



ENROLLMENT *and* REGISTRATION GUIDE

*All you need
to know from
start to finish*

SUMMER 2021
FALL 2021
SPRING 2022

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

For everything registration,
visit tcl.edu/registration

Search courses at
tcl.edu/course-search



TECHNICAL COLLEGE
OF THE LOWCOUNTRY

stepUP

THE COLLEGE EDUCATION YOU NEED AT A PRICE YOU CAN AFFORD

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

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

From application to advisement, to university transfer counseling and financial aid, remember that we are here for you. TCL is your step up to the future you deserve.

USING THIS GUIDE

The Enrollment & Registration Guide walks you through each step of enrolling and registering for classes. Start with the Enrollment Checklist (on the right) to see where you are in the process and then dive into the guide for all the details.

LOOK FOR THE CHECKMARKS as they highlight actions you need to take to complete your enrollment.

In addition to highlighting the Enrollment & Registration processes, this guide provides important information about tools and resources that will assist you as a new and returning student. See pages 16 to 24 for a list of resources, communication tools, contact information and important dates and deadlines.

NEED TO SCHEDULE AN APPOINTMENT?

Use our QLess appointment scheduler to make a Zoom appointment, schedule a phone conference, or request email communication. Scan the QR code below or download the QLess app from any Android or IOS device!



Contact ADMISSIONS admissions@tcl.edu

Beaufort Mather Campus
921 Ribaut Rd.
Beaufort, SC 29902
Building 2, Room 106
M–Th 8–5:30
F 8–11:30
843.525.8207

New River Campus
100 Community College Dr.
Bluffton, SC 29909
M–Th 8–5:30
F 8–11:30
843.525.8207

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

Live chat at tcl.edu/admissions



CHECKLIST FOR NEW STUDENTS

tcl.edu/enrollment

APPLY

- Choose program of study. *See pages 4–5.*
- Submit your application. *See pages 5.*
- Set up your TCL email account. *See page 6.*
- Complete New Student Orientation. *See page 6.*
- Submit your FAFSA & follow up with Financial Aid. *See pages 7–8.*
- Submit documents and placement testing. *See pages 9–10.*

REGISTER

- Set-up Self Service Account. *See page 11.*
- Meet with your Navigator/Academic Advisor. *See page 11.*
- Register for classes. *See pages 12–13.*

PAY

- Confirm financial plans. *See page 14.*
- Pay your bill or set-up payment plan. *See page 15.*
- Purchase books and supplies. *See page 16.*

ATTEND

- Get your Student ID & Parking Permit. *See page 17.*
- Subscribe to TCL communication platforms. *See page 17.*
- Get to know Student Services. *See pages 18–19.*
- Attend Student Success Events. *See pages 19.*
- Set up Blackboard and go to class. *See pages 17.*



CHECKLIST FOR CURRENT STUDENTS

tcl.edu/enrollment

- Submit your FAFSA & follow up with Financial Aid. *See pages 7–8.*
- Meet with your Navigator/Academic Advisor. *See page 11.*
- Register for classes. *See pages 12–13.*
- Pay your bill or set-up payment plan. *See page 15.*
- Purchase books and supplies. *See page 16.*



✓ CHOOSE YOUR PROGRAM

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

ARTS

- AD** Arts, Humanities, Social Science **UT**
- AD** Associate in Arts **UT**
- AD** Early Childhood, Elementary, Special Ed **UT**
- AD** General Education & Business **UT**
- Cer** Basic Art
- Cer** General Education
- Cer** General Education: Math & English Core
- Cer** Liberal Arts Core

BUILDING & INDUSTRIAL

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

BUSINESS MANAGEMENT & ACCOUNTING

- AD** Administrative Office Technology
- AD** Business Administration
- Dip** Administrative Support
- Cer** Accounting
- Cer** Advanced Healthcare Case Management
- Cer** Entrepreneurship/Small Business
- Cer** Medical Office Assistant
- Cer** Office Apps for Business & Industry

CULINARY ARTS & HOSPITALITY

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

KEY:

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

CAREER COACH tcl.edu/coach

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

HEALTH SCIENCES

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

HUMAN SERVICES

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

LAW & CRIMINAL JUSTICE

- AD** Criminal Justice Technology
- AD** Criminal Justice Technology **UT**
- AD** Criminal Justice Technology Pre-Police Academy
- AD** Paralegal
- Cer** Advanced Pre-Police Academy
- Cer** Basic Pre-Police Academy
- Cer** Criminal Justice & Law
- Cer** Crime Scene Investigation
- Cer** Paralegal Specialist

* Contact Health Sciences for details.

STEM—SCIENCE, TECHNOLOGY, ENGINEERING, & MATHEMATICS

- AD** Associate in Science **UT**
- AD** Computer Technology
- AD** Engineering **UT**
- AD** Industrial Electronics Technology
- AD** Science & Math **UT**
- Cer** A+ Computer Servicing
- Cer** Agriscience
- Cer** Architectural Design Technician (CAD)
- Cer** Civil Design Technician
- Cer** Cybersecurity
- Cer** Engineering Surveying
- Cer** Introduction to Biotechnology
- Cer** Introduction to Engineering Design (CAD)
- Cer** Mechanical Design Technician (CAD)
- Cer** Network Administrator
- Cer** Network Engineer
- Cer** Programming
- Cer** Webmaster



APPLICATION
tcl.edu/apply

✓ SUBMIT YOUR APPLICATION

Visit tcl.edu/apply and select "Apply Now." Create an account and take a few minutes to complete all information. Someone will follow up with you soon after your submission.



STUDENT EMAIL

tcl.edu/studentemail

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

✓ SET UP TCL STUDENT EMAIL outlook.com/tcl.edu

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

Go to tcl.edu and click Student Email from the Quick Links menu.

USERNAME:
firstname.lastname@tcl.edu
(first name dot last name @tcl.edu)
(Ex. *john.smith@tcl.edu*)
all lowercase, no spaces.

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

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



CHECK YOUR TCL EMAIL OFTEN!

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



NEW STUDENT ORIENTATION

tcl.edu/orientation

The first step in the enrollment process for all new students is to complete the **NEW Online Orientation—a one stop shop for everything you need to know to successfully navigate your enrollment and registration process at TCL. You will learn about Financial Aid, Bill Pay, Important Deadlines, Campus Services, Campus Events and more!**

✓ COMPLETE NEW STUDENT ORIENTATION

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

For any questions about accessing new student orientation, contact admissions@tcl.edu.



FINANCIAL AID

tcl.edu/financialaid

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

TYPES OF FINANCIAL AID

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

S.C. LOTTERY TUITION ASSISTANCE

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

Though it can vary depending on your program, the majority of financial aid programs require students to be enrolled in and attending at least half-time (six credit hours). An exception to this can be the Pell Grant. If there is money left over after your aid is applied, it will be refunded to you.

COURSES IN YOUR PROGRAM

Financial aid will *ONLY* pay for the cost of courses within your current program of study. If a course is not listed in your program of study, you will be responsible to pay for the course out of pocket.



CHECK YOUR TCL EMAIL OFTEN!



COMPLETE THE FAFSA

- Complete the Free Application for Federal Student Aid (FAFSA) online at fafsa.ed.gov.
- Enter TCL's Federal School Code, 009910, on the FAFSA for all campuses.
- If you and/or your parent need to apply for an FSA ID, go to fsaid.ed.gov.
- Students must complete a FAFSA each academic year.
- Have all parent/student tax information, W-2s, social security numbers available.
- You may be able to import the student and/or parent tax information to your FAFSA using the IRS Data Retrieval Tool.
- Answer ALL questions truthfully and complete all requested sections.
- Sign the FAFSA using the FSA ID and click submit.
- Ensure that your FAFSA has been submitted successfully via the confirmation page.



TCL SCHOLARSHIP

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

APPLYING FOR SCHOLARSHIP AT TCL

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

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

SUBMIT YOUR FAFSA:

Deadline, May 28, 2021

Students wishing to apply for scholarship consideration are required to submit their FAFSA for the academic year by the Priority FAFSA Deadline for the fall semester.

APPLICATION PERIOD:

2021–2022 Academic Year, June 1–July 14, 2021

LOGIN:

Beginning June 1, 2021, go to tcl.edu/paying-for-tcl/scholarships for more information.

SIGN IN:

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

PRIORITY DEADLINES

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

Summer 2021

FAFSA and File Completion:

Apr. 15, 2021

Loan Requests: Apr. 15, 2021

Fall 2021

FAFSA: May 28, 2021

File Completion: Jun. 4, 2021

Loan Requests: Jun. 4, 2021

Spring 2022

FAFSA: Nov. 15, 2021

File Completion: Nov. 22, 2021

Loan Requests: Nov. 22, 2021



FINANCIAL AID

tcl.edu/financialaid

CHECK YOUR EMAIL

After you submit the FAFSA, it will take approximately 7 to 10 business days for the TCL Financial Aid Office to receive your information. **Once received, we will immediately contact you via your TCL student email account.** (See page 6 for account information and setup.) We will include your award notification (an award letter) or request additional documents. For example, we might request copies of tax return transcripts, W-2s, or a form from our office. Please check your TCL student email account often, or visit our office! We're here to help.

IF YOU ARE SELECTED FOR VERIFICATION

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

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

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

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

WHAT HAPPENS IF YOU WITHDRAW?

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

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

HAVE QUESTIONS?

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

SATISFACTORY ACADEMIC PROGRESS (SAP)

Satisfactory Academic Progress (SAP) requirements must be met to receive financial aid. SAP is calculated at the end of each semester. It is important that students receiving financial aid understand that they **must meet ALL of the below MINIMUM standards** in order to receive their financial aid. Contact the Financial Aid Office for full details.

TO MAINTAIN A GOOD SAP STANDING, STUDENTS MUST:

- Maintain a cumulative 2.0 grade point average (GPA).
- Complete 67% of your credit hours attempted.
- Complete your degree within 150% time frame (i.e. an associate degree of 60 credit hours must be completed within 90 credit hours).

Once you reach or exceed the 150%, you may no longer receive federal financial aid at TCL. This includes Pell, Loans, VA Benefits and other federal grants and Title IV funds.

Contact
FINANCIAL AID
Beaufort Mather Campus
Building 2, Suite 131
M–Th 8–5:30 | F 8–11:30
843.470.5961
financialaid@tcl.edu

MILITARY & VETERANS
See pages 20–21.



TRANSCRIPTS & DOCUMENTATION tcl.edu/documentation

SUBMIT TRANSCRIPT(S)

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

Submit transcripts by one of these three options:

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

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

Questions? Email admissions@tcl.edu.

RESIDENCY*

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

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

OTHER STUDENT TYPES

TRANSIENT STUDENT

A transient student is a student who is currently pursuing a degree at another institution and planning to enroll at TCL to take classes toward his/her degree. Students are not eligible to receive financial aid at more than one institution for any one term. Please refer to the following enrollment steps or visit tcl.edu/transient for details:

- 1) Complete the TCL application at tcl.edu/apply.
- 2) Submit residency documentation if selected for verification.
- 3) Email a transient form from your current institution to records@tcl.edu OR bring your form to any TCL enrollment services office. The form must be complete with all required signatures and include the course and section number.
- 4) Student Records will follow up with you regarding your registration.
- 5) Pay your bill. **NOTE: Not all institutions participate in Transient Consortium Agreements. Please refer to each institution's Transient Policy.**

EARLY HIGH SCHOOL GRADUATES

An Early High School Graduate is a high school senior graduating in December or January who wishes to enroll at TCL for the Spring semester. See tcl.edu/early for details. In addition to the Enrollment Checklist, Early High School Graduates must: Exceptions are also made for June graduates that wish to begin in the Summer.

- 1) Submit the Early High School Graduation Packet including:
 - a. Early Graduation Form (completed by High School)
 - b. Parental Permission Form (completed by parent if student is 17 or younger)
 - c. Submit Unofficial High School Transcripts.
- 2) Submit Official High School Transcripts prior to end of the semester.

DUAL ENROLLMENT

Qualified high school students in Beaufort, Colleton, Hampton and Jasper counties may receive college credit and high school credit for designated classes. Visit tcl.edu/dual or call 843.525.8336 for details.

INTERNATIONAL STUDENT

An international student is an individual who would like to enroll at TCL on an F-1 Visa and who is not an immigrant (permanent resident), undocumented immigrant, or refugee. Follow these steps or visit tcl.edu/international for details.

- 1) Schedule an appointment with a TCL International Student Admissions Counselor.
- 2) Complete the international student packet AND TCL online application at tcl.edu/apply.
- 3) Submit all required documents for review and issuance of I-20.
- 4) Register for classes with your international admissions counselor.

SENIOR CITIZEN

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

MILITARY & VETERANS
See pages 20–21.



PLACEMENT TESTING

tcl.edu/placement

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

✓ PLACEMENT

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

EXEMPTIONS

Student Applicants who have the following are or may possibly be exempt from Placement Exams.

HIGH SCHOOL TRANSCRIPT EVALUATION

Submission of your official high school transcript *may possibly eliminate* the need for placement testing. After your transcript has been submitted and then evaluated, please contact Admissions to determine if placement testing is still required.

ACT SCORES

(no more than 7 years prior to admission)

- English score of 18 or greater — Exempt from English Placement Exam
- Reading score of 21 or greater — Exempt from Reading Placement Exam
- Math Component score of 22 or greater — Exempt from Math Placement Exam

SAT SCORES

(no more than 7 years prior to admission)

- Writing score of 480 or greater (prior to 03/01/2016) — Exempt from English Placement Exam
- Writing & Evidence Based Reading score of 540 or greater (after 03/01/2016) — Exempt from English Placement Exam
- Reading score of 480 or greater — Exempt from Reading Placement Exam
- Math score of 440 (prior to 03/01/2016) or 480 (after 03/01/2016) or greater — Exempt from Math Placement Exam

COLLEGE LEVEL TRANSFER CREDIT

- College level transfer credit for ENG 101 from a regionally accredited institution — Exempt from English & Reading Placement Exam
- College level transfer credit for MAT 110 or MAT 120 from a regionally accredited institution — Exempt from Math Placement Exam

✓ TEST PREP

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

ABOUT THE TEST

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

WHAT ARE TEST SCORE REQUIREMENTS?

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

✓ TAKE THE TEST

All testing is by Appointment only. Remote Testing is currently available utilizing Zoom and all appointment requests should be sent to: testingcenter@tcl.edu.

- 1) Students must present an unexpired photo I.D. prior to testing.
- 2) Food and drinks are not allowed while testing.
- 3) Smart devices and calculators are not allowed. Cell phones are to be turned off prior to starting your test.
- 4) When testing remotely, please do not allow others in the room where you intend to test. Please allow for very minimal to no distractions during the test. If you are able to schedule an appointment to test at the Testing Center, please keep in mind that children are not allowed to accompany you while testing; children *must not* be left unattended in the lobby or hallway.
- 5) Please allow enough time to complete your test if testing remotely, and if on-site, before the Testing Center closes. Immediate results will be provided following the test.
- 6) If you have a documented disability and need special accommodations for placement testing, please contact the Associate Vice President of Student Affairs at 843.525.8219.

Contact TESTING

testingcenter@tcl.edu

Beaufort Mather Campus

921 Ribaut Rd., Beaufort, SC 29901, Building 2
Business Hours:
M–Th 8–5:30
Friday 8–11:30
Testing Hours: (All testing*)
M–Th 9–11:30, 1–3:30
843.470.8400

*By appointment only

New River Campus

100 Community College Dr. Bluffton, SC 29909
Business Hours:
M–Th 8–5:30
Friday 8–11:30
Testing Hours: (Accuplacer only*)
M–Th 8:30, 10:30, 2:30
843.470.6040

Hampton Campus

The Mungin Center 54 Tech Circle Varnville, SC 29944
Business Hours:
M–Th 8–5:30
Friday 8–11:30
Testing Hours: (Accuplacer only*)
M–Th: 9, 12, 3
843.943.4262



ACADEMIC ADVISING

tcl.edu/advising

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

✓ SET UP YOUR SELF-SERVICE ACCOUNT

selfservice.tcl.edu

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

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

INITIAL PASSWORD: Last 7 digits of your Social Security Number

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

NEED TO SCHEDULE AN APPOINTMENT?

Use our QLess appointment scheduler to make a Zoom appointment, schedule a phone conference, or request email communication. Scan the QR code below or download the QLess app from any Android or IOS device!



✓ MEET WITH YOUR ADVISOR

Every student is assigned an academic advisor and/or a Navigator based on the program of study you have declared. You can obtain contact information for your academic advisor or Navigator in your TCL Self Service account. Log in to TCL Self Service and select the Advising tab in the Plan and Schedule section. Contact your advisor to set up an appointment for advisement.

HOW TO PREPARE TO MEET WITH YOUR ADVISOR

- Visit tcl.edu/registration.
- Review your "My Progress" in the TCL Self Service student planner. This tool is designed to help you and your advisor create a course schedule and track your progress toward program completion. It identifies which courses you have already completed and which courses still need to be completed.
- Go to Plan & Schedule to develop your semester schedule. Review days, times and format (online, in-person or a combination of both) of courses to be offered.

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

Learn more at tcl.edu/beadvised.



THE HUB

Your one-stop resource for:

- ONBOARDING
- ORIENTATION
- CAREER EXPLORATION
- GUIDED PATHWAYS
- ADVISING
- FINANCIAL LITERACY TRAINING
- EARLY ALERT
- STUDENT SUPPORT RESOURCES

Contact THE HUB

HUB@tcl.edu

Beaufort Mather Campus

Building 2, Room 106
843.525.8207

New River

Main Office

Hampton

Front Desk



REGISTRATION

tcl.edu/registration

Registration is the process of planning and officially registering for your seat in class. It's best to meet with your academic advisor before you register. Use your TCL Self-Service account to register for classes. View the video tutorial located at tcl.edu/registration.

REGISTER FOR CLASSES

TCL Self-Service Student Planner allows students to review their progress, plan their schedule and register for classes.

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

NOTE: If you are not in the correct program of study, contact your advisor to change it prior to registering for classes.

LATE REGISTRATION/ ADD AUTHORIZATION

Instructor approval is required for late registration. Only courses with available seats are eligible for late registration. Students are required to email the instructor of a planned course to request add authorization. Once add authorization is granted, students may then register for the planned course within Self Service. A step-by-step tutorial video is available on the website at tcl.edu/registration.

WAITLISTING

The option to waitlist a full course is available for all Arts & Sciences courses. To waitlist an eligible planned course, follow steps 1–8 at right. Click the WAITLIST button in the Plan and Schedule screen.

REGISTRATION INSTRUCTIONS

- 1) Login to TCL Self-Service at tcl.edu/selfservice.
- 2) Select the Student Planning tab.
- 3) Go to My Progress to review the courses you still need to plan and register for. From My Progress, select a course to place on your plan.
- 4) Click View Available Sections. Review the sections to select the one that works best with your schedule. Click Add Section to Schedule.
- 5) Review section details and click Add Section.
- 6) Repeat steps 3 through 5 to build your schedule.
- 7) Select Plan and Schedule from the Student Planning tab at the top of the page.
- 8) Use the arrows to navigate to the term you are registering for. Select Register for each planned course in each term OR select Register Now to register for all planned courses. Be sure to review for error messages and take appropriate steps to resolve.
- 9) Check to be sure your course status moves from Planned to Registered for each desired course.

IMPORTANT REGISTRATION DATES

SUMMER 2021

	Summer I	Summer II
Registration Opens	Mar. 22	Mar. 22
Last Day to Register	May 13	Jun. 3

FALL 2021

	Fall	Fall I	Fall III	Fall II
Registration Opens	Mar. 22	Mar. 22	Mar. 22	Mar. 22
Last Day to Register	Aug. 19	Aug. 19	Sep. 17	Oct. 11

SPRING 2022

	Spring	Spring I	Spring III	Spring II
Registration Opens	Oct. 11, 2021	Oct. 11, 2021	Oct. 11, 2021	Oct. 11, 2021
Last Day to Register	Jan. 6	Jan. 6	Feb. 3	Mar. 1

Contact

THE HUB HUB@tcl.edu

Beaufort Mather Campus
Building 2, Room 106
843.525.8207

New River
Main Office

Hampton
Front Desk



REGISTRATION POLICIES

tcl.edu/studentrecords

DROPPING/ WITHDRAWING FROM A CLASS

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

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

- Login to TCL Self-Service at tcl.edu/selfservice and Select the Student Planning tab
- Go to Plan & Schedule
- Select the "Drop" button on the class you wish to drop and follow the prompts. Be sure the status on the class changes from "Registered" to "Planned."

DROPPING A CLASS AFTER THE SEMESTER STARTS:

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

WITHDRAWING FROM A CLASS:

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

NOTICE

Dropping or withdrawing from a course will affect your progress toward your educational goal. There may be financial implications for dropping or withdrawing after the start of the semester.

- Talk with your instructor about your situation.
- If you receive Financial Aid, meet with your Financial Aid Counselor to determine the impact of dropping or withdrawing to your aid.



CHECK YOUR TCL EMAIL OFTEN!



MILITARY & VETERANS

See pages 20–21.

SUMMER TUITION REFUND DEADLINES*

Term	Last Day of 100%	Last Day of 50%	0% on or after
2021SU1 (10 week)	5/21/21	6/1/21	6/2/21
2021SU2 (7 week)	6/10/21	6/18/21	6/19/21
2021SU3 (5 week)	5/19/21	5/25/21	5/26/21
2021SU4 (5 week)	6/23/21	6/29/21	6/30/21

FALL TUITION REFUND DEADLINES*

Term	Last Day of 100%	Last Day of 50%	0% on or after
2021FA Primary	8/29/21	9/12/21	9/13/21
2021FA1 (7 week)	8/26/21	9/3/21	9/4/21
2021FA2 (7 week)	10/17/21	10/25/21	10/26/21
2021FA3 (10 week)	9/26/21	10/6/21	10/7/21

SPRING TUITION REFUND DEADLINES*

Term	Last Day of 100%	Last Day of 50%	0% on or after
2022SP Primary	1/16/22	1/30/22	1/31/22
2022SP1 (7 week)	1/13/22	1/21/22	1/22/22
2022SP2 (7 week)	3/6/22	3/14/22	3/15/22
2022SP3 (10 week)	2/13/22	2/23/22	2/24/22

* Refund for terms that vary in length from the regular semester will be prorated and assessed according to the refund schedule provided in this course schedule. All dates are subject to change.



TUITION & FEES

tcl.edu/tuition-fees

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

TUITION*

SUMMER 2021
FALL 2021
SPRING 2022

In-State Service Area:**
\$200/credit hour

In-State Non-Service Area:**
\$225/credit hour

Non Resident:**
\$445/credit hour

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



MILITARY & VETERANS

See pages 20–21.

FEES

REGISTRATION FEE

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

CAPITAL FEE

A non-refundable capital fee per credit hour is charged to each student.

TECHNOLOGY FEE

A non-refundable technology fee per credit hour is charged to each student.

COURSE FEE

A course fee of \$25 to \$70 is applied to certain classes to help offset the expense of consumables, laboratory equipment, software, and additional instruction. Visit tcl.edu/coursefees to view the list.

SERVICE AREA**

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

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

NON RESIDENT: All areas outside S.C.

REFUNDS

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

REFUND PROCESSING SCHEDULE*

Summer I, Summer II: **Jun. 25, 2021**

Fall I: **Oct. 7, 2021**

Fall, Fall III: **Oct. 12, 2021**

Fall II: **Nov. 2, 2021**

Spring I: **Feb. 24, 2022**

Spring, Spring III: **Feb. 28, 2022**

Spring II: **Mar. 22, 2022**

Summer 2021, Fall 2021, Spring 2022*					
IN-STATE SERVICE AREA**					
Hours	Tuition	Reg. Fee	Cap. Fee	Tech. Fee	Total
1	\$200	\$50	\$5	\$5	\$260
2	\$400	\$50	\$10	\$10	\$470
3	\$600	\$50	\$15	\$15	\$680
4	\$800	\$50	\$20	\$20	\$890
5	\$1000	\$50	\$25	\$25	\$1100
6	\$1200	\$50	\$30	\$30	\$1310
7	\$1400	\$50	\$35	\$35	\$1520
8	\$1600	\$50	\$40	\$40	\$1730
9	\$1800	\$50	\$45	\$45	\$1940
10	\$2000	\$50	\$50	\$50	\$2150
11	\$2200	\$50	\$55	\$55	\$2360
12	\$2400	\$50	\$60	\$60	\$2570
13	\$2600	\$50	\$65	\$65	\$2780
14	\$2800	\$50	\$70	\$70	\$2990
15	\$3000	\$50	\$75	\$75	\$3200
16	\$3200	\$50	\$80	\$80	\$3410
17	\$3400	\$50	\$85	\$85	\$3620
18	\$3600	\$50	\$90	\$90	\$3830

Summer 2021, Fall 2021, Spring 2022*					
IN-STATE NON-SERVICE AREA**					
Hours	Tuition	Reg. Fee	Cap. Fee	Tech. Fee	Total
1	\$225	\$50	\$5	\$5	\$285
2	\$450	\$50	\$10	\$10	\$520
3	\$675	\$50	\$15	\$15	\$755
4	\$900	\$50	\$20	\$20	\$990
5	\$1125	\$50	\$25	\$25	\$1225
6	\$1350	\$50	\$30	\$30	\$1460
7	\$1575	\$50	\$35	\$35	\$1695
8	\$1800	\$50	\$40	\$40	\$1930
9	\$2025	\$50	\$45	\$45	\$2165
10	\$2250	\$50	\$50	\$50	\$2400
11	\$2475	\$50	\$55	\$55	\$2635
12	\$2700	\$50	\$60	\$60	\$2870
13	\$2925	\$50	\$65	\$65	\$3105
14	\$3150	\$50	\$70	\$70	\$3340
15	\$3375	\$50	\$75	\$75	\$3575
16	\$3600	\$50	\$80	\$80	\$3810
17	\$3825	\$50	\$85	\$85	\$4045
18	\$4050	\$50	\$90	\$90	\$4280

Summer 2021, Fall 2021, Spring 2022*					
NON RESIDENT**					
Hours	Tuition	Reg. Fee	Cap. Fee	Tech. Fee	Total
1	\$445	\$50	\$5	\$5	\$505
2	\$890	\$50	\$10	\$10	\$960
3	\$1335	\$50	\$15	\$15	\$1415
4	\$1780	\$50	\$20	\$20	\$1870
5	\$2225	\$50	\$25	\$25	\$2325
6	\$2670	\$50	\$30	\$30	\$2780
7	\$3115	\$50	\$35	\$35	\$3235
8	\$3560	\$50	\$40	\$40	\$3690
9	\$4005	\$50	\$45	\$45	\$4145
10	\$4450	\$50	\$50	\$50	\$4600
11	\$4895	\$50	\$55	\$55	\$5055
12	\$5340	\$50	\$60	\$60	\$5510
13	\$5785	\$50	\$65	\$65	\$5965
14	\$6230	\$50	\$70	\$70	\$6420
15	\$6675	\$50	\$75	\$75	\$6875
16	\$7120	\$50	\$80	\$80	\$7330
17	\$7565	\$50	\$85	\$85	\$7785
18	\$8010	\$50	\$90	\$90	\$8240

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



PAYMENT

tcl.edu/pay



PAY YOUR BILL OR SIGN UP FOR THE PAYMENT PLAN

Login to selfservice.tcl.edu and click on "Student Finance" to see your balance.

Payment Options:

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

AVOID THE DROP ZONE

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

AVOID LATE AND NON-PAYMENT PENALTY FEES
Late and/or non-payment penalty fees of up to \$100 each semester will be added to accounts not paid by due date.

PAY YOUR TUITION & FEES:

- 1) PAY IN FULL**
Accounts must be paid in full with cash, check, or credit card by the payment deadline.
- 2) SIGN UP FOR A PAYMENT PLAN ONLINE VIA SELF SERVICE**
A 25% down payment will be required at sign up.

NOTE: FINANCIAL AID/REMAINING BALANCE

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

Contact

BUSINESS OFFICE

Beaufort Mather Campus
Building 3, Cashier Office
843.525.8355

New River & Hampton
Front Desk

businessoffice@tcl.edu

DROP ZONE PAYMENT DEADLINES

Summer I	Summer II		
May 13, 2021	Jun. 3, 2021		
Fall	Fall I	Fall III	Fall II
Aug. 19, 2021	Aug. 19, 2021	Sep. 17, 2021	Oct. 11, 2021
Spring	Spring I	Spring III	Spring II
Jan. 6, 2022	Jan. 6, 2022	Feb. 3, 2022	Mar. 1, 2022



BOOKS & SUPPLIES

tcl.edu/collegestore

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

PURCHASE BOOKS & SUPPLIES

TO BUY TEXTBOOKS & SUPPLIES FOR SUMMER 2021:

Visit the TCL College Store on the Beaufort Mather Campus. **Bring your class schedule and Student ID.**

TO BUY TEXTBOOKS ONLINE:

Visit tcl.edu/collegestore and have your class schedule printed or in view.

- Select the "Textbooks" tab
- Select your courses from the drop-down menu
- Select the format for your materials (purchase, rental, digital, etc.)
- Continue to the checkout process and choose your delivery method.

CHECK YOUR FINANCIAL AID

If you are using financial aid to pay for your books **all Financial Aid documentation must be submitted, processed and approved prior to using the funds for College Store purchases.** To ensure funds are available, please submit all documents by the required deadline dates and visit the financial aid office in person to confirm your account is accurate. See pages 7–8 for details.

TEXTBOOK AVAILABILITY

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

Summer 2021	Mon., May 10, 2021
Fall 2021	TBD
Spring 2022	TBD

OPENING IN MAY!

INTRODUCING THE ALL-NEW TCL COLLEGE STORE

The TCL Bookstore is now the TCL College Store and will receive a fresh new look thanks to the merchandising expertise of **BARNES & NOBLE COLLEGE!**

The all-new TCL College Store will be housed in the same location in building 12 and will showcase an expanded selection of school supplies, textbooks, course materials, gifts, and newly designed TCL apparel, available for purchase in-person or online.

Plus, future plans include TCL College Store kiosks at the Bluffton New River Campus and the Culinary Institute of the South.

COMING THIS FALL

The TCL College Store will launch a new textbook program. Kicking off Fall 2021, this new program will focus on increasing access, affordability, and achievement.

Be on the lookout for more information coming soon!

VISIT THE WEBSITE

Visit tcl.edu/collegestore for

- Course Materials (price and ISBN numbers)
- Online Ordering Procedures
- Return Policy
- Book Buyback
- College Store Hours
- Merchandise and much more!

Contact TCL COLLEGE STORE

Beaufort Mather Campus
Building 12, Room 102
M–Th 8–5:30 | F 8–11:30
843.525.8303



STUDENT RESOURCES

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

OFFICIAL STUDENT ID & PERMIT

STUDENT ID

Obtain your free Student ID card. Student ID cards are frequently required to verify your identity prior to receiving services in TCL support offices (i.e. Library, College Store, Student Records, Financial Aid and the Business Office). Keep your Student ID card with you on campus.

- **Beaufort:** Student Records, Bldg. 2, Room 106
- **New River:** Enrollment Services

PARKING PERMIT

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

- **Beaufort:** Student Records, Bldg. 2, Room 106
- **New River:** Security Guard Stand
- **Hampton:** Front Desk

GET HELP

tcl.edu/help

Experience problems logging into any of your accounts?

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

Contact the Help Desk at **843.525.8344** or support@tcl.edu.

STAY CONNECTED: STUDENT COMMUNICATION

BLACKBOARD bb.tcl.edu

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

Go to tcl.edu and select Blackboard from the Quick Links menu.

Click the login button.

USERNAME: Your TCL email address
PASSWORD: Your TCL email password

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

CATALOG catalog.tcl.edu

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

TEXT ALERT tcl.regroup.com

Receive emergency notifications and event updates via text messaging!

Update/verify your contact information at tcl.regroup.com.

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

TCL WEBSITE tcl.edu

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

FOLLOW US ON SOCIAL MEDIA

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

Facebook facebook.com/goTCL

Instagram [@tclcampus](https://tclcampus)

Twitter [@T_C_L](https://tclcampus)



STUDENT RESOURCES

LIBRARY

tcl.edu/library
843.525.8304

TCL's library has the materials and support you need to be successful in your classes. In addition to offering space to study or relax between classes, the library provides access to desktop computers, laptops for checkout, printing and scanning services, research help and citation assistance, and much more. Most library resources for classes are accessible online and are mobile friendly so that you can access anytime, anywhere.

Contact LIBRARIES

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

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

Check tcl.edu/library for the most up-to-date information regarding hours and services
ask@tcl.libanswers.com

TUTORING/ACADEMIC SUPPORT

tcl.edu/tutoring
843.525.8221

TCL offers a variety of free academic support services including one-on-one tutoring in math, writing, reading, biology, computer, Spanish, and accounting, as well as sessions in Achieve3000, an online reading comprehension learning program. Visit tcl.edu/tutoring to view walk-in hours and tutors' schedules, or to make an appointment.

In addition to on-campus assistance, the Tutoring Center offers a variety of online options including the ability to meet with a TCL tutor virtually during Tutoring Center hours, the opportunity to submit papers for review online, and access to 24/7 tutoring service. Visit tcl.edu/tutoring for all the details.

Contact TUTORING

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

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

STUDENT SUPPORT SERVICES

tcl.edu/sss | 843.525.8265
Beaufort Mather Campus, Building 2,
Room 250

The Student Support Services (SSS) Office, a federally funded program, is responsible for assisting eligible students in reaching their academic and career goals at TCL. The program offers academic, educational and career services to students through tutoring, cultural and social enrichment activities, academic, personal and career counseling, transfer advising, and other services.

CAMPUS LIFE, STUDENT ACTIVITIES & ORGANIZATIONS

tcl.edu/activities | 843.525.8353

At TCL, learning happens in and out of the classroom. College is more than just the books you read and the classes you take. It's also about building social networks, honing your leadership skills and providing an enriched learning environment. There are numerous ways to get involved on campus including various student organizations such as Student Government, Phi Theta Kappa, Gospel Choir and more. Plus something fun is always going on from yoga to zumba to other FREE activities.

CAMPUS SECURITY/EMERGENCY

tcl.edu/emergency

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

In case of an emergency,

- Dial 9-1-1 (9-9-1-1 from a campus phone).
- Then alert TCL Security at:
Beaufort: 843.525.8301
New River: 843.470.6006
Hampton: 843.812.8262

PERSONAL COUNSELING

tcl.edu/counseling | 843.525.8288
Beaufort Mather Campus, Building 2,
Room 204
Email: agray@tcl.edu

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

PALMETTO BREEZE TRANSPORTATION PROGRAM

tcl.edu/breeze | 843.470.8400

For some it's the high cost of fuel; for others it's being without transportation. The Palmetto Breeze transportation program is ideal for students needing to get to and from their classes at TCL. Pell eligible students will receive a set number of tickets that will enable them to ride the Palmetto Breeze transit buses on already established routes at no cost whatsoever. Tickets are distributed on a first-come, first-serve basis.

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

INTERESTED IN A JOB OPPORTUNITY ON CAMPUS?

STUDENT AMBASSADOR PROGRAM:

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

FEDERAL WORK STUDY (FWS):

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

VETERANS WORK STUDY:

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

VOLUNTEER:

Not only is the Technical College of the Lowcountry a dynamic place to further your education, it's also a great place to volunteer. Volunteer positions are non-paid, non-benefited. See tcl.edu/hr for more information.

COMMUNITY JOB BOARD

tcl.edu/jobboard

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

DISABILITY SERVICES

tcl.edu/disability | 843.525.8219
Beaufort Mather Campus, Building 2,
Room 203

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

STUDENT SUCCESS EVENTS

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

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



ENROLLMENT STEPS

Our Veterans Resource Center is eager to help veterans as they make progress toward a new career, so feel free to contact us at any point during the application and enrollment process.

BEFORE YOU COME TO CAMPUS:

- 1) Apply to TCL: tcl.edu/apply
- 2) Submit your official high school/college transcripts. (See page 6.)
- 3) Request military transcripts: jst.doded.mil
- 4) Apply for veteran education benefits: va.gov
- 5) Apply for financial aid: fafsa.gov (See pages 7–8.)

WHEN YOU COME TO CAMPUS:

- 6) Take placement tests if needed. (See page 10.)
- 7) Visit the Military and Veterans Navigator (Bldg. 2, Rm. 132).
 - Meet with the VA advisor.
 - Log in to your TCL Email and to TCL Self Service.
 - Register for classes through TCL Self Service.
- 8) Submit a copy of your class schedule and VA Certification Form to the Certifying Official every semester.
- 9) Pay for tuition if not using the GI Bill®
- 10) Complete Orientation, obtain Student ID and Parking Permit. (See page 17.)
- 11) Purchase textbooks and supplies. (See page 16.)

MILITARY/VETERAN TUITION ASSISTANCE CHECKLIST

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

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

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

- a. Established payment deadline for a regular semester
 - b. First day of class for a mini-semester
- See page 15 for payment deadlines or visit tcl.edu/deadlines.

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

- The TCL Cashier will respond to the email address used to send the TA form(s). Please indicate your TCL email address in any email correspondence as this is the email address that will be used to communicate with you on college and course related matters.
- Please be sure to submit TA form(s) that reflect your (student) signature and that of the Base Education Office.

2) TCL CASHIER OFFICE

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

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

3) ADD/DROP

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

GI BILL® & FINANCIAL AID INFO

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

- 1) Apply for your benefits on va.gov and receive a Certificate of Eligibility in the mail. A copy of this must be submitted to the School Certifying Official.
- 2) Complete all admissions requirements and register for classes.
- 3) Once you have registered for classes, please submit your class schedule and Certification Consent Form to the School Certifying Official in person or via email at gibill@tcl.edu.
- 4) Any change in major or classes must be reported to the School Certifying Official at gibill@tcl.edu.
- 5) Complete FAFSA if interested in financial aid at fafsa.ed.gov.
- 6) Review your Financial Aid Status online via your TCL Self Service Account
- 7) Contact our Office of Financial Aid at financialaid@tcl.edu, if you any questions about your financial aid status.

DETERMINING RESIDENCY FOR THE PURPOSE OF TUITION

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

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

Once classes start, notify the VA Certifying Official at gibill@tcl.edu of any changes such as but not limited to:

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

VETERANS RESOURCE CENTER (VRC)

The Veterans Resource Center exists solely to support current and former service men and women — and their families. The Center links resident, commuter, and online military students with personalized assistance, tailored to their unique needs and provides the following services:

- Support during the admissions and enrollment process
- Education benefits counseling, including VA, FAFSA, and other educational funding options
- Assistance applying for additional scholarship and grant opportunities
- A dedicated space for study, networking and rest
- A conduit for student involvement and leadership opportunities
- Referrals and information regarding veteran activities and opportunities on and off campus
- Information regarding employment opportunities

VETERANS’ READINESS & EMPLOYMENT (VR&E):

(Formerly known as VA Voc Rehab)

- 1) Have your Case Manager submit authorization through Tungsten.
- 2) Complete all admissions requirements and register for classes.
- 3) Once you have registered for classes, please submit your class schedule and Certification Consent Form to the School Certifying Official in person or via email at gibill@tcl.edu.
- 4) Any change in major or classes must be reported to the School Certifying Official at gibill@tcl.edu.
- 5) Complete FAFSA if interested in financial aid at fafsa.ed.gov.



PURPLE HEART



Contact ON-BASE MILITARY LIAISON OFFICES

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

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

veterans@tcl.edu

Contact VETERANS RESOURCE CENTER

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

veterans@tcl.edu



TCL INFORMATION

tcl.edu

ACCREDITATION



Technical College of the Lowcountry is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award Associate Degrees, Diplomas, and Certificates.* Questions about the accreditation of Technical College of the Lowcountry may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website (www.sacscoc.org).

*See tcl.edu/accreditation for a full list of accreditations and approvals.

STATEMENT OF NONDISCRIMINATION

The Technical College of the Lowcountry is committed to a policy of equal opportunity for all qualified applicants for admissions or employment without regard to race, gender, national origin, age, religion, marital status, veteran status, disability, or political affiliation or belief.

TCL LOCATIONS

tcl.edu/locations

Beaufort Mather Campus

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

Culinary Institute of the South

Buckwalter Place | 1 Venture Drive
Bluffton, SC 29910 | tcl.edu/culinary

Hampton Campus

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

New River Campus

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

Individual department hours may vary.

IMPORTANT TCL PHONE NUMBERS	
ACADEMIC DIVISIONS	
Arts and Sciences	843.525.8281
Business/Industrial Technologies	843.525.8241
Culinary & Hospitality/Tourism	843.470.6042
Health Sciences	843.525.8267
ADDITIONAL NUMBERS	
Admissions	843.525.8207
Business Office	843.525.8355
Campus Counselor	843.525.8288
College Store	843.525.8303
Disabled Student Services	843.525.8219/8353
Dual Enrollment Coordinator	843.525.8336
Financial Aid Information	843.470.5961
TCL Help Desk	843.525.8344
The HUB	843.525.8207
Library	843.525.8304
Marketing/Public Relations	843.525.8231
Military Coordinator MCAS (T&TH)	843.228.7494
Military Coordinator MCRD (M&W)	843.228.2659
Recruitment	843.525.8207
Student Records	843.525.8272
Security (Beaufort)	843.525.8301
Security (Hampton)	843.812.8262
Security (New River)	843.470.6006
Student Support Services	843.525.8265
Testing Services	843.470.8400
TCL Foundation	843.525.8294
Transfer Services	843.525.8216
Tutoring/Academic Support	843.525.8221
Veterans Services	843.525.8264

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

2021/2022 EXAM SCHEDULES tcl.edu/exams



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TCL LOCATIONS

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BEAUFORT MATHER CAMPUS

Bldg. 1 Owen Hall

Beaufort Arts Council, Mather Museum

Bldg. 2 Coleman Hall

Admissions, Boardroom, Campus Counselor, Disability Services, Financial Aid, The HUB, Information Technology, Student Records, Student Support Services, Talent Search, Testing Center, V.P. for Academic & Student Affairs

Bldg. 3 Anderson Hall

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

Bldg. 4 — Health Sciences

Bldg. 6 — President, President's Boardroom

Bldg. 9 — Arts and Sciences, Tutoring Center

Bldg. 10 — Biology, Chemistry, Cosmetology

Bldg. 11 — Security

Bldg. 12 MacLean Hall

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

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

Bldg. 15 — HVAC

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

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

Bldg. 22 — Aviation Logistics, Continuing Education

Bldg. 23, 24 — Continuing Education and Workforce Development



IMPORTANT DATES



TECHNICAL COLLEGE
OF THE LOWCOUNTRY

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SUMMER 2021

	Summer I (10 Wk)	Summer II (8 Wk)
Registration Opens	Mar. 22	Mar. 22
Priority Financial Aid Processing Deadline for FAFSA Submission and File Completion	Apr. 15	Apr. 15
Priority Financial Aid Processing Deadline for Loan Application	Apr. 15	Apr. 15
Senior Citizen Registration	May 10–13	May 28–Jun. 3
Last Day to Register	May 13	Jun. 3
Tuition Payment Deadline	May 13	Jun. 3
Classes Begin	May 17	Jun. 7
Section Swap and Drop	May 17–19	Jun. 7–8
Memorial Day — College Closed, Mon., May 31		
Summer Graduation Application Deadline — Jul. 1		
Independence Day Holiday — College Closed, Mon., Jul. 5		
Classes End	Jul. 27	Jul. 27
Final Exams	Jul. 28–29	Jul. 28–29

FALL 2021

	Fall	Fall I (1st 7 Wk)	Fall III (10 Wk)	Fall II (2nd 7 Wk)
Registration Opens	Mar. 22	Mar. 22	Mar. 22	Mar. 22
Priority Financial Aid Processing Deadline for FAFSA Submission	May 28	May 28	May 28	May 28
Priority Financial Aid Processing Deadline for File Completion	May 28	May 28	May 28	May 28
Priority Financial Aid Processing Deadline for Loan Application	Jun. 4	Jun. 4	Jun. 4	Jun. 4
Senior Citizen Registration	Aug. 16–19	Aug. 16–19	Sep. 13–17	Oct. 5–11
Last Day to Register	Aug. 19	Aug. 19	Sep. 17	Oct. 11
Tuition Payment Deadline	Aug. 19	Aug. 19	Sep. 17	Oct. 11
Classes Begin	Aug. 23	Aug. 23	Sep. 22	Oct. 14
Section Swap and Drop	Aug. 23–27	Aug. 23–24	Sep. 22–24	Oct. 14–15
Labor Day — College Closed, Mon., Sep. 6				
Fall Graduation Application Deadline — Oct. 1				
Thanksgiving — No Classes, Wed., Nov. 24; College Closed, Thurs., Nov. 25–Fri., Nov. 26				
Classes End	Dec. 3	Oct. 8	Dec. 3	Dec. 3
Final Exams	Dec. 6–10	Oct. 11–12	Dec. 6–10	Dec. 6–10
Winter Break — College Closed, Dec. 20–31				

SPRING 2022

	Spring	Spring I (1st 7 Wk)	Spring III (10 Wk)	Spring II (2nd 7 Wk)
Registration Opens	Oct. 11, 2021	Oct. 11, 2021	Oct. 11, 2021	Oct. 11, 2021
Priority Financial Aid Processing Deadline for FAFSA Submission	Nov. 15, 2021	Nov. 15, 2021	Nov. 15, 2021	Nov. 15, 2021
Priority Financial Aid Processing Deadline for File Completion	Nov. 22, 2021	Nov. 22, 2021	Nov. 22, 2021	Nov. 22, 2021
Priority Financial Aid Processing Deadline for Loan Application	Nov. 22, 2021	Nov. 22, 2021	Nov. 22, 2021	Nov. 22, 2021
Senior Citizen Registration	Jan. 3–6	Jan. 3–6	Jan. 31–Feb. 4	Feb. 28–Mar. 3
Last Day to Register	Jan. 6	Jan. 6	Feb. 3	Mar. 1
Tuition Payment Deadline	Jan. 6	Jan. 6	Feb. 3	Mar. 1
Classes Begin	Jan. 10	Jan. 10	Feb. 8	Mar. 3
Section Swap and Drop	Jan. 10–14	Jan. 10–11	Feb. 8–10	Mar. 3–4
Martin Luther King Jr. Day — College Closed, Mon., Jan. 17				
Spring Graduation Application Deadline — Mar. 1				
Spring Break — No Classes, Mon., Mar. 14–Fri., Mar. 18				
Classes End	Apr. 25	Feb. 25	Apr. 25	Apr. 25
Final Exams	Apr. 26–May 2	Feb. 28–Mar. 1	Apr. 26–May 2	Apr. 26–May 2
Graduation — Fri., May 6				