

To be completed by High School or Governing Homeschool Authority

Student must have qualifying test scores on one of the following:

ACT English \_\_\_\_\_ Math \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_ SAT Critical Reading \_\_\_\_\_ Math \_\_\_\_\_ Writing \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_  
month year month year

TTC COMPASS Which TTC campus? Main \_\_\_\_\_ Berkeley \_\_\_\_\_ Palmer \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_  
month date year  
\_\_\_\_\_ WRTG \_\_\_\_\_ READ \_\_\_\_\_ PALG \_\_\_\_\_ ALG \_\_\_\_\_ CALG \_\_\_\_\_ TR

TTC ASSET \_\_\_\_\_ WS \_\_\_\_\_ RS \_\_\_\_\_ NS \_\_\_\_\_ EA \_\_\_\_\_ IA Date \_\_\_\_/\_\_\_\_/\_\_\_\_  
month date year

Early Admit student may enroll in any TTC course for which he/she is eligible. These courses will not be counted toward high school graduation.

Principal/Guidance Counselor or Homeschool Authority (Please Print)

High School or Homeschool Accountability Group

Principal/Guidance Counselor or Homeschool Authority Signature

High School or Homeschool Accountability Group Address

To enroll in additional TTC courses while in high school, submit the Dual Credit or Early Admit Update at www.tridenttech.edu > Academic Programs > High School Programs. To enroll in additional TTC courses after high school, submit the Student Information Update at www.tridenttech.edu > Current Students > Admissions. Forms are also available in the Admissions office on all TTC campuses.

To be completed by Student

As a Trident Technical College Early Admit student, I understand and agree:

I am responsible for adhering to all TTC policies and procedures, which can be accessed at www.tridenttech.edu.

I am responsible for ensuring payment of all TTC tuition and course fees.

TTC will release my educational records regarding courses to my parent/guardian and on my written request to the high school or home school accountability group listed above.

I certify these responses are true to the best of my knowledge. I understand any intentional falsification or failure to provide complete information may result in disciplinary action including denial of admission or dismissal after admission.

Student Name (Please Print)

Social Security No.

Date

Student Signature

To be completed by Parent/Guardian

I understand Trident Technical College is an adult learning environment. Textbooks, assignments and discussions may include adult and sometimes controversial subjects. I understand and have explained to my child the potential for discussion of adult subjects.

As a parent/guardian, I certify that I have read and understand the responsibilities and financial obligations of a student enrolled in Trident Technical College's Early Admit program as outlined in the application insert.

I understand and agree with the educational placement of this student in the TTC Early Admit program.

Parent/Guardian Signature

Date



# Early Admit Application

TTC's SmartStart Early Admit program allows eligible juniors and seniors to earn college credit while still in high school. High school students taking TTC courses through the Early Admit program will receive TTC credit for the courses they successfully complete but will not receive credit toward their high school graduation.



www.tridenttech.edu

### 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 \_\_\_\_\_

### Early Admit Application (Complete fully. Incomplete information will delay your application.)

For TTC use only  
\_\_\_\_ND \_\_\_\_AA

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.

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

\_\_\_\_/\_\_\_\_ 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)  
yrs. mos. 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 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 Early Admit 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

# EARLY ADMIT STUDENT RESPONSIBILITIES

TTC's **SmartStart Early Admit** program allows eligible juniors and seniors to earn college credit while still in high school. High school students taking TTC courses through the Early Admit program will receive TTC credit for the courses they successfully complete but will not receive credit toward their high school graduation.

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](http://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](http://www.tridenttech.edu) > Future Students > Testing Services

## 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](http://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 published withdrawal date for each semester, you will receive a grade of F. Your instructor cannot assign a grade of W. **If 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](http://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](http://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.**

## 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](mailto:counseling@tridenttech.edu). For more complete information, check out the Web page for Services for Students with Disabilities: [www.tridenttech.edu](http://www.tridenttech.edu) > Future Students > Counseling & Career Development Services > Disability Services.

## TUITION AND FEES

**Students taking courses for Early Admit are responsible for their tuition and other college course fees.**

### **Need-Based Scholarships**

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

### **Lottery-Funded Tuition Assistance**

Early Admit 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 (Early Admit 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. Early Admit 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, sexual orientation 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](http://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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