Rm. 226J, 843.722.5518

*Mount Pleasant Campus*, Reception Area, 843.958.5810

# Public Safety Services

## Public Safety Officers

TTC employs state constables who are trained and certified police officers for the state of South Carolina. The Public Safety officers enforce all federal, state and local laws as well as the policies and procedures of the college. TTC's Department of Public Safety shares concurrent jurisdiction with state and local law enforcement agencies.

## Public Safety Services

The Jeanne Clery Disclosure of Campus Policy and Campus Crime Statistics Act requires TTC to collect and report crime statistics for crimes committed on campus, noncampus building or property, and public property reasonably contiguous to all campuses. The college policies and procedures relating to campus security and the annual crime statistics are published on Public Safety's website, [www.tridenttech.edu/publicsafety.htm](http://www.tridenttech.edu/publicsafety.htm).

In accordance with the S.C. Campus Sexual Assault Information Act, a copy of TTC's sexual assault policy is available in the office of

the vice president for Student Services (Bldg. 410, Rm. 220) and the director of Human Resources (Bldg. 940).

Rape Aggression Defense (R.A.D.) classes are offered throughout the year for female faculty, staff and students 16 years old and older. For more information, call Public Safety at 843.574.6053 or visit [www.tridenttech.edu/publicsafety.htm](http://www.tridenttech.edu/publicsafety.htm).

While the college makes considerable efforts to ensure the safety and security of everyone on campus, it is your responsibility to take precautions to protect yourself.

Whenever a threat to students is determined, college officials will notify students in a timely manner to help you become aware and protect yourself.

Think and practice crime prevention. Report any crimes or emergencies to Public Safety immediately by calling 843.574.6911 (6911 from a campus phone).

Non-emergency calls should be placed to 843.574.6053. Call boxes in parking lots may be used for emergency or non-emergency calls to Public Safety.

# Registering for Classes

## New Students

### Certificate, Diploma, Degree or Undecided

(You are a new student if you have not completed credit courses at TTC.)

- Attend orientation (see page 14). Meet an orientation leader and receive the name of the assigned advisor for each major you have declared. New students are not eligible to register online.
- Make an appointment with your advisor and take your program evaluation from TTC Express.
- If you cannot register early, you may register with an academic advisor on Aug. 18.

## Continuing and Returning Students

### Certificate, Diploma, Degree or Undecided

(You are a continuing student if you attend TTC currently or have attended within the last three semesters. You are a returning student if you have attended TTC before, but not within the past three semesters.)

- You may self-advise and register online or at any of the four campuses, or you may make an appointment with your advisor to register. You should set up an academic plan with your academic advisor before self-advising.
- If you cannot register early, you may register with an academic advisor on duty Aug. 18.

You may drop (during Drop/Add) or withdraw (after Drop/Add) from classes online in your TTC Express account.

## Nondegree Students

(You are a nondegree student if you are not seeking a certificate, diploma or degree and you will not be assigned to an academic advisor.)

- Any continuing or returning nondegree student can register online, as scheduled on page 8.
- Register in person at the Orientation Centers on any campus or the Registrar's office on Main Campus.
- If you cannot register early, you may register Aug. 18.

For the most up-to-date course information, visit course search or your TTC Express account at [my.tridenttech.edu](http://my.tridenttech.edu).

## Cross-Registration Students

(You are a cross-registration student if you regularly attend another consortium college: Charleston Southern University, College of Charleston, Medical University of South Carolina or The Citadel.)

- Cross-registration students must complete the TTC admission application and cross-registration form before registering.
- Register in person at the Registrar's office on Main Campus or in the Admissions office on any of the other three campuses during scheduled registration.
- If you cannot register early, you may register Aug. 18.

## Pay by the Payment Deadline

Be sure to pay the balance due for your tuition and fees by the payment deadline for the registration period or you will lose your course schedule (see page 8).

## Drop/Add

Drop/Add is the first three days of the term for Fall 1 and Fall 2 and the first five days of the term for Fall Full.

- You may drop or add courses online through TTC Express in the my.tridenttech.edu student portal or in person with your academic advisor, in the Registrar's office on Main Campus, or in the Admissions office on the other three campuses.

### Drop/Add Restrictions

- You can add a traditional (in-classroom) course if it has not met yet or if you are switching sections of the same course.
- You can add online courses until 11:59 p.m. on the first day of Drop/Add. Staff will not be available to assist outside of normal business hours.

## Attending Class

The Registrar's office will remove you from class if your instructor reports you as never-attended. For online and mixed-mode courses, you must log in to each online or mixed-mode course you are taking, initiate communication with your instructor, and be actively engaged in an academic assignment to be counted as having attended. For all other courses, you must be physically present in class to be counted as attending.

To get the courses you want, register early and pay by the first payment deadline.

## Registration Definitions

**Registration:** The period when continuing, returning, and new students who have met all admission requirements can register to attend classes. Registration can be done in person or online.

**Online registration:** Available through TTC Express in the my.tridenttech.edu portal. See pages 16-17. New students are not eligible to register online.

**In-person registration:** After meeting with his or her academic advisor and establishing an academic plan, a student may register at the Registrar's office on Main Campus, in the Student Success Centers on Berkeley and Palmer campuses, or at the registration desk at Mount Pleasant Campus.

**Drop/Add:** The process by which enrolled students make changes to their original course schedule during the first few days of each term and still receive a 100 percent refund for a dropped class. See the Drop/Add section on this page for new restrictions about adding courses.

## Cancelled Courses

When the college cancels a low enrollment course, students may choose another course or open section. If a student is unable to find another course, the college will refund tuition. Cancelled course information will be available online at [www.tridenttech.edu](http://www.tridenttech.edu) by 5 p.m. on Aug. 21 for Fall 1 and Fall Full and by 9 a.m. on Oct. 20 for Fall 2. Students enrolled in cancelled courses will receive a notification email.

## Student ID Cards

Your student ID card allows you to use the library facilities at TTC and other area colleges and is required for Testing Services. Proof of registration and a picture ID are required to receive a new card or to revalidate an existing ID card. Student ID cards may be made or validated each semester for currently enrolled credit students through the Student Activities office on Main Campus, the Admissions office at Palmer Campus, the Student Success Center at Berkeley Campus, and the Reception Area at Mount Pleasant Campus.

# Online Registration

## Get Online, Not In Line

TTC Express accounts are set up within 10 days after you submit an admission application or complete a Student Information Update form. Once you have an account, go to [my.tridenttech.edu](http://my.tridenttech.edu) to access your account information. When you are online, you can:

- Print enrollment verification certificates
- Register for classes
- See balance due
- Pay tuition and fees
- Drop/Add or withdraw from classes
- View application status
- View transcripts
- View grades/GPA
- Reset password for [my.tridenttech.edu](http://my.tridenttech.edu)
- Print class schedule
- Check financial aid status
- View your academic program evaluation
- Apply for graduation
- Change your major

## Online Registration

### Am I eligible to register online?

Most currently enrolled students who are in good financial and academic status can register online through the student portal, [my.tridenttech.edu](http://my.tridenttech.edu), in TTC Express. The following students are NOT eligible to register online:

- High school students, students on academic suspension or returning from suspension
- Students who owe college fees or Library (LRC) materials

New students and students who have not attended TTC since 2005 will receive access to TTC Express through the [my.tridenttech.edu](http://my.tridenttech.edu) student portal within 10 days after submitting a college application or completing a Student Information Update form.

### How do I register online?

Go to [my.tridenttech.edu](http://my.tridenttech.edu) (the student portal). You can find information about how to log in as well as instructions for changing your password. You use the same username and password to access [my.tridenttech.edu](http://my.tridenttech.edu) for email, TTC Express and D2L coursework. Once logged into TTC Express, you can register for classes and access other information. See page 17 for a step-by-step registration guide.

### What is Express Registration?

Choose Express Registration if you know the exact subject, course number and section number of your classes.

### What is search and registration?

If you don't know exactly what section you want to take, choose the search and registration option. TTC Express has a search function that allows you to look for courses in a way that makes sense for you. You can search by campus, day, time, term, instructor, subject, course number or other parameters.

### Does TTC Express recognize prerequisites?

As you register for classes, the system automatically checks for course prerequisites. If you have not taken a required prerequisite, you will not be able to register for the course. In addition to the course prerequisites listed in the Catalog, many courses have a reading prerequisite that must be satisfied before registering for a course. Students may satisfy the reading prerequisite in different ways, including scores on a TTC Placement Test, SAT or ACT, or a transcript from another college showing credit.

### Can I print a class schedule?

After you register, you can view and print your class schedule any time. Be sure to choose the appropriate term from the drop-down menu.

### What else can I do online?

You can check the balance due on your account, pay tuition and fees, and conveniently add, drop or withdraw from classes with TTC Express. With the grade feature, you can see your grades as soon as they are posted as well as review your GPA. You can view transcripts and check your financial aid status online as well as change address and phone information.

Call 843.574.6WWW to get help for login/online services including [my.tridenttech.edu](http://my.tridenttech.edu) student portal, access to email, TTC Express (online registration) and D2L (online and face-to-face courses).

## Trident Technical College Emergency Alert System (EAS)

Trident Technical College's Emergency Alert System (EAS) is used to communicate vital information to students, faculty and staff as quickly and efficiently as possible during a crisis.

The Emergency Alert System (EAS) includes the following notification components:

1. **EAS Mobile:** Text and/or voice messages sent to a student's mobile device/cell phone. Voice messages can also be sent to designated landline telephones. (Students must opt in to receive messages. Visit [www.tridenttech.edu](http://www.tridenttech.edu) and search "emergency alert system" to subscribe.)
2. **EAS Email:** Alerts sent to email accounts. (Students are automatically registered to receive EAS email at their [my.tridenttech.edu](http://my.tridenttech.edu) account upon registering for classes.) Students must opt in to have messages sent to a personal email account.
3. **EAS Web:** Alerts posted on TTC's website ([www.tridenttech.edu](http://www.tridenttech.edu)), student portal page ([my.tridenttech.edu](http://my.tridenttech.edu)), and Facebook page.
4. **EAS InfoLine:** Recorded message alerts accessed by calling 843.574.6262, ext. 9091. A toll-free InfoLine, 877.869.7736, is activated when conditions warrant.
5. **EAS Media:** Alerts sent to local media outlets (radio, television, newspaper).

### Quick Reference – TTC Public Safety

**Emergencies:** 843.574.6911 (6911 from a campus phone)

**Non-emergencies:** 843.574.6053

[www.tridenttech.edu/publicsafety.htm](http://www.tridenttech.edu/publicsafety.htm)

# Admission Application



## PART 1 – ADMISSION APPLICATION INSTRUCTIONS

Complete this application if you have not applied to TTC in the last two years AND you are not attending high school.

<i>Have you ever taken academic classes at Trident Technical College?</i>	<u>YOU ARE CONSIDERED A:</u>
NO, I have never applied to TTC or I applied more than two years ago.	<b><u>NEW APPLICANT:</u></b> Complete the admission application. Go to <b>Part 2</b> for more instructions.
NO, But I have applied to TTC <b>within the last two years.</b>	<b><u>PREVIOUS APPLICANT:</u></b> DO NOT complete the admission application. Complete an <b>Application Update</b> form instead. For an Application Update form, go to <a href="http://www.tridenttech.edu">www.tridenttech.edu</a> and search for "admissions."
NO, I plan to complete classes while still <b>enrolled in high school.</b>	<b><u>DUAL CREDIT or EARLY ADMISSION APPLICANT:</u></b> DO NOT complete the admission application. Contact your high school guidance counselor about getting a <b>Smart Start</b> on your college career by taking classes for both high school and college credit. For more information go to the High School Programs office Web page at <a href="http://www.tridenttech.edu">www.tridenttech.edu</a> and search for "high school students."
YES, But it has been more than three semesters.	<b><u>RETURNING STUDENT:</u></b> DO NOT complete the admission application. Complete a <b>Student Re-Admit Form</b> at <a href="http://www.tridenttech.edu">www.tridenttech.edu</a> > Get Started > How to Register > Returning Students.
YES, I have taken classes within the last three semesters.	<b><u>CONTINUING STUDENT:</u></b> DO NOT complete the admission application. To update your information or program of study, log on to your portal account ( <a href="http://my.tridenttech.edu">my.tridenttech.edu</a> ) to change your major using <b>TTC Express</b> .

## PART 2 – ADMISSION REQUIREMENTS

### Complete the following steps.

Certain certificate and diploma programs may have different admission requirements. Please see the online college catalog for admission requirements for your desired program. Visit [www.tridenttech.edu](http://www.tridenttech.edu).

1. **Complete application for admission.**
  2. **Pay non-refundable \$30 application fee.**
  3. **Provide proof of high school graduation or completion of GED:** If you have an associate degree or higher, you are not required to provide proof of high school graduation. You must submit an official copy of your high school transcript if you wish to be considered for the LIFE scholarship.
  4. **Provide proof of English proficiency:** Submit one of the following:  
 SAT Critical Reading 480       ACT English 19       Completed English credits from a regionally accredited university  
 Qualifying scores on the TTC Placement Test       Proof of bachelor's degree
  5. **Provide proof of math proficiency:** Submit one of the following:  
 SAT Math 580       ACT Math 22       Completed math credits from a regionally accredited university  
 TTC Math Placement Test scores
- IMPORTANT NOTE:** TTC Math Placement Test scores are valid for two years. All other scores are valid for five years.
6. **Proof of United States citizenship or legal immigration status:** See page 4 of this application for additional information.

### Special Admission Requirements

**TRANSIENT STUDENTS** – You are considered a transient student if you plan to take classes at TTC to transfer back to an institution you currently attend. To be admitted as a transient student, you should: 1) complete the application; 2) pay the application fee; 3) provide proof of permission to take classes at TTC from the institution you currently attend.

**NONDEGREE** – You are considered a nondegree student if you do not plan to complete a diploma, certificate or degree program at TTC. Nondegree students are not eligible for financial aid. To be admitted as a nondegree student, you should: 1) complete this application; 2) pay the application fee; 3) provide proof of English proficiency.

**HEALTH SCIENCES AND NURSING** – You must meet all college admission requirements. Health Sciences and Nursing applicants must also meet specific program requirements. Admission to these programs is on a first-qualified, first-admitted basis. Admission to TTC does not guarantee admission into Health Sciences or Nursing programs. You must submit a separate application for Health Sciences and Nursing programs. Health Sciences applications are available in the Admissions office. You must also submit official transcripts from ALL colleges attended.

## PART 3 – OTHER INFORMATION

### NOTICE OF NONDISCRIMINATION

Trident Technical College does not discriminate in admission or employment on the basis of race, gender, color, national or ethnic origin, age, religion, disability, marital status, veteran status, sexual orientation, gender identity or pregnancy.

### CAMPUS SECURITY

Please visit [www.tridenttech.edu/publicsafety.htm](http://www.tridenttech.edu/publicsafety.htm) for information concerning: 1) crime prevention policies; 2) crime and related statistics; 3) TTC's sexual assault policy.

### CONFIDENTIALITY OF STUDENT RECORDS

TTC complies fully with the Family Educational Rights and Privacy Act of 1974. This law guarantees the privacy of student educational records and protects the student's right to access those records. Visit [www.tridenttech.edu](http://www.tridenttech.edu) and search for "FERPA" for more information regarding FERPA and how TTC complies with the law.

### STUDENTS WITH DISABILITIES

You may qualify for accommodations due to a documented disability. If you think this applies to you, contact TTC's Services for Students with Disabilities at 843.574.6131 or TTY 843.574.6351 or [counseling.services@tridenttech.edu](mailto:counseling.services@tridenttech.edu) prior to taking the TTC Placement Test or beginning classes. Allow at least five working days after receipt of your documentation for evaluation of your request.

### FINANCIAL AID AND VETERANS ASSISTANCE

Contact TTC's Financial Aid office or go to [www.tridenttech.edu/financialaid.htm](http://www.tridenttech.edu/financialaid.htm) for details about specific programs. These include S.C. Lottery Tuition Assistance (S.C. Lottery) and federal grants and loans. You can also learn about scholarships, veterans benefits and student employment.

Applicants must submit all required documentation by the published dates to have funds available at the start of class. You must declare an eligible major to be eligible for financial aid, state aid or veterans programs. You must also meet any additional financial aid/ or Veterans Assistance eligibility requirements. All financial aid programs require that you declare a major. **To qualify for federal grants and loans OR for S.C. Lottery, you must complete a Free Application for Federal Student Aid (FAFSA).** Visit [www.fafsa.gov](http://www.fafsa.gov) as soon as possible.

For more information on TTC Foundation scholarships, visit [www.tridenttech.edu](http://www.tridenttech.edu) and search for "scholarships." There are special transcript requirements for TTC scholarships.

The Student Employment Office has information about both on-campus and off-campus jobs.

### MILITARY AND VETERAN STUDENTS

If you or your parent, guardian or spouse are on active duty in the U.S. Armed Forces or are a veteran, there may be special services available to you. On page 3 you will be asked for information that will help us determine your eligibility for these services. This information is not used for admission purposes.

## PART 4 – STEPS TO TAKE AFTER COMPLETING APPLICATION

- Attend an **ORIENTATION** session at any of our four campuses or complete orientation online at [my.tridenttech.edu](http://my.tridenttech.edu). Call Orientation Services for more information. 843.574.6436
- Complete a FAFSA, or contact **FINANCIAL AID** to ensure that your financial aid information is complete. 843.574.6110
- Contact your **ADVISOR** to schedule an appointment. Advisors are assigned after you complete orientation.

**Complete the Transcript Request Form below to have your transcripts sent from your high school to TTC.**

**Remove it and send it to your high school before submitting your application. Additional transcript request forms are available online at [www.tridenttech.edu](http://www.tridenttech.edu) and search for "transcripts."**



#### PLEASE FORWARD A COPY OF MY TRANSCRIPT TO:

Trident Technical College  
Office of Admissions, AM-M  
P.O. Box 118067  
Charleston, SC 29423-8067

**NOTE TO SCHOOLS: Please attach this card to the transcript(s) before sending to Trident Technical College.**

#### LEGAL NAME

Last \_\_\_\_\_ First \_\_\_\_\_ M.I. \_\_\_\_\_

Prior Last Name (if different) \_\_\_\_\_

Date of Birth \_\_\_\_ / \_\_\_\_ / \_\_\_\_ SSN \_\_\_\_\_

School Attended \_\_\_\_\_

Date of Attendance \_\_\_\_\_

Signature \_\_\_\_\_

## EDUCATIONAL GOALS

## PERSONAL INFORMATION

PREFIX  Mr.  Ms.  Mrs.  Other

NAME LAST \_\_\_\_\_ FIRST \_\_\_\_\_ M.I. \_\_\_\_\_ SUFFIX \_\_\_\_\_

ADDRESS APT # \_\_\_\_\_ STREET or P.O. BOX \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_ COUNTY \_\_\_\_\_

PHONE NUMBERS Home \_\_\_\_\_ Cell \_\_\_\_\_ Work \_\_\_\_\_

SOCIAL SECURITY NUMBER \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Month / Day / Year

ETHNICITY Are you Hispanic/Latino?  Yes  No Please check any additional descriptions that characterize your race:

American Indian or Alaska Native  Asian  Black or African American  Native Hawaiian or other Pacific Islander  White

GENDER  Male  Female

MILITARY  Active-duty (branch) \_\_\_\_\_  Veteran (branch) \_\_\_\_\_  
 Dependent of an active-duty member of the U.S. Armed Forces

ANY PREVIOUS NAME(S) \_\_\_\_\_ FIRST \_\_\_\_\_ M.I. \_\_\_\_\_ LAST \_\_\_\_\_

CREDIT CARD PAYMENT INFORMATION  MasterCard  VISA  American Express  Discover

Card Number \_\_\_\_\_ Expiration Date \_\_\_\_\_

Section 6109 of the Internal Revenue Code requires you to give your correct SSN to persons who must file information returns with the IRS to report certain information. The IRS may also provide this information to the Department of Justice for civil and criminal litigation and to cities, states, and the District of Columbia to carry out their tax laws.

## START SEMESTER

Fall  Spring  Maymester  Summer Year 20\_\_\_\_\_

## STUDENT TYPE

- First-time freshman: have not attended college since leaving high school
- Transfer: attended other colleges since leaving high school
- Transient: plan to take courses at TTC to transfer back to institution you currently attend
- Nondegree: not seeking a degree, diploma or certificate

## CREDENTIAL SOUGHT

Associate Degree  Certificate  Diploma  Undecided

## ACADEMIC PROGRAM \_\_\_\_\_

Career path (if required) \_\_\_\_\_

(A full list of academic programs and career paths can be found in the On Course, Catalog or at [www.tridenttech.edu](http://www.tridenttech.edu).)

## REASONS FOR ATTENDING TTC: Check all that apply

- |  |   |  |   |   |
|--|---|--|---|---|
| <input type="checkbox"/> Transfer to a four-year college | <input type="checkbox"/> Learn skills for a new job | <input type="checkbox"/> Learn a two-year degree | <input type="checkbox"/> Learn skills to advance in job | <input type="checkbox"/> Earn a certificate/diploma |
| <input type="checkbox"/> Improve basic skills            | <input type="checkbox"/> Personal benefit           | <input type="checkbox"/> Undecided               |   |   |

Instructions: List all institutions that you have attended beginning with high school diploma or GED.

INSTITUTION ATTENDED			DATES ATTENDED		DEGREE/DIPLOMA COMPLETED
Name	City	State	Mo/Year	Mo/Year	GED, HS Diploma, AA, BS, etc.
High School:					
College:					
College:					
College:					

Have you taken the TTC Placement Test (COMPASS) in the last five years?  Yes  No

Approximate Date \_\_\_\_\_ Location \_\_\_\_\_

## EDUCATIONAL BACKGROUND

**Tuition is based on residency. TTC determines residency based on S.C. law and Commission on Higher Education Regulations.**

Documents may be required to prove residency. Go to [www.tridenttech.edu](http://www.tridenttech.edu) and search for "residency" for more information on residency.

Does someone else provide more than **50% of your financial support?**  Yes  No

Did someone else **claim you on their income taxes** the previous year?  Yes  No

Because you answered "yes" to EITHER or BOTH of the questions, your residency is based on the person providing 50% of your financial support and/or claiming you on their income taxes.

Because you answered "no" to BOTH of the questions, your residency is based on yourself.



#### COMPLETE THIS COLUMN

Name and relationship of the person providing financial support and/or claiming you as a dependent for tax purposes:

Name/Relationship \_\_\_\_\_

Is he or she:

A legal resident of South Carolina?  Yes  No

Effective Date \_\_\_\_/\_\_\_\_/\_\_\_\_

A full-time employee working in South Carolina?  Yes  No

Effective Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Active duty, stationed in South Carolina?  Yes  No

Effective Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Are you:

A legal resident of South Carolina?  Yes  No

Effective Date \_\_\_\_/\_\_\_\_/\_\_\_\_

A full-time employee working in South Carolina?  Yes  No

Effective Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Active duty, stationed in South Carolina?  Yes  No

Effective Date \_\_\_\_/\_\_\_\_/\_\_\_\_

The South Carolina Illegal Immigration Reform Act requires all public institutions of higher education to verify that all students are lawfully present in the United States. If you do not complete this section your application will not be processed until additional information is collected.

Are you a U.S. citizen?  Yes  No

If YES, you **MUST** provide a copy of your valid driver's license or state-issued ID card with this application and sign the statement below.  
If NO, answer the following questions.

What is your country of origin? \_\_\_\_\_

What is your legal presence in the United States? Indicate by choosing from the selections below:

Permanent Resident  Visa – Visa Type/Immigration Status \_\_\_\_\_  Deferred Action for Childhood Arrival (DACA)

**You must present your permanent resident, visa, passport, or other documentation to the international admissions coordinator at the Main Campus.**

The South Carolina Illegal Immigration Reform Act S. C. Code Ann. §59-101-430 (2008) prohibits those unlawfully present in the United States from attending a public institution of higher education in South Carolina and from receiving a public higher education benefit. By signing this statement, you attest that you are a US citizen, a legal permanent resident in the United States, or non-citizen lawfully present in the United States. The college may require you to submit additional documentation that supports your claim. Any student providing false information may be subject to dismissal from the college. Any student who is found to be unlawfully present in the United States will be dismissed from the college. I fully understand and agree to abide by all of the above stated information related to the SC Illegal Immigration Reform Act. Further, I hereby certify under penalty of criminal sanctions pursuant to S.C. Code Ann. Section 8-29-10 (F) (2008) that I lawfully reside in the United States of America.

Print Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Emergency Contact \_\_\_\_\_ Phone \_\_\_\_\_ Relationship \_\_\_\_\_

Have either of your parents earned a college degree?  Mother  Father  Both  Neither

Do you give permission for the college to release directory information relative to your enrollment?  Yes  No

Do you wish to release academic and personal information to anyone?\*  Yes – Identify below  No

\*You may authorize the release of your information to anyone, including parents, spouse and employers.

Name	Relationship	Date of Birth	Information released (circle)		
			Financial Aid	Academic	Enrollment
			Financial Aid	Academic	Enrollment
			Financial Aid	Academic	Enrollment

I certify that these responses are true to the best of my knowledge. I understand that any knowing falsification or failure to provide complete information hereon may result in disciplinary action including denial or dismissal after admission. I further realize that the falsification or alteration of the official school records I will provide TTC during the admission process is a violation of S.C. Code 16-13-15 and that TTC expressly reserves the right to report my violation of S.C. Law to the appropriate authorities.

Print Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Return completed application to:** Trident Technical College • Admissions Office, AM-M • P.O. Box 118067 • Charleston, SC 29423-8067

Telephone 843.574.6111, 877.349.7184 (toll free) • Fax 843.574.6483 • [www.tridenttech.edu](http://www.tridenttech.edu)

# Course Search and Online Registration: A Step-by-Step Guide

## Go to TTC Express

1. Go to [www.tridenttech.edu](http://www.tridenttech.edu).
2. Click the [my.tridenttech.edu](http://my.tridenttech.edu) portal link on the home page.
3. Type your username and password sent to you in your acknowledgement letter from the Admissions office or re-admit letter from the Registrar's office. If you do not know your username or password, click the links for assistance.

## 4. Click Submit.

*Important Note:* After successfully logging in, you will have access to links that may display confidential information about your records. To uphold the security of your personal information, do not share your password with others who are not directly associated with your academic success.

## Registration

If you are a currently enrolled student and have successfully completed three credit hours at TTC, you can register online. If you know your course and section number, you can go directly to Register for Sections then to Express Registration. If you do not know your course and section number, go to Register for Sections then to Search and Register for Sections.

## Express Registration

1. From the TTC Express menu on the portal, click Registration.
  2. Click Express Registration.
  3. Using the drop-down arrow, select your subject area (ex. ENG).
  4. Type in your course number (ex. 101)
  5. Type in your section number (ex. 001)
  6. Using the drop-down arrow, select the appropriate term (ex. 2015SF1)
  7. Repeat steps 3-6 until you have entered all of your courses.
- 8. Click Submit.**
9. TTC Express will take you to the Register and Drop Sections screen. You will make your final course selections on this screen. Review all of the courses and sections listed in the Preferred Sections.

10. In front of each course section line is a drop-down box for the action to be performed for that course section: Register, Audit or Remove from List.
  11. Select the appropriate action for each course section.
  12. **Click Submit** when you have completed all actions.
  13. TTC Express will return your registration results listing all of the courses you are registered in.
- 14. Click OK and look for your confirmation email.\***

## Search and Register for Sections

1. From the TTC Express menu in [my.tridenttech.edu](http://my.tridenttech.edu), click Register for Sections.
  2. Click Search and Register for Sections.
  3. Using the drop-down arrow, select the appropriate term.
  4. Using the drop-down arrow, select the appropriate subject.
  5. Enter additional search criteria to limit your search.
- 6. Click Submit.**
7. Select the course or courses you want by clicking in the box under Select.
  8. **Click Submit.**
  9. Complete steps 9-14 under **Express Registration**.
  10. Search for textbook costs and information by course at <http://bookstore.tridenttech.edu> > Buy.

## Drop a Course Section

During the Drop Period, you can drop sections and may receive a 100 percent tuition refund.

1. From the TTC Express menu in [my.tridenttech.edu](http://my.tridenttech.edu), click Register and Drop Sections; course sections for which you are registered are listed at the bottom of the screen in the Current Registrations section.
  2. Click the box under Drop for each course section you want to drop.
  3. **Click Submit.**
  4. TTC Express will take you to the Registration Results screen to view the course sections you dropped and the course sections for which you are still registered.
- 5. Click OK and look for your confirmation email.\***

## Withdraw from a Course Section

After the Drop period, you can withdraw from a course section and you will receive a grade of W on your transcript. Depending on the date of your withdrawal, a partial refund may or may not apply.

1. Complete steps 1-5 from **Drop a Course Section**.

*\*Warning: If you do not receive a confirmation email to your [my.tridenttech.edu](http://my.tridenttech.edu) student email account, you have not completed your registration activity.*



## Bus Passes

Discounted CARTA bus passes are available to TTC students for \$59.50. Passes are sold through the Main and Palmer campus bookstores while supplies last.

The passes are issued for January to June and July to December. Students may ride anywhere the regular buses go at any time during the semester. Students must show a validated TTC ID card when getting on a bus. Price is subject to change without notice.

# Paying Your Tuition

## Important

You will NOT receive a bill for tuition and fees via U.S. mail. Check your TTC Express account under Financial Profile, Balance Due.

### Fall Semester 2015 Tuition and Fees

- *Tri-County Area Resident*  
\$168.30 per credit hour
- *Out of Tri-County Area Resident*  
\$186.72 per credit hour
- *Out of State Resident*  
\$318.55 per credit hour

*Tuition is subject to change.*

*New applicants must pay a \$30 nonrefundable application fee.*

*Each student must pay a \$15.45 nonrefundable registration fee per semester.*

*Certain courses have an additional required fee. See [www.tridenttech.edu > Pay for College > Tuition and Payment.](#)*

### Residency

TTC determines residency at the time of admission based on S.C. law and Commission on Higher Education regulations at [www.che.sc.gov](#). Documents are required for proof of residency. To resolve your residency status, contact the Admissions office before registering. You must submit a residency appeal to the Admissions office by the last business day before your first term begins.

### Payment Procedures

**Payment must be received in the Business office and balance paid in full or you must be enrolled in a payment plan by published deadlines (see page 8). If payment is not made, or if you are not enrolled in a payment plan by the due date, your class schedule will be cancelled.** To verify your tuition balance, go to the TTC Express menu in the [my.tridenttech.edu](#) portal. Once you log into your account, click on Balance Due under Financial Profile.

**Drop/Add:** If you officially drop your course(s) during Drop/Add, you will receive a 100 percent refund within four weeks of the drop date. (The Registration fee will not be refunded.) See the Refund Schedule (page 9).

### Payment Options

**In person:** Pay in person at one of TTC's Business offices at Main, Berkeley, Palmer or Mount Pleasant campuses.

**Online/Payment Plan:** Use TTC Express in the [my.tridenttech.edu](#) portal to pay online or set up a payment plan. For more information about the payment plan, visit TTC Express or call 843.574.6124 or 6026.

**By mail:** At least five days before the fee payment deadline, mail your check to Trident Technical College, Attn: Business Office (BO-M), P.O. Box 118067, Charleston, S.C. 29423-8067. Your check must be in the Business office by the fee payment deadline.

### Payment Methods

**Credit Cards:** You can use VISA, MasterCard, Discover or American Express in the Business offices and bookstores on all four TTC campuses and with TTC Express in the [my.tridenttech.edu](#) portal. When paying by credit card in person, you must have a valid picture ID and your name must be on the credit card.

**Checks:** When paying by check, you must have a picture ID.

**Financial Aid:** You will receive an electronic award letter through your TTC student email account ([my.tridenttech.edu](#) student portal) for any financial aid you are eligible to receive. The award is based on full-time enrollment and will be adjusted if you enroll in fewer than 12 hours. Your awards may cover all or a portion of your tuition costs. You will be issued a refund for any excess amount after Drop/Add for each term, depending on your enrollment.

**If your financial aid does not cover all of your tuition, you must pay the difference by the registration payment deadline. See TTC Express, Financial Information, Student Balance Due screens.**

If you are applying for veterans benefits, you must submit an enrollment form for each semester. This may be done electronically through your [my.tridenttech.edu](#) account.

**Third-Party Sponsor:** If an employer or sponsoring agency is paying a student's tuition, you must turn in signed authorization for tuition and fees by payment due date. Written authorization must be submitted each semester.

### Refunds and Withdrawal Policies

It is your responsibility to officially drop or withdraw from courses. Failure to do so may result in a grade of F on your permanent academic record.

If you decide to withdraw from a course, you can withdraw online (see page 15) or contact the Registrar's office for the appropriate form. The refund policy is subject to change without notice.

Fees paid by VISA, MasterCard, Discover or American Express may be refunded by check or to the credit card used for payment. Financial aid refunds are made in accordance with federal Title IV regulations.

Financial aid recipients, please note that if you withdraw completely before 60 percent of the term or semester has occurred, you may owe money back to the federal government and TTC.

**Electronic direct deposit available for student refunds:** To have your refund check deposited directly into your bank account, sign up for Electronic Student Refund Checks. To register, go to the TTC Express menu in [my.tridenttech.edu](#) and click "Bank Information for Electronic Student Refund Checks." Enter your bank routing number and your personal bank account number. (Contact your financial institution to be sure you are entering the correct information.) Please allow up to two business days for your financial institution to credit your account after TTC sends out checks. Questions? Please email [refunds@tridenttech.edu](mailto:refunds@tridenttech.edu).

### Returned Check Policy

If your check to the college is returned for insufficient funds, you have 10 days to make full repayment including a service charge (in accordance with current law). You must pay by money order, cash or credit card in the Business office. You may be liable for court costs and fees, as well as the amount of the original check. Your classes may be cancelled for nonpayment.

# Services for Student Success

Trident Technical College offers a wide range of *free* services to help you achieve your goals. Whether you need help in planning your education, tutoring, study skills or auxiliary aids, you can find help at TTC. See page 2 for telephone numbers.

**Cooperative Education Center** – Helps you earn college credits toward electives in many associate degree programs as you gain valuable work experience in your career field.

**Counseling and Career Development** – Provides academic, career and personal counseling as well as skills workshops. Counselors also serve as academic advisors to undecided students.

**Educational Opportunity Center** – Provides pre-admission and career counseling for eligible adults interested in a college education.

**The Learning Center** – Provides tutoring and other resources to improve your chances of academic success.

**Services for Students with Disabilities** – Assists any student with a documented disability during the admission process and while attending classes, including assistance in obtaining reasonable accommodations for instructional activities, and academic, career and personal counseling.

**Student Employment Services** – Provides assistance in obtaining employment, from résumé writing to job opening information.

**Scholars Network** – Helps students stay in college and graduate and assists in college transfer.

**Testing Services** – Offers placement, instructional, standardized, certification, accommodations and distance learning testing.

**Veterans Upward Bound** – Provides academic refresher courses and other pre-college assistance for eligible military veterans.

## Choosing the Right Courses: Academic Advising

### Academic advising is the key to:

- Planning your course of study
- Choosing the right classes
- Reaching your educational and career goals
- Easier registration

See pages 26-29 for maps.

### To make an academic advising appointment:

- Call today to make your appointment.  
See list of academic advisors below.

**Register online or make an appointment with your academic advisor early to ensure a class schedule that best meets your needs.**

Program	First Letter of Student's Last Name	Advisor	Campus or Bldg./Room	Phone
<b>AERONAUTICAL STUDIES</b>				
Aircraft Maintenance Technology .....	(A-G) .....	Mr. Coombs .....	B/166J .....	843.899.8038
	(H-N) .....	Mr. Christenson .....	B/166G .....	843.899.8010
	(O-U) .....	Mr. Douglas .....	B/166D .....	843.899.8096
	(V-Z) .....	Mr. Burbage .....	B/166K .....	843.899.8036
Aircraft Assembly .....	(A-L) .....	Mr. Kamenicky .....	920/816D .....	843.820.5004
	(M-Z) .....	Mr. Conklin .....	920/816C .....	843.574.6862
Aircraft Avionics Technology .....	(A-M) .....	Mr. Salcedo .....	B/166H .....	843.899.8028
	(N-Z) .....	Mr. Morton .....	B/166E .....	843.899.8043
<b>ADMINISTRATIVE OFFICE TECHNOLOGY</b>				
Office Administration, Medical Office Specialist .....	(A-L) .....	Dr. Boroski .....	100/177 .....	843.574.6931
	(M-Z) .....	Ms. Yates .....	200/135 .....	843.574.6146
<b>BUSINESS TECHNOLOGY – MAIN</b>				
Accounting .....	(A-G) .....	Business Technology office .....	200/102 .....	843.574.6252
	(H-M) .....	Mr. Bartley .....	200/113 .....	843.574.6001
	(N-T) .....	Ms. Gordon .....	200/129 .....	843.574.6031
	(U-Z) .....	Ms. Middlebrook .....	200/131 .....	843.574.6080
Professional Accountancy Certificate .....		Ms. Robinson .....	200/114 .....	843.574.6724
Bookkeeping Certificate .....		Ms. Solomon .....	200/128 .....	843.574.6074
General Business .....	(A-E) .....	Ms. Middlebrook .....	200/131 .....	843.574.6080
	(F-J) .....	Mr. Dale .....	200/111 .....	843.574.6174
	(K-O) .....	Mr. Scott .....	200/116 .....	843.574.6640
	(P-T) .....	Mr. Goodman .....	200/120 .....	843.574.6648
	(U-Z) .....	Mr. Lipe .....	200/133 .....	843.574.6762
Management .....	(A-G) .....	Mr. Szymanowski .....	200/112 .....	843.574.6072
	(H-M) .....	Mr. Milligan .....	200/121 .....	843.574.6354
	(N-R) .....	Mr. Ross .....	200/117 .....	843.574.6653
	(S-Z) .....	Mr. Snyder .....	200/130 .....	843.574.6364
		Mr. Long .....	200/119 .....	843.574.6673
<b>BUSINESS TECHNOLOGY – PALMER</b>				
Business and Management .....		Dr. Button .....	P/210D .....	843.722.5570
Computer Technology .....		Ms. Joiner .....	P/249 .....	843.722.5524



Program	First Letter of Student's Last Name	Advisor	Campus or Bldg./Room	Phone
<b>ENVIRONMENTAL TECHNOLOGY</b>	(A-K) .....	Dr. Gautreaux .....	300/320 .....	843.574.6903
	(L-Z) .....	Mr. Reed .....	300/342 .....	843.574.6472
<b>FILM, MEDIA AND VISUAL ARTS</b>				
Commercial Graphics Associate Degree				
Animation Career Path.....	(A-Z).....	Mr. Sidletsky .....	950/252B .....	843.574.6406
Graphic Design Career Path.....	(A-I).....	Ms. Rosenbrook.....	200/224 .....	843.574.6675
	(J-R).....	Mr. Wallace .....	500/123 .....	843.574.6695
	(S-Z).....	Ms. Frye .....	200/223 .....	843.574.6185
Digital Media Career Path .....	(A-Z).....	Ms. Augustine .....	200/222 .....	843.574.6654
Photography Career Path .....	(A-L).....	Ms. Leighfield .....	500/125 .....	843.574.6149
	(M-Z).....	Mr. E. Sheppard .....	500/124 .....	843.574.6944
General Technology Associate Degree, .....	(A-L).....	Mr. Schaaf .....	950/255 .....	843.574.6664
Film Production Career Path .....	(M-Z).....	Ms. Pryce .....	950/252H .....	843.574.6431
Radio and Television Broadcasting Associate Degree .....	(A-I).....	Mr. Bradley .....	950/252G .....	843.574.6841
	(J-P).....	Mr. Grimes .....	950/252D .....	843.574.6739
	(Q-Z).....	Mr. Seale .....	950/252C .....	843.574.6519
Art Foundations Certificate.....		Mr. Wallace .....	500/123 .....	843.574.6695
Basic Digital Production, Online Media Production and .....		Mr. Seale .....	950/252C .....	843.574.6519
Radio Production Certificates				
Computer Animation and Advanced Computer Animation Certificates.....		Mr. Sidletsky .....	950/252B .....	843.574.6406
Computer Graphics Certificate .....		Ms. Frye .....	200/223 .....	843.574.6185
Digital Media Software Certificate .....		Ms. Augustine .....	200/222 .....	843.574.6654
Digital Photography Certificate .....		Mr. E. Sheppard .....	500/124 .....	843.574.6944
Film Production, Advanced Film Production, Filmmaking.....	(A-L).....	Mr. Schaaf .....	950/255 .....	843.574.6664
and Non-Linear Editing Certificates .....	(M-Z).....	Ms. Pryce .....	950/252H .....	843.574.6431
Illustration Certificate .....		Mr. Wallace .....	500/123 .....	843.574.6695
Multimedia Design Certificate .....		Ms. Augustine .....	200/222 .....	843.574.6654
Photography Certificate .....		Ms. Leighfield .....	500/125 .....	843.574.6149
Web Site Design Certificate .....		Ms. Augustine .....	200/222 .....	843.574.6654
<b>HEALTH SCIENCES</b> .....		Health Sciences office (Main Campus) .....	630/206 .....	843.574.6255
A.S. Health Sciences Prep .....		Ms. Stockmaster .....	630/102K .....	843.574.6040
Emergency Medical Technology .....		Mr. Lee .....	P/214A .....	843.722.5533
		Mr. Boone .....	P/214B .....	843.722.5571
Expanded-Duty Dental Assisting/Dental Hygiene.....		Ms. Jarrett .....	630/106C .....	843.574.6295
		Ms. Bodiford .....	630/102E .....	843.574.6450
		Ms. Copeland .....	630/102A .....	843.574.6218
		Dr. Jennings .....	630/102D .....	843.574.6449
		Ms. Moten .....	630/102F .....	843.574.6447
Fitness Specialist .....		Ms. Walters .....	950/177B .....	843.574.6402
Massage Therapy .....		Ms. Griffith-Sims .....	P/214D .....	843.722.5542
Medical Assisting .....		Ms. White .....	630/102C .....	843.574.6103
Medical Lab Technology .....		Ms. Donaldson .....	630/202A .....	843.574.6476
		Ms. Mantooth .....	630/202E .....	843.574.6067
Medical Record Coder and Health Information Management .....		Ms. Dantzler .....	B/146 .....	843.899.8003
Occupational Therapy Assistant .....		Ms. Crawford .....	630/232 .....	843.574.6900
Pharmacy Technician .....		Ms. Snipe .....	630/230 .....	843.574.6481
		Ms. Geddis .....	630/102B .....	843.574.6413
Physical Therapist Assistant .....		Ms. Schwarz .....	630/206B .....	843.574.6141
		Ms. Fischer .....	630/206C .....	843.574.6480
Radiologic Technology .....		Ms. Gentry .....	630/206D .....	843.574.6077
		Ms. Benton .....	630/102C .....	843.574.6191
Respiratory Care .....		Mr. McGee .....	630/202B .....	843.574.6101
		Ms. Piurkowski .....	630/206E .....	843.574.6023
Veterinary Technology .....		Dr. Kerwin .....	B/186A1 .....	843.899.8011
		Ms. Hobbs .....	B/186A2 .....	843.899.8086
All other questions for Health Sciences should be directed to Administrative Assistant .....			630/206 .....	843.574.6255
<b>HUMANITIES AND SOCIAL SCIENCES AND ASSOCIATE IN ARTS, TRANSFER</b>				
Please call your assigned Associate in Arts (A.A.) advisor. Transfer students are assigned advisors by the Orientation Center staff. (See information about new student orientation on page 14.) Transfer students are assigned advisors based on your planned major at the prospective four-year institution to which you plan to transfer. Other information about transfer programs can be found in the Humanities and Social Sciences section under Academic Programs and Sites in the my.tridenttech.edu student portal. For general questions about the Associate in Arts/Transfer programs, please also use the telephone numbers listed here.				
Main Campus .....			100/111 .....	843.574.6034
Berkeley Campus .....			B/109 .....	843.899.8077
Palmer Campus .....			P/102 .....	843.722.5532
Mount Pleasant Campus .....				843.574.6034
<b>INDUSTRIAL TECHNOLOGY – MAIN</b>				
Air Conditioning/Refrigeration Mechanics .....	(A-L).....	Mr. Baker .....	800/843 .....	843.574.6182
	(M-Z).....	Mr. Turner .....	800/827 .....	843.574.6171
Automotive Technology .....	(A-L).....	Mr. Varella .....	800/833 .....	843.574.6184
	(M-Z).....	Mr. Snider .....	800/831 .....	843.574.6725

Program	First Letter of Student's Last Name	Advisor	Campus or Bldg./Room	Phone
Horticulture Technology and Certificates .....	(A-L).....	Mr. Bertauski .....	620/108 .....	843.574.6278
	(M-Z).....	Mr. Fleming .....	620/109 .....	843.574.6446
Industrial Maintenance Mechanics .....		Mr. Elliot .....	800/835 .....	843.574.6577
Machine Tool Technology.....		Mr. Moore.....	800/839 .....	843.574.6175
Welding .....		Mr. Vann .....	400/101 .....	843.574.6139
		Mr. Stallsmith .....	400/101 .....	843.574.6530

<b>INDUSTRIAL TECHNOLOGY – BERKELEY</b> .....		Industrial Technology – Berkeley office ...	B/181A.....	843.899.8024
Cosmetology–Associate Degree, Diploma and Certificate.....(A-L).....		Ms. Cotton .....	B/186Y.....	843.899.8088
	(M-T).....	Ms. Frederick.....	B/166B.....	843.899.8051
	(U-Z).....	Ms. Ott.....	B/186W.....	843.899.8050
Cosmetology–Esthetics Associate Degree and Certificate .....		Ms. Norman.....	B/166N.....	843.899.8042
Cosmetology–Nail Associate Degree and Certificate .....		Mr. Gottemoeller .....	B/166A.....	843.899.8033

## INDUSTRIAL TECHNOLOGY – PALMER

Cosmetology–Esthetics Certificate .....		Ms. Norman.....	P/161A .....	843.722.5503
Cosmetology–Nail Certificate.....		Mr. Gottemoeller .....	P/161B .....	843.937.5356

## LAW-RELATED STUDIES

Division of Law-Related Studies office .....				843.574.6890
Criminal Justice .....	(A-G).....	Mr. Williams .....	200/216 .....	843.574.6897
	(H-M).....	Mr. Allen .....	200/210 .....	843.574.6893
	(N-S).....	Mr. Whitaker .....	200/201 .....	843.574.6835
	(T-Z).....	Ms. Childs .....	200/209 .....	843.574.6949
Homeland Security Management.....		Mr. Williams .....	200/216 .....	843.574.6897
Paralegal Associate Degree.....	(A-G).....	Ms. Utsey .....	200/212 .....	843.574.6892
	(H-M).....	Ms. Urbanic .....	200/219 .....	843.574.6896
	(N-Z).....	Mr. Bowler .....	200/204 .....	843.574.6894
Paralegal Certificate .....		Mr. Ungaro .....	200/208 .....	843.574.6891

## NETWORK SYSTEMS MANAGEMENT

Network Systems Management .....	(A-D).....	Mr. Richburg .....	920/602N .....	843.574.6608
	(G-K, T-Z) .....	Mr. Browning .....	920/602Q .....	843.574.6471
	(L-N).....	Ms. Davis .....	920/602P .....	843.574.6951
	(O-R) .....	Mr. Schupbach .....	920/602A .....	843.574.6677
	(E, F, S).....	Mr. Woodside .....	920/602M .....	843.574.6606

## NURSING

### Pre-nursing Students

You are a pre-nursing student if you have declared "Pre-Nursing" as your major at TTC and/or you are actively working to meet the requirements for admission into TTC's Nursing program. For instructions on how to register for Fall Semester course(s), please go to the nursing portal at [my.tridenttech.edu/academics/nursing/Pages/register.aspx](http://my.tridenttech.edu/academics/nursing/Pages/register.aspx). You have two options for registering for Fall Semester courses.

- Walk-in:** Beginning July 8 through Aug. 20, a nursing advisor will be available to assist you with registration. This is done on a walk-in basis Monday through Thursday from 9 a.m.- 4:30 p.m. in Bldg. 970/Suite 105. Please anticipate a wait. Students must be in line by 4:30 in order to register that day.
- Online:** Continuing and returning pre-nursing students who have completed three semester hours can register themselves for non-nursing courses. Instructions for self-registration are available at [my.tridenttech.edu/academics/nursing/Pages/register.aspx](http://my.tridenttech.edu/academics/nursing/Pages/register.aspx). Please review the PowerPoint about "Pre-Nursing Registration Procedures."

Students may use their [my.tridenttech.edu](http://my.tridenttech.edu) accounts to email [dale.barnett@tridenttech.edu](mailto:dale.barnett@tridenttech.edu) with any questions about pre-nursing courses and admission requirements for the nursing program. Include your TTC student ID number in your email.

### Current Nursing Students

You are a current nursing student if you are enrolling in NUR course(s), beyond NUR 104. Please follow the steps carefully to ensure a smoother registration process.

- Submit your Registration Checklist, available at [my.tridenttech.edu/academics/nursing/Documents/Registration%20Checklist.pdf](http://my.tridenttech.edu/academics/nursing/Documents/Registration%20Checklist.pdf).
- You **must** submit this form **along with** a copy of the front and back of your current insurance card. You also need to include copies of any items listed on the checklist that will be expiring during the term you are registering for. You can verify your records on file by going to your TTC Express account under "Academic Profile" > "Nursing Student Immunizations."
- Submit the above registration items to the mailbox labeled "Nursing Registration" outside of Rm. 303 in Bldg. 970. Be sure to include your name and student ID number on each update you submit.

Please allow five business days for your information to be entered. Once your checklist information has been updated, you will be able to self-register from July 8 through Aug. 7. Instructions for self-registration are available at [my.tridenttech.edu/academics/nursing/Pages/register.aspx](http://my.tridenttech.edu/academics/nursing/Pages/register.aspx).

**Please be aware that clinical rotations are subject to change through the dates of Drop/Add.**

Main Campus .....			970/105 .....	843.574.6138
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## SCIENCE AND MATHEMATICS AND ASSOCIATE IN SCIENCE, TRANSFER

Please call your assigned A.S. advisor. Associate in Science/Transfer students are assigned advisors by the Orientation Center staff. (See information about new student orientation on page 14.) Transfer students are assigned advisors based on the prospective four-year institution to which you plan to transfer. For general questions about the Associate in Science/Transfer programs, please use the telephone numbers listed here.

Program	First Letter of Student's Last Name	Advisor	Campus or Bldg./Room	Phone
Main Campus .....			300/303 .....	843.574.6015
Biological Sciences.....			970/326 .....	843.574.6671
Berkeley Campus .....			B/109 .....	843.899.8077
Palmer Campus .....			P/102 .....	843.722.5532
Engineering Transfer.....		See listing under Engineering Technology.		
<b>THE LEARNING CENTER</b> .....		Developmental Studies.....	Main ..... 920/211 .....	843.574.6409
			Berkeley ..... B/186D .....	843.899.8115
			Palmer ..... P/226 .....	843.722.5516
<b>UNDECIDED STUDENTS</b> .....		See page 13.		
Main Campus.....	(A-C)	Mr. Morea .....	410/210 .....	843.574.6131
	(D-G)	Ms. McNaughton .....	410/210 .....	843.574.6131
	(H-K)	Ms. McCall .....	920/211 .....	843.574.6131
	(L-O)	Mr. Orgel .....	410/210 .....	843.574.6131
	(P-R)	Ms. Smalls .....	410/210 .....	843.574.6131
	(S-U)	Ms. Rivers .....	410/210 .....	843.574.6131
	(V-Z)	Ms. Middleton .....	410/210 .....	843.574.6131
Berkeley Campus .....	(A-Z)	Ms. Bland .....	B/111 .....	843.899.8008
Palmer Campus .....	(A-M)	Ms. Edwards .....	P/226G .....	843.722.5516
	(N-Z)	Ms. Mouzon .....	P/226H .....	843.722.5516

## Open Advising/Registration Aug. 18

On **Aug. 18** staff will be in the buildings listed below to assist you in locating an academic advisor. (See pages 19-23 to determine which department a particular program falls under.) **Mount Pleasant Campus students can check in at the Reception Area for advisor locations or call 843.958.5810.**

Program	Campus or Bldg./Rm.	Phone
Accounting .....	200/102 .....	843.574.6252
Aircraft Maintenance .....	B/166K .....	843.899.8036
Aircraft Assembly .....	920/816D .....	843.820.5004
Aircraft Avionics Technology .....	B/166H .....	843.899.8028
Associate in Arts		
Main Campus .....	100/111 .....	843.574.6034
Berkeley Campus .....	B/109 .....	843.899.8077
Palmer Campus .....	P/102 .....	843.722.5535
Associate in Science		
Main Campus .....	300/303 .....	843.574.6015
Berkeley Campus .....	B/109 .....	843.899.8077
Palmer Campus .....	P/156 .....	843.722.5535
Administrative Office Technology .....	100/177 .....	843.574.6931
	200/135 .....	843.574.6146
Biological Sciences .....	970/326 .....	843.574.6771
Business and Management		
Main Campus .....	200/102 .....	843.574.6252
Palmer Campus .....	P/210D .....	843.722.5570
Community, Family and Child Studies		
Main Campus .....	200/150 .....	843.574.6529
Computer Information Systems		
Main Campus .....	200/102 .....	843.574.6252
Palmer Campus .....	P/249 .....	843.722.5524
Cosmetology .....	B/186Y .....	843.899.8088
Culinary Institute of Charleston		
Culinary Arts,		
Main Campus .....	920/120B, E, I, G, K, L .....	843.820.5090
Culinary Arts,		
Palmer Campus .....	P/183C .....	843.820.5090
Hospitality/Tourism Management,		
Main Campus .....	920/120F, H, J, N .....	843.820.5090
Hospitality/Tourism Management,		
Palmer Campus .....	P/183B .....	843.820.5090
Design and Construction .....	800/801 .....	843.574.6156
Early Care and Education .....	200/150 .....	843.574.6529
EMT-Paramedic .....	P/214A .....	843.722.5533
Engineering Technology .....	800/801 .....	843.574.6156

Program	Campus or Bldg./Rm.	Phone
Environmental Technology .....	300/320 .....	843.574.6081
Esthetics		
Berkeley Campus .....	B/166N .....	843.899.8042
Palmer Campus .....	P/161A .....	843.722.5503
Film Production .....	.950/231 .....	843.574.6852
Health Sciences .....	.630/206 .....	843.574.6255
Horticulture Technology .....	.620/108 .....	843.574.6278
Human Services .....	.200/150 .....	843.574.6529
Industrial Technology .....	.800/801 .....	843.574.6156
Law-Related Studies .....	.200/208 .....	843.574.6890
Massage Therapy .....	.P/214D .....	843.722.5542
Nail Technology		
Berkeley Campus .....	B/166A .....	843.899.8033
Palmer Campus .....	P/161B .....	843.937.5356
Network Systems Management .....	.920/602A .....	843.574.6677
	.920/602N .....	843.574.6608
Nondegree		
Orientation Centers or Registrar's offices on Main and Berkeley campuses, in the Orientation Center at Palmer Campus, and at the Reception Desk at Mount Pleasant Campus		
Nursing		
Main Campus .....	.970/105 .....	843.574.6138
Palmer Campus .....	P/106A .....	843.722.5545
Radio and Television Broadcasting .....	.950/231 .....	843.574.6852
The Learning Center (Developmental Studies courses)		
Main Campus .....	.920/211 .....	843.574.6378
Berkeley Campus .....	.B/141 .....	843.899.8087
Palmer Campus .....	P/226 .....	843.722.5516
Undecided		
Main Campus .....	.410/210 .....	843.574.6131
Berkeley Campus .....	.B/111 .....	843.899.8079
Palmer Campus .....	P/226 .....	843.722.5516
Veterinary Technology .....	.B/186A1 .....	843.899.8011
Visual Arts .....	.500/122 .....	843.574.6852
Welding .....	.400/101 .....	843.574.6139

**B = Berkeley**

**P = Palmer**

**100, 200, etc. = Main**

# Hit the Books!



Trident Technical College's Campus Bookstore has everything you need for your classes, with locations on three campuses and online ordering. Order books online with your financial aid or any major credit card and arrange for home delivery or pickup at TTC's Main Campus. Please allow an additional 48 hours for processing for textbooks that are only available at Berkeley or Palmer campuses. Visit us online at <http://bookstore.tridenttech.edu>.

Textbooks – *new and used*  
Electronics – laptops, cameras,  
tablets and accessories

Backpacks  
Office supplies  
Notebooks and binders  
Lab supplies  
Snacks  
TTC clothing and gift items

**Return Policy:** The return policy is three business days from the date of purchase or two days after the start of a class.

**Main Campus**  
Monday-Thursday • 8 a.m.-6 p.m.  
Friday • 8 a.m.-1 p.m. • 843.574.6122  
Campus Bookstore Bldg. 950

**Berkeley Campus**  
Monday-Thursday • 8 a.m.-5 p.m.  
Friday • 8 a.m.-1 p.m.  
843.899.8064 • Rm. 110

**Palmer Campus**  
Monday-Thursday • 8 a.m.-6 p.m.  
Friday • 8 a.m.-5 p.m. • 843.720.5604  
Rm. 141

**\*Mount Pleasant Campus**  
Monday-Thursday • 8 a.m.-6 p.m.  
Friday • 8 a.m.-1 p.m.  
843.574.6122  
\*Students must first order online;  
delivery will be made to  
Mount Pleasant Campus for pickup.

## Summer Friday Closings:

All offices on all campuses will close at noon on Fridays from May 8-Aug. 7.

## Get Involved!

Enrich your learning experience by participating in one of 38 TTC student organizations. These organizations offer academic, professional and community activities. Student and organization achievements are recognized annually at the Awards Day ceremony. Call the Student Activities office at 843.574.6012 for more information.

- Alpha Mu Gamma
- American Society of Civil Engineers
- Association of Information Technology Professionals
- Association of Paramedic Education and Training
- Champions for Change
- Clemente Coalition
- Criminal Justice Student Association
- Fitness Lifestyle Initiative
- Hospitality and Culinary Student Association
- International Club
- Japanese Anime Educational Club
- Lex Artis Paralegal Society
- Lowcountry Aviation Maintenance Association
- Pharmacy Technician Association
- Phi Theta Kappa Honor Society

- Physical Therapy Assistants
- Radiologic Technology Association
- Respiratory Care Association
- Roots and Shoots
- Society for Dental Assisting
- Society for Medical Assistants
- Society for Medical Laboratory Technology
- Society of Broadcasters
- South Carolina Black Student Association
- Student Accounting Association
- Student American Dental Hygienists' Association
- Student Nurses Association
- Student Occupational Therapy Assistants
- Support of Children, Youth and Families
- Terra Bella Society
- TTC Gospel Choir
- TTC Transfer Scholars
- Trident Times Student Newspaper
- Unified Club Council
- United Students Association
- Veterans Voice
- Vet Tech Club
- Video Gaming Appreciation Club



## On the Rack

TTC has bicycle racks throughout Main Campus and on Palmer Campus for the energy and fitness-conscious!

- Lock your bikes at:*
- Student Center (Bldg. 410, north side)
  - Engineering Technology Building (Bldg. 700, front)
  - Health Sciences Building (Bldg. 630, front)
  - Breezeway (between General Education and Science and Math buildings, Bldgs. 100/300)
  - General Education Building (Bldg. 100, outside Public Safety)
  - Science and Math Building (Bldg. 300, rear, near Learning Resources Center, Bldg. 510)
  - Palmer Campus (right and left of the main building)
- Please do not lock your bikes to light poles, gas valves, trees, door frames or other structures.

# College Information

## Mission Statement

### Mission

Trident Technical College serves as a catalyst for personal, community and economic development by empowering individuals through education and training.

### Vision

Trident Technical College's vision is to be the leading force for educational opportunity and economic competitiveness in the communities we serve.

### Values

- Student success
- Teaching excellence
- Individual worth
- Diversity and inclusion
- Integrity
- Safety
- Academic freedom
- Accountability
- Creativity
- Continuous improvement
- Lifelong learning

### Role and Scope

Trident Technical College is a public, two-year, multi-campus community college that provides quality education and promotes economic development in Berkeley, Charleston and Dorchester counties.

An open-door institution of higher education, the college serves approximately 16,000 traditional and nontraditional curriculum students who have a wide variety of educational goals, from personal enrichment to career development to university transfer. To help students meet their goals, TTC offers university transfer associate degrees and applied technical associate degrees, diplomas and certificates. The curriculum includes programs in arts and sciences, aeronautical studies, agriculture, business, computer technology, engineering technology, health sciences, hospitality, industrial technology, and public service. TTC students draw on knowledge from a broad range of disciplines to develop the communication and critical thinking skills that are fundamental to lifelong learning.

TTC further promotes economic development through continuing education courses; customized education and training for business, industry and government; and a variety of employment training programs.

TTC is committed to being accessible and responsive to community needs. To foster student success, TTC provides developmental education and comprehensive student services. In addition to traditional instruction, TTC's flexible course offerings and alternative delivery methods, including online instruction, enable more members of the community to pursue higher education.

Approved by TTC Area Commission May 26, 2015. Approved by the South Carolina Commission on Higher Education Jan. 13, 2012.

## Academic Dishonesty

Copying another person's work, using notes during an exam or collaborating with others on work turned in as your own is dishonest and is a violation of the Student Code. This is unacceptable behavior that the college will not tolerate. If you cheat or plagiarize, you will be subject to disciplinary action. For details, read the Student Code section of the Catalog.

## Student Rights and Responsibilities

You are encouraged to view the Catalog and to review the Student Handbook online. These publications contain valuable information including the college's Drug-Free Environment policies, Student Code and Grievance procedures, confidentiality of student records, academic dishonesty policies and other student services plus names and phone numbers of college personnel who can provide information and academic advice. The Catalog is available online at [www.tridenttech.edu](http://www.tridenttech.edu).

## Equal Opportunity Statement

TTC does not discriminate in admission or employment on the basis of race, gender, color, national or ethnic origin, age, religion, disability, marital status, veteran status, sexual orientation, gender identity or pregnancy. In compliance with Title IX of the Education Amendments of 1972, section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, TTC offers access and equal opportunity in its admission policies, academic programs and services, and employment to individuals with disabilities. No otherwise qualified person will be denied these provisions on the basis of a disability.

Specific complaints of alleged discrimination under Title IX of the

1972 Education Act, Section 504 and the Americans with Disabilities Act should be referred to the coordinator for students, Pamela Brown, Dean of Student Development, Main Campus, Student Center (Bldg. 410), Rm. 210, 843.574.6246 or the coordinator for employees, DeVetta Williams Hughes, Human Resources director, Main Campus, Bldg. 940, 843.574.6199.

## Support for Students with Disabilities

The college assists any student with a documented disability during the admission process and while attending classes, including assistance in obtaining reasonable accommodations for instructional activities, and academic, career and personal counseling. Most services are free, and confidentiality is maintained in accordance with college policy and state and federal law. For information, call 843.574.6131 or TTY (hearing impaired) 843.574.6351.

## Sexual Harassment

TTC's Sexual Harassment and Related Unprofessional Conduct policy and procedure are available in the campus libraries and in the offices of vice presidents, deans and directors. For more information, read the Catalog, Student Handbook or contact Pamela Brown, Student Center (Bldg. 410), Rm. 210, Main Campus, 843.574.6246.

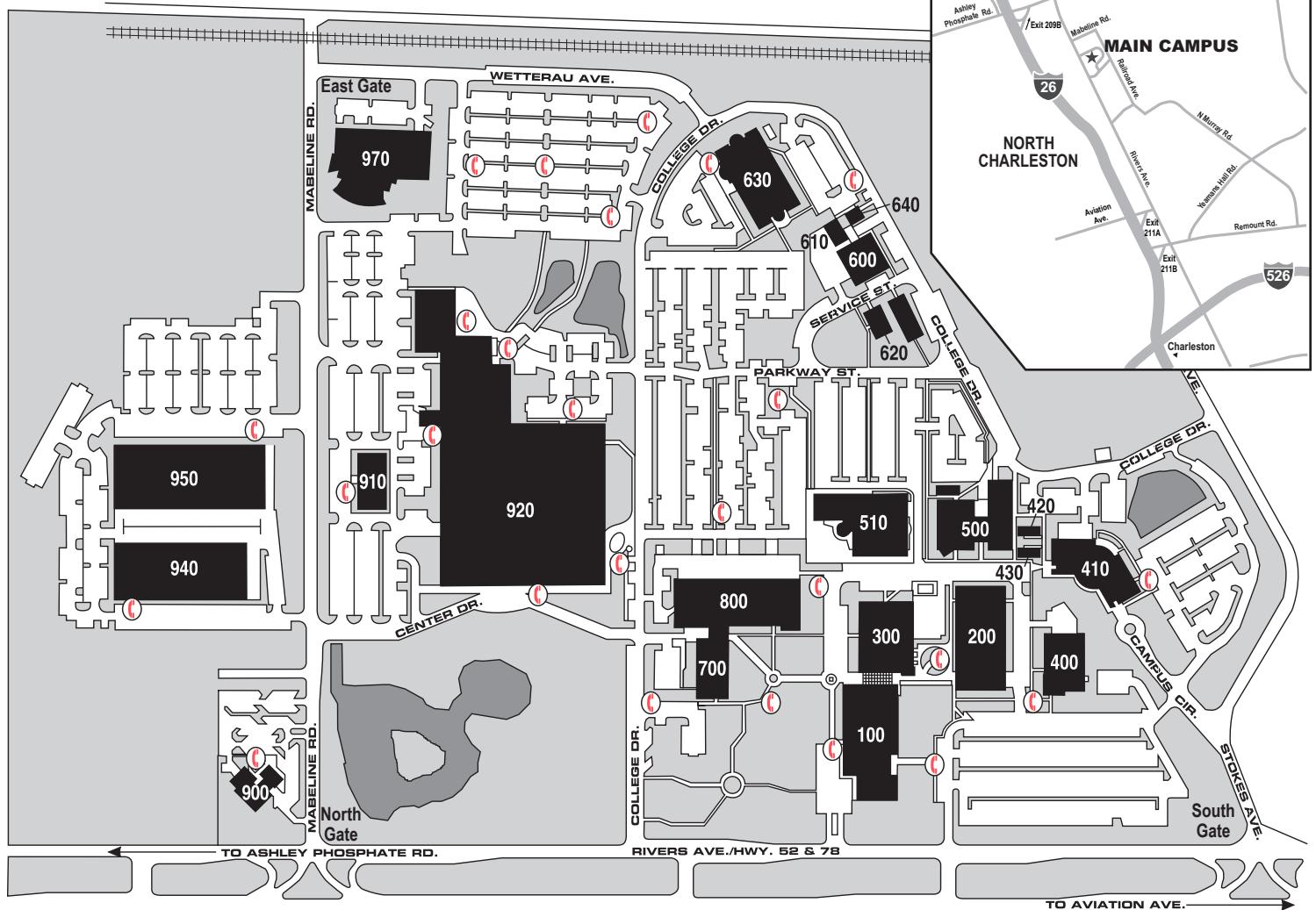
## Proof of U.S. Citizenship

The South Carolina Illegal Immigration Reform Act of 2008 (S.C. Code Ann. 59-101-430) prohibits unlawful individuals in the U.S. from receiving the benefit of public higher education and prohibits unlawful individuals from attending any public higher education institution in South Carolina. This reform act requires all public institutions of higher education in South Carolina to verify that all students are lawfully present in the U.S.

Students and applicants who are not U.S. citizens must submit appropriate documentation to TTC's Admissions office to verify authenticity through the Department of Homeland Security's Student Exchange Visitors Information System (SEVIS) or Systematic Alien Verification for Benefits (SAVE) database.

For more information, please call 843.574.6910, email [ImmigrationAct@tridenttech.edu](mailto:ImmigrationAct@tridenttech.edu) or visit [www.tridenttech.edu](http://www.tridenttech.edu) and search for "Immigration Act."

# Main Campus Map



## Main Campus

7000 Rivers Ave. • North Charleston 29406 • 843.574.6111

Students may park in any lot except those designated as faculty/staff parking. Parking is prohibited at entrances and along perimeter roads and thoroughfares.

Emergency Phone

843.574.6111

Bldg. Bldg. Area Room #  
# Name

- 100 **General Education Building** Humanities and Social Sciences Division Office 111/Public Safety 127/Student Study Lounge 175
- 200 **Business Technology Building** Business Technology Division Office 102/Community Family and Child Studies Division Office 150/Law-Related Studies Division Office 208
- 300 **Science and Math Building** Science and Mathematics Division Office 303/Math 350B
- 400 **Welding Building**
- 410 **Student Center** Admissions 110/Business Office 124/Counseling and Career Development 210/Financial Aid and Veterans Assistance 102/Registrar's Office 110/Services for Students with Disabilities 210/Spot Café and Lounge/Student Activities and Student Identification Cards 130/Testing 202/TTC Express Technical Support 126
- 420 **Student Support Building** Educational Opportunity Center
- 430 **Student Support Building** Scholars Network
- 500 **Communications Technology Building** Orientation Center 134
- 510 **Learning Resources Center** Academic Resource Center 137/Library
- 600 **Facilities Management Building**
- 620 **Horticulture Building**

630 **Health Sciences Building** Health Sciences Division Office 206/Vending and Student Lounge 115

640 **Annex Building**

700 **Engineering Technology Building** VETS Center 201/Veterans Upward Bound 127

800 **Industrial Technology Building** Industrial and Engineering Technology Division Office 801/Student Study Lounge 807/Vending and Lounge 810A

900 **Administration Building**

910 **Continuing Education Center** CE Information 142/CE Registration 102

920 **Complex for Economic Development** Aeronautical Studies Division Office 816/College Center 107/Computer Center 740/Culinary Institute of Charleston Division Office 112D/The Learning Center 211/Relish Restaurant 301/Vending and Student Lounge 307, 822

940 **North Rivers Commerce Center** Information Center 300/Recruiting and Student Employment Services 300

950 **TTC Bookstore** TTC Bookstore 104/Film, Media and Visual Arts Division Office 231/The InterTech Group Wellness Center 117/TTC Café 116 and Student Lounge 115

970 **Nursing and Science Building** Nursing Division Office 105/Vending and Student Lounge 210

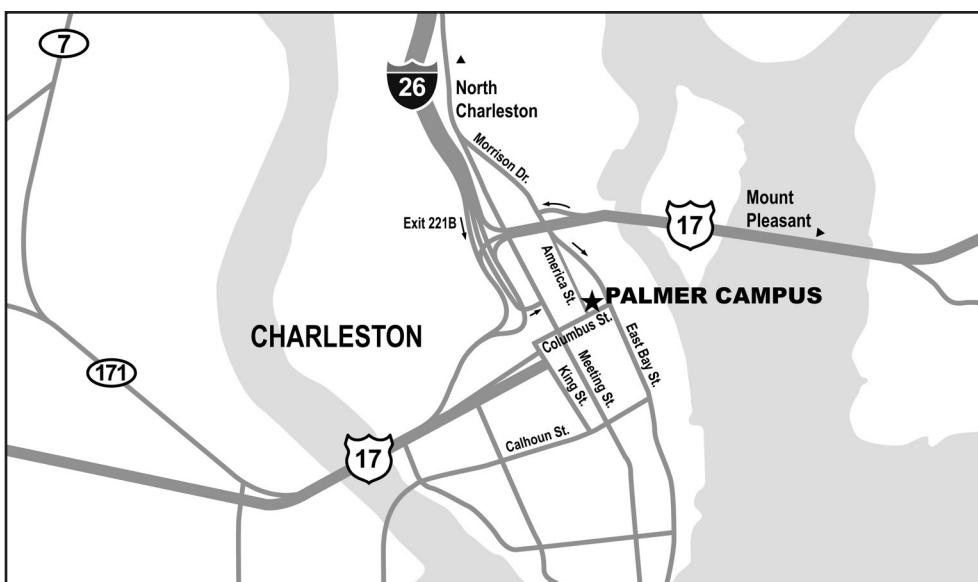
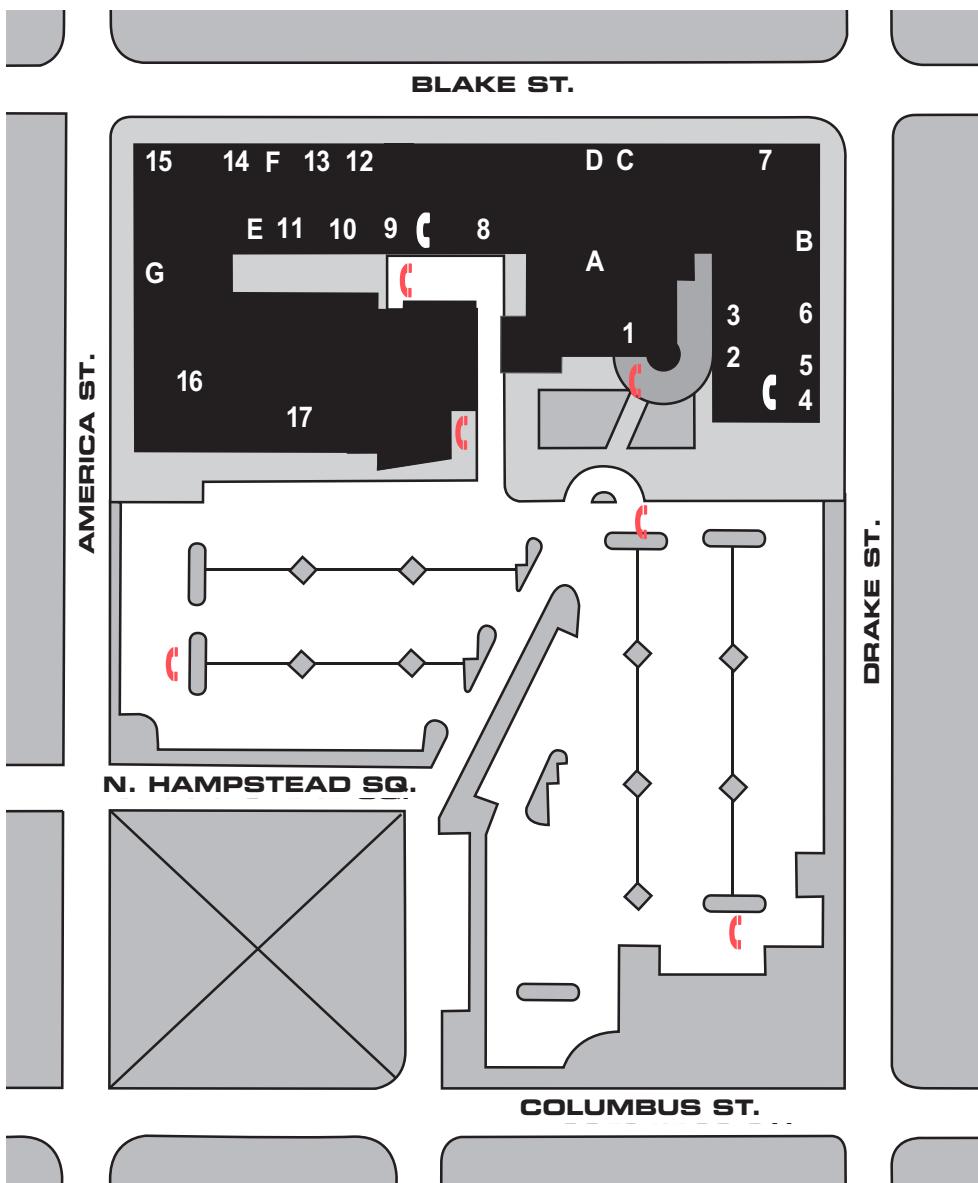
## Smoke-Free Buildings Policy

All buildings at TTC are smoke-free. Smoking is prohibited at building entrances. Designated smoking areas are provided outdoors under gazebos and where ash urns exist. Smokers must properly dispose of cigarette/cigar remains in ash urns.

## Firearms Policy

The carrying of firearms onto the premises or property owned, operated or controlled by TTC is prohibited, except as prescribed by S.C. Code of Law §16-23-420.

# Palmer Campus Map



## First Floor

1. Admissions Suite – Room 121
- Veterans Assistance – Room 122
- Financial Aid – Room 122
- Dean's Office – Room 127
2. Student Lounge – Room 105
3. VETS Center – Room 105A
4. College Transfer Information Resource Center (TIRC) – Suite 102
5. Academic Hub – Suite 102
6. Developmental Studies Faculty Offices – Suite 106
7. Educational Opportunity Center – Room 112
8. Emergency Medical Technology Lab – Room 135
9. Bookstore/Business Office – Room 141
10. Public Safety – Room 145
11. CIC Faculty/Adjunct Offices – Suite 153
12. Clemente Center – Room 146
13. Science and Math Faculty Offices/ Math<sup>3</sup> (tutoring) – Suite 156
14. Esthetics Lab – Room 158
15. Biological Sciences Lab – Room 160
16. Amphitheater – Room 182
17. Culinary Institute of Charleston (CIC)/181 Palmer Dining Room – Room 181

## Second Floor

- A. Learning Resources Center (Library) – Room 229
- B. Business Technology Faculty Offices – Suite 210A and D  
Dr. Mary Ann Kohli, Clemente Program Director – Room 210C  
Community, Family and Child Studies (CFCS) Faculty/Adjunct Office – Room 212  
Health Sciences Faculty/Adjunct Offices – Suite 214
- C. Student Success Center/Counseling/ Disability Services/Learning Assistance/Testing Services – Room 226
- D. Orientation Center – Room 226J
- E. Nail Technology Lab – Room 239
- F. Massage Therapy Lab – Room 232
- G. Computer Center – Room 252

## Palmer Campus

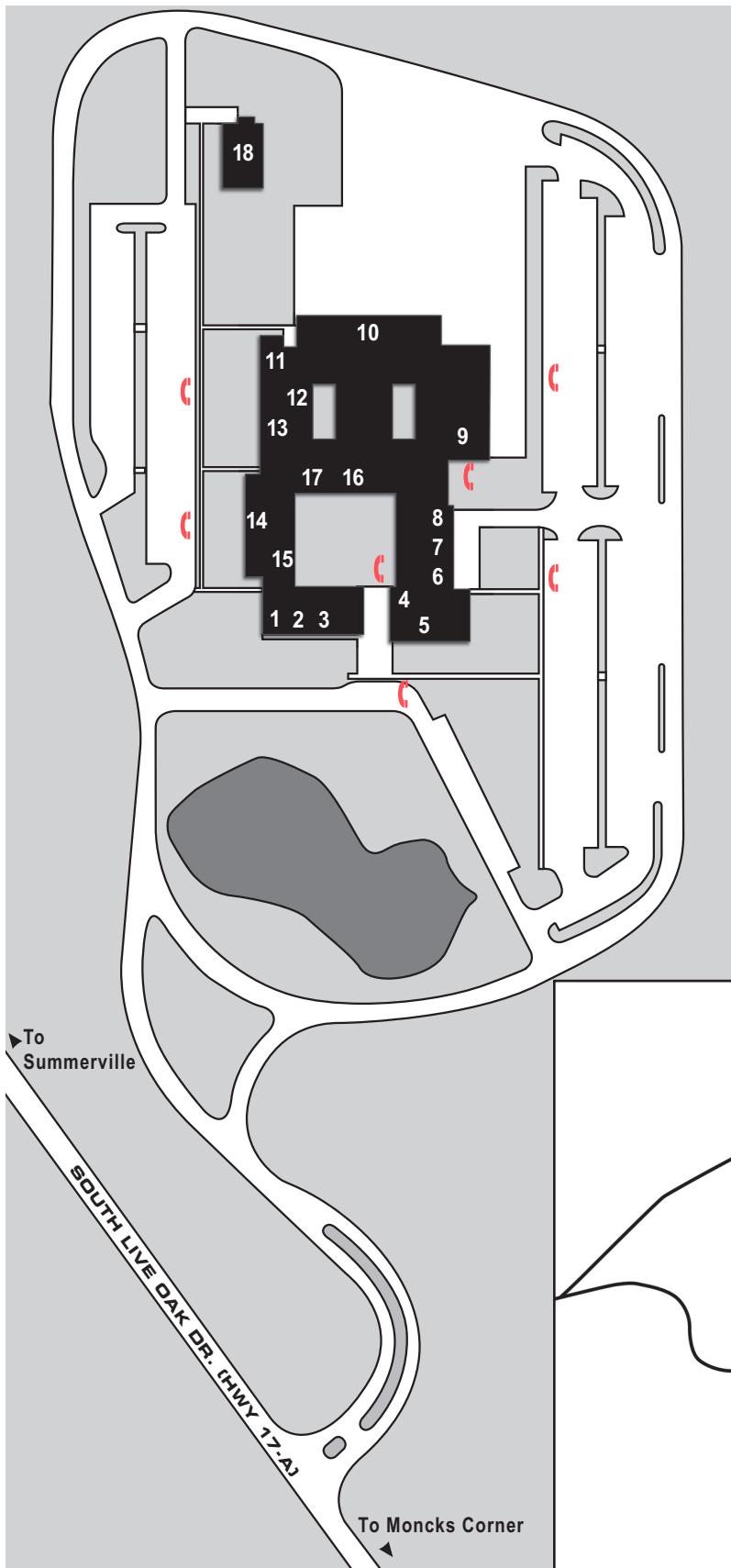
66 Columbus St., Downtown Charleston

29403

843.722.5500

Emergency Phone

# Berkeley Campus Map

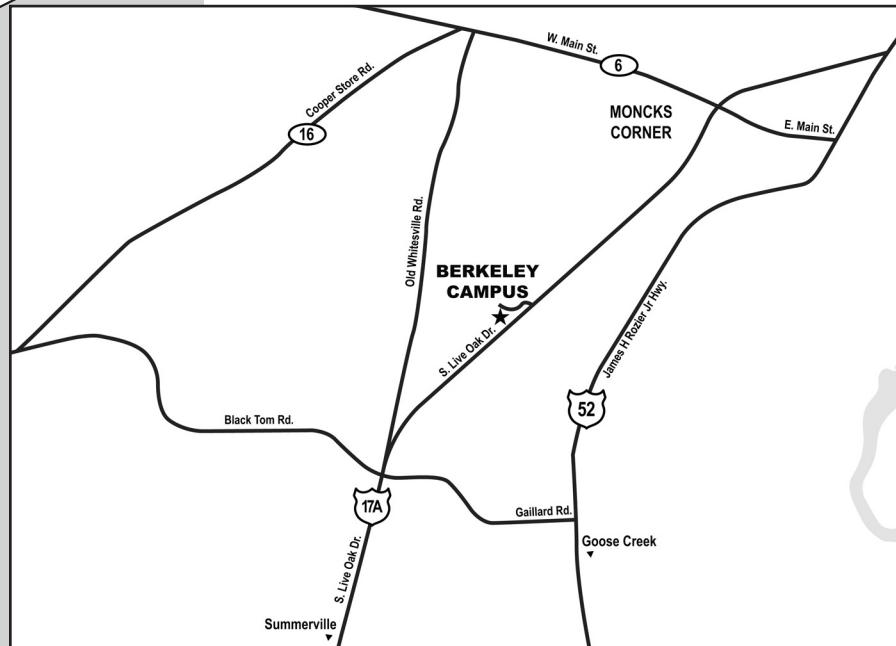


1. Student Success Center, Orientation Center, Admissions, Registrar, Financial Aid, Testing Services – Room 111
2. Bookstore – Room 110
3. Dean's Office – Room 109
4. Public Computer Center – Room 106C
5. Learning Resources Center (Library) – Room 105  
Math<sup>3</sup> (tutoring) – Room 105B
6. Courtyard Café – Room 103
7. Live Oak Conference Center – Room 101
8. Public Safety Offices – Room 181
9. Aircraft Maintenance Classroom – Rooms 175 D and E
10. Aircraft Maintenance/Avionics Lab – Rooms 163, 165 and 167
11. Cosmetology Lab – Room 159
12. Nail Technology Lab – Room 158
13. Esthetics Lab – Room 151
14. Computer Lab – Room 144
15. Developmental Studies Lab – Room 141
16. Biological Sciences – Room 185
17. CNA Lab – Room 150
18. Veterinary Technology Building

## Berkeley Campus

1001 S. Live Oak Dr. (Highway 17-A) • Moncks Corner  
29461  
843.899.8000

Emergency Phone



# Mount Pleasant Campus and TTC Site Maps

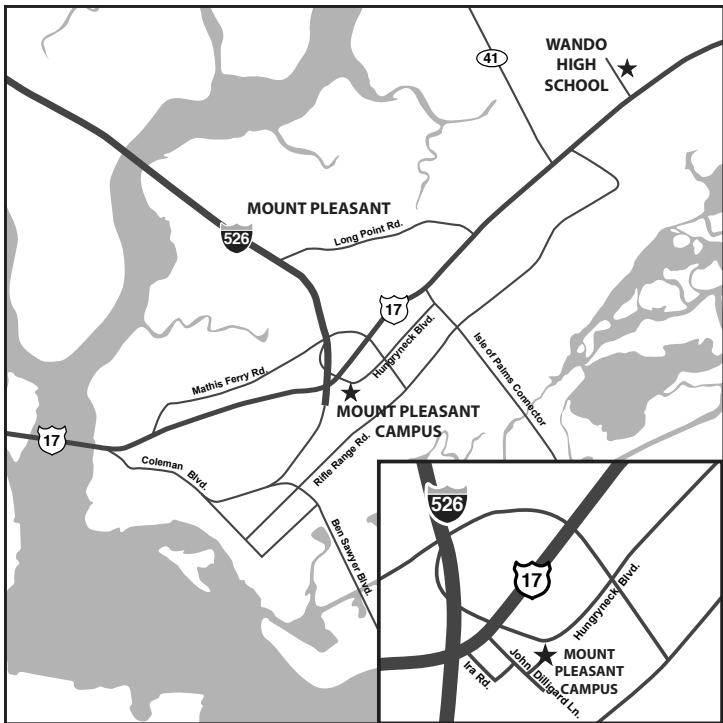
## Mount Pleasant Campus

1125 John Dilligard Lane, Mount Pleasant, SC 29464 • 843.958.5810

**Directions:** From Hwy. 17, turn onto Ira Rd. (into Wando Crossing shopping center); left at intersection; when road ends, take a right and immediate left into TTC parking lot. (*Note: There is no access from Hungryneck Blvd.*)

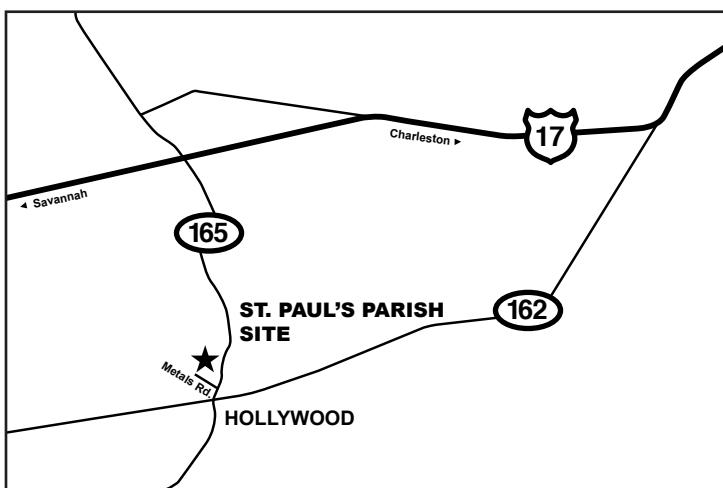
## Wando High School

1000 Warrior Way, Mount Pleasant, SC 29466 • 843.574.6533



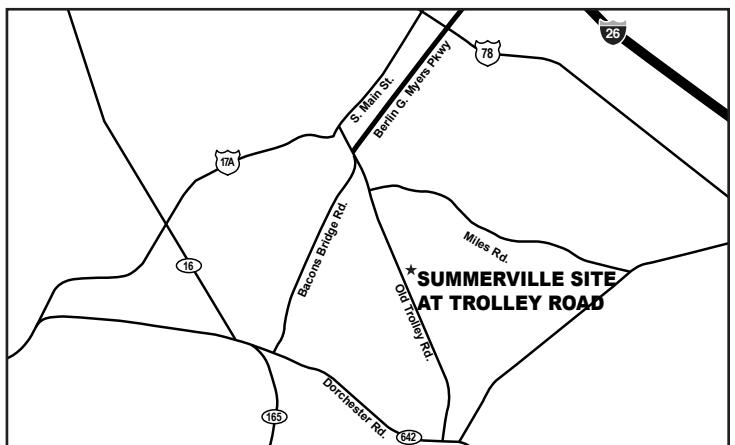
## St. Paul's Parish Site

5231 Hwy. 165, Hollywood, SC 29449 • 843.323.3800



## Summerville Site at Trolley Road

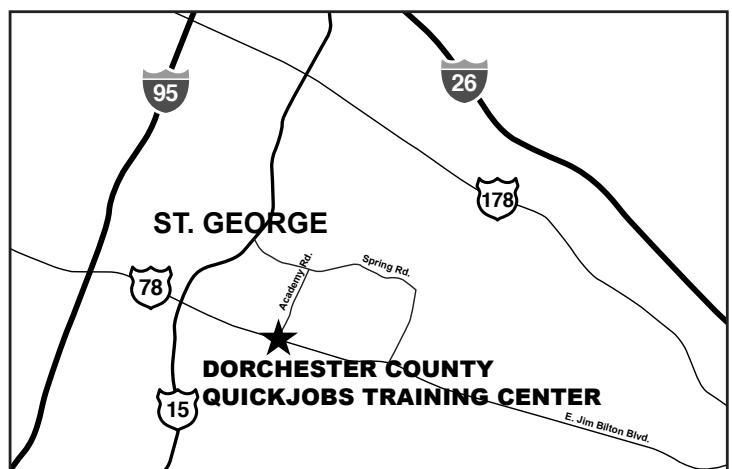
449 Old Trolley Rd., Summerville, SC 29483 • 843.574.2585



## Dorchester County

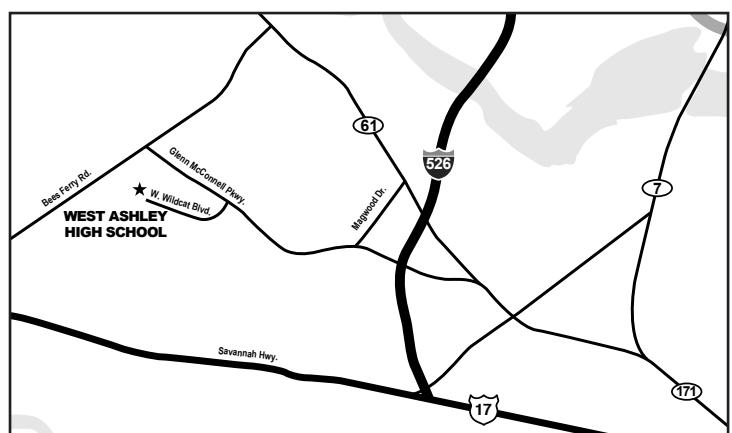
## QuickJobs Training Center

5164 E. Jim Bilton Blvd., St. George, SC 29477 • 843.563.5269



## West Ashley High School

4060 W. Wildcat Blvd., Charleston, SC 29414 • 843.574.6061



# Key to Understanding **Class Modes**

## TTC Online College

TTC offers a variety of nontraditional course delivery methods designed to make college classes available to individuals who, for a variety of reasons, may not be able to attend traditionally scheduled classes.

On the first day of the term, **go to [www.ttconlinecollege.com](http://www.ttconlinecollege.com) and select D2L Courses**. A link to login instructions will be posted there. Some courses have unique technology requirements. If you have specific course questions, email the person listed as the course contact. For technical questions, visit [www.tridenttech.edu/onlinehelp.htm](http://www.tridenttech.edu/onlinehelp.htm).

## Mixed Mode Courses

**Mixed Mode** courses combine traditional classroom learning with online instruction and/or other media. Because the classroom time is significantly less than that required in a traditional course, Mixed Mode offers a convenient alternative for some students.

The amount of material covered in a Mixed Mode course is the same as that in a traditional course. The difference is that a substantial portion of the coursework is completed outside of the classroom, using Web-based instruction or other forms of media.

You must attend scheduled class meetings. When planning your schedule, please note the course dates and times to avoid conflicts with other courses.

## Textbooks

You can purchase your textbooks in person at the TTC Bookstore or online. Visit <http://bookstore.tridenttech.edu> for more information or to order online. Please note: Financial aid is accepted at the TTC Bookstore only during the open charge period. If you are charging books against financial aid, please see those dates on p. 7 to ensure that you are purchasing your books during the open charge period.

## All Courses

If you are enrolled in a course, you can access Desire2Learn (D2L) approximately one week before the first day of class. During this week, you will need to log in to D2L through the student portal, [my.tridenttech.edu](http://my.tridenttech.edu). During this one-week period, you will have access only to 1) My Home News and 2) your D2L email. You will not have access to your courses or course content until the first day of class. Click on the envelope icon (“Email Alert”) in the top white banner to see if your instructors have sent you any emails regarding your courses. Also, please read and follow directions outlined in the “News” sections. Please review the D2L student tutorial videos to familiarize yourself with the D2L software. You can access D2L from [my.tridenttech.edu](http://my.tridenttech.edu).

## Help Desk

### For help with:

- D2L
- [my.tridenttech.edu](http://my.tridenttech.edu) portal
- [my.tridenttech.edu](http://my.tridenttech.edu) email
- TTC Express

[www.tridenttech.edu/onlinehelp.htm](http://www.tridenttech.edu/onlinehelp.htm)  
843.574.6WWW

### For help with:

- TTC Online College

[TTCOnlineCollege@tridenttech.edu](mailto:TTCOnlineCollege@tridenttech.edu)  
[www.TTCOnlineCollege.com](http://www.TTCOnlineCollege.com)  
843.574.6002



[ttconlinecollege.com](http://ttconlinecollege.com)



# Programs of Study

## Associate Degrees

Accounting  
Administrative Office Technology  
Aircraft Maintenance Technology  
Associate in Arts  
Associate in Science  
Civil Engineering Technology  
Commercial Graphics  
*Career Paths in:*  
Animation  
Digital Media  
Graphic Design  
Photography  
Computer Technology  
*Career Paths in:*  
Computer Programming  
Information Systems Specialist  
Criminal Justice  
Culinary Arts Technology  
*Career Paths in:*  
Baking and Pastry  
Sports and Health Nutrition  
Dental Hygiene  
Early Care and Education  
*Career Paths in:*  
Child Care Management  
Child Care Professional  
Infant and Toddler  
School-Age Care and Youth  
Development  
Special Education  
Electronics Engineering Technology  
Emergency Medical Technology  
Emergency Medical Technology  
(Advanced Placement Option)  
General Business  
*Career Paths in:*  
Customer Service  
International Business  
Marketing  
Small Business/Entrepreneurship  
General Technology  
*Career Paths in:*  
Air Conditioning/Refrigeration  
Mechanics  
Automotive Technology  
Avionics Maintenance Technology  
Cosmetology  
Electrical Line Worker  
Electrician: Automation and  
Industrial  
Electrician: Industrial and  
Construction  
Engineering Design Graphics  
Environmental Safety and Health  
Technology  
Environmental Technology  
Expanded Duty Dental Assisting  
Industrial Maintenance Mechanics  
Massage Therapy  
Medical Assisting Clinical  
Manager  
Machine Tool Technology  
Pharmacy Technician  
Sustainable Technology  
Welding  
Health Information Management  
Homeland Security Management

Horticulture Technology  
Hospitality and Tourism  
Management  
Human Services  
*Career Paths in:*  
Addictions/Substance Abuse  
Generalist  
Management  
*Career Paths in:*  
Business Information Systems  
Corporate Quality  
Fire Service  
Human Resources  
Leadership Development  
Supply Chain Management  
Transportation and Logistics  
Mechanical Engineering Technology  
*Career Path in:*  
Manufacturing and Assembly  
Media Arts Production  
*Career Paths in:*  
Film Production  
Post Production  
TV and Media Production  
Medical Laboratory Technology  
Nursing (ADN)  
Nursing (LPN to ADN Option)  
Nursing (Accelerated Option)  
Occupational Therapy Assistant  
Paralegal  
Physical Therapist Assistant  
Radiologic Technology  
Respiratory Care  
Network Systems Management  
Veterinary Technology

## Diplomas

Early Childhood Development  
Expanded Duty Dental Assisting  
Medical Assisting  
Pharmacy Technician  
Practical Nursing (PN)

## Certificates

A+/Network+ Technician  
Addictions/Substance Abuse  
Advanced Baking and Pastry  
Advanced Beverage Service  
Management  
Advanced Cake and Chocolate  
Advanced Computer Animation  
Advanced Emergency Medical  
Technician  
Advanced Film Production  
Air Conditioning/Refrigeration  
Mechanics  
Aircraft Assembly Technology  
Aircraft Maintenance Airframe  
Aircraft Maintenance General  
Aircraft Maintenance Powerplant  
Arboriculture Management  
Architectural Design Graphics I  
Architectural Design Graphics II  
Art Foundations  
Artisanal Foods  
Athletic Field Maintenance  
Automatic Transmission Repair  
Specialist

Automotive Brakes and Alignment  
Specialist  
Automotive Engine Performance  
Specialist  
Automotive Engine Repair Specialist  
Automotive Servicing  
Avionics Maintenance Technology  
Baking and Pastry  
Basic Digital Production  
Basic Electronic Journeyman I  
Basic Industrial Work Skills  
Basic Machining and CNC  
Fundamentals  
Bookkeeping  
Business Information Systems  
Certificates in Transfer Engineering  
Chemical Engineering Transfer –  
University of South  
Carolina  
Civil Engineering Transfer –  
The Citadel  
Civil/Mechanical Engineering  
Transfer – University of  
South Carolina  
Electrical Engineering Transfer –  
The Citadel  
Electrical Engineering Transfer –  
University of South  
Carolina  
Mechanical Engineering  
Transfer – The Citadel  
Child Care Management  
Cisco Certified Network Associate  
Computer Aided Design I  
Computer Aided Design II  
Computer Animation  
Computer Game Design  
Computer Graphics  
Computer Network Technician  
Construction Management  
Corporate Quality  
Cosmetology  
Crime Scene Investigation  
Criminal Justice: Corrections  
Criminal Justice: Law Enforcement  
Culinary Arts  
Culinary Manager  
Customer Service  
Cybersecurity  
Database  
Digital Media Software  
Digital Photography  
e-Commerce  
Early Childhood Development  
Edible Crops  
Electrical Line Worker: Advanced  
Electrical Line Worker: Third Class  
Electrician: Automated Controls  
Electrician: Construction  
Electrician: Industrial  
Emergency Management and  
Protection  
Emergency Medical Technician  
Engineering Design Graphics  
Environmental Safety and Health  
Technology  
Environmental Technology  
Esthetics

Event Management  
Film Production  
Fitness Specialist  
Food and Beverage Operations  
Golf Course Maintenance  
Horticultural Sustainability  
Hotel Operations  
Illustration  
Industrial Mechanic  
Infant and Toddler Development  
International Business  
Internet Programming  
Landscape Design  
Landscape Management  
Leadership Development  
Linux Systems Administration  
Massage Therapy  
Medical Office Specialist  
Medical Record Coder  
Microcomputer Business  
Applications  
Microcomputer Expert User  
Microcomputer Programming  
Microsoft Network Systems

Administration  
Mobile Application Programming  
Multimedia Design  
Nail Technology  
Network Security  
Online Media Production  
Paralegal  
Paramedic  
Pharmacy Technician  
Photography  
Post Production  
Pre-Nursing  
Professional Accountancy  
Professional Writing  
Radio Production  
Restaurant Cooks  
School-Age and Youth Development  
Small Business/Entrepreneurship  
Special Education  
Sports and Health Nutrition  
Surveying  
Sustainable Technology  
Transportation and Logistics  
Virtualization and Cloud Computing  
Website Design  
Welding Gas Metal Arc and Flux  
Cored Arc  
Welding Gas Metal Arc and Flux  
Cored Arc Advanced  
Welding Gas Tungsten Arc  
Welding Gas Tungsten Arc  
Advanced  
Welding Shielded Metal Arc  
Welding Shielded Metal Arc  
Advanced

*Effective January 2015, Trident  
Technical College's Nursing Division  
will no longer accept applications  
for the NA, CNA-PN and CNA-  
ADN programs. This does not affect  
students already admitted for Fall  
2015. Students are encouraged to  
apply to the PN or ADN programs.*

## Payment Plan Available

Sign up online for a payment plan and spread out your tuition payments. For more information, log in to TTC Express through the [my.tridenttech.edu](http://my.tridenttech.edu) portal.

## Be Seat-Ready on Day One!

Being seat-ready means you have completed all of these necessary steps and you can take your seat in the classroom on the first day of class, ready to focus on your studies:

1. Meeting the Green-Light date for financial aid, admissions and disability accommodations (see p. 6).
2. Attend orientation.
3. Register for courses.
4. Pay tuition.
5. Buy books
6. Attend class.

For more information, visit [www.tridenttech.edu/\\_files/pdf/Seat\\_Ready\\_Fall2015.pdf](http://www.tridenttech.edu/_files/pdf/Seat_Ready_Fall2015.pdf).

## D2L Login Help

TTC's system for online and face-to-face courses is called Desire2Learn, or D2L.

To access D2L, go to [my.tridenttech.edu](http://my.tridenttech.edu) and log in. Click on the D2L link in the portal to enter.

If you have trouble logging in after following the login instructions, email [StudentD2LHelp@tridenttech.edu](mailto:StudentD2LHelp@tridenttech.edu) for technical support.

# SUCCESS starts here

And funding your full- or part-time education starts with lottery-funded tuition assistance (LTA). In fact, S.C. LTA can reduce your TTC tuition by more than half. Unlike other forms of tuition assistance, LTA is not based on need. You just need to meet a few requirements and complete a few steps.

**Eligible full-time students can receive \$1,140\* in LTA per semester for the 2015-16 academic year.**

*To qualify you must:*

- Complete the Free Application for Federal Student Aid (FAFSA) form. Visit [www.fafsa.gov](http://www.fafsa.gov).
- Be a U.S. citizen or a permanent resident.
- Be a legal resident of South Carolina.
- Be enrolled as a degree-seeking student in at least six credit hours for the semester.
- Make satisfactory academic progress.
- Not be a recipient of the HOPE, LIFE or Palmetto Fellows scholarships.

**For more information, visit [www.tridenttech.edu](http://www.tridenttech.edu) or call 843.574.6111.**

*\*Amount as of Summer 2015. Amount subject to change.*

**Call 843.574.6000 for lottery information.**



TRIDENT TECHNICAL COLLEGE

## Search for Courses Online

To see the most current course offerings, go online and use the course search tool. Use the Course Search link at [www.tridenttech.edu](http://www.tridenttech.edu), or if you have applied to the college and have a [my.tridenttech.edu](http://my.tridenttech.edu) account, you can search for courses in TTC Express under the Registration link in the student portal. Course offerings are no longer printed in the *On Course* publication; however, this publication will continue to provide other essential information to assist with the registration process.