Fall Semester 2016

ON COURSE

Youth Apprenticeship program

Fall Semester Action Period: June 13-Aug. 4
Fall 1 classes: Aug. 22-Oct. 10 • Fall 2 classes: Oct. 18-Dec. 11
Fall Full classes: Aug. 22-Dec. 9
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)
Academic Resource Center ............... 843.574.6975
Admissions
Status of Application/Residency Info
Residency/A-Z Application
Updates ............................................. 843.574.6850
A-K ............................................. 843.574.6335
L-N ............................................. 843.574.6919
O-Z ............................................. 843.574.6126
International Students ................. 843.574.6921
Berkeley Campus ....................... 843.899.8012
Palmer Campus ......................... 843.722.5568
Mount Pleasant Campus ........... 843.958.5810
Bookstore
Berkeley Campus ....................... 843.899.8064
Main Campus ......................... 843.574.6122
Palmer Campus ......................... 843.720.5604
Mount Pleasant Campus ........... 843.958.5810
Business Office
Berkeley Campus ....................... 843.899.8064
Main Campus ......................... 843.574.6024
Palmer Campus ......................... 843.720.5604
Mount Pleasant Campus ........... 843.958.5810
Bus Services
Berkeley County Public
Transportation –
Tri-County Link ......................... 843.899.4096
800.966.6631
Charleston Transit (CARTA), Main
and Palmer Campuses . 843.747.0922
Campus Tours
(by appointment) ......................... 843.574.6614
College Transfer Information Resource
Center (TIRC),
Palmer Campus ......................... 843.722.5532
Cooperative Education ............ 843.574.6931
Counseling and Career Development
Berkeley Campus ....................... 843.899.8079
Main Campus ......................... 843.574.6131
Palmer Campus ......................... 843.722.5516
Mount Pleasant Campus ........... 843.958.5810
Division of Continuing Education and
Economic Development
Registration ....................................... 843.574.6152
Educational Opportunity
Center ............................................. 843.722.5509
EMERGENCY CLOSING
INFORMATION ....................................... 843.574.6262
Students .................................... extension 9091
Faculty/Staff ................................ extension 9092
Financial Aid Office
Berkeley Campus ....................... 843.899.8021
Main Campus ......................... 843.574.6110
Palmer Campus ......................... 843.722.5520
Mount Pleasant Campus ........... 843.958.5810
Library ............................................. 843.574.6095
Online Services ................. 843.574.6WWW
my.tridenttech.edu: student email,
TTC Express (online registration),
online and face-to-face courses (D2L)
Orientation for New Students
Berkeley Campus ....................... 843.899.8026
Main Campus ......................... 843.574.6436
Palmer Campus ......................... 843.722.5518
Mount Pleasant Campus ........... 843.958.5810
Public Safety ....................................... 843.574.6053
(EMERGENCY ONLY) .................. 843.574.6911
When phone system down ....... 843.572.1642
Recruiting ............................................ 843.574.6193
843.574.6323
Registrar
Transfer Credit Evaluation/Advanced
Standing
A-J ............................................. 843.574.6151
K-Z ............................................. 843.574.6487
Graduation
A-J ............................................. 843.574.6523
K-Z ............................................. 843.574.6322
Registration/Grades
A-K ............................................. 843.574.6792
L-Z ............................................. 843.574.6421
Student Major/Information
Update ............................................. 843.574.6321
TTC Express ................. 843.574.6WWW
TTC Official Transcripts ........ 843.574.6327
TTC Enrollment
Verifications ....................................... 843.574.6324
S.C. Lottery Tuition
Assistance Information .................. 843.574.6000
Scholars Network ......................... 843.574.6345
Services for Students
with Disabilities ......................... 843.574.6131
Student Activities ......................... 843.574.6012
Student Employment Services .. 843.574.6119
Student Success Center
Berkeley Campus ....................... 843.899.8079
Main Campus ......................... 843.574.6131
Mount Pleasant Campus ........... 843.958.5810
Palmer Campus ......................... 843.722.5516
The Learning Center
(Learning Assistance) ................. 843.574.6409
TTC Online College ................. 843.574.6002
TTY (hearing impaired) ................. 843.574.6351
Testing Services
Berkeley Campus ....................... 843.899.8079
Main Campus ......................... 843.574.6410
Palmer Campus ......................... 843.722.5516
Mount Pleasant Campus ........... 843.958.5810
Dorchester County QuickJobs
Training Center ......................... 843.563.5269
843.574.2591
St. Paul's Parish Site ................. 843.323.3800
Veterans Assistance ......................... 843.574.6105
VETS Center
Main Campus ......................... 843.574.6882
Palmer Campus ......................... 843.722.5526
Veterans Upward Bound ........ 843.574.6870

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

On the Cover: High school students can prepare
for careers in promising industries by earning
college credit, marketable skills, nationally
recognized credentials and paid employment
while they are still in high school.
Opportunity of a Lifetime: Charleston Region Youth Apprenticeship Program

Imagine being in high school and wondering about your future. You don’t know if college is even an option for you. What happens after graduation? How will you support a family? What kind of job will you even be able to get? How do you get a job without experience, but how do you get experience without a job?

Now imagine being told that you can earn high school and college credit, nationally recognized credentials and a paycheck and train for a career—all at the same time, while you’re in high school.

High school students participating in the Charleston Region Youth Apprenticeship program are realizing all of these benefits and are preparing for careers in promising industries.

Through an innovative regional partnership between participating local employers, the local school districts, Trident Technical College, Apprenticeship Carolina and the Charleston Metro Chamber of Commerce, rising high school juniors and seniors and graduating seniors in the tri-county area can apply to become a youth apprentice.

Students who participate in and complete the two-year program receive paid employment and mentoring from an industry professional, a Trident Technical College certificate in a career-specific field, national credentials from the U.S. Department of Labor, two years of work experience, and marketable skills for life. All tuition and costs are covered by the Charleston Metro Chamber of Commerce, making the program free to student apprentices.

Melissa Stowasser, TTC’s director of high school programs and a facilitator of the Youth Apprenticeship program, knows firsthand how students’ lives are changed by becoming youth apprentices.

“Several of our youth apprentices have transitioned into full-time positions at their companies,” she said, “and some have been offered tuition assistance from their employers to complete associate and baccalaureate degrees. Working as youth apprentices is opening doors for these students both professionally and academically.”

Beginning in 2014, the Youth Apprenticeship program started with 13 high school students and six local manufacturing companies. In 2015, the program grew to 62 youth apprentices signing with 30 employers in nine career fields.

The program continues to grow; in fact, more than 60 companies are poised to hire youth apprentices later this year.

Apprentices are currently employed in the areas of industrial mechanics, machine tool technology, fiberglass finisher/boat manufacturing, culinary arts, hotel operations, computer networking, junior computer programming, air conditioning and refrigeration/ HVAC, and medical office assistant.

This program offers benefits to all involved, not just the students. In addition to positioning students

In addition to positioning students for high-wage and high-demand careers, the Youth Apprenticeship program supplies companies with a pool of skilled talent, and makes a positive impact on the community.
TTC has a 7-week compressed course schedule for Fall and Spring semesters.

What is a compressed schedule?
In a compressed format, your fall or spring schedule is divided into shorter terms within the semester. For example, instead of taking four or five semester-long courses, a typical full-time student will take two or three 7-week courses at a time.

<table>
<thead>
<tr>
<th>Term 1</th>
<th>Break</th>
<th>Term 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>7-week term</td>
<td>1 week</td>
<td>7-week term</td>
</tr>
<tr>
<td>Full Term</td>
<td></td>
<td></td>
</tr>
<tr>
<td>15-week term, includes a 1-week break</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

How much time will I spend in class in this compressed schedule?
You will spend the same amount of total time in the course as you would in a non-compressed schedule. Here is one example of a compressed class schedule for 15 credit hours.

### Sample Compressed Schedule for 15 Credit Hours

<table>
<thead>
<tr>
<th>Term 1 7-week term</th>
<th>Term 2 7-week term</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course</td>
<td>Days</td>
</tr>
<tr>
<td>--------</td>
<td>------</td>
</tr>
<tr>
<td>MAT 101</td>
<td>MWF</td>
</tr>
<tr>
<td>HIS 102</td>
<td>MWF</td>
</tr>
<tr>
<td>ENG 101</td>
<td>TTH</td>
</tr>
</tbody>
</table>

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 open registration.
- Drop/Add for Term 1 and Term 2 is three days, and students cannot add a course once that course has met. Students can change sections of the same course.
- Online courses can be added until 11:59 p.m. on the first day of Drop/Add. 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. Fall Semester for students receiving financial aid assistance at the beginning of Fall 1 and Fall 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 Term 1 and Term 2.

Drop/Add Reminders
- Drop/Add is the first three days in Term 1 and Term 2 classes.
- Drop/Add is the first five days in Full Term classes.

During Drop/Add

Students can:
- Add online courses **only on the first day** of Drop/Add until 11:59 p.m.
- 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.**
“Area businesses are eager to hire and train young people,” said Stowasser, “especially in connection with a program that provides a corresponding educational component. Our industry partners understand that hiring promising students within the structure of a youth apprenticeship is one of the best ways to cultivate a first-rate workforce, which is crucial in a competitive global economy and to the creation of stronger, more stable communities locally.”

This program is one significant way that Trident Technical College is fulfilling its mission to be a catalyst for personal, community and economic development.

“The youth apprenticeship program has grown exponentially since its launch two years ago,” Stowasser said. “We expect it to continue to flourish as our region flourishes with its expansion supported by our industry partners, the Chamber, Apprenticeship Carolina, and our local school districts. It’s often said if you want to know what the future holds for a society, look at the young people. We have, and we think it’s never looked brighter.”

Opportunity of a Lifetime: Charleston Region Youth Apprenticeship Program (continued from page 3)

for high-wage and high-demand careers, the Youth Apprenticeship program supplies companies with a pool of skilled talent, and makes a positive impact on the community.

This pioneering program has received national and international attention as an innovative model for developing a highly-skilled workforce and supporting a robust regional economy.
# Action Period

## Step 1 to be seat-ready

### Fall 1/Fall Full Action Period: June 13-Aug. 4

Classes begin Aug. 22.

<table>
<thead>
<tr>
<th>Admission</th>
<th>Financial Aid/Veterans Assistance</th>
<th>Disabilities Accommodations</th>
</tr>
</thead>
</table>
| - Submit application and pay 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. | - Complete and submit FAFSA at www.fafsa.gov. (TTC’s school code is 004920).  
- Complete financial aid verification, if applicable.  
- Complete any loan requirements.  
- If VA, submit request for VA certification. | - 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. |

### If you complete these steps during the Action Period you will have:

- College admission process completed  
- Financial aid process completed before classes start  
- Protection from losing your course schedule due to non-payment  
- Credit for financial aid/VA use at the TTC Bookstore (if eligible)  
- Disabilities accommodations in place

After the Action Period ends you can still submit materials Fall 1/Fall Full: Aug. 5-19, BUT the items listed above may not be in place for the start of classes.

### Next Action Period (Fall 2): Sept. 1-30

Classes begin Oct. 18.

These processes require time to complete.  
Don’t wait until the end of the Action Period to start step 1 to being seat-ready!
### FALL SEMESTER

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ongoing New student orientation.</td>
<td>Aug. 22</td>
<td>Fall 1 and Fall Full classes begin</td>
</tr>
<tr>
<td>Main Campus, Bldg. 500; Berkeley Campus, Student Success Center, Rm. 111; Palmer Campus, Student Success Center, Rm. 226</td>
<td>Sept. 5</td>
<td>Labor Day (College closed to the public)</td>
</tr>
<tr>
<td>June 20 Registration opens for all students. New students must make an appointment with an academic advisor to register.</td>
<td>Sept. 13</td>
<td>Student Activity Period 10:45-11:45 a.m.</td>
</tr>
<tr>
<td>Aug. 16 Fall Semester Open Advising/Registration Day for all students. New students must see an academic advisor to register. (See page 23 for advisor locations.)</td>
<td>Oct. 11-17</td>
<td>Student Holidays (Administrative offices close at 5 p.m.)</td>
</tr>
<tr>
<td></td>
<td>Nov. 3</td>
<td>Student Activity Period 10:45-11:45 a.m.</td>
</tr>
<tr>
<td></td>
<td>Nov. 8</td>
<td>Student Holiday</td>
</tr>
<tr>
<td></td>
<td>Nov. 21</td>
<td>Last day to request student loans for Fall 2016</td>
</tr>
<tr>
<td></td>
<td>Nov. 23</td>
<td>Student Holiday (Administrative offices close at 5 p.m.)</td>
</tr>
<tr>
<td>Nov. 24-27 Thanksgiving Holidays</td>
<td>Dec. 5-7</td>
<td>Book buy back, Berkeley Campus</td>
</tr>
<tr>
<td></td>
<td>Dec. 5-9</td>
<td>Book buy back, Main Campus</td>
</tr>
<tr>
<td></td>
<td>Dec. 5-9</td>
<td>Book buy back, Palmer Campus</td>
</tr>
<tr>
<td></td>
<td>Dec. 11</td>
<td>Fall Semester ends</td>
</tr>
<tr>
<td></td>
<td>Dec. 12-19</td>
<td>Administrative offices close at 5 p.m.</td>
</tr>
</tbody>
</table>

**Students can pay online or in person until 6 p.m. on fee payment deadline dates. Students can pay online until 6 p.m. See page 8 for specific payment deadline dates.**

### FALL 1

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aug. 8-27 Financial Aid recipients and Chapter 31 students who qualify may charge books in TTC Bookstores to their student accounts using financial aid credit.</td>
<td>Aug. 3</td>
<td>Financial Aid recipients and Chapter 31 students who qualify may charge books in TTC Bookstores to their student accounts using financial aid credit.</td>
</tr>
<tr>
<td>Aug. 19 List of courses cancelled due to low enrollment will be available at <a href="http://www.tridenttech.edu">www.tridenttech.edu</a> by 5 p.m.</td>
<td>Aug. 17</td>
<td>Registration ends</td>
</tr>
<tr>
<td>Aug. 21 Registration ends</td>
<td>Oct. 18</td>
<td>Classes begin</td>
</tr>
<tr>
<td>Aug. 22-24 Drop/Add**</td>
<td>Oct. 18-20</td>
<td>Drop/Add**</td>
</tr>
<tr>
<td>Sept. 27 Last day to withdraw</td>
<td>Nov. 28</td>
<td>Last day to withdraw</td>
</tr>
<tr>
<td>Oct. 5 Makeup tests and retests taken in the Testing Center must be completed prior to your last day of class.</td>
<td>Dec. 6</td>
<td>Makeup tests and retests taken in the Testing Center must be completed prior to your last day of class.</td>
</tr>
<tr>
<td>Oct. 10 Classes end</td>
<td>Dec. 11</td>
<td>Classes end</td>
</tr>
<tr>
<td>Oct. 11-12 Makeup day for emergency closings</td>
<td>Dec. 12-13</td>
<td>Makeup day for emergency closings</td>
</tr>
</tbody>
</table>

### FALL 2

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aug. 8-27 Financial Aid recipients and Chapter 31 students who qualify may charge books in TTC Bookstores to their student accounts using financial aid credit.</td>
<td>Oct. 17</td>
<td>Registration ends</td>
</tr>
<tr>
<td>Aug. 19 List of courses cancelled due to low enrollment will be available at <a href="http://www.tridenttech.edu">www.tridenttech.edu</a> by 9 a.m.</td>
<td>Oct. 18</td>
<td>Classes begin</td>
</tr>
<tr>
<td>Aug. 21 Registration ends</td>
<td>Oct. 18-20</td>
<td>Drop/Add**</td>
</tr>
<tr>
<td>Aug. 22 Classes begin</td>
<td>Nov. 28</td>
<td>Last day to withdraw</td>
</tr>
<tr>
<td>Aug. 22-26 Drop/Add**</td>
<td>Dec. 6</td>
<td>Makeup tests and retests taken in the Testing Center must be completed prior to your last day of class.</td>
</tr>
<tr>
<td>Nov. 14 Last day to withdraw</td>
<td>Dec. 11</td>
<td>Classes end</td>
</tr>
<tr>
<td>Dec. 6 Makeup day for emergency closings</td>
<td>Dec. 12-13</td>
<td>Makeup day for emergency closings</td>
</tr>
</tbody>
</table>

### FALL FULL

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aug. 8-27 Financial Aid recipients and Chapter 31 students who qualify may charge books in TTC Bookstores to their student accounts using financial aid credit.</td>
<td>Aug. 3</td>
<td>Financial Aid recipients and Chapter 31 students who qualify may charge books in TTC Bookstores to their student accounts using financial aid credit.</td>
</tr>
<tr>
<td>Aug. 19 List of courses cancelled due to low enrollment will be available at <a href="http://www.tridenttech.edu">www.tridenttech.edu</a> by 5 p.m.</td>
<td>Aug. 17</td>
<td>Registration ends</td>
</tr>
<tr>
<td>Aug. 21 Registration ends</td>
<td>Oct. 18-20</td>
<td>Drop/Add**</td>
</tr>
<tr>
<td>Aug. 22 Classes begin</td>
<td>Nov. 28</td>
<td>Last day to withdraw</td>
</tr>
<tr>
<td>Aug. 22-26 Drop/Add**</td>
<td>Dec. 6</td>
<td>Makeup tests and retests taken in the Testing Center must be completed prior to your last day of class.</td>
</tr>
<tr>
<td>Nov. 14 Last day to withdraw</td>
<td>Dec. 11</td>
<td>Classes end</td>
</tr>
<tr>
<td>Dec. 6 Makeup day for emergency closings</td>
<td>Dec. 12-13</td>
<td>Makeup day for emergency closings</td>
</tr>
</tbody>
</table>

**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 13-July 29.
Students should register for the entire Fall Semester before the semester begins, Fall 1 AND Fall 2, as well as any Fall 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 Fall 1, Fall 2, and Fall Full courses during the dates below: | Your payment is due by the close of business (6 p.m.) on: |
|---|---|---|
| | Fall 1 | Fall 2 | Fall Full |
| June 20-Aug. 15 | Aug. 15 | Aug. 15 | Aug. 15 |
| Fall 2 only (if you are only enrolling for Fall 2) | | | |
| June 20-Oct. 5 | | Oct. 5 | |
| Oct. 5-20 (See p. 15 for restrictions about adding courses Oct. 18-20.) | | Oct. 20 | |

Be aware of payment deadlines!

Students who register after the second payment deadline of the semester (Aug. 15) should pay tuition due at the time of registration. For students who are removed from the course roster for non-payment, there will be no reinstatement into classes after the class begins. There will be no reinstatement after the final payment deadline for the term. See page 15 for restrictions about adding courses during Drop/Add.

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 student is still enrolled full time. The list of cancelled courses will be available online at www.tridenttech.edu by 5 p.m. on Aug. 19 for Fall1/Fall Full and by 9 a.m. on Oct. 17 for Fall 2.

### 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 Fall 1 and Fall 2 courses before Aug. 15, then payment is due by close of business on Aug. 15. 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 Fall 2 exclusively who wish to participate in a payment plan must enroll in the payment plan by Aug. 24. If payment is not made, or if you are not enrolled in a payment plan by the due date, your class schedule will be cancelled. See page 18 for more information.
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 SC 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).

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).

---

**FALL REFUND SCHEDULE**

<table>
<thead>
<tr>
<th></th>
<th>Fall 1</th>
<th>Refund</th>
<th>Fall 2</th>
<th>Refund</th>
<th>Fall Full</th>
<th>Refund</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>..........................</td>
<td>100%</td>
<td>..........................</td>
<td>100%</td>
<td>..........................</td>
<td>100%</td>
</tr>
</tbody>
</table>

System availability may impact dates above.

**Steps to Enrollment**

---

**PLANNING AHEAD FOR SPRING 2017**

Oct. 21 .................. **Registration opens for Spring 2017.** New students must make an appointment with an academic advisor to register.

Oct. 3-Nov. 29 .......... **Action Period for Spring 1 and Spring Full.** Complete all admission, financial aid/VA and disabilities accommodations requests during this period for Spring 1 and Spring Full classes.

Nov. 30-Jan. 6 ........... 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 Spring 1 and Spring Full classes.

Dec. 8 .................. **Spring payment due date**

Jan. 9 .................. **Classes begin for Spring 1 and Spring Full.** The college will continue to accept and process materials for later terms.
### 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

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

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 Evidence-Based Reading and Writing*; ACT English (19); COMPASS Reading (42); Accuplacer Reading Comprehension (50), 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.

*At the time of publication, the SAT was being revised. For current qualifying scores for SAT Evidence-Based Writing and Reading and Revised SAT Math, refer to the TTC Catalog online.

**Note:** Admission requirements are subject to change.
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, and
- have met financial aid standards of academic progress.

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

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 Aug. 4 to start Fall classes by Aug. 22.

What if I can’t finish by Aug. 4?

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!

What Do These Letters Mean?

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

IRS DRT: Internal Revenue Service Data Retrieval

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 February).
- **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.

LIFE Scholarship

The 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 cumulative minimum GPA of 3.0.
- Submit official S.C. high school transcripts to TTC’s Admissions office.
- Complete a 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.

<table>
<thead>
<tr>
<th>Financial Aid that REQUIRES completion of the FAFSA</th>
<th>Financial Aid that DOES NOT require completion of the FAFSA</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Federal Grants</strong></td>
<td><strong>Scholarships</strong> – Trident Technical College and the TTC Foundation offer a variety of scholarships. More information about the scholarships can be found at <a href="http://www.tridenttech.edu/foundation/helping/fd_scholarships.htm">www.tridenttech.edu/foundation/helping/fd_scholarships.htm</a>.</td>
</tr>
<tr>
<td>• Pell Grant (FPELL)</td>
<td></td>
</tr>
<tr>
<td>• Supplemental Educational Opportunity Grant (FSEOG)</td>
<td></td>
</tr>
<tr>
<td><strong>State Grants</strong></td>
<td><strong>Institutional Work-Study</strong> – Institutional work-study assignments are not based on financial need. You must complete a work-study application and assignments are based on availability.</td>
</tr>
<tr>
<td>• South Carolina Need-Based Grant (SCNBG)</td>
<td></td>
</tr>
<tr>
<td>• South Carolina Lottery-Funded Tuition Assistance (SCLTA)*</td>
<td></td>
</tr>
<tr>
<td><strong>Federal Work-Study</strong></td>
<td><strong>Veterans, Veteran’s Dependents and Service Personnel</strong></td>
</tr>
<tr>
<td><strong>Student Loans</strong></td>
<td></td>
</tr>
</tbody>
</table>

*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
Veterans Assistance 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 FA/V A.
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, 32, 35, 1606, and REAP – 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 VA-VONAPP application, DD-214 or Certificate of Eligibility and complete the Chapter 33 Statement of Understanding Form. 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 will be 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 request a certification from 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 veterans educational benefits, you are required to meet the standards of progress for academic probation and suspension as outlined at www.tridenttech.edu.

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 aid 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.

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### 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

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### 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.
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 Aug. 16.

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-advice 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 Aug. 16.

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 Aug. 16.

Cross-Registration Students
(You are a cross-registration student if you regularly attend another consortium college: Charleston Southern University, College of Charleston, Medical University of South Carolina or The Citadel).
• Cross-registration students must complete the TTC admission application and cross-registration packet before registering.
• Submit cross-registration packet to Admissions if you are an applicant or to the Registrar’s office if you are a returning student.
• If approved and space is available, you will be registered one week prior to the start of classes.

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 will lose your course schedule (see page 8).

Drop/Add
Drop/Add is the first three days of the term for Fall 1 and Fall 2 and the first five days of the term for Fall 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.

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.

For the most up-to-date course information, visit course search or your TTC Express account at my.tridenttech.edu.
### 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 else can I do online?**

- Check your academic program evaluation
- Apply for graduation
- Change your major

**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.

**Quick Reference – TTC Public Safety**

- **Emergencies:** 843.574.6911 (911 from a campus phone)
- **Non-emergencies:** 843.574.6053
- www.tridenttech.edu/publicsafety.htm

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**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).

**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).**
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?**

<table>
<thead>
<tr>
<th><strong>YOU ARE CONSIDERED A:</strong></th>
<th><strong>Instruction</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>NO,</strong> I have never applied to TTC or I applied more than two years ago.</td>
<td>NEW APPLICANT: Complete the admission application. Go to Part 2 for more instructions.</td>
</tr>
<tr>
<td><strong>NO,</strong> But I have applied to TTC within the last two years.</td>
<td>PREVIOUS APPLICANT: DO NOT complete the admission application. Complete an Application Update form instead. For an Application Update form, go to <a href="http://www.tridenttech.edu">www.tridenttech.edu</a> and search for “admissions.”</td>
</tr>
<tr>
<td><strong>NO,</strong> I plan to complete classes while still enrolled in high school.</td>
<td>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 Web page at <a href="http://www.tridenttech.edu">www.tridenttech.edu</a> and search for “high school students.”</td>
</tr>
<tr>
<td><strong>YES,</strong> But it has been more than three semesters.</td>
<td>RETURNING STUDENT: DO NOT complete the admission application. Complete a Student Information Update Form at <a href="http://www.tridenttech.edu">www.tridenttech.edu</a> &gt; Get Started &gt; How to Register &gt; Returning Students.</td>
</tr>
<tr>
<td><strong>YES,</strong> I have taken classes within the last three semesters.</td>
<td>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.</td>
</tr>
</tbody>
</table>

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.

1. Complete application for admission.
2. Pay non-refundable $30 application fee.
3. 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.
4. Provide proof of English proficiency: Submit one of the following:
   - SAT Critical Reading 480
   - SAT Evidence-Based Reading and Writing (refer to online TTC Catalog)
   - ACT English 19
   - Completed English credits from a regionally accredited university
   - Qualifying scores on the TTC Placement Test
   - Proof of bachelor’s degree
5. Provide proof of math proficiency: Submit one of the following:
   - SAT Math 580
   - SAT Math-Revised (refer to online TTC Catalog)
   - 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.
6. 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 Health Sciences and Nursing programs. Health Sciences applications are available in the Admissions office. You must also submit official transcripts from ALL colleges attended.
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 3 – OTHER INFORMATION

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.”

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 □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ ^
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 or 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.

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 ___/___/_____

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 ________

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)
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) • Fax 843.574.6483 • www.tridenttech.edu

Produced by Trident Technical College. 1/15
Go to TTC Express
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.

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. Depending on the date of your withdrawal, a partial refund may or may not apply.
1. Complete steps 1-5 from **Drop a Course Section.**
2. **Warning: If you do not receive a confirmation email to your my.tridenttech.edu student email account, you have not completed your registration activity.**

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**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.
**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, your class schedule will be cancelled. 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).

**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 the 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.

**New Applicants**

Each student must pay a nonrefundable application fee. New applicants must pay a $30 nonrefundable registration fee per semester. Certain courses have an additional required fee. See www.tridenttech.edu > Pay for College > Tuition and Payment.

**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. See Make a Payment and Account Activity.

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.

**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.

- **Return check policy:** If your check to the college is returned unpaid, or if you are not the authorized signer, you will be liable for court costs and fees, as well as the amount of the original check. Your classes may be cancelled for nonpayment.

**Returned Check Policy**

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.

**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.

**Fall Semester 2016 Tuition and Fees will be published at www.tridenttech.edu**

Tuition is subject to change.

New applicants must pay a $30 nonrefundable application fee.

Each student must pay a nonrefundable registration fee per semester.

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

See pages 26-29 for maps.

**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.**

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### 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.

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### Choosing the Right Courses: Academic Advising

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<td>Mr. Morton</td>
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<td>Mr. Long</td>
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**BUSINESS TECHNOLOGY – PALMER**

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Program | First Letter of Student’s Last Name | Advisor | Campus or Bldg./Rm. | Phone
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FILM, MEDIA AND VISUAL ARTS | | | | 
Commercial Graphics Associate Degree | Animation Career Path | (A-L) | Mr. Sidletskey | 500/123 | 843.574.6406 
Graphic Design Career Path | (M-Z) | Mr. Wallace | 500/127 | 843.574.6695 
Digital Media Career Path | (M-Z) | Ms. Frye | 200/223 | 843.574.6185 
Photography Career Path | (A-L) | Ms. Rosenbrook | 200/224 | 843.574.6675 
TV and Media Production Career Path | (M-Z) | Mr. Leightfield | 500/125 | 843.574.6149 
Media Arts Production Associate Degree | Film Production Career Path | (A-L) | Mr. Fennell | 950/252B | 843.574.6996 
Post Production Career Path | (M-Z) | Ms. Pryce | 950/252H | 843.574.6431 
Multimedia Design Certificate | | Ms. Wallen | 950/252G | 843.574.6841 
Online Media Production Certificate | | Ms. Seale | 950/252C | 843.574.6519 
Photography Certificate | | Mr. Grimes | 950/252D | 843.574.6739 
Art Foundations Certificate | | | | 
Basic Digital Production Certificate | | | | 
Digital Media Software Certificate | Ms. Rosenbrook | 200/224 | 843.574.6675 
Digital Photography Certificate | Ms. Leightfield | 500/125 | 843.574.6149 
Film Production and Advanced Film Production Certificates | Mr. Pray | 950/252H | 843.574.6431 
Illustration Certificate | Mr. Wallen | 950/252G | 843.574.6841 
Multimedia Design Certificate | Ms. Rosenbrook | 200/224 | 843.574.6675 
Online Media Production Certificate | Mr. Grimes | 950/252D | 843.574.6739 
Photography Certificate | Ms. Leightfield | 500/125 | 843.574.6149 
Post Production Certificate | (A-L) | Mr. Fennell | 950/252B | 843.574.6996 
Radio Production Certificate | Ms. Rosenbrook | 200/224 | 843.574.6675 
Website Design Certificate | | | | 
HEALTH SCIENCES | Health Sciences office (Main Campus) | Ms. Stockmaster | 630/206 | 843.574.6255 
A.S. Health Sciences Prep | Emergency Medical Technology | Mr. Lee | P/102A | 843.722.5533 
Expanded-Duty Dental Assisting/Dental Hygiene | Mr. Boone | P/104B | 843.722.5571 
Medical Assisting | Ms. Jarrett | 630/102C | 843.574.6295 
Medical Lab Technology | Ms. Bodiford | 630/102E | 843.574.6450 
Medical Record Coder and Health Information Management | Ms. Copeland | 630/102A | 843.574.6218 
Occupational Therapy Assistant | Dr. Jennings | 630/102D | 843.574.6449 
Pharmacy Technician | Ms. Moten | 630/102F | 843.574.6447 
Fitness Specialist | Ms. Walters | 950/177B | 843.574.6402 
Massage Therapy | Ms. Griffith-Sims | P/104D | 843.722.5542 
Medical Assisting | Ms. White | 630/102C | 843.574.6103 
Medical Lab Technology | Ms. Donaldson | 630/202A | 843.574.6476 
Medical Record Coder and Health Information Management | Ms. Manton | 630/202E | 843.574.6067 
Medical Record Coder and Health Information Management | Ms. Dantzler | B/146 | 843.899.8003 
Medical Assisting | Ms. Crawford | 630/232 | 843.574.6900 
Pharmacy Technician | Ms. Snipe | 630/230 | 843.574.6481 
Physical Therapist Assistant | Ms. Godds | 630/102B | 843.574.6413 
Radiologic Technology | Ms. Fischer | 630/206C | 843.574.6480 
Respiratory Care | Ms. Gentry | 630/206D | 843.574.6091 
Vetinary Technology | Ms. Benton | 630/206C | 843.574.6077 
All other questions for Health Sciences should be directed to Administrative Assistant | | 834.574.6255 
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 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 | Ms. Gentry | 630/206D | 843.574.6077 
Berkeley Campus | Ms. Benton | 630/206C | 843.574.6191 
Palmer Campus | Ms. Piorkowski | 630/206E | 843.574.6023 
Mount Pleasant Campus | Dr. Kerwin | B/186A1 | 843.899.8011 
Health Sciences office (Main Campus) | Ms. Hobs | B/186A2 | 843.899.8086 
A.S. Health Sciences Prep | Ms. Stockmaster | 630/102K | 843.574.6040 
Emergency Medical Technology | Mr. Lee | P/214A | 843.722.5533 
Expanded-Duty Dental Assisting/Dental Hygiene | Ms. Jarrett | 630/102C | 843.574.6295 
Medical Assisting | Ms. White | 630/102C | 843.574.6103 
Medical Lab Technology | Ms. Donaldson | 630/202A | 843.574.6476 
Medical Record Coder and Health Information Management | Ms. Manton | 630/202E | 843.574.6067 
Occupational Therapy Assistant | Ms. Crawford | 630/232 | 843.574.6900 
Pharmacy Technician | Ms. Snipe | 630/230 | 843.574.6481 
Physical Therapist Assistant | Ms. Godds | 630/102B | 843.574.6413 
Radiologic Technology | Ms. Fischer | 630/206C | 843.574.6480 
Respiratory Care | Ms. Piorkowski | 630/206E | 843.574.6023 
Vetinary Technology | Dr. Kerwin | B/186A1 | 843.899.8011 
All other questions for Health Sciences should be directed to Administrative Assistant | Ms. Hobs | B/186A2 | 843.899.8086

21
### INDUSTRIAL TECHNOLOGY – MAIN

<table>
<thead>
<tr>
<th>Program</th>
<th>First Letter of Student’s Last Name</th>
<th>Advisor</th>
<th>Campus or Bldg./Rm.</th>
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<tbody>
<tr>
<td>Air Conditioning/Refrigeration Mechanics</td>
<td>(A-L)</td>
<td>Mr. Baker</td>
<td>800/801F</td>
<td>843.574.6182</td>
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<tr>
<td>Automotive Technology</td>
<td>(A-L)</td>
<td>Mr. Varella</td>
<td>800/801L</td>
<td>843.574.6184</td>
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<tr>
<td>Horticulture Technology and Certificates</td>
<td>(A-L)</td>
<td>Mr. Snider</td>
<td>800/801M</td>
<td>843.574.6725</td>
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<tr>
<td>Industrial Maintenance Mechanics</td>
<td>(A-L)</td>
<td>Mr. Bertauski</td>
<td>620/108</td>
<td>843.574.8278</td>
</tr>
<tr>
<td>Machine Tool Technology</td>
<td>(A-L)</td>
<td>Ms. Coke</td>
<td>620/107</td>
<td>843.574.6290</td>
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<tr>
<td>Welding</td>
<td>(A-L)</td>
<td>Ms. Lang</td>
<td>800/801C</td>
<td>843.574.6162</td>
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### INDUSTRIAL TECHNOLOGY – BERKELEY

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<tr>
<td>Cosmetology–Associate Degree and Certificate</td>
<td>Ms. Cotton</td>
<td>B/186Y</td>
<td>843.899.8088</td>
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<tr>
<td>Cosmetology–Nail Associate Degree and Certificate</td>
<td>Ms. Frederick</td>
<td>B/166B</td>
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### INDUSTRIAL TECHNOLOGY – PALMER

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<td>Cosmetology–Esthetics Associate Degree and Certificate</td>
<td>Mr. Gottemoeller</td>
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### LAW-RELATED STUDIES

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<th>Division of Law-Related Studies office</th>
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<tr>
<td>Criminal Justice</td>
<td>Mr. Williams</td>
<td>200/216</td>
<td>843.574.6897</td>
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<tr>
<td>Homeland Security Management</td>
<td>Mr. Williams</td>
<td>200/216</td>
<td>843.574.6897</td>
</tr>
<tr>
<td>Paralegal Associate Degree</td>
<td>Ms. Utsey</td>
<td>200/212</td>
<td>843.574.6892</td>
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<tr>
<td>Paralegal Certificate</td>
<td>Mr. Bowler</td>
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### NETWORK SYSTEMS MANAGEMENT

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<tr>
<td>Network Systems Management</td>
<td>Mr. Richburg</td>
<td>920/602N</td>
<td>843.574.6608</td>
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<tr>
<td>Paralegal Certificate</td>
<td>Mr. Richburg</td>
<td>920/602Q</td>
<td>843.574.6671</td>
</tr>
<tr>
<td>Paralegal Certificate</td>
<td>Ms. Davis</td>
<td>920/602P</td>
<td>843.574.6951</td>
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<td>Paralegal Certificate</td>
<td>Mr. Schupbach</td>
<td>920/602A</td>
<td>843.574.6677</td>
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<td>Paralegal Certificate</td>
<td>Mr. Woodside</td>
<td>920/602M</td>
<td>843.574.6606</td>
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### NURSING

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<td>Pre-nursing Students</td>
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<tr>
<td>Current Nursing Students (New and Current)</td>
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<td>P/161B</td>
<td>843.937.5356</td>
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Please review the information posted in the student nursing portal.

### 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.

<table>
<thead>
<tr>
<th>Program</th>
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<tr>
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<td>Berkeley Campus</td>
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<td>B/186D</td>
<td>843.899.8115</td>
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<tr>
<td>Palmer Campus</td>
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<td>P/102</td>
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### THE LEARNING CENTER

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<td>Berkeley</td>
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<tr>
<td>Palmer</td>
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<td>P/226</td>
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### UNDECIDED STUDENTS

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<tr>
<td>Berkeley</td>
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<td>B/111</td>
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<td>Palmer</td>
<td></td>
<td>P/226</td>
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See page 13.
On **Aug. 16** 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**.

<table>
<thead>
<tr>
<th>Program</th>
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<tr>
<td>Accounting</td>
<td>200/102</td>
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<tr>
<td>Aircraft Maintenance</td>
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<td>Aircraft Assembly</td>
<td>920/816D</td>
<td>843.820.5004</td>
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<tr>
<td>Aircraft Avionics Technology</td>
<td>B/166H</td>
<td>843.899.8028</td>
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<tr>
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<td>200/135</td>
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<td>Design and Construction</td>
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<td>Film and Media Arts</td>
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<td>Health Sciences</td>
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<td>and at the Reception Desk at Mount Pleasant</td>
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<td>Welding</td>
<td>400/101</td>
<td>843.574.6139</td>
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**B = Berkeley  P = Palmer  100, 200, etc. = Main**
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
• Association of Paramedic Education and Training
• 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
• Veterans Voice
• Vet Tech Club

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.

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.
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.


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. Chandra Fripp Vick 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. Chandra Fripp Vick can be reached at Trident Technical College Main Campus, Bldg. 900/Rm. 128J, or 843.574.6843. 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 Pamela Brown, Main Campus, Bldg. 410/Rm. 210, 843.574.6246.

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

**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.
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/
    Math (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. 232
F. Massage Therapy Lab – Rm. 232
G. Computer Center – Rm. 252

Palmer Campus
66 Columbus St., Downtown Charleston
29403
843.722.5500
1. Student Success Center, Orientation Center, Admissions, Registrar, Financial Aid, Testing Services – Rm. 111
2. Bookstore – Rm. 110
3. Dean’s Office – Rm. 109
4. Public Computer Center – Rm. 106C
5. Library – Rm. 105
   Math\(^3\) (tutoring) – Rm. 105B
6. Courtyard Café – Rm. 103
7. Live Oak Conference Center – Rm. 101
8. Public Safety Offices – Rm. 181
9. Aircraft Maintenance Classroom – Rms. 175 D and E
10. Aircraft Maintenance/Avionics Lab – Rms. 163, 165 and 167
11. Cosmetology Lab – Rm. 159
12. Nail Technology Lab – Rm. 158
13. Esthetics Lab – Rm. 151
14. Computer Lab – Rm. 144
15. Developmental Studies Lab – Rm. 141
16. Biological Sciences – Rm. 185
17. CNA Lab – Rm. 150
18. Veterinary Technology Building

**Berkeley Campus**

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

843.899.8000

Emergency Phone
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

St. Paul’s Parish Site
5231 Hwy. 165, Hollywood, SC 29449 • 843.323.3800

West Ashley High School
4060 W. Wildcat Blvd., Charleston, SC 29414 • 843.574.6061
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.

Course access in Desire2Learn (D2L) opens at 1 a.m. the day before the term starts. Go to [www.ttconlinecollege.com](http://www.ttconlinecollege.com) and select **D2L Courses**. A link to login instructions will be posted there. Some courses have unique technology requirements. If you have specific course questions, email the person listed as the course contact. For technical questions, visit [www.tridenttech.edu/onlinehelp.htm](http://www.tridenttech.edu/onlinehelp.htm).

**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](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.

**All Courses**
If you are enrolled in a course, you can access D2L approximately one week before the first day of class. During this one-week period, you will need to log in to D2L through the student portal, my.tridenttech.edu. You will have access only to 1) My Home News and 2) your D2L email. You will not have access to your courses or course content until 1 a.m. the day before the term starts. Click on the envelope icon (“Email Alert”) in the top white banner to see if your instructors have sent you any emails regarding your courses. Also, please read and follow directions outlined in the “News” sections. Please review the D2L student tutorial videos to familiarize yourself with the D2L software. You can access D2L from my.tridenttech.edu.

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Programs of Study

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
Massage Therapy
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
Massage Therapy
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.
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.
7. Attend class.

For more information, visit www.tridenttech.edu/_files/pdf/Seat_Ready_Fall2016.pdf.

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 $1,200.00* 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 843.574.6111.

*Amount as of Summer 2016. Amount subject to change. Calculations are based on S.C. resident taking 12 credit hours.

Call 843.574.6000 for lottery information.

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.

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.