

Maymester/Summer Semester 2017

TRIDENT TECHNICAL COLLEGE

ON COURSE

Planning to transfer?
Get the right info!



Action Period

Maymester: March 16-April 21 • Summer Semester: March 16-May 12
Maymester classes: May 8-26
Summer 1 classes: May 30-June 28 • Summer 2 classes: July 10-Aug. 8
Summer Full classes: May 30-Aug. 7
Apply online at www.tridenttech.edu



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				Apply online at www.tridenttech.edu or complete the admission application inserted after page 16.	

Frequently Called Numbers

General Information.....	843.574.6111 877.349.7184 (toll free)	Division of Continuing Education and Economic Development Registration.....	843.574.6152	TTC Official Transcripts	843.574.6327
Admissions		Educational Opportunity Center	843.722.5509	TTC Enrollment Verifications	843.574.6324
<i>Status of Application/Residency Info</i>		EMERGENCY CLOSING INFORMATION	843.574.6262	Scholars Network.....	843.574.6345
Residency/A-Z Application Updates.....	843.574.6850	Students.....	extension 9091	Services for Students with Disabilities	843.574.6131
A-E.....	843.574.6335	Faculty/Staff.....	extension 9092	Student Activities.....	843.574.6012
F-K.....	843.574.6136	Financial Aid Office		Student Employment Services	843.574.6119
L-R.....	843.574.6352	Berkeley Campus	843.899.8021	Student Resource Center.....	843.574.6795
S-Z.....	843.574.6126	Main Campus	843.574.6110	Student Success Center	
International Students.....	843.574.6921	Palmer Campus.....	843.722.5520	Berkeley Campus	843.899.8079
Berkeley Campus	843.899.8012	Mount Pleasant Campus... ..	843.958.5810	Main Campus	843.574.6131
Palmer Campus.....	843.722.5568	Library.....	843.574.6095	Mount Pleasant Campus... ..	843.958.5810
Mount Pleasant Campus... ..	843.958.5810	Online Services	843.574.6WWW	Palmer Campus.....	843.722.5516
Bookstore		my.tridenttech.edu: student email, TTC Express (online registration), online and face-to-face courses (D2L)		The Learning Center (Learning Assistance).....	843.574.6409
Berkeley Campus	843.899.8064	Orientation for New Students		TTC Online College.....	843.574.6002
Main Campus	843.574.6122	Berkeley Campus	843.899.8026	TTY (hearing impaired).....	843.574.6351
Palmer Campus.....	843.720.5604	Main Campus	843.574.6436	Testing Services	
Mount Pleasant Campus... ..	843.958.5810	Palmer Campus.....	843.722.5518	Berkeley Campus	843.899.8079
Business Office		Mount Pleasant Campus... ..	843.958.5810	Main Campus	843.574.6410
Berkeley Campus	843.899.8064	Public Safety	843.574.6053	Palmer Campus.....	843.722.5516
Main Campus	843.574.6026	(Emergency Only)	843.574.6911	Mount Pleasant Campus... ..	843.958.5810
Palmer Campus.....	843.720.5604	When phone system down ...	843.572.1642	Dorchester County QuickJobs Training Center.....	843.563.5269 843.574.2591
Mount Pleasant Campus... ..	843.958.5810	Recruiting.....	843.574.6193 843.574.6323	St. Paul's Parish Site	843.323.3800
Bus Services		Registrar		Veterans Assistance.....	843.574.6105
Berkeley County Public Transportation – Tri-County Link.....	843.899.4096 800.966.6631	Transfer Credit Evaluation/Advanced Standing		VETS Center	
Charleston Transit (CARTA), Main and Palmer Campuses ..	843.747.0922	A-J.....	843.574.6151	Main Campus	843.574.6882
Campus Tours (by appointment).....	843.574.6614	K-Z.....	843.574.6487	Palmer Campus.....	843.722.5526
College Transfer Information Resource Center (TIRC), Palmer Campus.....	843.722.5532	Graduation		Veterans Upward Bound	843.574.6870
Cooperative Education	843.574.6931	A-J.....	843.574.6523		
Counseling and Career Development		K-Z.....	843.574.6322		
Berkeley Campus	843.899.8079	Registration/Grades			
Main Campus	843.574.6131	A-K.....	843.574.6792		
Palmer Campus.....	843.722.5516	L-Z.....	843.574.6421		
Mount Pleasant Campus... ..	843.958.5810	Student Major/Information Update	843.574.6321		
		TTC Express	843.574.6WWW		

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

On the Cover: Students planning to continue their four-year degree after Trident Tech should be sure they're taking the right courses and getting the grades so their credits will transfer. Trident Tech has many ways for students to get transfer guidance and direction.

Start Here and Transfer: How to Get Where You Want to Go

Many students enroll at Trident Technical College with the intention of transferring to complete their four-year degree. Those students need to know what they should choose as their TTC major, what courses will transfer and how to best plan their schedule. To help them, Trident Tech offers advice and help in several different ways to streamline the process.

“With a little research and careful planning, Trident Tech students can take courses that transfer to pretty much any college in the country,” said Susan Norton, assistant vice president of academic programs. “But because each college is different, it’s important to select those courses wisely, based on information from TTC advisors and from the target four-year college.”

Students can get important transfer information by going online, visiting a campus in person, or both.

Online Resources

The **my.tridenttech.edu student portal** is a central resource for transfer information. All fliers and announcements are posted here, along with notices about transfer events. The portal page is located at my.tridenttech.edu > My Education > Academic Programs and Sites > Transfer Center.

A list of transfer tips helps students define their end goal and learn what tools and resources will help them get there. A list of

frequently asked questions and answers provides information such as how to select courses, how to get credits to transfer, and what grades are required for a course to transfer.

Students can also find links to selected colleges with transfer course lists and transfer policies posted on their websites. Spending a few minutes reviewing the information and policies of the school where a student wishes to transfer will answer many typical questions and give the student a better picture of what the four-year college requires for transfer.

Transfer Center—Main Campus

The Transfer Center on Main Campus is located next door to the Student Resource Center in Building 510/Room 137 and is the location to meet with representatives from four-year colleges and universities. Recruiters hold office hours for students to meet one-on-one to discuss transfer options. Students can find the calendar on the transfer portal page. For more information, call 843.574.6211.

Transfer Information Resource Center—Palmer Campus

The Transfer Information Resource Center (TIRC), located in Room 102, provides a central location at Palmer Campus for students to access information about transferring to four-year

colleges or universities. Students can visit TIRC to connect with orientation and transfer advisors, develop an academic plan that will make the transfer process easy, ask questions about academic advising and the transfer process, and attend transfer fairs to meet with college representatives.

Hours are Monday through Friday, 11 a.m. to 4 p.m. Students can get more information by calling 843.722.5532 or by visiting the Palmer Campus blog for helpful transfer tips at <http://ttcpalmernews.blogspot.com>.

Berkeley Campus

Students at Berkeley Campus can visit the Dean’s Office (Room 109) for transfer guidance and information. Either by appointment or as a drop-in, students can meet one-on-one to ask questions and get advice from the campus dean or assistant dean. Additionally, students planning a virtual advising session can prepare for the session by reviewing questions they may want to ask and hearing helpful suggestions to get the most benefit from the session. For information or to make an appointment, call 843.899.8048.

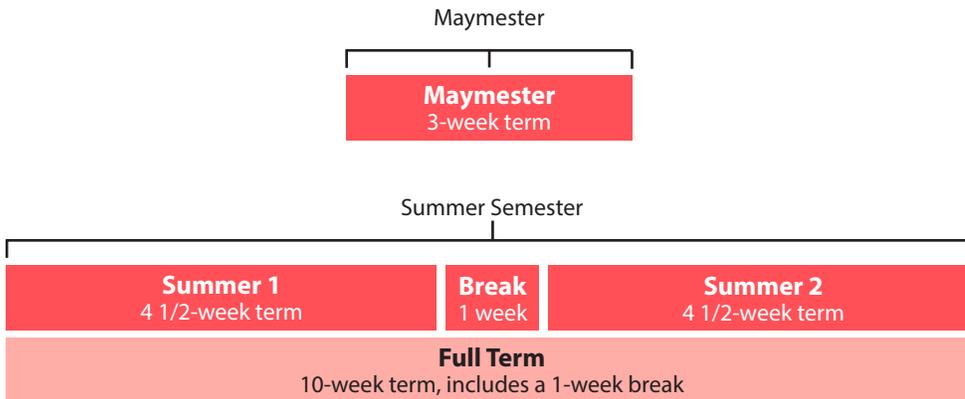
Mount Pleasant Campus

Mount Pleasant Campus students can come by the lobby reception desk or call to make an appointment

(continued on page 5)

Schedule for Success

Summer Semester is comprised of a 3-week Maymester, a 10-week full-term and two 4 1/2-week terms.



Sample Compressed Schedule for 12 Credit Hours							
Summer 1 4 1/2-week term				Summer 2 4 1/2-week term			
Course	Days	Time	Credit Hours	Course	Days	Time	Credit Hours
ENG 101	MTWTh	8:00 a.m.-10:25 a.m.	3	ENG 102	MTWTh	11:15 a.m.-1:40 p.m.	3
MAT 101	MTWTh	2:35 p.m.-5:00 p.m.	3	MAT 102	MTWTh	2:35 p.m.-5:00 p.m.	3

Drop/Add Reminders

- Drop/Add is the first day in Maymester classes.
- Drop/Add is the first three days in Summer Full classes.
- Drop/Add is the first two days in Summer 1 and Summer 2 classes.

During Drop/Add

Students can:

- ✓ Add online courses **only on the first day** of Drop/Add until 11:59 p.m. (6 p.m. for Maymester).
- ✓ Add a course that has not yet met.
- ✓ Change sections of a course on their current class schedule.

Students cannot:

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

Attendance Requirements

- ✓ Attending class during Drop/Add is critical to remaining on the class roster. This includes online and mixed-mode courses.

Active participation in online courses during Drop/Add includes logging into each course in D2L, initiating contact with each instructor and being actively involved in an academic assignment for each course.

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

Staff assistance is available during business hours. Go to www.tridenttech.edu for hours of operation.

Please note:

- Your timeframe to complete admission, financial aid and disability requests is early. For more information, see page 6 of this book.
- Tuition payment is due prior to the first day of class.
- Drop/Add for Maymester is the first day of the term (ending at 6 p.m.). Drop/Add for Summer Full is the first three days of the term. Drop/Add for Summer 1 and Summer 2 is the first two days of the term. Students cannot add a course once that class has met. Students can change sections of the same course.
- Online courses for Maymester can be added until 6 p.m. on the first day of the term. Staff will not be available to assist outside of normal business hours.
- The Registrar's office will remove you from class if your instructor reports you as never-attended.
 - For online courses, students should log in to D2L, initiate communication with their instructor, and be actively engaged in an academic assignment to be counted as having attended.
 - For mixed-mode courses, students should attend the class lecture and/or log into each course in D2L, initiate contact with each instructor and actively engage in an academic assignment for each course.
- There are two financial aid refunds Summer Semester for students receiving financial aid assistance – at the beginning of Summer 1 and Summer 2. The refund amount will be pro-rated per term, based on credit hours and other factors. Enrollment determines when students can receive refunds for certain kinds of aid. Some students may not receive a refund for Summer 1 and Summer 2.

Counseling Workshops

Main Campus

Can You Hear Me Now?

Wednesday, June 14
10:45 a.m. and 2:15 p.m.,
Bldg. 410/Rm. 212

Blueprint for Success: Career Planning

Thursday, July 13
10 a.m. and 2:30 p.m., Bldg. 410/Rm. 212

Palmer Campus

Relationships Matter

Wednesday, June 14
11 a.m., Rm. 226J

Healthy Living 101

Monday, July 31
11 a.m., Rm. 226J

Berkeley Campus

Who's in Control? Self vs Responsibility

Wednesday, June 14
10 a.m., Rm. 101

Test-Taking Skills

Thursday, July 13
11:30 a.m., Rm. 101

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

Start Here and Transfer: How to Get Where You Want to Go

(continued from page 3)

to meet with the campus dean to discuss transfer. In a one-on-one appointment, the dean will discuss transfer options with students, answer questions and help make a plan. Additionally, for students participating in a virtual transfer advising session, the dean will help the student prepare for the session. For an appointment, call 843.958.5813.

Virtual Transfer Advising

If students have difficulty meeting with a college recruiter during scheduled Trident Tech visits, Skype affords the opportunity for students to have a virtual face-to-face discussion with representatives from certain four-year colleges and universities. Students can make a 30-minute appointment through the transfer portal page and hold the appointment on any of Trident Tech's four campuses.

TTC Transfer Scholars Club

Offering students the chance to meet and network with other transfer students, the TTC Transfer Scholars club exists to encourage students to complete a program of study at Trident Tech and successfully transfer to a four-year college. The club also provides service to the college and community and offers students the opportunity to enhance their leadership skills. While the student organization is based at Palmer Campus, any Trident Tech student can join. Students interested in joining this club can contact one of the advisors: Amy Hudock at amy.hudock@tridenttech.edu or 843.937.5357 or Maureen Meyers at maureen.meyers@tridenttech.edu or 843.574.5539.

Transfer Fairs

Held at Palmer Campus in the fall and at Main Campus in the spring during student activity periods, transfer fairs allow students to gather information

from multiple colleges at one time. Representatives from more than 30 colleges and universities are typically on hand to answer questions and provide information about their school.

Even with all of these available resources, many students still proceed without the proper guidance. Norton emphasized that students who spend some extra time and effort early in the process can save themselves valuable time and money.

“Students who select courses without doing a little homework up front may end up taking courses they don't need,” said Norton. “Every college also has different criteria for accepting transfer students, so it's just as important to learn about transfer policies as it is to learn about transfer courses.”

In addition to the information housed on the my.tridenttech.edu student portal, transfer students can email transfer@tridenttech.edu or call 843.574.6211 to get answers to their questions.

Action Period

Step 1 to be seat-ready

Maymester Action Period: March 16-April 21

Classes begin Monday, May 8.

Summer 1/Summer Full Action Period: March 16-May 12

Classes begin Tuesday, May 30.

<p>Admission</p> <ul style="list-style-type: none">• Submit application and pay the application fee.• Provide proof of legal presence in the United States.• Provide official proof of high school graduation or GED.• Provide official test scores or proof of college-level math and English.• If returning as a Re-Admit student, submit the Student Information Update form to the Registrar's office.	<p>Financial Aid/Veterans Assistance</p> <ul style="list-style-type: none">• Obtain your FSA (Federal Student Aid) ID at www.fsaaid.gov.• Complete and submit FAFSA (Free Application for Federal Student Aid) at www.fafsa.gov. TTC's school code is 004920.• Check TTC email for confirmation and follow-up instructions.• Submit any follow-up documents.• Complete loan requirements, if borrowing. <p>Veterans Assistance</p> <ul style="list-style-type: none">• Submit request for VA certification immediately after completing registration to avoid delays in processing.	<p>Disabilities Accommodations</p> <ul style="list-style-type: none">• Request accommodations through the Disabilities Service office.• Make appointment with a counselor.• Provide any documentation requested.• Allow more time for cases requiring ordered materials or contracted services.
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If you complete the steps above during the Action Period you will have:

- College admission process completed
- Financial aid process completed before classes start
- Ability to register sooner with better course selection
- Credit for financial aid/VA book charges at the TTC Bookstore (if eligible)
- Disabilities accommodations in place

After this priority Action Period ends, you can still complete the admission process and other steps above for Maymester from April 22-May 5 or for Summer 1/Summer Full from May 13-26 BUT financial aid, VA certification and accommodations may not be in place for the start of classes.

Next Action Period (Summer 2): June 2-23

Classes begin Monday, July 10.

These processes require time to complete.

Start early! Be seat-ready!

Academic and Financial Aid **Maymester and Summer Semester 2017** Calendars

MAYMESTER 2016

May 3-10.....Financial Aid recipients and Chapter 31 students who qualify may charge books in TTC Bookstores to their student accounts using financial aid credit.	May 8Classes begin	May 26Classes end
	May 8Drop/Add**	May 27Makeup day for emergency closings
	May 19Last day to withdraw	
	May 25Makeup tests and retests taken in the Testing Center must be completed prior to your last day of class.	

SUMMER FULL, SUMMER 1 AND SUMMER 2

Ongoing.....New student orientation. Main Campus, Bldg. 500; Berkeley Campus, Student Success Center, Rm. 111; Palmer Campus, Student Success Center, Rm. 226	May 29Memorial Day (College closed to the public)	July 28Last day to request student loans for Summer Semester 2017
March 16Registration opens for all students. New students must make an appointment with an academic advisor to register.	May 30Summer 1 and Summer Full classes begin	Aug. 7-9Book buy back, Berkeley Campus Aug. 7-9, 9 a.m.-3 p.m.
May 23Summer Semester Open Advising/Registration Day for all students. New students must see an academic advisor to register. (See page 23 for advisor locations.)	June 13Student Activity Period 10-11 a.m.	Aug. 7-11Book buy back, Main Campus Aug. 7-10, 9 a.m.-4 p.m. Aug. 11, 9 a.m.-noon
	July 1-7.....Student Holidays (Administrative offices close at 5 p.m. on business days (July 3, 5-7) during student holidays.)	Aug. 7-11Book buy back, Palmer Campus Aug. 7-10, 9 a.m.-4 p.m. Aug. 11, 9 a.m.-noon
	July 4.....Independence Day Holiday (College closed)	Aug. 8.....Summer Semester ends
	July 19.....Student Activity Period 10-11 a.m.	

SUMMER 1

SUMMER 2

SUMMER FULL

May 15-June 3.....Financial Aid recipients and Chapter 31 students who qualify may charge books in TTC Bookstores to their student accounts using financial aid credit.	July 3-15.....Financial Aid recipients and Chapter 31 students who qualify may charge books in TTC Bookstores to their student accounts using financial aid credit.	May 15-June 3.....Financial Aid recipients and Chapter 31 students who qualify may charge books in TTC Bookstores to their student accounts using financial aid credit.
May 30Classes begin	July 10Classes begin	May 30Classes begin
May 30-31Drop/Add**	July 10-11Drop/Add**	May 30-June 1Drop/Add**
June 21Last day to withdraw	Aug. 1Last day to withdraw	July 24Last day to withdraw
June 23Makeup tests and retests taken in the Testing Center must be completed prior to your last day of class.	Aug. 3Makeup tests and retests taken in the Testing Center must be completed prior to your last day of class.	Aug. 3Makeup tests and retests taken in the Testing Center must be completed prior to your last day of class.
June 28Classes end	Aug. 8Classes end	Aug. 7Classes end
June 29Makeup day for emergency closings	Aug. 9Makeup day for emergency closings	Aug. 9Makeup day for emergency closings

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

Summer Friday Closings:

All offices on all campuses will close at noon on Fridays from May 12-July 28.

Registration and Payment **Maymester and Summer Semester 2017 Calendars**

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

REGISTRATION SCHEDULE AND PAYMENT DEADLINES				
If registering for any combination of Summer 1, Summer 2, and Summer Full courses during the dates below:	Your payment is due by the close of business (6 p.m.) on:			
	Maymester	Summer 1	Summer 2	Summer Full
March 16-May 22		May 22	May 22	May 22
May 23-June 1 (See p. 15 for restrictions about adding courses May 30-June 1.)		June 1*	June 1*	June 1*
Maymester only (if you are only enrolling for Maymester)				
March 16-May 8	May 8			
Summer 2 only (if you are only enrolling for Summer 2)				
March 16-July 11 (See p. 15 for restrictions about adding courses July 10-11.)			July 11	

*Systems may not be available after 1 p.m. on June 1. Please check the portal for current information.

Note Changes in Payment Deadline Policy

TTC will NOT remove students from Summer 2017 courses for nonpayment. Students MUST drop courses by the last day of Drop/Add if they don't intend to pay or attend. Do NOT rely on TTC to drop your courses! Students who register after the first payment deadline of the semester (May 22) should pay tuition due at the time of registration. Students with a balance may not be allowed to register for a future semester or receive a transcript.

Please Note: Students will not receive a bill for tuition and fees via U.S. mail. Students should check TTC Express accounts in my.tridenttech.edu portal under Menu > Financial Life > My Account and Payment Information.

CANCELLED COURSES

When the college cancels a low enrollment course, students may choose another course or section. If a student is unable to find another course, the college will refund tuition paid, unless the student is still enrolled full time. TTC will notify students via email at the time a decision is made to cancel a course due to low enrollment. The college will not cancel courses after 5 p.m. on May 5 for Maymester or 5 p.m. on May 26 for Summer Semester. Students should check their email at my.tridenttech.edu for messages.

SENIOR CITIZEN REGISTRATION

Senior citizens (age 60 and above) using the free tuition benefit may begin registering for classes *on the last business day prior* to the first day of classes each term up until the first class meeting. For online classes, students must be registered prior to 11:59 p.m. on the first day of the term. Submit the certification form and present your driver's license to the Business office before registering.

PAYMENT DEADLINE INFO

Once you have registered for classes, you must pay tuition and fees for ALL registered courses by the due date listed. For example, if you register for Summer 1 and Summer 2 courses before **May 22**, then payment is due by close of business on **May 22**. Make your payment in the Business office during posted open hours or pay online. Students may also enroll in a payment plan by published deadlines. **Note: Students registered for Summer 2 only who wish to participate in a payment plan must enroll in the payment plan by May 26.** If payment is not made, or if you are not enrolled in a payment plan by the due date, you may not be allowed to register for a future semester or receive a transcript. See page 18 for more information.

Important Registration and Payment Dates

MAYMESTER AND SUMMER REFUND SCHEDULE

Maymester	Refund	Summer 1	Refund	Summer 2	Refund	Summer Full	Refund
Through May 8	100%	Through May 31	100%	Through July 11	100%	Through June 1	100%

System availability may impact dates above.

Steps to Enrollment

1. Apply:

Apply for admission and pay the \$30 nonrefundable application fee if you are new to TTC. Admission applications may be completed online at www.tridenttech.edu.

2. Financial Aid:

Apply for financial aid, including S.C. lottery-funded tuition assistance, by completing the Free Application for Federal Student Aid (FAFSA) online at www.fafsa.gov. Submit the FAFSA as early as possible for the term/semester in which you plan to enroll. TTC also has a number of campus-based scholarships (see pages 6, 11 and 12 for more financial aid information).

3. Admissions:

Complete all Admissions requirements based on your Admit Type (see page 10).

- The Admissions office will send you a letter with account information to access my.tridenttech.edu for email and TTC Express. Be sure to log in to receive updates and important announcements that are only available through these accounts (see pages 13 and 16).

- Submit qualifying test scores, previous college coursework or schedule a TTC Placement Test (see page 14).
- Submit proof of high school graduation or GED.
- Submit proof of lawful presence in the United States.

4. Orientation:

Attend orientation or complete online orientation (see page 14).

5. Register:

Meet with an academic advisor to register (see pages 19-23). Purchase books (see page 24).

6. Pay Tuition:

Pay tuition and fees by the posted due dates (see pages 8 and 18).

7. Attend class:

Congratulations! You are now ready to attend class (see page 15).

PLANNING AHEAD FOR FALL 2017

Fall

June 12..... **Registration opens for Fall 2017.** New students must make an appointment with an academic advisor to register. VA students can begin submitting verification.

June 12-Aug. 4..... **Action Period for Fall 1 and Fall Full.** Complete all admission, financial aid/VA and disabilities accommodations requests during this period for Fall 1 and Fall Full classes.

Aug. 5-18..... After the Action Period ends you can still submit materials, BUT admission, financial aid/VA and disabilities accommodations requests may not be in place for the start of Fall 1 and Fall Full classes.

Aug. 21 **Classes begin for Fall 1 and Fall Full.** The college will continue to accept and process materials for later terms.

How to Get Started: Admission Information

Categories of Admission

New Applicant: You are a *new applicant* if you have NEVER applied to TTC, or if you have not applied to TTC within three years.

Previous Applicant: You are a *previous applicant* if you applied to TTC within the last three years.

Returning Student: You are a *returning student* if you have previously enrolled in courses at TTC. Returning students complete a Student Readmit form, not an application for admission.

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

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

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

Transient Students: Attending TTC to transfer credit back to your home institution. Not eligible for financial aid. VA students must have a guest letter.

Audit Student: Enrolling in credit course without earning any credit hours. Audit students do not qualify for financial aid or VA benefits.

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

Senior Citizen Student: Enrolling as a legal S.C. resident who is 60 years of age or older.

***Nondegree students** may meet the reading proficiency by submitting one of the following: SAT Critical Reading (480) or SAT Revised Evidence-Based Reading and Writing (530); ACT English (19); ACCUPLACER Reading Comprehension (33) or COMPASS Reading (42); WorkKeys Reading for information sub-test (Level 4); proof of successful completion of a college-level English course; or an approved transient/cross-registration form/letter from another college. Reading test scores are good for five years from testing date. Nondegree students will have to provide evidence that they have completed prerequisites before registering for courses with prerequisites. Nondegree students do not qualify for financial aid.

Note: Admission requirements are subject to change.

What do I need to do for financial aid?

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

That's a lot! When?

Between now and May 12 to start summer classes on May 30.

What if I can't finish by May 12?

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

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

When Will I Get My Refund Check?

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

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

Refund check release dates will be posted in the my.tridenttech.edu student portal.

What Do These Letters Mean?

FAFSA: Free Application for Federal Student Aid, online at www.fafsa.gov

IRS DRT: Internal Revenue Service Data Retrieval Tool

SAR: Student Aid Report – You receive this after submitting your FAFSA. It explains your eligibility for federal student aid.

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

MPN: Master Promissory Note

Financial Aid Tips

- **Apply for financial aid early.** It can take several weeks to get approval.
- **Apply for financial aid online.** Approval is often sent in two to three weeks. SAR corrections are easier to make, too. Go to www.fafsa.gov.
- **Apply for financial aid every year.** To continue receiving financial aid, reapply each academic year (preferably in October).
- **You will not receive funds** until you complete all admission requirements and register for courses, the Drop/Add period has ended and Never Attended report has been completed with financial aid accounts updated.
- **Financial aid pays only** for classes required for graduation in your declared major. Nondegree and undecided students are not eligible to receive financial aid. Financial aid will not pay for previously passed courses that you are repeating for the third attempt.
- **Meet the Satisfactory Academic Progress (SAP) standards** to continue receiving aid. For more information, go to my.tridenttech.edu.

How Do I Get a Student Loan?

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

S.C. LIFE Scholarship

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

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

For more information, visit www.tridenttech.edu and search for "LIFE Scholarship."

Financial Aid

What Types of Financial Aid Are Available?

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

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

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

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

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

Veterans Services

VETS Center

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

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

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

The Main Campus VETS Center is in Bldg. 700/Rm. 201. Hours are Monday-Thursday, 8 a.m.-6 p.m., and Friday, 8 a.m.-1 p.m. Call 843.574.6882 for more information.

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

Veterans Upward Bound (VUB)

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

To be eligible, students must:

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

Program benefits:

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

VUB is located on Main Campus in Bldg. 700/Rm. 106. Call 843.574.6870. VUB's Palmer Campus location is in the Student Success Center, Rm. 226G. Call 843.574.6870.

Financial Aid/Veterans Assistance

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

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

Here are some common VA questions:

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

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

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

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

(continued on next page)

Veterans Services

Am I responsible for paying tuition and fees if I'm a veteran or dependent?

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

Chapter 33 – You must provide the TTC VA office with a copy of your submitted VA-VONAPP application or confirmation of application; DD-214 for 702-Choice Act Residency; or Certificate of Eligibility or eligibility status. You must notify TTC's VA office of your intent to use benefits. You will not have to pay your tuition and fee charges by the scheduled payment deadlines. However, if your benefit is less than 100 percent, you are responsible for the balance of tuition/fee charges after the VARO has submitted its payment to TTC.

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

VA will only allow payment for the courses that are required for graduation in the program of study in which you are applying for benefits and certified to the VA. Each semester you must notify TTC's VA office in person or electronically.

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

An official withdrawal must be completed. The last date of attendance supplied by the instructor is used to make any adjustments to the certification. Always provide TTC's VA office with a copy of the withdrawal form so that the changes can be submitted to the VA in a timely manner to prevent overpayments. The withdrawal form **must** be signed by the instructor and have the last date of attendance.

How do I continue to maintain my benefits?

To continue receiving G.I. Bill benefits through certification, you are required to meet the Standards of Academic Progress. VA will be notified of probation and suspension status. You should review the academic policy regarding academic suspension.

I'm a military veteran, but I am not a South Carolina resident. Do I qualify for in-state tuition?

Yes, based on Section 702 of the Choice Act, if you meet the following criteria:

- Are receiving benefits under Chapter 30 or 33 (show certificate of eligibility)
- Have served at least 90 consecutive days of active duty in uniformed service of the U.S. (DD214)
- Are enrolling in a public institution in S.C. within three years of discharge date (DD214)
- Are living in S.C. and provide proof of physical address, not a P.O. Box.

Student Email

TTC student email accounts are set up within 10 days after you submit an admission application. To access your account, go to my.tridenttech.edu.

TTC uses the my.tridenttech.edu portal email as the official communication system to send information to students such as:

- Financial aid status
- Emergency closings

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

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

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

Decisions About Your Major Undecided vs. Uncertain

If you declare an **undecided** major, a college counselor is your advisor. An undecided major means you have not yet chosen an academic program, or you are unsure about earning either a certificate, diploma, associate or four-year degree; or you have not yet chosen a career field. Your counselor will advise you about courses to take until you select an academic program. See the listing of advisors for undecided students on page 22.

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

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

Main Campus, Student Center
Bldg. 410/Rm. 210, 843.574.6131

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

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

Mount Pleasant Campus, Reception Area, 843.958.5810

TTC Online College
www.tridenttech.edu

If You Are Not Seeking a Degree

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

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

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

Taking Placement Tests

Do I Need to Take a Placement Test?

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

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

ACCUPLACER sentence skills and reading comprehension scores are valid for five years from the date of testing; math ACCUPLACER scores are valid for two years.

Before the Test

Before you take the TTC Placement Test, you may want to refresh your skills and learn more about the test at either <http://accuplacer.collegeboard.org> or http://www.tridenttech.edu/start/apply/ad_placement.htm. You can also get a free ACCUPLACER Study App at <http://accuplacer.collegeboard.org/students/prepare-for-accuplacer>.

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

After the Test

Your next step is to go to Orientation for test score interpretation. If your TTC Placement Test scores do not meet your program's required scores in English, math

or reading, TTC's Developmental Studies courses will help you improve your skills before you start your program of study. Developmental Studies courses are offered in The Learning Center on Main Campus and on Berkeley, Mount Pleasant and Palmer campuses at convenient times. Call 843.574.6378 for information.

Credit by Examination

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

New Student Orientation

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

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

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

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

If you are unable to attend orientation in person or are taking online courses, please visit the my.tridenttech.edu portal for the link to online orientation.

Main Campus, Orientation Center, Bldg. 500/Rm. 134, 843.574.6436

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

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

Mount Pleasant Campus, Reception Area, 843.958.5810

Public Safety Services

Public Safety Officers

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

Public Safety Services

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

In accordance with the S.C. Campus Sexual Assault Information Act, a copy of TTC's sexual assault policy is available in the office of the vice president for Student Services (Bldg. 410/Rm. 220) and the director of Human Resources (Bldg. 940).

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

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

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

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

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

Registering for Classes

New Students

Certificate, Diploma, Degree or Undecided
(You are a new student if you have not completed credit courses at TTC.)

- Attend orientation (see page 14). Meet an orientation leader and receive the name of the assigned advisor for each major you have declared. New students are not eligible to register online.
- Make an appointment with your advisor and take your program evaluation from TTC Express.
- If you cannot register early, you may register with an academic advisor on May 23.

Continuing and Returning Students

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

- You may self-advise and register online or at any of the four campuses, or you may make an appointment with your advisor to register. You should set up an academic plan with your academic advisor before self-advising.
- If you cannot register early, you may register with an academic advisor on duty May 23.

Nondegree Students

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

- Any continuing or returning nondegree student can register online, as scheduled on page 7.
- Register in person at the Orientation Centers on any campus or the Registrar's office on Main Campus.
- If you cannot register early, you may register May 23.

Pay by the Payment Deadline

Be sure to pay the balance due for your tuition and fees by the payment deadline for the registration period or you may not be allowed to register for future semesters or receive a transcript (see page 8).

For the most up-to-date course information, visit course search or your TTC Express account at my.tridenttech.edu.

Drop/Add

Drop/Add is the first day of Maymester, the first two days of the term for Summer 1 and Summer 2, and the first three days of the term for Summer Full.

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

Drop/Add Restrictions

- You can add a traditional (in-classroom) course if it has not met yet or if you are switching sections of the same course.
- You can add online courses until 11:59 p.m. on the first day of Drop/Add. Staff will not be available to assist outside of normal business hours.
- Drop/Add ends at 11:59 p.m. on May 8, June 1 and July 11.

Attending Class

The Registrar's office will remove you from class if your instructor reports you as never-attended. For online courses, you should log in to D2L for each online course you are taking, initiate communication with your instructor, and actively engage in an academic assignment to be counted as having attended. For mixed-mode courses, you should attend the class lecture and/or log into each course in D2L, initiate contact with each instructor and actively engage in an academic assignment for each course. For all other courses, you must be physically present in class to be counted as attending.

Student ID Cards

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

Registration Definitions

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

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

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

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

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

Cancelled Courses

When the college cancels a low enrollment course, students may choose another course or section. If a student is unable to find another course, the college will refund tuition paid, unless the student is still enrolled full time. TTC will notify students via email at the time a decision is made to cancel a course due to low enrollment. The college will not cancel courses after 5 p.m. on May 5 for Maymester or 5 p.m. on May 26 for Summer Semester. Students should check their email at my.tridenttech.edu for messages.

Online Registration

Get Online, Not In Line

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

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

Online Registration

Am I eligible to register online?

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

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

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

How do I register online?

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

What is Express Registration?

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

What is search and registration?

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

Does TTC Express recognize prerequisites?

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

Can I print a class schedule?

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

What else can I do online?

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

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

Trident Technical College Emergency Alert System (EAS)

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

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

1. **EAS Mobile:** Text and/or voice messages sent to a student's mobile device/cell phone. Voice messages can also be sent to designated landline telephones. (Students must opt in to receive messages. To subscribe, visit my.tridenttech.edu student portal and click on TTC EAS under TTC Bookmarks.
2. **EAS Email:** Alerts sent to email accounts. (Students are automatically registered to receive EAS email at their my.tridenttech.edu account upon registering for classes.) Students must opt in to have messages sent to a personal email account.

3. **EAS Campus:** Audible and/or text alerts sent to campus telephones located in classrooms, hallways and offices.
4. **EAS Web:** Alerts posted on TTC's website (www.tridenttech.edu), student portal page (my.tridenttech.edu) and Facebook page.
5. **EAS InfoLine:** Recorded message alerts accessed by calling 843.574.6262, ext. 9091. A toll-free InfoLine, 877.869.7736, is activated when conditions warrant.
6. **EAS Media:** Alerts sent to local media outlets (radio, television, newspaper).

Quick Reference – TTC Public Safety

Emergencies: 843.574.6911 (6911 from a campus phone)

Non-emergencies: 843.574.6053

www.tridenttech.edu/publicsafety.htm

Admission Application



PART 1 – ADMISSION APPLICATION INSTRUCTIONS

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

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

PART 2 – ADMISSION REQUIREMENTS

Complete the following steps.

Certain certificate and diploma programs may have different admission requirements. Please see the online college catalog for admission requirements for your desired program. Visit www.tridenttech.edu.

- Complete application for admission.** You can complete this paper application or apply online at www.tridenttech.edu.
- Pay non-refundable \$30 application fee.**
- Provide proof of high school graduation or completion of GED:** If you have an associate degree or higher, you are not required to provide proof of high school graduation. You must submit an official copy of your high school transcript if you wish to be considered for the LIFE scholarship and/or financial aid.
- Provide proof of English proficiency:** Submit one of the following:
 - SAT Critical Reading 480 SAT Revised Evidence-Based Reading and Writing (530) ACT English 19
 - Completed English credits from a regionally accredited university Qualifying scores on the TTC Placement Test
 - Proof of bachelor’s degree
- Provide proof of math proficiency:** Submit one of the following:
 - SAT Math 580 SAT Revised Math (600) ACT Math 22
 - Completed math credits from a regionally accredited university TTC Math Placement Test scores

IMPORTANT NOTE: TTC Math Placement Test scores are valid for two years. All other scores are valid for five years.
- Proof of United States citizenship or legal immigration status:** See page 4 of this application for additional information.

Special Admission Requirements

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

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

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

PART 3 – OTHER INFORMATION

NOTICE OF NONDISCRIMINATION

It is the policy of Trident Technical College that no discrimination on the grounds of race, color, disability, religion, gender, sexual orientation, age, marital status, veteran status, gender identity, pregnancy, or national or ethnic origin will exist in any area of the college.

CAMPUS SECURITY

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

CONFIDENTIALITY OF STUDENT RECORDS

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

STUDENTS WITH DISABILITIES

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

FINANCIAL AID AND VETERANS ASSISTANCE

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

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

For more information on TTC Foundation scholarships, visit www.tridenttech.edu and search for "scholarships." There are special transcript requirements for TTC scholarships.

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

MILITARY AND VETERAN STUDENTS

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

PART 4 – STEPS TO TAKE AFTER COMPLETING APPLICATION

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

Complete the Transcript Request Form below to have your transcripts sent from your high school to TTC. Remove it and send it to your high school before submitting your application. Additional transcript request forms are available online at www.tridenttech.edu and search for "transcripts."



PLEASE FORWARD A COPY OF MY TRANSCRIPT TO:

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

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

LEGAL NAME

Last _____ First _____ M.I. _____

Prior Last Name (if different) _____

Date of Birth ____/____/____ SSN _____

School Attended _____

Date of Attendance _____

Signature _____

PERSONAL INFORMATION

PREFIX Mr. Ms. Mrs. Other

NAME _____
LAST FIRST M.I. SUFFIX

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

PHONE NUMBERS Home _____ Cell _____ Work _____

SOCIAL SECURITY NUMBER _____ - _____ - _____ DATE OF BIRTH _____ / _____ / _____
Month / Day / Year

ETHNICITY Are you Hispanic/Latino? Yes No Please check any additional descriptions that characterize your race:
 American Indian or Alaska Native Asian Black or African American Native Hawaiian or other Pacific Islander White

GENDER Male Female

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

ANY PREVIOUS NAME(S) _____
FIRST M.I. LAST

EMAIL ADDRESS (This will be the initial way we communicate with you.) _____

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.

EDUCATIONAL GOALS

START SEMESTER
 Fall Spring Maymester Summer Year 20____

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

CREDENTIAL SOUGHT
 Associate Degree Certificate Diploma Undecided

ACADEMIC PROGRAM _____
 Career path (if required) _____
 (A full list of academic programs and career paths can be found in the *On Course*, Catalog or at www.tridenttech.edu.)

REASONS FOR ATTENDING TTC: *Check all that apply* Earn a two-year degree Earn a certificate/diploma
 Transfer to a four-year college Learn skills for a new job Learn skills to advance in job
 Improve basic skills Personal benefit Undecided

EDUCATIONAL BACKGROUND

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

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

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

Approximate Date _____ Location _____

RESIDENCY/TUITION

Tuition is based on residency. TTC determines residency based on S.C. law and Commission on Higher Education Regulations.
 Documents may be required to prove residency. Go to www.tridenttech.edu and search for "residency" for more information on residency.
 702 Choice Act requires DD214 and additional proof of residency.

Does someone else provide more than **50% of your financial support**? Yes No
 Did someone else **claim you on their income taxes** the previous year? Yes No

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

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



COMPLETE THIS COLUMN

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

Name/Relationship _____

Is he or she:

A legal resident of South Carolina? Yes No
 Effective Date ___/___/___
 A full-time employee working in South Carolina? Yes No
 Effective Date ___/___/___
 Active duty, stationed in South Carolina? Yes No
 Effective Date ___/___/___

Are you:

A legal resident of South Carolina? Yes No
 Effective Date ___/___/___
 A full-time employee working in South Carolina? Yes No
 Effective Date ___/___/___
 Active duty, stationed in South Carolina? Yes No
 Effective Date ___/___/___

CITIZENSHIP

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

Are you a U.S. citizen? Yes No

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

What is your country of origin? _____

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

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

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

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

Print Name _____ Signature _____ Date _____

MISCELLANEOUS

Emergency Contact _____ Phone _____ Relationship _____

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

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

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

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

Name _____ Relationship _____ Date of Birth _____ Information Released (circle)

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

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

Print Name _____ Signature _____ Date _____

Return completed application to: Trident Technical College • Admissions Office, AM-M • P.O. Box 118067 • Charleston, SC 29423-8067
 Telephone 843.574.6111, 877.349.7184 (toll free) • www.tridenttech.edu • Remember to include your \$30 check.

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

Go to TTC Express

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

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

Registration

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

Express Registration

1. From the TTC Express menu on the portal, click Registration.
2. Click Express Registration.
3. Using the drop-down arrow, select your subject area (ex. ENG).
4. Type in your course number (ex. 101).
5. Type in your section number (ex. 001).
6. Using the drop-down arrow, select the appropriate term (ex. 2016FF1).
7. Repeat steps 3-6 until you have entered all of your courses.
8. **Click Submit.**
9. TTC Express will take you to the Register and Drop Sections screen. You will make your final course selections on this screen. Review all of the courses and sections listed in the Preferred Sections.

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

Search and Register for Sections

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

Drop a Course Section

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

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

Withdraw from a Course Section

After the Drop period, you can withdraw from a course section and you will receive a grade of W on your transcript.

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

**Warning: If you do not receive a confirmation email to your my.tridenttech.edu student email account, you have not completed your registration activity.*



Bus Passes

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

The passes are issued for January to June and July to December. Students may ride anywhere the regular buses go at any time during the semester. Students must show a validated TTC ID card when getting on a bus. Price is subject to change without notice. Tri-County Link bus passes are available only to TTC students for \$35 per month. Passes are sold through the Berkeley Campus bookstore.

GRADUATION 2017

The 2017 Graduation Ceremony for Fall 2016, Spring 2017 and Summer 2017 graduates is Friday, May 5, 7 p.m., at the North Charleston Coliseum. A mandatory dress rehearsal will be held May 5, 5:30 p.m., at the Coliseum. Graduation applications are due Feb. 28, as are cap/gown and invitation/name card orders. For information, stop by TTC's Registrar's office or call 843.574.6322.

Important

You will NOT receive a bill for tuition and fees via U.S. mail. Check your account under Menu > Financial Life > My Account and Payment Information.

Maymester and Summer Semester 2017 Tuition and Fees

- *Tri-County Area Resident*
\$171.84 per credit hour
 - *Out of Tri-County Area Resident*
\$190.65 per credit hour
 - *Out of State Resident*
\$325.25 per credit hour
- Tuition is subject to change.*

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

Each student must pay a \$15.76 nonrefundable registration fee per semester.

Certain courses have an additional required fee. See www.tridenttech.edu > Pay for College > Tuition and Payment.

Residency

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

A dependent student seeking classification as a South Carolina resident will not be automatically disqualified from receiving in-state tuition because of the citizenship or immigration status of their parent(s) or guardian(s). Staff should advise students that the immigration or citizenship status of a student's parent(s) or guardian(s) will not automatically disqualify them from receiving these benefits. For U.S. citizen students with undocumented parents or guardians, state-issued identification documents and other typical indicia of residency may not be available to the parents. In such cases, staff should work with the student to obtain alternate proof of the parents' residence and domicile in South Carolina, including but not limited to the other documents listed in S.C. Code Reg. § 62-605(C), as well as utility bills, lease documents, medical and school records, and other records that may indicate domicile. No particular document or combination of documents shall be conclusive in every case; rather, in all cases, regardless of the citizenship or immigration status of the parents or guardians, staff shall endeavor to determine whether South Carolina is the true, fixed, principal residence and place of habitation as set forth in S.C. Code Ann. § 59-112-10(D), based on the information and documentation submitted by the student. In all cases, the student has the burden of proving fulfillment of the requirements for in-state tuition and attendant benefits.

Payment Procedures

Payment must be received in the Business office and balance paid in full or you must be enrolled in a payment plan by published deadlines (see page 8). If payment is not made, or if you are not enrolled in a payment plan by the due date, you may not be allowed to register for future semesters or receive a transcript. To verify your tuition balance, go to the my.tridenttech.edu portal. Once you log into your account, choose Menu > Financial Life > My Account and Payment Information.

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

Payment Options

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

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

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

Payment Methods

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

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

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

If your financial aid does not cover all of your tuition, you must pay the

difference by the registration payment deadline. Select Student Self Service form under TTC Bookmarks in the student portal.

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

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

Refunds and Withdrawal Policies

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

If you decide to withdraw from a course, you can withdraw online (see page 17) or contact the Registrar's office for the appropriate form. The refund policy is subject to change without notice.

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

Financial aid recipients, please note that if you withdraw completely, you may owe money back to the federal government and TTC based on the Return to Title IV calculation requirements.

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

Returned Check Policy

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

Services for Student Success

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

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

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

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

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

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

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

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

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

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

Choosing the Right Courses: Academic Advising

Academic advising is the key to:

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

To make an academic advising appointment:

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

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

See pages 26-29 for maps.

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

Program	First Letter of Student's Last Name	Advisor	Campus or Bldg./Rm.	Phone
COMMUNITY, FAMILY AND CHILD STUDIES		CFCS Program Information office	200/150	843.574.6529
Child and Youth Studies Department				
Early Care and Education				
Child Care Management Career Path Associate Degree and Certificate		Ms. Zeaser-Sydow	200/153B	843.574.6529
Child Care Professional Career Path Associate Degree		Ms. Misuraca	200/149	843.574.6529
School-Age and Youth Development				
Career Path, Associate Degree and Certificate		Mr. Latham	200/162	843.574.6529
Special Education Career Path Associate Degree and Certificate		Ms. Misuraca	200/149	843.574.6529
Early Childhood Development Certificate		Mr. Latham	200/162	843.574.6529
Infant and Toddler Care Career Path Associate Degree and Infant and Toddler Development Certificate		Ms. Jones	200/160	843.574.6529
T.E.A.C.H. Credential		Ms. K. Greene		1.866.845.1555
Human Services Department				
Human Services				
Addiction/Substance Abuse Career Path Associate Degree and Certificate		Dr. Dennis	200/159	843.574.6529
Human Services Generalist Career Path Associate Degree	(A-H)	Dr. Fleming	200/163	843.574.6529
	(I-R)	Mr. Kashdan	200/151	843.574.6529
	(S-Z)	Ms. Hewitt	200/165	843.574.6529
COMPUTER INFORMATION SYSTEMS				
Computer Technology	(A-B)	Mr. Brady	920/602C	843.574.6084
	(C-D)	Ms. Green	200/134	843.574.6022
	(E-F)	Ms. Fogle	200/136	843.574.6458
	(G-I)	Ms. Stuhr	200/138	843.574.6498
	(J-K)	Ms. Chambliss	200/226	843.574.6428
	(L-M)	Ms. Cothran	200/123	843.574.6917
	(N-R)	Mr. Gable	200/125	843.574.6418
	(S-U)	Mr. Jackson	200/122	843.574.6941
	(V-Z)	Mr. Burns	200/110	843.574.6602
CULINARY INSTITUTE OF CHARLESTON – MAIN		Hospitality, Tourism and Culinary Arts office	920/112D	843.820.5090
Culinary Arts	(A-C)	Chef Black	920/120B	843.820.5075
	(D-F)	Chef Branton	920/120F	843.820.5082
	(G-I)	Chef Barickman	920/120K	843.820.5081
	(J-N)	Chef Vagasky	P/153C	843.720.5607
	(O-S)	Chef Carmel	920/120G	843.820.5096
	(T-Z)	Chef Williams	920/120E	843.820.5089
Baking and Pastry	(A-M)	Chef Gronert	920/120I	843.820.5076
	(N-Z)	Chef Wilson	P/153A	843.722.5567
Sports and Health Nutrition		Chef Morgan	920/112J	843.820.5079
Hospitality and Tourism Management	(A-G)	Ms. Agnew	920/120N	843.820.5093
	(H-M)	Ms. Buzzelli	P/183B	843.722.5548
	(N-S)	Mr. Hallman	920/120J	843.820.5077
	(T-Z)	Mr. Rex	920/120L	843.820.5069
CULINARY INSTITUTE OF CHARLESTON – PALMER				
Culinary Arts		Chef Stefanelli	P/183C	843.722.5549
Baking and Pastry		Chef Vagasky	P/153C	843.720.5607
Hospitality and Tourism Management		Ms. Buzzelli	P/183B	843.722.5548
DESIGN AND CONSTRUCTION			800/801	843.574.6156
Engineering Design Graphics	(A-L)	Mr. K. Lang	700/120H	843.574.6504
	(M-Z)	Ms. Whetsell	700/120L	843.574.6168
ELECTRICAL AND AUTOMATED TECHNOLOGIES				
Construction and Industrial	(A-L)	Mr. Luhrs	920/754F	843.574.6553
	(M-Z)	Mr. Knight	920/754G	843.574.6973
Automation and Industrial		Mr. Adkisson	700/120M	843.574.6271
ELECTRICAL LINE WORKER		Mr. Mussoni	700/120P	843.574.6676
ENGINEERING TECHNOLOGY AND ENGINEERING TRANSFER		Engineering Technology office	800/801	843.574.6156
Civil Engineering Technology and Civil Engineering Transfer and Certificate Programs		Dr. Altman	700/120J	843.574.6464
Electronics Engineering Technology, Electrical Engineering Transfer and Basic Electronics Journeyman I Certificate	(A-M)	Mr. Snelgrove	700/120K	843.574.6161
	(N-Z)	Mr. Regalbutto	700/120F	843.574.6019
Mechanical Engineering Technology and Mechanical Engineering Transfer		Mr. Fulford	700/120Q	843.574.6116
ENVIRONMENTAL TECHNOLOGY	(A-K)	Dr. Gautreaux	300/310	843.574.6903
	(L-Z)	Mr. Reed	300/342	843.574.6493

Program	First Letter of Student's Last Name	Advisor	Campus or Bldg./Rm.	Phone
FILM, MEDIA AND VISUAL ARTS				
Commercial Graphics Associate Degree				
Animation Career Path		Mr. Sidletsky	500/123	843.574.6406
Graphic Design Career Path	(A-L)	Mr. Wallace	500/127	843.574.6695
	(M-Z)	Ms. Frye	200/223	843.574.6185
Digital Media Career Path		Ms. Rosenbrook	200/224	843.574.6675
Photography Career Path	(A-L)	Ms. Leighfield	500/125	843.574.6149
	(M-Z)	Mr. E. Sheppard	500/124	843.574.6944
Media Arts Production Associate Degree				
Film Production Career Path	(A-L)	Mr. Fennell	950/252B	843.574.6996
	(M-Z)	Ms. Pryce	950/252H	843.574.6431
Post Production Career Path	(A-L)	Mr. Bradley	950/252G	843.574.6841
	(M-Z)	Ms. Pryce	950/252H	843.574.6431
TV and Media Production Career Path	(A-L)	Mr. Bradley	950/252G	843.574.6841
	(M-Z)	Mr. Grimes	950/255	843.574.6739
Art Foundations Certificate		Mr. Wallace	500/127	843.574.6695
Basic Digital Production Certificate		Mr. Grimes	950/255	843.574.6739
Computer Animation Certificate		Mr. Sidletsky	500/123	843.574.6406
Computer Graphics Certificate		Ms. Frye	200/223	843.574.6185
Digital Media Software Certificate		Ms. Rosenbrook	200/224	843.574.6675
Digital Photography Certificate		Mr. E. Sheppard	500/124	843.574.6944
Film Production and Advanced Film Production Certificates		Ms. Pryce	950/252H	843.574.6431
Illustration Certificate		Mr. Wallace	500/123	843.574.6695
Multimedia Design Certificate		Ms. Rosenbrook	200/224	843.574.6675
Online Media Production Certificate		Mr. Grimes	950/255	843.574.6739
Photography Certificate		Ms. Leighfield	500/125	843.574.6149
Post Production Certificate	(A-L)	Mr. Bradley	950/252G	843.574.6841
	(M-Z)	Ms. Pryce	950/231C	843.574.6431
Radio Production Certificate		Mr. Seale	950/231C	843.574.6519
Website Design Certificate		Ms. Rosenbrook	200/224	843.574.6675

HEALTH SCIENCES				
Health Sciences office (Main Campus)				
A.S. Health Sciences Prep		Ms. Stockmaster	630/102K	843.574.6040
Emergency Medical Technology		Mr. Horne	P/214A	843.722.5533
		Mr. Boone	P/214B	843.722.5571
Expanded-Duty Dental Assisting/Dental Hygiene		Ms. Bodiford	630/102E	843.574.6450
		Ms. Copeland	630/102A	843.574.6218
		Ms. Dickson	630/102C	843.574.6442
		Dr. Jennings	630/102D	843.574.6449
		Ms. Moten	630/102F	843.574.6447
Fitness Specialist		Ms. Walters	950/117B	843.574.6402
Medical Assisting		Ms. White	630/206C	843.574.6103
Medical Lab Technology		Ms. Donaldson	630/202A	843.574.6476
		Ms. Mantooth	630/202E	843.574.6067
Medical Record Coder and Health Information Management		Ms. Dantzer	B/166	843.899.8003
		Mr. Ellison	B/186	843.899.8053
Occupational Therapy Assistant		Ms. Crawford	630/232	843.574.6900
		Ms. Hanner	630/228	843.574.6563
Pharmacy Technician		Ms. Snipe	630/230	843.574.6481
		Ms. Geddis	630/102B	843.574.6413
Physical Therapist Assistant		Ms. Fischer	630/206B	843.574.6480
		Dr. Bondurant	630/202A	843.574.6091
Radiologic Technology		Ms. Harrington	630/206D	843.574.6077
		Ms. Benton	630/102C	843.574.6191
Respiratory Care		Ms. Harrington	630/206D	843.574.6077
Veterinary Technology		Dr. Kerwin	B/186A1	843.899.8011
		Ms. Hobbs	B/186A2	843.899.8086
All other questions for Health Sciences should be directed to Administrative Assistant			630/206	843.574.6255

HUMANITIES AND SOCIAL SCIENCES AND ASSOCIATE IN ARTS, TRANSFER

Please call your assigned Associate in Arts (A.A.) advisor. Transfer students are assigned advisors by the Orientation Center staff. (See information about new student orientation on page 14.) Transfer students are assigned advisors based on your planned major at the prospective four-year institution to which you plan to transfer. Other information about transfer programs can be found in the Humanities and Social Sciences section under Academic Programs and Sites in the my.tridenttech.edu student portal. For general questions about the Associate in Arts/Transfer programs, please also use the telephone numbers listed here.

Main Campus			100/111	843.574.6034
Berkeley Campus			B/109	843.899.8048
Palmer Campus			P/102	843.722.5532
Mount Pleasant Campus				843.574.6034

Program	First Letter of Student's Last Name	Advisor	Campus or Bldg./Rm.	Phone	
INDUSTRIAL TECHNOLOGY – MAIN					
Air Conditioning/Refrigeration Mechanics		Mr. Baker	800/801F	843.574.6182	
Automotive Technology	(A-L)	Mr. Varella	800/801L	843.574.6184	
	(M-Z)	Mr. Snider	800/801M	843.574.6725	
Horticulture Technology and Certificates	(A-L)	Mr. Bertauski	620/108	843.574.6278	
	(M-Z)	Ms. Coke	620/107	843.574.6290	
Industrial Maintenance Mechanics	(A-L)	Mr. Perkins	800/801K	843.574.6577	
	(M-Z)	Mr. Bennett	800/801J	843.574.6943	
Machine Tool Technology		Mr. Greene	800/801N	843.574.6175	
Welding	(A-L)	Mr. Stallsmith	400/101	843.574.6530	
	(M-Z)	Mr. Stokes	400/101B	843.574.6179	
INDUSTRIAL TECHNOLOGY – BERKELEY					
Cosmetology–Associate Degree and Certificate	(A-L)	Industrial Technology – Berkeley office	B/181A	843.899.8024	
	(M-Z)	Ms. Cotton	B/186W	843.899.8088	
Cosmetology–Nail Associate Degree and Certificate		Ms. Frederick	B/186Y	843.899.8051	
		Mr. Gottemoeller	B/166A	843.899.8033	
INDUSTRIAL TECHNOLOGY – PALMER					
Cosmetology–Esthetics Associate Degree and Certificate		Ms. Norman	P/161A	843.722.5503	
Cosmetology–Nail Technology Associate Degree and Certificate		Mr. Gottemoeller	P/161B	843.937.5356	
LAW-RELATED STUDIES					
Division of Law-Related Studies office				843.574.6890	
Criminal Justice	(A-G)	Mr. Williams	200/216	843.574.6897	
	(H-M)	Mr. Allen	200/210	843.574.6893	
	(N-S)	Mr. Whitaker	200/201	843.574.6835	
	(T-Z)	Ms. Childs	200/209	843.574.6949	
Homeland Security Management		Mr. Williams	200/216	843.574.6897	
Paralegal Associate Degree	(A-L)	Ms. Utsey	200/212	843.574.6892	
	(M-Z)	Mr. Bowler	200/204	843.574.6894	
Paralegal Certificate		Ms. Utsey	200/212	843.574.6892	
NETWORK SYSTEMS MANAGEMENT					
Network Systems Management	(A-D)	Mr. Richburg	920/602N	843.574.6608	
	(G-K, T-Z)	Mr. Browning	920/602Q	843.574.6471	
	(L-N)	Ms. Davis	920/602P	843.574.6951	
	(O-R)	Mr. Schupbach	920/602A	843.574.6677	
	(E, F, S)	Mr. Woodside	920/602M	843.574.6606	
NURSING					
Pre-nursing Students					
Dale Barnett			970/105E	843.574.6169	
Current Nursing Students (New and Current)					
Please review the information posted in the student nursing portal.					
Main Campus			970/105	843.574.6138	
SCIENCE AND MATHEMATICS AND ASSOCIATE IN SCIENCE, TRANSFER					
Please call your assigned Associate in Science (A.S.) advisor. Transfer students are assigned advisors by the Orientation Center staff. (See information about new student orientation on page 14.) Transfer students are assigned advisors based on the prospective four-year institution to which you plan to transfer. For general questions about the Associate in Science/Transfer programs, please use the telephone numbers listed here.					
Main Campus			300/303	843.574.6015	
Berkeley Campus			B/109	843.899.8077	
Palmer Campus			P/102	843.722.5532	
Engineering Transfer		See listing under Engineering Technology.			
THE LEARNING CENTER					
Developmental Studies		Main	920/211	843.574.6409	
		Berkeley	B/186D	843.899.8115	
		Palmer	P/226	843.722.5516	
UNDECIDED STUDENTS					
See page 13.					
Main Campus	(A-C)	Mr. Morea	410/210	843.574.6131	
	(D-G)	Ms. McNaughton	410/210	843.574.6131	
	(H-K)	Ms. McCall	920/211	843.574.6131	
	(L-O)	Mr. Orgel	410/210	843.574.6131	
	(P-R)	Ms. Smalls	410/210	843.574.6131	
	(S-U)	Ms. Rivers	410/210	843.574.6131	
	(V-Z)	Ms. Middleton	410/210	843.574.6131	
	Berkeley Campus	(A-Z)	Ms. Bland	B/111	843.899.8008
	Palmer Campus	(A-M)	Mr. Ashby	P/226	843.722.5516
(N-Z)		Ms. Mouzon	P/226H	843.722.5516	

Open Advising/Registration Day May 23

On **May 23** staff will be in the buildings listed below to assist you in locating an academic advisor. (See pages 19-22 to determine which department a particular program falls under.) **Mount Pleasant Campus students can check in at the Reception Area for advisor locations or call 843.958.5810.**

Program	Campus or Bldg./Rm.	Phone
Accounting	200/102	843.574.6252
Aircraft Maintenance	B/166K	843.899.8036
Aircraft Assembly	920/816D	843.820.5004
Aircraft Avionics Technology	B/166H	843.899.8028
Associate in Arts		
Main Campus	100/111	843.574.6034
Berkeley Campus	B/109	843.899.8048
Palmer Campus	P/102	843.722.5535
Associate in Science		
Main Campus	300/303	843.574.6015
Berkeley Campus	B/109	843.899.8077
Palmer Campus	P/156	843.722.5535
Administrative Office Technology	100/177	843.574.6931
	200/135	843.574.6146
Business and Management		
Main Campus	200/102	843.574.6252
Palmer Campus	P/102	843.722.5535
Community, Family and Child Studies		
Main Campus	200/150	843.574.6529
Computer Information Systems		
Main Campus	200/102	843.574.6252
Palmer Campus	P/249	843.722.5524
Cosmetology	B/186W	843.899.8088
Culinary Institute of Charleston		
Culinary Arts,		
Main Campus	920/120B, E, F, G, H, I, J, K	843.820.5090
Culinary Arts,		
Palmer Campus	P/183C	843.820.5090
Hospitality/Tourism Management,		
Main Campus	920/120F, J, L, N	843.820.5090
Hospitality/Tourism Management,		
Palmer Campus	P/183B	843.820.5090
Design and Construction	800/801	843.574.6156
Early Care and Education	200/150	843.574.6529
EMT-Paramedic	P/214A	843.722.5533
Engineering Technology	800/801	843.574.6156

Program	Campus or Bldg./Rm.	Phone
Environmental Technology	300/310	843.574.6015
Esthetics		
Palmer Campus	P/161A	843.722.5503
Film and Media Arts	950/231	843.574.6852
Health Sciences	630/206	843.574.6255
Horticulture Technology	620/108	843.574.6278
Human Services	200/150	843.574.6529
Industrial Technology	800/801	843.574.6156
Law-Related Studies	200/208	843.574.6890
Massage Therapy	P/214D	843.722.5542
Nail Technology		
Berkeley Campus	B/166A	843.899.8033
Palmer Campus	P/161B	843.937.5356
Network Systems Management	920/602A	843.574.6677
	920/602N	843.574.6608
Nondegree		
Orientation Centers or Registrar's offices on Main and Berkeley campuses, in the Orientation Center at Palmer Campus, and at the Reception Desk at Mount Pleasant Campus		
Nursing		
Main Campus	970/105	843.574.6138
Palmer Campus	P/106A	843.722.5545
The Learning Center (Developmental Studies courses)		
Main Campus	920/211	843.574.6378
Berkeley Campus	B/141	843.899.8087
Palmer Campus	P/226	843.722.5516
Undecided		
Main Campus	410/210	843.574.6131
Berkeley Campus	B/111	843.899.8079
Palmer Campus	P/226	843.722.5516
Veterinary Technology	B/186A1	843.899.8011
Visual Arts	500/122	843.574.6852
Welding	400/101	843.574.6139

B = Berkeley P = Palmer 100, 200, etc. = Main

Hit the Books!



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

Textbooks – *new and used*
Electronics – laptops, cameras, tablets and accessories
Backpacks
Office supplies
Notebooks and binders
Lab supplies
Snacks
TTC clothing and gift items

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

Main Campus
Monday-Thursday • 8 a.m.-6 p.m.
Friday • 8 a.m.-1 p.m. • 843.574.6578
Campus Bookstore Bldg. 950

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

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

***Mount Pleasant Campus**
Monday-Thursday • 8 a.m.-6 p.m.
Friday • 8 a.m.-1 p.m.
843.574.6122

*Students must first order online; delivery will be made to Mount Pleasant Campus for pickup.

Get Involved!

Enrich your learning experience by participating in one of 35 TTC student organizations. These organizations offer academic, professional and community activities. Student and organization achievements are recognized annually at the Awards Day ceremony. Call the Student Activities office at 843.574.6012 for more information.

- Alpha Mu Gamma
- Association of Information Technology Professionals
- Campus Crusade for Christ
- Champions for Change
- Clemente Coalition
- Criminal Justice Student Association
- Early Childhood Development Club
- Filmmakers Unanimous
- Fitness Lifestyle Initiative
- Hospitality and Culinary Student Association
- International Club
- Lex Artis Paralegal Society
- Lowcountry Aviation Maintenance Association

- Pharmacy Technician Association
- Phi Theta Kappa Honor Society
- Physical Therapy Assistants
- Radiologic Technology Association
- Respiratory Care Association
- Roots and Shoots
- Society for Dental Assisting
- Society for Medical Assistants
- Society for Medical Laboratory Technology
- Society of Broadcasters
- Student Accounting Association
- Student American Dental Hygienists' Association
- Student Nurses Association
- Student Occupational Therapy Assistants
- Terra Bella Society
- TTC Gospel Choir
- TTC Transfer Scholars
- Trident Times Student Newspaper
- Unified Club Council
- United Students Association
- Vet Tech Club
- Visual Arts Club



On the Rack

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

Lock your bikes at:

Student Center (Bldg. 410, north side)

Engineering Technology Building
(Bldg. 700, front)

Health Sciences Building
(Bldg. 630, front)

Breezeway (between General Education and Science and Math buildings, 100/300)

General Education Building
(Bldg. 100, outside Public Safety)

Science and Math Building
(Bldg. 300, rear, near Library, Bldg. 510)

Palmer Campus (right and left of the main building)

Please do not lock your bikes to light poles, gas valves, trees, door frames or other structures.

College Information

Mission Statement

Mission

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

Vision

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

Values

- Integrity
- Student achievement
- Academic excellence
- Accessibility and affordability
- Diversity and inclusion
- Excellence in customer service
- Expertise
- Academic freedom
- Accountability
- Global competitiveness

Role and Scope

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

An open-door institution of higher education, the college serves approximately 15,000 traditional and nontraditional curriculum students who have a wide variety of educational goals, from personal enrichment to career development to university transfer. To help students meet their goals, TTC offers university transfer associate degrees and applied technical associate degrees, diplomas and certificates. The curriculum includes programs in arts and sciences, aeronautical studies, agriculture, business, computer technology, engineering technology, health sciences, hospitality, industrial technology, and public service. TTC students draw on knowledge from a broad range of disciplines to develop the communication and critical thinking skills that are fundamental to lifelong learning.

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

TTC is committed to being accessible and responsive to community needs. To foster student success, TTC provides developmental education and comprehensive student services. In addition to traditional instruction, TTC's flexible course offerings and alternative

delivery methods, including online instruction, enable more members of the community to pursue higher education.

Approved by TTC Area Commission Aug. 2, 2016. Approved by the South Carolina Commission on Higher Education Jan. 13, 2012.

Academic Dishonesty

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

Student Rights and Responsibilities

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

Equal Opportunity Statement

It is the policy of Trident Technical College that no discrimination on the grounds of race, color, disability, religion, gender, sexual orientation, age, marital status, veteran status, gender identity, pregnancy, or national or ethnic origin will exist in any area of the college. 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 individuals with disabilities. No otherwise qualified person will be denied access or opportunity on the basis of a disability. Tangela Smalls is the college's Title IX Coordinator for employees and students. The Title IX Coordinator oversees compliance with all aspects of sexual violence, sex/gender harassment, discrimination, and misconduct policy. Tangela Smalls can be reached at Trident Technical College Main Campus, Bldg. 900/Rm. 134, or 843.574.6208. Please contact her to report any Title IX

violations, or if you have any questions and/or concerns. Pam Brown is the student coordinator for the college's ADA, Section 504 (Rehabilitation Act), and Titles VI and VII (Civil Rights Act). Please contact her if you have questions or need information concerning the ADA, Section 504, Titles VI and VII, alternate communication methods, and services for students with disabilities. Pam Brown can be reached at Trident Technical College Main Campus, Bldg. 410/Rm. 210J, or 843.574.6246 or TTY 843.574.6351.

Support for Students with Disabilities

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

Sexual Harassment

TTC's Sexual Harassment and Related Unprofessional Conduct policy and procedure are available in the campus libraries and in the offices of vice presidents, deans and directors. For more information, read the Catalog, Student Handbook or contact Tangela Smalls, Main Campus, Bldg. 900/Rm. 134, 843.574.6208.

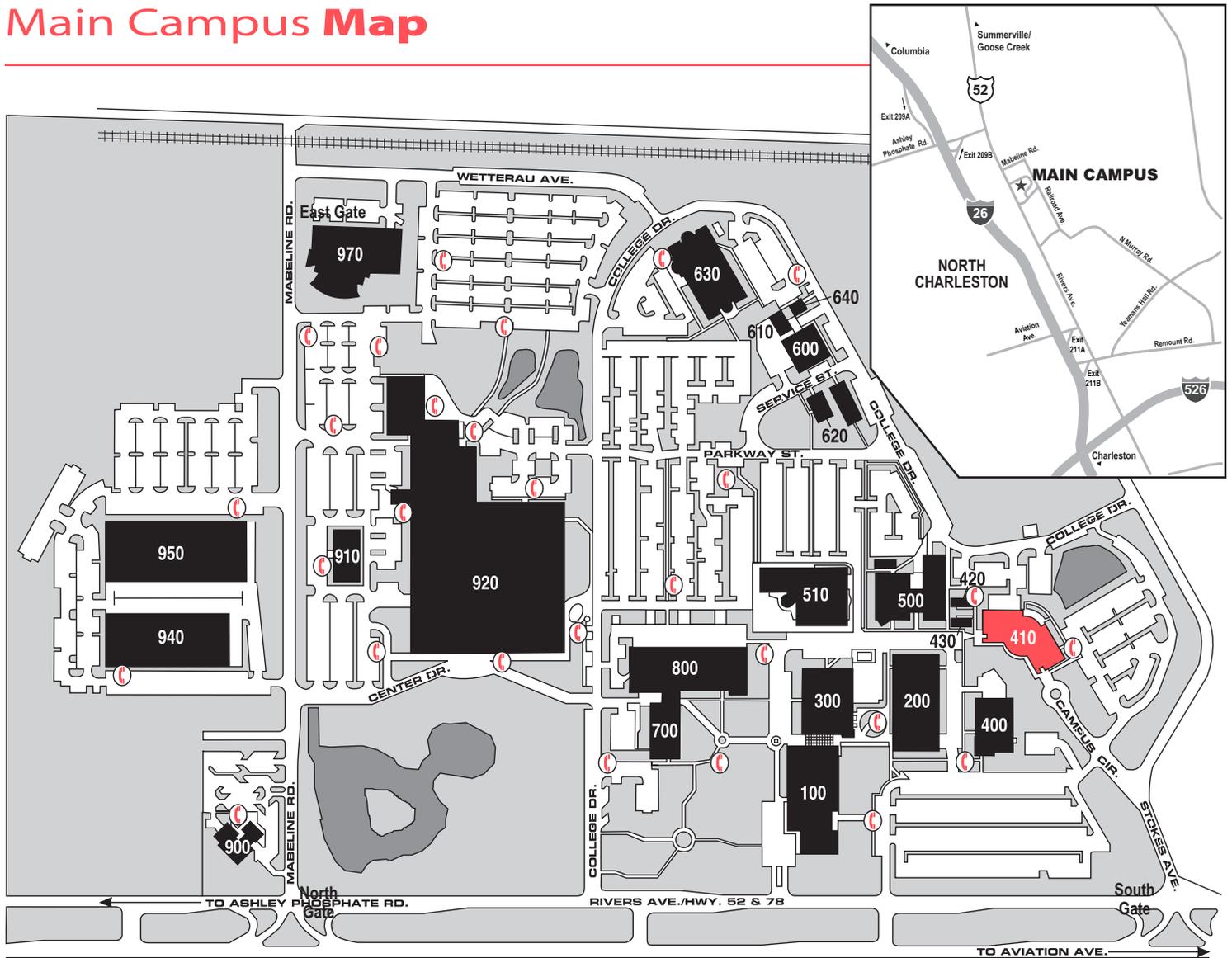
Proof of U.S. Citizenship

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

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

For more information, please call 843.574.6910, email ImmigrationAct@tridenttech.edu or visit www.tridenttech.edu and search for "Immigration Act."

Main Campus Map



Main Campus ☎ Emergency Phone
7000 Rivers Ave. • North Charleston 29406 • 843.574.6111

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

Bldg. Bldg. Area Rm. #
Name

- 100 General Education Building** Cooperative Education 177/Humanities and Social Sciences Division Office 111/Public Safety 127/Student Study Room 175
- 200 Business Technology Building** Business Technology Division Office 102/Community, Family and Child Studies Division Office 150/Law-Related Studies Division Office 208
- 300 Science and Math Building** Science and Mathematics Division Office 303/Math³ (tutoring) 350B
- 400 Welding Building**
- 410 Student Center** Admissions 110/Business Office 124/Counseling and Career Development 210/Financial Aid and Veterans Assistance 102/Registrar's Office 110/Services for Students with Disabilities 210/Spot Café 104 and Student Lounge/Student Activities and Student Identification Cards 130/Testing 202/TTC Express Technical Support 126
- 420 Educational Opportunity Center Building**
- 430 Scholars Network Building**
- 500 Communications Technology Building** Orientation Center 134
- 510 Library** Student Resource Center 137/Transfer Advising Center 137
- 600 Facilities Management Building**

- 620 Horticulture Building**
- 630 Health Sciences Building** Health Sciences Division Office 206/Vending and Student Lounge 115
- 640 Music Building**
- 700 Engineering Technology Building** VETS Center 201/Veterans Upward Bound 106
- 800 Industrial Technology Building** Industrial and Engineering Technology Division Office 801/Student Study Room 805/Vending and Student Lounge 810
- 900 Administration Building**
- 910 Continuing Education Center** CE Information 142/CE Registration 102
- 920 Complex for Economic Development** Aeronautical Studies Division Office 816/College Center 107/Computer Center 740/Culinary Institute of Charleston Division Office 112D/The Learning Center 211/Relish Restaurant 301/Vending and Student Lounge 307, 822
- 940 Administration and Training Building** Information Center 300/Recruiting and Student Employment Services 300
- 950 TTC Bookstore** TTC Bookstore 104/Film, Media and Visual Arts Division Office 231/The InterTech Group Wellness Center 117/Student Lounge 115/TTC Café 116
- 970 Nursing and Science Building** Nursing and Science Resource Center 220/Nursing Division Office 105/Student Study Room 210/TTC Café Self-Service Kiosk and Student Lounge 210

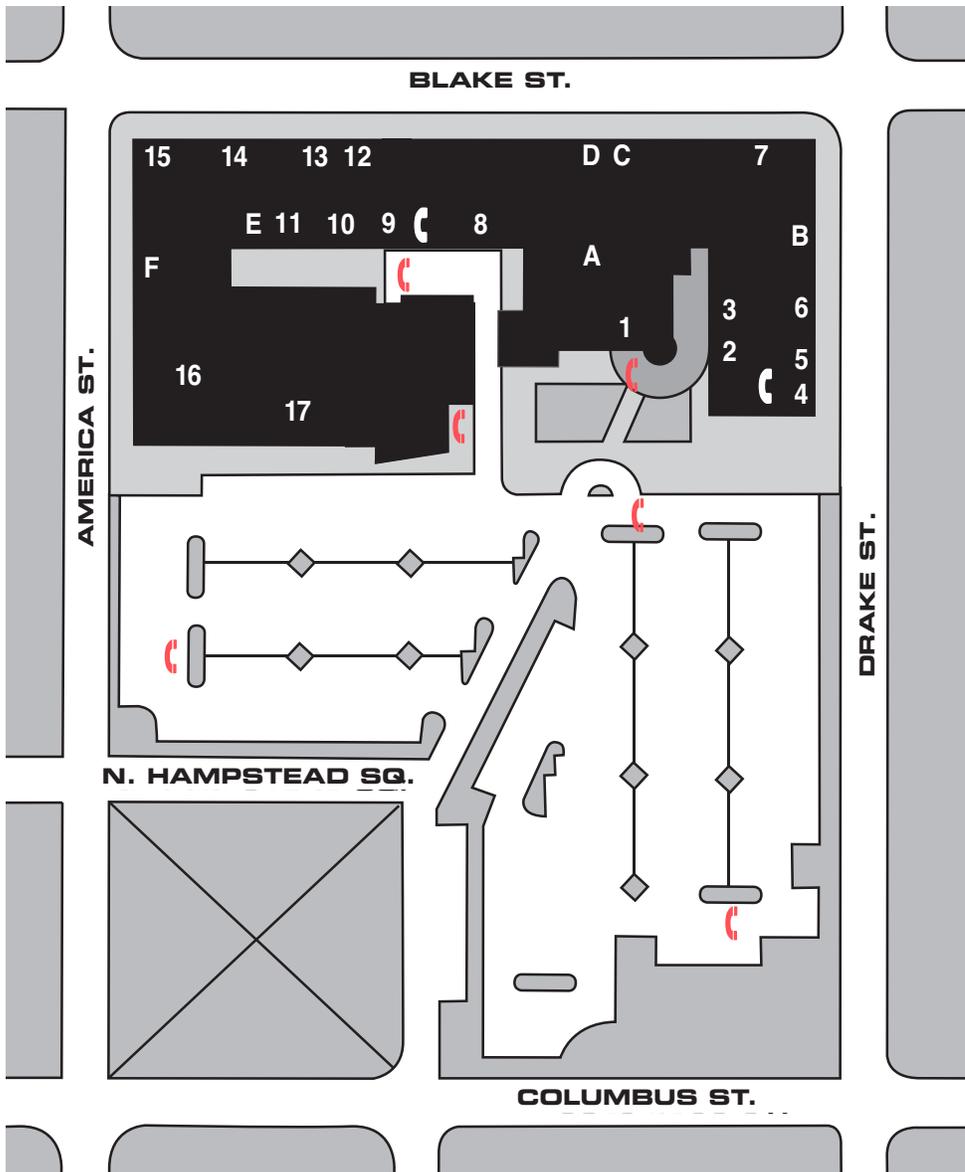
Smoke-Free Buildings Policy

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

Firearms Policy

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

Palmer Campus Map

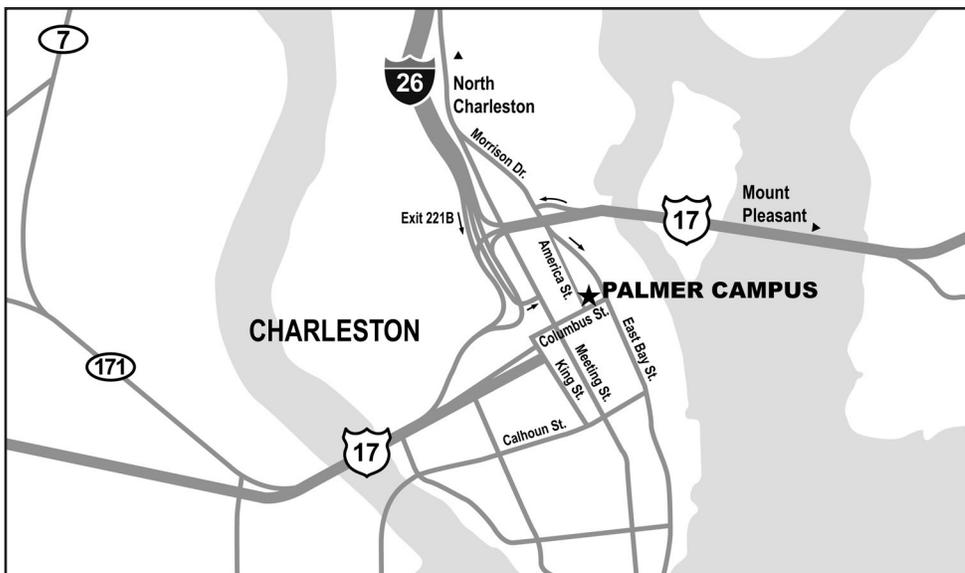


First Floor

1. Admissions Suite – Rm. 121
Veterans Assistance – Rm. 122
Financial Aid – Rm. 122
Dean’s Office – Rm. 127
2. Student Lounge – Rm. 105
3. VETS Center – Rm. 105A
4. College Transfer Information Resource Center (TIRC) – Suite 102
5. Academic Hub – Suite 102
6. Developmental Studies Faculty/ Adjunct Offices – Suite 106
7. Educational Opportunity Center – Rm. 112
8. Emergency Medical Technology Lab – Rm. 135
9. Bookstore/Business Office – Rm. 141
10. Public Safety – Rm. 145
11. CIC Faculty/Adjunct Offices – Suite 153
12. Clemente Center – Rm. 146
13. Science and Math Faculty Offices/ Math³ (tutoring) – Suite 156
14. Esthetics Lab – Rm. 158
15. Biological Sciences Lab – Room 160
16. Amphitheater – Rm. 182
17. Culinary Institute of Charleston (CIC)/181 Palmer Dining Room – Rm. 181

Second Floor

- A. Library – Rm. 229
- B. Adjunct Faculty Office – Suite 210A
Business Technology Faculty Office – Suite 210D
Dr. Mary Ann Kohli, Clemente Program Director – Suite 210C
Faculty/Adjunct Office – Rm. 212
Health Sciences Faculty/Adjunct Offices – Suite 214
- C. Student Success Center/Counseling/ Disability Services/Learning Assistance/Testing Services – Rm. 226
- D. Orientation Center – Rm. 226J
- E. Nail Technology Lab – Rm. 239
- F. Computer Center – Rm. 252

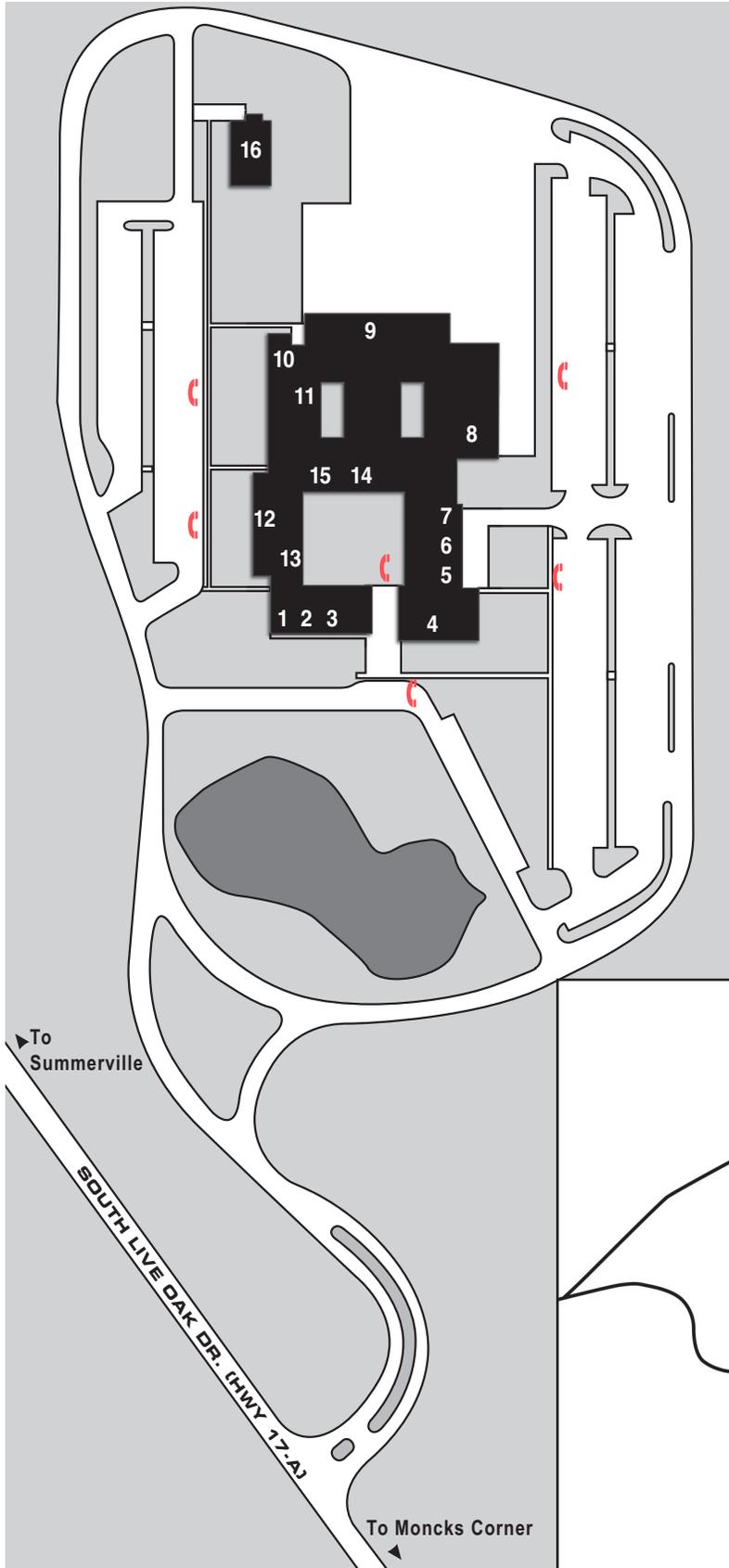


Palmer Campus

66 Columbus St., Downtown Charleston
29403
843.722.5500

 Emergency Phone

Berkeley Campus Map

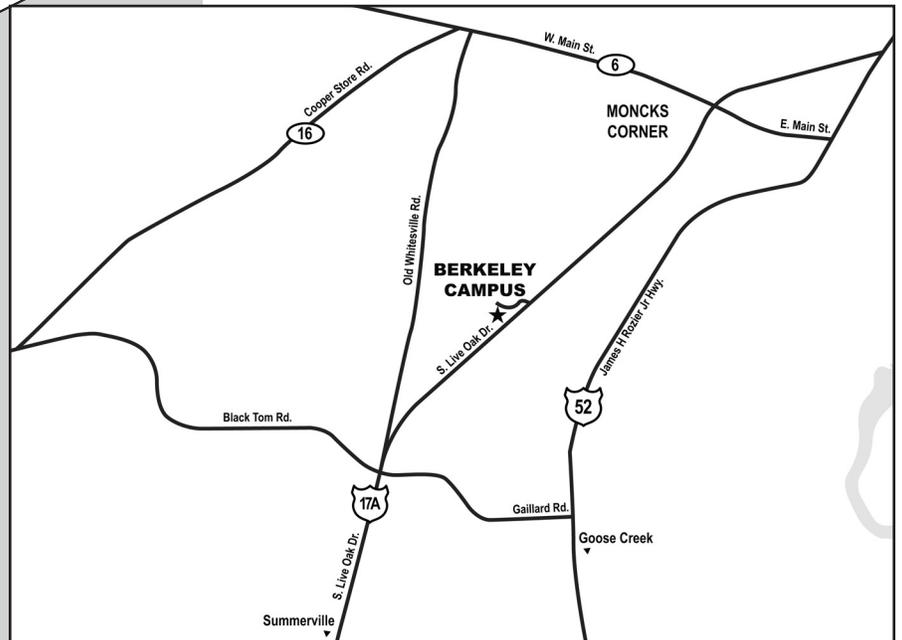


1. Student Success Center, Orientation Center, Admissions, Registrar's Office, Financial Aid, Testing Services – Rm. 111
2. Bookstore – Rm. 110
3. Dean's Office – Rm. 109
4. Library – Rm. 105
Math³ (tutoring) – Rm. 105B
5. Courtyard Café – Rm. 103
6. Live Oak Conference Center – Rm. 101
7. Public Safety – Rm. 181
8. Aircraft Maintenance Classroom – Rms. 175D and E
9. Aircraft Maintenance/Avionics Lab – Rms. 163, 165 and 167
10. Cosmetology Lab – Rm. 159
11. Nail Technology Lab – Rm. 158
12. Computer Center – Rm. 144
13. Developmental Studies Lab – Rm. 141
14. Biological Sciences – Rm. 185
15. CNA Lab – Rm. 150
16. Veterinary Technology Building

Berkeley Campus

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

 Emergency Phone



Mount Pleasant Campus and TTC Site Maps

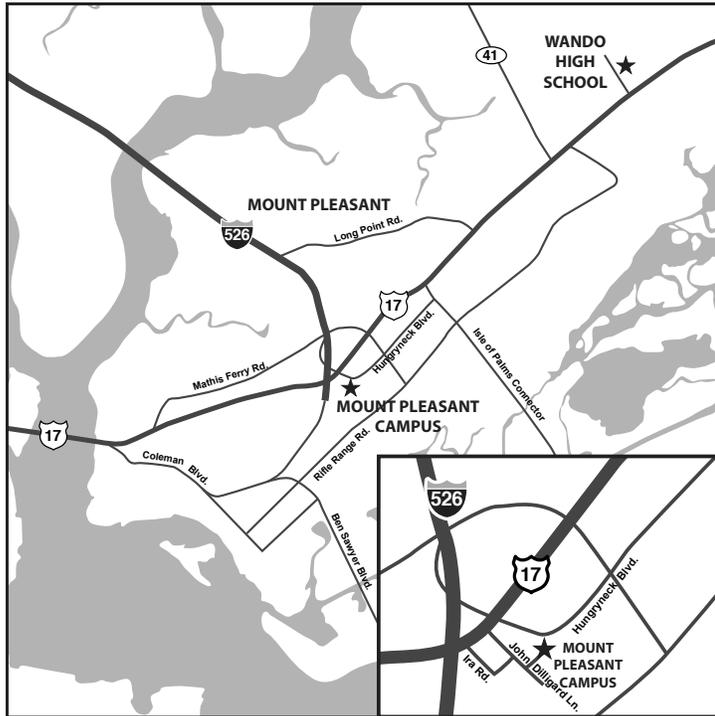
Mount Pleasant Campus

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

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

Wando High School

1000 Warrior Way, Mount Pleasant, SC 29466 • 843.574.6533



Dorchester County

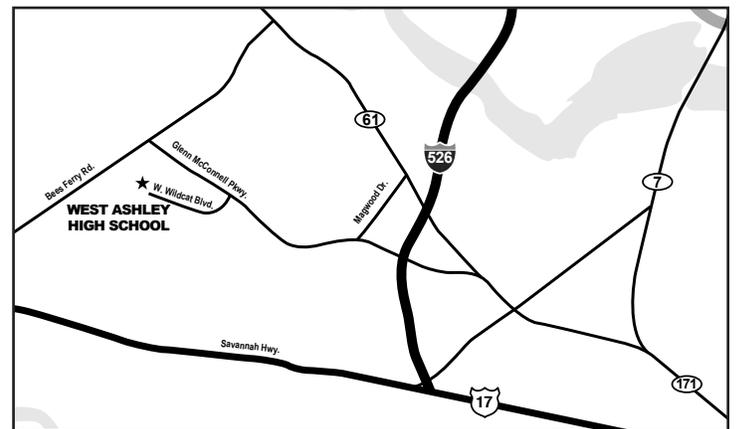
QuickJobs Training Center

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



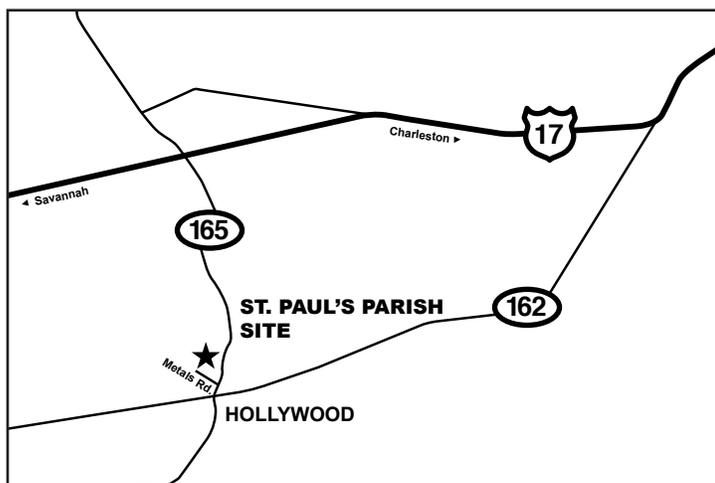
West Ashley High School

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



St. Paul's Parish Site

5231 Hwy. 165, Hollywood, SC 29449 • 843.323.3800



Key to Understanding **Class Modes**

TTC Online College

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

D2L Access

Students gain access to D2L approximately one week before the first day of class. During this time, you can check your D2L email and the My Home Announcements, and watch D2L student tutorial videos. Students gain access to D2L courses at 1 a.m. the day before the term starts. Click on the envelope icon ("Email Alert") in the top white banner to read D2L emails that your instructors may have sent. Also please read and follow any directions outlined in the Course Announcements widget per each course. You can access D2L from my.tridenttech.edu.

Mixed Mode Courses

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

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

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

Textbooks

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

Help Desk

For help with:

- D2L
- my.tridenttech.edu portal
- my.tridenttech.edu email
- TTC Express

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

For help with:

- TTC Online College

TTCOnlineCollege@tridenttech.edu
www.TTCOnlineCollege.com
843.574.6002



ttconlinecollege.com



Associate Degrees

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

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

Diplomas

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

Certificates

Addictions/Substance Abuse
 Advanced Automation: Mechatronics
 Advanced Baking and Pastry
 Advanced Beverage Service
 Management
 Advanced Cake and Chocolate
 Advanced Emergency Medical
 Technician
 Advanced Film Production
 Air Conditioning/Refrigeration
 Mechanics
 Aircraft Assembly Technology
 Aircraft Maintenance Airframe
 Aircraft Maintenance General
 Aircraft Maintenance Powerplant
 Arboriculture Management
 Architectural Drafting
 Art Foundations
 Artisanal Foods
 Athletic Field Maintenance
 Automotive Servicing

Avionics Maintenance Technology
 Baking and Pastry
 Basic Digital Production
 Basic Electronic Journeyman I
 Basic Industrial Work Skills
 Basic Machining and CNC
 Fundamentals
 Bookkeeping
 Business Information Systems
 Certificates in Transfer Engineering
 Chemical Engineering Transfer –
 University of South
 Carolina
 Civil Engineering Transfer –
 The Citadel
 Civil/Mechanical Engineering
 Transfer – University of
 South Carolina
 Electrical Engineering Transfer –
 The Citadel
 Electrical Engineering Transfer –
 University of South
 Carolina
 Mechanical Engineering
 Transfer – The Citadel
 Child Care Management
 Cisco Certified Network Associate
 Civil Drafting
 CompTIA Systems Specialist
 Computer Aided Design I
 Computer Aided Design II
 Computer Animation
 Computer Graphics
 Construction Management
 Cosmetology
 Crime Scene Investigation
 Criminal Justice: Corrections
 Criminal Justice: Law Enforcement
 Culinary Arts
 Culinary Manager
 Cybersecurity
 Database Administrator
 Digital Media Software
 Digital Photography
 Early Childhood Development
 Edible Crops
 Electrical Drafting
 Electrical Line Worker: Advanced
 Electrical Line Worker: Third Class
 Electrician: Automated Controls
 Electrician: Construction
 Electrician: Industrial
 Emergency Management and
 Protection
 Emergency Medical Technician
 Enterprise Network Administrator
 Environmental Safety and Health
 Technology
 Environmental Technology
 Esthetics
 Event Management
 Film Production
 Fitness Specialist
 Food and Beverage Operations
 Golf Course Maintenance
 Horticultural Sustainability

Hotel Operations
 Illustration
 Industrial Mechanic
 Infant and Toddler Development
 International Business
 Internet Programming
 Landscape Design
 Landscape Management
 Leadership Development
 Linux Systems Administration
 Mechanical Drafting
 Medical Office Specialist
 Medical Record Coder
 Microcomputer Business
 Applications
 Microcomputer Expert User
 Microcomputer Programming
 Microsoft Network Solutions
 Associate
 Microsoft Network Solutions Expert
 Multimedia Design
 Nail Technology
 Network Security
 Online Media Production
 Paralegal
 Paramedic
 Pharmacy Technician
 Photography
 Post Production
 Pre-Nursing
 Professional Accountancy
 Professional Writing
 Radio Production
 Restaurant Cooks
 School-Age and Youth Development
 Small Business/Entrepreneurship
 Special Education
 Sports and Health Nutrition
 Surveying
 Sustainable Technology
 Transportation and Logistics
 Virtualization and Cloud Computing
 Website Design
 Welding Gas Metal Arc and Flux
 Cored Arc
 Welding Gas Metal Arc and Flux
 Cored Arc Advanced
 Welding Gas Tungsten Arc
 Welding Gas Tungsten Arc
 Advanced
 Welding Shielded Metal Arc
 Welding Shielded Metal Arc
 Advanced

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

Payment Plan Available

Sign up online for a payment plan and spread out your tuition payments. For more information, log in on the MyAccount and Payment Information page through the my.tridenttech.edu portal.

Be Seat-Ready on Day One!

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

1. Complete all financial aid, admissions and disability accommodations steps during the Action Period (see page 6).
2. Attend orientation.
3. Register for courses.
4. Drop or add courses within guidelines by deadline.
5. Pay tuition.
6. Buy books.
7. Attend class.

For more information, visit www.tridenttech.edu/_files/pdf/Seat_Ready_Summer2017.pdf.

D2L Login Help

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

To access D2L, go to my.tridenttech.edu and log in. Click on the D2L link in the portal to enter.

If you have trouble logging in after following the login instructions, email StudentD2LHelp@tridenttech.edu for technical support.

success starts here

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

Eligible full-time students can receive \$1,140.00* in LTA per semester.

To qualify you must:

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

For more information, visit www.tridenttech.edu or call 843.574.6110.

**Amount as of Spring 2017. Amount subject to change. Calculations are based on S.C. resident taking 12 credit hours.*



TRIDENT TECHNICAL COLLEGE

Search for Courses Online

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