



Orientation Center

Trident Technical College

Student Survival Information: A Checklist

THINGS YOU NEED TO DO:

- Login/Online Services** – Students at TTC are expected to use the electronic resources provided by the college. Listed below are the two applications you need to log onto as soon as possible. They are available to you ten days after you complete the application process (submit a completed application form and pay the application fee). Don't wait to be admitted to TTC to begin using these services. The best place to start is on TTC's home page at www.tridenttech.edu.
 - TTC Express** – This is where you will go to see your grades, transfer credits, admission status, financial aid, and to register for courses once you qualify. The "Profile" screen displays information about your advisor once you have completed Orientation. You can also pay for tuition and fees and view any balance due the college. Look for more features to be added in the future. Call 574-6999 for help getting online.
 - Campus Cruiser** – TTC's student e-mail service. You will need to know your student ID number to log on. There is a look-up feature on the system you can use to find it. Important correspondence from TTC will be sent to your e-mail account. You may also find your class syllabus here. Financial Aid and other college offices as well as faculty use this e-mail account to communicate with you. Be sure you check it at least once a week.
 - Computers are available.** On Main Campus, open computer labs are located in Building 920, Room 740; Building 200 in Rooms 127 and 214; the Library, Building 510; the Student Center lounge, Building 410; in Building 630, Room 210; and in Building 700, Room 207. On Palmer Campus, the open computer lab is in Room 247 and computers are available in the Library. On Berkeley Campus, the open computer lab is located in Room 144, and you may also use the Library. Room 146 also has lab hours posted. See the *Student Handbook* for a complete list of computer labs.
- Parking Decal: Free** – Available in the Business Office, Room 124, in the Student Center (Building 410) on Main Campus, and Admissions on Palmer Campus (Room 121) and Berkeley Campus (Room 179).
- Student ID Card: Free** – Available in the Student Activities Office, Room 130, Student Center (Building 410 – closed Fridays) on Main Campus, the Admissions on Palmer Campus (Room 121) and the Berkeley Campus Library (Room 177). You must be enrolled in classes to get a student ID.

THINGS YOU NEED TO KNOW:

- Come to class prepared for the first day.** Bring a notebook and pen or pencil ready to take notes. Be on time for class. The first day is one of the most important days of the semester.
- Study time** – College study time is vastly different from high school. The rule of thumb is two hours study time for each hour in class per week. Build study time into your schedule.
- Website** – www.tridenttech.edu is your primary resource for information. Find the college's academic calendar, class schedules (before *On Course* is published), transfer agreements with other colleges, instructions for using your student e-mail account, and much, much more.
- Flex classes VS Traditional Courses** – Know the difference between these two kinds of courses offered at TTC. Traditional classes meet at fixed times in classrooms with an instructor all semester. Flex classes are offered on weekends, early in the morning on weekdays, Fast Forward, Online, and In a Bag (video courses). Check *On Course* for details.
- Learning Assistance Center** – Located in Building 920, Room 211, on Main Campus and the Student Success Centers on Palmer, Room 226, and Berkeley, Room 178. Free tutoring, workshops, videos, computer exercises, study buddies, and printed materials are all available for you. Don't wait until you are failing – get help early. Get A's!!
- Drop/Add Period** – Drop/Add gives you a chance to change your class schedule at the beginning of each semester. Advisors are on duty to assist you. Reimbursement policy and drop/add locations are published in *On Course*.

- ❑ **Withdrawal Period** – The last date to withdraw each semester is published in *On Course* and the *Catalog*. Get a “W” instead of an “F.” If you have any type of financial aid, or Veteran’s Program funds, check with the Financial Aid Office before withdrawing.
- ❑ **Library** – Current students can access the library over the Internet by clicking on “Library” from TTC’s home page. Over the Internet, you can search the catalog and access all kinds of research materials. To gain access to certain databases, your ID card must be scanned at the Library every semester. Instructors put many reserved materials in the library, including tutorial tapes, CD’s, practice tests and research aids. Your ID allows you to use the libraries at Charleston Southern University, College of Charleston, The Citadel, and Medical University of South Carolina also.
- ❑ **Bookstore** – The bookstore publishes a list of books that are required for TTC courses and posts them on the wall outside the bookstore each semester/term. At the end of the semester/term, you may be able to sell your books back. Most equipment and materials you will need for your courses are available in the bookstore. Main – Building 410, Room 102; Palmer – Room 133; Berkeley – Room 179.
- ❑ **Counseling and Career Services** – Located in 410/210 on Main Campus, Room 226 at Palmer Campus, and Room 178 at Berkeley Campus. Counseling offers many services including:
 - ❖ Services for Students with Disabilities
 - ❖ Academic and personal counseling
 - ❖ Career Counseling/Career Lab
 - ❖ Help with decisions about your major and transferring to a 4-year college
 - ❖ Help with study and test taking skills
- ❑ **Safety on Campus** – Public Safety is available to you day and night, 7 days per week, on all three campuses. Look for call boxes in the parking lots and telephones in the hallways of buildings. Call Public Safety for family emergencies, car trouble, flat tires, locked keys, lost and found, first aid, and escort to your car. Be alert for theft – lock your car and don’t leave your books unattended! Public Safety is located on Main Campus in Building 100, Room 124; on Palmer Campus in Room 145; and at Berkeley Campus in room 180. Their telephone numbers are 574-6053 (non-emergency), and 574-6911 (emergency).

PUBLICATIONS YOU NEED TO HAVE:

TTC Catalog – Available online from TTC’s home page at www.tridenttech.edu/catalog/current/7367.htm. The introduction section, “College Information,” contains important general information about admissions, records, registration and services for students that you need to read. Course descriptions and prerequisites are listed if you click “Courses” on the left side of the page. The catalog is also available to you on CD in the Orientation Center.

TTC Student Handbook and Planner– This document describes the general grading policy, the attendance policy, student activities, and the many services available to all students. It has a full academic year planning calendar. Copies are available in the Orientation Center for new students.

On Course – Each semester/term, *On Course* is published to provide a list of course schedules on each campus and includes information about all types of classes including on-line, Mixed Mode, and Course in a Bag; Fast Forward I and II; Early Bird, and Weekend 1, 2, and 3 courses. There is also a Course Search on TTC’s website.

YOUR PERSONAL RESPONSIBILITY

- ❑ **Things for which you are responsible:**
 - ❖ Keeping your college records updated.
 - ❖ Meeting with your advisor every semester.
 - ❖ Attendance policies and class work when you are absent.
 - ❖ Classroom courtesy and courtesy towards others.
 - ❖ Drop/add, withdrawal, and getting help with difficult subjects.
 - ❖ Getting the right information – don’t rely on your fellow students.

