

Emergency Information

The following information will be maintained at Public Safety to assist you during a medical emergency. This information will only be disseminated to Public Safety and emergency medical personnel responding to your aid. For your benefit, please ensure that you notify Public Safety of any changes.

Name _____
Last First Middle Initial

Address _____

Phone(s) _____

Social Security _____ Gender _____ Race _____

Date of Birth _____ Age _____ Phone _____

Name of Next of Kin _____
Last First Middle Initial

Relationship _____ Phone(s) _____

Address _____

Known Allergies _____

Current Medications _____

Preferred Hospital for Transport _____

Name of Physician _____ Phone _____

Type and date of surgeries in the last six months _____

Special Medical Information _____

Medic Alert Bracelet? _____

High School Attending _____

Address _____

Phone(s) _____

Student Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

Dual Credit Application

(Complete fully. Incomplete information will delay your application.)

Social Security number _____

Prefix: Mr. Ms.

Name _____
Last First Middle Initial Suffix

Address _____
Street or P.O. Box Apt. No. City State Zip Code County

Home phone (____) _____ Work phone (____) _____ Work ext. _____

Date of birth _____/_____/_____
Month Day Year

Personal Data (for statistical purposes only) Gender: Male Female

Race African American, non-Hispanic White, non-Hispanic Hispanic Other

Alaskan/Native American Asian

Start Semester Fall Spring Summer Year 20 _____

Residency

_____/_____
yrs. mos. **Length of time living in United States**

_____/_____
yrs. mos. **Length of time living in South Carolina**

_____/_____
yrs. mos. **Length of time living in tri-county area (Berkeley, Charleston, Dorchester counties)**
Which county? _____

Yes No Are you a dependent of a permanent, full-time employee in Berkeley, Charleston or Dorchester counties? **State his/her name and your relationship** _____

Yes No Are you a dependent of active duty military stationed in Berkeley, Charleston or Dorchester counties? **State his/her name and your relationship** _____

What is your state of legal residence? (Not your birthplace) _____

Yes No U.S. citizen? If no, country of origin _____

Yes No Immigrant with permanent residency status (If yes, submit INS card with application.)

Yes No Visa/Passport (If yes, submit with application) _____
Type Expiration Date

Tuition is based on residency. TTC determines residency based on S.C. law and Commission on Higher Education regulations. Documents may be required for proof of residency.

Emergency Contact

Name of person to contact in case of emergency _____ Phone number (____) _____

High School Information

High School _____

Governing Homeschool Association _____

High School or Governing Homeschool Association Address _____

Anticipated Date of Graduation _____

Information Release

Do you give permission for the College to release directory information relative to your enrollment (per the Family Educational Rights and Privacy Act of 1974)? Yes No

For Information Regarding the Dual Credit Application Process Contact:

Trident Technical College • High School Programs, VA-M • P.O. Box 118067 • Charleston, SC 29423-8067

Telephone 843.574.6312 or 843.574.6779

Fax 843.574.6789

www.tridenttech.edu

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.

DUAL CREDIT STUDENT RESPONSIBILITIES

The Dual Credit program at TTC allows eligible high school students to earn both high school and college credits by successfully completing college courses. In accordance with S.C. state policy, students will earn one unit toward their high school degree for each three-semester hour college course they successfully complete. If you enroll in TTC courses for dual credit, it is important for you to understand that your performance in these courses will directly affect your high school records and graduation requirements.

You are responsible for being informed of all TTC policies and procedures included in the *Catalog* and *Student Handbook*, which may be accessed at www.tridenttech.edu > Future Students > Student Resources. College regulations will not be waived because you plead ignorance of established policies and procedures. If you are unsure of any procedure, you should seek help or clarification by calling TTC's High School Programs at 843.574.6312 or 843.574.6779.

TESTING

Berkeley Campus	Room 178	843.899.8079
Main Campus	Bldg 410	843.574.6410
Palmer Campus	Room 226	843.722.5516

www.tridenttech.edu > Future Students > Testing Services

GRADING POLICIES

Students enrolled in the Dual Credit program will earn final grades at TTC and their high schools. Each institution will award final letter grades according to the applicable grading scale. TTC will report numeric grades for each course to the high school. Following are the grading scales for each institution.

TTC Grading Scale		S.C. Uniform Grading Scale	
A	91-100	A	93-100
B	81-90	B	85-92
C	71-80	C	77-84
D	65-70	D	70-76
F	Below 65	F	Below 70

Please note: Students may receive two different letter grades for the same course. For example, in accordance with the appropriate grading scales, a grade of 91 will be reflected on your TTC transcript as a 91/A but will be reflected on your high school transcript as a 91/B.

CLASS ATTENDANCE POLICY

Prompt and regular attendance is your responsibility. You are responsible for all material covered and all assignments made in class. Any time you are absent from a class, laboratory or other scheduled event, it is your responsibility to make satisfactory arrangements for any make-up work permitted by the instructor.

An absence is defined as nonattendance for any reason, including illness, emergency or official leave. If you arrive late for class, you may not be allowed into the classroom and may be considered absent for that period. If you leave before the instructor dismisses class, you also may be considered absent. All class sessions are important. Any time you miss a class, you increase your risk of making a failing grade.

If you are taking a class at the College, you will be expected to adhere to the College's calendar at www.tridenttech.edu. Holidays or breaks that may appear on your high school calendar may not coincide with the holidays and breaks at TTC. You will be expected to attend class whenever classes are in session.

If you quit attending or participating in class and do not officially withdraw by the withdrawal date published for each semester, you will receive a grade of F. Your instructor cannot assign a grade of W. **When you wish to withdraw from a course, it is your responsibility to follow the appropriate withdrawal procedure.**

COURSE WITHDRAWAL POLICY

After the Drop/Add period, you may withdraw from a course by completing a withdrawal form in one of TTC's Admissions offices. Refunds are prorated according to the TTC refund policy outlined at www.tridenttech.edu > Future Students > Business Office. The last day to withdraw from a course and receive a grade of W is published in the TTC academic calendar at www.tridenttech.edu.

It is your responsibility to initiate the proper paperwork to withdraw from class(es). Failure to do so will result in the grade of F on your permanent academic record. A decision not to attend does not constitute withdrawal from a course. If you withdraw, the grade of W will be entered on your academic record. This grade will not affect your TTC GPA.

At your high school, if you withdraw, a grade of 61 or lower will be posted on your transcript and included in your GPA/rank. A grade of 61 is the highest that can be posted. However, if you withdraw with a failing grade below 61, your posted grade may be lower. Check with your high school counselor before withdrawing to determine the impact that withdrawing from a Dual Credit class will have on your high school records and graduation requirements.

COURSE TRANSFER INFORMATION

Most general education and many applied technical or professional courses transfer to colleges and universities across the nation because TTC is a regionally accredited college. TTC maintains general transfer agreements with many South Carolina colleges and universities. The receiving four-year college determines transferability of credits. When selecting courses, students should consult four-year institutions to which they may transfer because requirements vary from college to college and from major to major.

STUDENTS WITH DISABILITIES

The provision for students with disabilities is much different at college than it is in high school. Your high school IEP or 504 Plan will not be sufficient for accommodations for TTC courses. You will be required to provide current documentation of your disability and the accommodations you request. Evaluation of your documents may take at least five working days. If you wish to determine whether you are eligible for accommodations due to a disability (either as a student or when taking a College Placement Test), you will need to contact TTC's Services for Students with Disabilities at 843.574.6131 or TTY 843.574.6351 or counseling@tridenttech.edu. For more complete information, check out the Web page for Services for Students with Disabilities: www.tridenttech.edu > Future Students > Counseling & Career Development Services > Disability Services.

TUITION AND FEES

Students taking courses for dual credit are responsible for their tuition and other college course fees.

Need-Based Scholarships

TTC will provide need-based scholarships for Dual Credit students who are eligible for free or reduced school lunch programs. Please see your guidance counselor to apply.

Lottery-Funded Tuition Assistance

Dual Credit students who are taking at least six college credit hours during a semester may reduce the amount of tuition they owe by receiving lottery-funded tuition assistance. To receive lottery-funded tuition assistance, the student must meet the following criteria:

1. Be a S.C. resident according to state law.
2. Apply and be admitted to TTC in a certificate, diploma or associate degree program (Dual Credit students taking college credit courses will automatically be enrolled in a program of study).
3. Enroll in and maintain at least six credit hours each semester.
4. Not be a recipient of a LIFE, HOPE or Palmetto Fellows scholarship. Dual Credit students may receive lottery assistance while in high school and apply for LIFE, HOPE or Palmetto Fellows scholarships when they become full-time college students. However, students may not receive lottery assistance and a LIFE scholarship at the same time.
5. Not be in default or owe a refund or repayment on any government student loan or grant program.

The amount of lottery-funded tuition assistance is set by the state prior to the beginning of each semester. **Students are responsible for paying any portion of their tuition not covered by lottery assistance or need-based scholarships.**

Students who are no longer identified as high school students by their high schools are not eligible for need-based scholarships. They are not eligible for lottery-funded tuition assistance unless they have a completed Free Application for Federal Student Aid (FAFSA) indicating TTC Federal ID#004920 on file with the Department of Education prior to the financial aid priority date published for each semester. Students who miss that date must be prepared to pay tuition and fees and be reimbursed, if eligible, once financial aid is processed.

CONFIDENTIALITY OF STUDENT RECORDS: ANNUAL NOTICE TO STUDENTS

The Family Educational Rights and Privacy Act of 1974, with which TTC complies fully, provides ways to protect the privacy of educational records, ways to establish the rights of students to inspect and review their educational records, and guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students also have the right to file complaints with the Family Educational Rights and Privacy Act office. Procedures to be used for compliance of the Act can be found in the Admissions and Registrar's offices and the Student Services office. This policy also is available in the College's *Catalog*. Questions concerning the Act may be referred to the Admissions, Registrar's or the Student Services office.

NOTICE OF NONDISCRIMINATION

Trident Technical College does not discriminate in admission or employment on the basis of race, gender, national or ethnic origin, age, religion or disability. In compliance with Title IX of the Education Amendments of 1972 and section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, Trident Technical College offers access and equal opportunity in its admission policies, academic programs and services and employment to students with disabilities in that no otherwise qualified person will be denied these provisions on the basis of a disability. The College's ADA, 504 and Title IX student coordinator is Rosetta Givens Mitchell. Please contact her for information about alternate communication methods and other services for students with disabilities. She can be reached at 843.574.6246. TTY (Hearing Impaired) call 843.574.6351.

CAMPUS SECURITY

TTC complies with the Jeanne Clery Disclosure of Campus Security Policy and Campus Statistics Act by distributing an annual report ("Be Safe") that includes the College's crime prevention policy and appropriate crime and related statistics. For more information or to receive a copy of the annual report, contact TTC's Department of Public Safety at 843.574.6052, or visit the College's Web site at www.tridenttech.edu. In accordance with the S.C. Campus Sexual Assault Information Act, a copy of TTC's sexual assault policy may be obtained from the College's office of the Vice President for Student Services (Bldg. 410, Room 220) or the Director of Human Resources (Bldg. 900, Room 111).

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