GET A SMART START

ON YOUR COLLEGE CAREER

DUAL CREDIT HANDBOOK

WWW.TRIDENTTECH.EDU
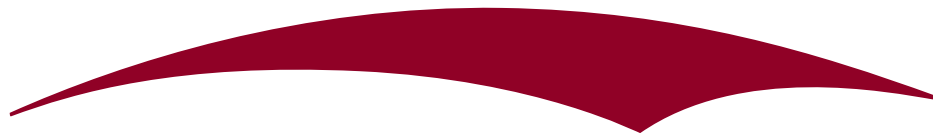
TRIDENT TECHNICAL COLLEGE

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WELCOME!

Welcome to Trident Technical College! We are delighted that you have chosen to begin your college education by participating in our Dual Credit program.

Whether you are planning to complete a TTC program of study or earn college credits that will transfer to a four-year college or university, quality education at TTC offers unlimited possibilities for success and a bright future. TTC is committed to helping you succeed as you begin your academic and professional journey.

TTC MISSION STATEMENT

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

Vision: Educate the individual. Accelerate the economy. Inspire the future.

DUAL CREDIT PROGRAM OVERVIEW

The Dual Credit Program at TTC allows high school students the opportunity to make substantial progress toward their college education before finishing high school by enrolling in college courses for which the student can simultaneously earn both college and high school credit.

Students admitted to the Dual Credit program are responsible for complying with all TTC policies and procedures included in the *Catalog* and *Student Handbook*, which may be accessed at www.tridenttech.edu.

CONFIDENTIALITY OF STUDENT RECORDS

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

*Please note: Because Dual Credit students are completing courses that will affect their high school transcripts, parents, high school guidance counselors and administrators have the right to information regarding the students' course work and attendance. **Requests for information regarding a student's academic success or records must be made in writing to the instructor or to the Division of School and Community Initiatives.***

LEARNING ENVIRONMENT

The subject matter in college courses offered for dual credit is aimed at adult subjects and adult understanding. Students will read, view, discuss, and write about material and topics that are controversial or contain adult subject matter, including works related to warfare, atrocities, sexuality, cultural practices that some may find disturbing, and/or belief systems different from students' own. Students are expected to explore the material and engage in appropriate dialogue with seriousness. Trident Technical College is not expressing an endorsement of any views when exploring this subject matter.

COURSE POLICIES

All instructors will provide students access to departmental and class syllabi and policies regarding course work, lateness, absences, late work, missed work, and grading. The instructor, his or her department head and dean, and the college will enforce the policies stipulated in these documents. It is each student's responsibility to read, ask for timely clarification of, and abide by the stated policies for each class.

CLASSROOM CIVILITY

Trident Technical College enforces a policy of **Classroom Civility** in all classes, both in the classroom and online. The college includes a description of this policy in all departmental syllabi that reads as follows:

> *Student learning is a top priority. Students are expected to come to class prepared and attentive. To ensure a productive learning environment, students must show courtesy and respect to their instructors and fellow students. Instructors will not tolerate uncivil or disruptive behavior. The instructor may dismiss a disruptive student from the class for the remainder of the class period. If inappropriate behavior persists, the instructor may refer the student to the Vice President for Student Services for disciplinary evaluation.*

CLASSROOM BEHAVIOR

TTC's published "Student Code" (at http://www.tridenttech.edu/student/life/index.htm) within the TTC Student Handbook contains the following regulations, among others, regarding classroom behavior:

> *Discussion and expression of all views relevant to the subject matter are recognized as necessary to the educational process, but students have no right to interfere with the freedom of instructors to teach or the rights of other students to learn. Students are expected to comply with all course requirements as specified by instructors in course syllabi to meet the standards of acceptable classroom behavior set by instructors. Instructors will announce these standards during the first week of classes. If a student's behavior disrupts class or jeopardizes the health, safety, or well-being of the student or others, the instructor will speak with the student regarding the disruption. If the unacceptable conduct or disruption continues, the instructor may dismiss the student for the remainder of the class period. Further disruption(s) by the student may result in a second dismissal and a written referral to the Vice President for Student Services. This written referral may result in the initiation of disciplinary action against the student.*

In all verbal and written communications between students, instructors, and/or college personnel, all parties are expected to maintain a tone of civility and due respect. These expectations apply to email communication and any communication through Desire2Learn (D2L), the college's Learning Management System.

ACADEMIC HONESTY AND ACADEMIC MISCONDUCT

Trident Technical College includes the following two descriptions of Academic Honesty and Misconduct polices in all departmental course syllabi:

Academic Dishonesty:

All forms of academic dishonesty, including but not limited to cheating on tests, plagiarism, collusion, and falsification of information, will call for discipline. It is the student's responsibility to understand what constitutes dishonesty and the College's disciplinary policy toward academic dishonesty.

Academic Misconduct:

Academic Misconduct is not tolerated at TTC. Academic Misconduct includes, but is not limited to, inappropriate use of a college computer, cheating, plagiarism and/or collusion, and falsification of information. Students are responsible for adhering to all policies and procedures in the TTC Student Handbook.

- **Cheating** is defined to include the following:
  - Copying from another student's work.
  - Using unauthorized material during a test.
  - Substituting material written ahead of time for material required to be produced during a testing situation.
  - Soliciting, obtaining, using, buying, selling, or transporting unauthorized tests or information about tests or other course projects.
  - Substituting another student or permitting another person to substitute oneself during a testing situation.

- **Plagiarism** is defined as the appropriation of any other person's work and the unacknowledged incorporation of that work in one's own work offered for credit. In most cases, plagiarism consists of submitting written or electronic work as your own that was copied from another source and not cited. *Plagiarism is **not** limited to words*. In fact, any time you use someone else's ideas, images or words and fail to cite your source, you have committed plagiarism!

- **Collusion** is defined as the unauthorized collaboration with any other person in preparing work offered for credit.

In addition to these statements, TTC's "Student Code" clearly defines Academic Misconduct violations, the penalties for such misconduct, and student grievance procedures when students are penalized for academic misconduct. The "Student Code" reads, in part:

Procedure for Disciplinary Action for Academic Misconduct

A. *First Offense*
1. When a faculty member has reliable evidence of academic misconduct, the faculty member will review the facts and the proposed penalty with the appropriate department head.
2. With the approval of the department head, the faculty member may choose one of the four levels of action:
   Level 1: Give no credit for the work in question and require the work to be done again for credit.
   Level 2: Give a zero for the work in question and not allow the work to be redone for credit.
   Level 3: Assign a grade of F for the course.
   Level 4: Assign a grade of F for the course and request in writing to the dean that the Assistant Vice President for Instruction place the student on disciplinary probation.
   Note: In cases of computer violations of the honor code, sanctions also may include denial of computer access upon the recommendation of the instructor and approval by the department head, dean and Assistant Vice President for Instruction.

3. If the dean approves of the disciplinary probation request, it will be forwarded to the Assistant Vice President for Instruction. After receiving the request and documentation and discussing the charge of academic misconduct with the student, the Assistant Vice President for Instruction may:
   a. Uphold the decision to assign a grade of F for the course and place the student on disciplinary probation.
   b. Direct the faculty member to take another level of action or no action.

B. *Second Offense*
If the Assistant Vice President for Instruction determines that a student has been involved in a second incident of academic misconduct, the student will be subject to suspension or expulsion from the College.

C. *Grievance Process*
1. A student placed on suspension or expulsion for academic misconduct may grieve the decision of the Assistant Vice President for Instruction by requesting a hearing before the Vice President for Academic Affairs. This request must be submitted to the Vice President for Academic Affairs within two working days after the student receives the assistant vice president's decision.
2. If a student wishes to grieve the decision of the Vice President for Academic Affairs, the student may request a hearing before the Student Grievance Committee. This request must be submitted to the Vice President for Academic Affairs within two days after the student receives the decision. At the hearing, the vice president shall report the nature of the alleged misconduct, the name of the student against whom the charge has been filed, results of the investigation, and the decision of the vice president.

In cases of academic misconduct, the Vice President for Academic Affairs will be responsible for the procedural duties of the vice president as outlined in "Procedures for Hearing Before the Student Grievance Committee."

ACADEMIC COMPLAINTS
Students who have a complaint about a course or instructor should first discuss their concerns directly with the instructor. If the student and instructor are unable to resolve the issue, the student should contact the TTC department head for the course and/or the Dean of School and Community Initiatives.

STUDENT INFORMATION

COURSE AVAILABILITY
Most college courses are available to dual credit students. However, the high school or homeschool association must approve enrollment into these courses. Qualified students may enroll in courses that are offered on any of the TTC campuses and site locations, at the participating high school, or through TTC's Distance Learning Program. With the permission of the high school or governing home school association, these courses may be taken before, during, or after school, or during the summer semester.

TESTING
Students wishing to take courses in the Dual Credit program must have qualifying SAT, ACT or TTC placement test scores. ACCUPLACER placement testing is available free of charge to students at various TTC locations. The Testing Centers test by appointment only. The hours of operation for the Testing Centers vary throughout the semester. Students may make an appointment to take the ACCUPLACER placement test by calling:

Campus	Location	Phone
Main	Bldg. 410, Room 202	843-574-6410
Palmer	Room 226	843-722-5516
Berkeley	Room 111	843-899-8079
Mt. Pleasant	Room 143 B	843-958-5810
Dorchester	Room 113	843-574-6544
Dorchester Quick Jobs	Room 102	843-574-2591

Please note: *High School students are permitted to test three times within a 12-month period. Students who do not achieve qualifying test scores by the third attempt must wait 12 months from the date of their first attempt before testing again. For sample ACCUPLACER test questions, visit* http://accuplacer.collegeboard.org/students/. **Qualifying COMPASS test scores will still be accepted.**

ADMISSION & REGISTRATION

Qualified students who wish to participate in the Dual Credit program must:

- Earn qualifying SAT, ACT or TTC placement test scores for the course(s) in which they wish to enroll.
- Submit a Dual Credit Application, which <u>must</u> be signed by the high school principal or school counselor, the student, and parent/guardian. For applicants who are homeschooled, the application must be signed by a district administrator or the authorized educational agency which has jurisdiction over the home school.
- Register for courses.
    - For students enrolling in courses offered at their high schools, registration will be arranged through the high school counseling office.
    - For students enrolling in courses on one of TTC's campuses or sites, or through distance learning, the student must contact the Division of School and Community Initiatives to register.

TRANSFERABILITY OF COURSES

Most general education and many applied technical or professional courses transfer to colleges and universities across the nation. The receiving four-year college determines transferability of credits. When selecting courses, students should consult four-year institutions, both public and private, to which they may transfer because requirements vary from college to college and from major to major. Students should receive written assurance from that institution of their willingness to accept a dual enrollment course toward degree requirements. Information regarding the transferability of courses to many SC colleges and universities may be accessed at http://www.tridenttech.edu/academics/transfer/ac_transfrom.htm.

IMPACT OF DUAL CREDIT ON HIGH SCHOOL RECORDS

Student performance in dual credit courses will directly affect high school records and graduation requirements. In accordance with SC state policy, students will earn one unit toward the high school diploma for each three-semester hour college course they successfully complete.

South Carolina school districts are required to enter the earned numeric grade on the student's high school transcript. In calculating the student's GPA, all earned numeric grades for college-level dual credit courses are weighted the same as high school AP and IB level courses and receive an additional one-point weighting.

Grading Procedures: TTC will report the earned numeric grade for each student to the respective high school or home school association at the end of each semester. Upon receipt of the official documentation from the college, each institution will award final grades according to the applicable grading scales.

TTC Grading Scale		S.C. Uniform Grading Scale	
A	91-100	A	90-100
B	81-90	B	80-89
C	71-80	C	70-79
D	65-70	D	60-69
F	Below 65	F	Below 60

Please note: *It is possible for students to receive two different letter grades for the same course. For example, in accordance with the appropriate grading scales, a grade of 90 will be reflected on the student's TTC transcript as an B and on the high school transcript as a 90/A.*

Course Withdrawal Policy: After the Drop/Add period, students may withdraw from a course through the Division of School and Community Initiatives. ***Before withdrawing from a course, students should check with their high school counselor to determine the impact this will have on their high school records and graduation requirements. Students who withdraw may still be responsible*** *for tuition costs for withdrawn courses.* If a student withdraws from a course, the grade of "W" will be entered on the TTC permanent academic record. This grade will not affect the student's college GPA. However, in accordance with the S.C. Uniform Grading Policy, a grade of "W" in a Dual Credit course will be entered as a numeric grade of 50 on the student's high school transcript and included in the high school GPA/rank.

The last day to withdraw from a course and receive a grade of "W" is published in the TTC academic calendar. It is the student's responsibility to initiate the proper process to withdraw from a course. ***Failure to do so will result in the grade of "F" on the student's permanent academic record.***

SERVICES FOR STUDENTS WITH DISABILITIES

The provision for students with disabilities is much different at college than it is in high school. A high school IEP or 504 Plan will not be sufficient for accommodations for TTC courses. Students requesting accommodations will be required to provide current documentation of their disability. Evaluation of these documents may take at least five working days. To request accommodations due to a disability (either as a student or when taking a College Placement Test), students will need to contact TTC's Services for Students with Disabilities at 843.574.6131. TTY (Hearing Impaired) call 843.574.6351.

TUITION & FEES

- ➢ **Students taking courses for dual credit are responsible for the cost of the tuition and books unless otherwise directed by the high school or school district.** Tuition and fees can be reviewed online at http://www.tridenttech.edu/pay/cost/index.htm**.**

- ➢ **Dual Credit students are** **not** **eligible to use traditional financial aid (LIFE scholarship, student loans, grants, etc.).**

S.C. Lottery Tuition Assistance (LTA) is available to dual credit students who have lived in SC for at least 12 consecutive months and are actively enrolled in **at least six college credit hours during a semester**. Students do not need to file the Free Application for Federal Student Aid (FAFSA) to apply for S.C. Lottery Assistance for the period they are enrolled in high school. *Students who have graduated or are no longer identified as high school students by their high schools must complete the FAFSA to receive S.C. lottery assistance.* The amount of LTA is set by the state prior to the beginning of each semester. Students are responsible for paying any portion of the tuition not covered by lottery assistance.

Need-Based Scholarships may be available for high school students enrolled in at least six credit hours per semester who qualify for free- or reduced-lunch programs and maintain a college GPA of 2.0 or higher. Scholarships are not available for repeated courses. Verification of a student's free- or reduced-lunch status must be provided by the high school counselor or school administrator. Need-based scholarships will include all tuition and fees in excess of Lottery Tuition Assistance and a $50 credit per course for students who need textbooks. Homeschool students who wish to apply for the need-based scholarships should contact the Division of School and Community Initiatives.

International students may not be eligible for tuition assistance and may be charged out-of-state tuition. Please contact the International Admissions Coordinator in the Admissions Office with questions regarding your eligibility status.

BILLING

After the student has been registered for courses, the initial student bill appears in the student's **my.tridenttech.edu** account under **TTC Express for Credit Students > Financial Information > Student Account Activity and Make a Payment**. Students and their parents are responsible for reviewing the student's account and ensuring payment.

However, SC Lottery Tuition Assistance (LTA) is not awarded to high school students until after the semester begins. Students who are enrolled in at least 6-credit hours and are eligible for LTA are not expected to make payment for the tuition until the award has been posted to the student's account. Students and parents should continue to monitor the my.tridenttech.edu account and ensure payment once the LTA award has been made. Questions or concerns regarding billing should be directed to the Division of School and Community Initiatives at 843.574.6061.

Please note: *Students who fail to make payment will not be registered for courses in subsequent terms. Additionally, TTC will withhold transcripts until all payments have been made.*

COMMUNICATION TOOLS

One of the most important communication tools for TTC students is the online resource, **my.tridenttech.edu Student Portal**. TTC Express, student email, and D2L are all accessed through this portal. Upon admission to the college, new students will receive a letter from the Admissions Office acknowledging their admission to the college and providing them with their student ID number, username, and password necessary to access these communication services. If for some reason you do not receive this information or need log-in assistance, please contact the **my.tridenttech.edu Helpdesk** at 843-574-6999 to obtain your student information. The following provides a brief overview of each of these tools; however, students are encouraged to take advantage of the tutorials in each program to learn more about these important resources.

My.Tridenttech.edu (Student Portal) – The student web portal, **my.tridenttech.edu**, provides non-instructional student email, club sites, announcements, message boards, calendars, and Google Docs. All instructional communications, content, assignments, and grades will be in TTC's Desire2Learn (D2L) learning management system.

Many college departments communicate with TTC students through this system. Features include:
- Sending and receiving email communications
- Using a personal electronic calendar
- Viewing the TTC Calendar for important dates and events, student activities, workshops, etc.
- Reading college announcements such as emergency closings, deadline changes, speakers and student activities
- Communicating official requests to TTC. Home email accounts may not be used for this service.

TTC Express – Student records and registration software. Links from TTC Express are found on the left side of the student's portal homepage.
- **My Profile** - Displays student ID number, name of advisor (if you have been through orientation), advisor's phone number, direct email link to advisor
- **Grades and Transcript** – Students can see their grades each semester and view their complete transcript including courses transferred into TTC. Students will also see courses they exempted based on their test scores. The exempt courses will not be listed on your official college transcript.
- **Registration** – Dual Credit students will NOT be able to register, drop or withdraw themselves for/from courses using this feature. A hold is placed on the student's account to block all registration access, as high school approval must be verified by the Office of High School Programs. *All Dual Credit students should contact the Division of School and Community Initiatives in order to register for courses offered on one of our campuses or online.*
- **Student Account Activity and Make a Payment** – (found under Financial Information tab) This screen allows students to view the current balance due for their account, and check to see if any tuition assistance (i.e.; Lottery Tuition Assistance) has been applied to the balance. If there is a positive amount in the "Balance Due" field, that amount is due to the college. Please see the section on 'Billing" in this handbook for billing instructions specific to

Dual Credit students. *Remember, TTC does not mail tuition bills to students*. Students can also pay tuition and fees using a debit or credit card through this same screen.

Desire 2 Learn – (D2L) Distance Learning
- TTC's Desire2Learn (D2L) learning management system provides all instructional communications, content, assignments, and grades.

Students may use computers on campus or college sites to access their my.tridenttech.edu account. A list of computer labs can be found in **my.tridenttech.edu** under **Campus Life > Computer Labs**.

TEXTBOOKS & COURSE MATERIALS
Students are responsible for purchasing all required books and course materials unless otherwise directed by their high school or school district. Books for all courses are available for sale in our campus bookstores. Bookstores at all campuses offer **extended hours** at the beginning of each semester. The Bookstore has a published **policy regarding the sale and return of textbooks.** Students may pick up a copy of this policy at the Bookstore.

At the end of each semester, the Bookstore conducts a **book buy back** at Main, Berkeley, and Palmer campuses. Generally, the book-buy-back is in the last few days of the semester. Check the TTC Bookstore web site at **bookstore.tridenttech.edu** and campus bulletin boards, and read the College's publications for exact dates.

STUDENT IDENTIFICATION CARDS
The TTC student identification card allows students the opportunity to use the library facilities, not just at TTC, but at other area colleges as well, including Charleston Southern University, The Citadel, the College of Charleston and the Medical University of South Carolina. Students may also use their TTC ID card to qualify for student discounts at many area businesses.

Student ID cards are available in the Student Activities Office on Main Campus, in the Admissions Office on Palmer Campus and in the Library (LRC) on Berkeley campus. Students will need a copy of their current TTC Schedule as well as a photo ID to have a Student ID made. Students can obtain student ID cards during the registration process or during the routine operating hours of the Student Activities office, Monday through Thursday. There is a $5 fee to replace an ID card. Students should revalidate their ID cards each semester. Proof of registration and a picture ID are **required** to receive a validation sticker.

COUNSELING AND CAREER DEVELOPMENT
Counseling and Career Development Services are available for TTC students on all campuses. Professional counselors can be located on Main Campus in Building 410, Room 210, on Berkeley Campus in Room 111, and on Palmer Campus in Room 226.

Academic Counseling Services include counseling to prevent academic probation or suspension and/or counseling following academic probation or suspension. The Counseling Services Office can also help you develop college survival skills in areas such as note taking, test taking, classroom do's and don't's, reading college texts, study scheduling and planning, and more. These free services are available to currently enrolled students and prospective students.

ORIENTATION
New student orientation is an important part of getting started at TTC. All students receive a customized orientation outlining the various services available to them at TTC. Orientation Centers are open on all four campuses Monday through Friday. No appointment is necessary. Students are free to visit Orientation whenever on campus. Orientation is optional for Dual Credit students, but students are encouraged to attend to familiarize themselves with the college and its policies and procedures.

Orientation Services also provides an online orientation process for students who are unable to attend the on-campus orientation. Check the Orientation page at http://www.tridenttech.edu/start/apply/ad_orientation.htm for information about the on-line orientation process.

ACADEMIC ASSISTANCE
TTC offers free academic assistance for students, and dual credit students have access to these services whenever needed!
We offer assistance through tutoring, workshops and various instructional materials. Tutoring options include face-to-face scheduled appointments, small group tutoring, drop-in tutoring, and online tutoring**.** Tutoring is available at the Main Campus

as well as other campuses. Tutor schedules for each campus change by term. Please contact Tutoring Services at 843-574-6409 for information about tutoring schedules and workshops. Information can also be found in the my.tridenttech.edu portal under Menu > Resources > Tutoring.

The Writing Center offers tutoring by appointment, drop-in tutoring times, and online tutoring for writing assignments for any TTC course. Tutors help students identify their strengths and weaknesses with writing and guide students toward improving their skills. Tutors do not write, edit or proofread student papers, but do assist with student development of writing strategies, organization, critical reading and thinking skills in writing, MLA and APA formatting, and more. The Writing Center is located at the Main Campus in Building 510, Rm. 123, at the Palmer Campus Student Success Center in Rm. 226, and at the Berkeley Campus Library.

The Student Resource Center helps students navigate academic processes and procedures related to registration, advising, classroom issues and transfer. The Student Resource Center assists with academic advising for Arts and Science transfer programs, college placement test practice tools, training and assistance with online academic software, assistance with access to and use of my.tridenttech.edu portal, D2L, student email, transfer resources and more. The SRC is located on the Main Campus in Building 510, Rm. 137. Students may visit the SRC during office hours Monday-Thursday, 8:00am-5:00pm and Friday 8:00am-4:30pm.

LEARNING RESOURCES

Libraries provide a full range of print and electronic resources for instructional purposes. Students may access TTC, The Citadel, College of Charleston, Charleston Southern University, Medical University of South Carolina and the Charleston County Library catalogs both on campus or remotely using the library Web site. DISCUS & PASCAL funded databases and other online bibliographic and periodical databases are available on all TTC campuses and remotely through the library Web site.

Students may check out books from the library for two weeks and may renew them once for the same length of time if the books are not on hold. Students are required to show their valid TTC ID card each time they check out library materials.

Students must have a valid ID card (scanned once in the library initially) in order to access the subscription databases from off campus. A valid TTC student ID card also entitles you to check out library materials at The Citadel, College of Charleston, Charleston Southern University, Medical University of South Carolina and the Charleston County Library.

PUBLIC SAFETY

TTC employs state constables who are trained and certified police officers for the state of South Carolina. The Public Safety officers enforce all federal, state and local laws as well as the policies and procedures of the college, as indicated in the TTC Student Handbook. To review all services that Public Safety provides, please refer to the TTC Student Handbook online: http://www.tridenttech.edu/student/life/index.htm. If you need to reach the Public Safety department for a non-emergency event or situation, please call 843-574-6053. **If you have an emergency on campus**, please dial 843-574-6911.

DUAL CREDIT STUDENTS
NEXT STEPS AFTER HIGH SCHOOL GRADUATION

Dual Credit students who graduate from high school will have their Dual Credit program status closed at TTC. Students are responsible for ensuring that their educational opportunities continue by taking the actions listed below.

IF YOU ARE CONTINUING YOUR EDUCATION AT TRIDENT TECHNICAL COLLEGE:

1. Apply Now – Whether you are a new applicant to TTC or a returning student, create an account on Apply Now (**http://bit.ly/TTCapplynow**) and complete the online TTC application.

2. Submit the following to the Admissions Office:
   - a. Proof of legal presence in the United States (copy of driver's license, state issued ID, etc.)
   - b. English and math placement, which will be based on the following:
     - A final, official high school transcript with a weighted GPA of 3.0 or higher;
     - Completion of English and/or math classes at Trident Tech as a dual credit student;
     - Qualifying scores on the SAT (530 SAT Reading and Writing, 600 SAT Math), ACT (19 English, 22 Math); or
     - Completion of the Next-Generation ACCUPLACER Placement Test at TTC
     - Other options (Contact your Navigator to arrange alternative placement methods if you do not have any of these)

3. Apply for financial aid, including grants and S.C. Lottery-funded Tuition Assistance, by completing the 2021-2022 Free Application for Federal Student Aid (FAFSA) at **www.fafsa.gov**. TTC's school code is 004920. For information about additional scholarships at TTC and how to apply, please visit **http://bit.ly/ScholarshipsTTC**.

4. Complete a Navigate Your Path to Success session online at **http://bit.ly/HubatTTC**. You will be assigned a Navigator or an academic advisor depending on your declared major.

5. Make an appointment to see your assigned Navigator or academic advisor for advising and registration.

IF YOU PLAN TO ATTEND ANOTHER COLLEGE OR UNIVERSITY:

Submit an official transcript request online through your **my.tridenttech.edu** portal account (TTC Express for Credit Students > Academic Profile > Online Transcripts/Enrollment Verification) or an Official Transcript Request form and applicable fees to the Registrar's office to have TTC transcripts sent to the receiving college or university. For information regarding official transcripts, contact the Registrar's office at 843.574.6324.

FOR MORE INFORMATION:
Division of School and Community Initiatives
Phone: 843.574.6533
Fax: 843.574.6489
Email: **dualenrollment@tridenttech.edu**

The Hub
Phone: 843.574.6436
Email: **TheHub@tridenttech.edu**

REMEMBER TO CHECK YOUR MY.TRIDENTTECH.EDU PORTAL ACCOUNT AT LEAST TWICE A WEEK FOR UPDATES ON YOUR STATUS.

GET A
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Division of School and Community Initiatives
843-574-6533
dualenrollment@tridenttech.edu

Student Portal Helpdesk
843-574-6999
TTCExpress@tridenttech.edu

D2L (Desire 2 Learn) Helpdesk
843-574-6522
StudentD2LHelp@tridenttech.edu

Business Office
843-574-6026

Registrar's Office
843-574-6129

Dual Credit Process Checklist

Below is a helpful list of procedures that must be completed for admission into the Dual Credit Program through Trident Technical College:

Admissions

☐ Discuss the Dual Credit opportunity with your parent/guardian and high school counselor or home school accountability group.

☐ Schedule an appointment for ACCUPLACER® (entrance exam) testing with Testing Services at TTC or your high school. (Qualifying SAT or ACT scores can be used in place of ACCUPLACER®.)

☐ Visit our website to apply online at: *http://www.tridenttech.edu/start/highschool/ad_dualcredit.htm*

☐ Review the Dual Credit Student Information and Responsibilities sheet making sure you and your parent/guardian understand all policies and procedures that are involved with the Dual Credit program, **including all financial obligations** for Dual Credit courses.

☐ Obtain required signatures for Signature Page. The Signature Page must be signed by the student, parent/guardian, and high school counselor/principal or home school association.

☐ Submit completed Signature Page and qualifying test scores to the Division of School and Community Initiatives via email at dualenrollment@tridenttech.edu or via fax at 843.574.6489.

The above checklist completes the admission process, which must be done before registering for classes.

Course Registration

Registration for students taking courses **on the high school campus** will be handled by the student's high school.

Registration for students taking **courses online or on a TTC campus or site** should be handled by the student and/or parent. After submitting your application to the Division of School and Community Initiatives, please wait at least 48 business hours for it to be processed. Then contact the Division of School and Community Initiatives at 843.574.6533, dualenrollment@tridenttech.edu, or visit our office during normal office hours in building 700, room 101 at Thornley Campus to register for courses.

For TTC systems login assistance information, course schedule information, or book information please see the Dual Credit Student and Responsibilities sheet or appropriate sections of the Dual Credit Student Handbook.

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