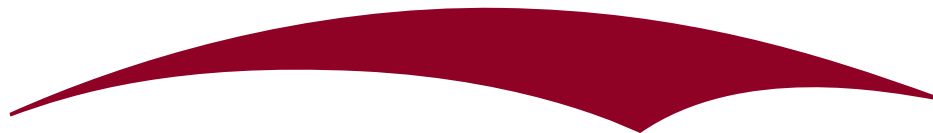




**SCHOOL
COUNSELORS'
HANDBOOK**

WWW.TRIDENTTECH.EDU



TRIDENT TECHNICAL COLLEGE



Dual Enrollment Guide

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*This is subject to change. The Office of High School Programs may provide more information that can be added to your guide where necessary.

Statewide Higher Education Policy for Delivery and Transferability of “Dual Enrollment” Coursework Offered in High Schools

Preface

The term “Dual Enrollment” as used in this document refers *exclusively* to sections of courses offered through an institution of higher education in a cooperative arrangement with a local school district (i.e., Local Education Agency or LEA). *The purpose of these courses is to allow high school students who have mastered or nearly mastered the relevant high school curriculum and who are capable of college-level work that is, by definition, more advanced than the regular high school curriculum to earn simultaneously both high school credit toward graduation from high school and academic course credit toward either an associate or baccalaureate degree* in an institution of higher education. In such an arrangement, when the student successfully completes the course, the institution of higher education formally posts the earned credit to a student’s transcript for the collegiate experience, and the high school posts the earned credit to a student’s transcript for the secondary experience.

Dual enrollment courses have been a feature in South Carolina high schools for at least a decade. The purpose of these courses is to provide an avenue through which highly talented high school youth can earn college credit while simultaneously meeting high school graduation requirements by taking courses in the high school setting that are offered by an institution of higher education. In this model both the high school and the college provider earn funding through the state, while the student pays tuition to the college.

Promoters of dual enrollment maintain that it helps students earn credit for a small number of courses prior to entry into college and assists the student to graduate earlier than (s)he might otherwise have done. At the same time, it assists the state to bring more productive workers into the economy at a faster rate. On the other hand, the mechanism for selecting faculty to teach dual enrollment course sections, the state’s full payment to both a LEA and an institution of higher education for offering the same course, and a perceived need for more definitive data on the value-added dimension for students who have completed these courses have been raised as concerns about this practice.

I. Purposes of Dual Enrollment

A. Dual enrollment courses should be made available only to those who have mastered or nearly mastered the complete high school curriculum and who are

capable of college-level coursework which, by definition, is more advanced than the regular high school curriculum provides.

B. Policy guidelines contained herein apply to general education courses offered through South Carolina's two- and four-year public institutions of higher education and technical education courses offered by the technical colleges and, in a very few instances, by four-year public institutions. **These Guidelines do not cover "Advanced Placement" courses or International Baccalaureate courses, which are alternative methods (and which require adequate performance on either national or international standardized examinations) for high school students to earn both high school and college credit.**

II. Student Eligibility

A. Public institutions of higher education offering dual enrollment course sections must require that students wishing to enroll in such course sections meet one of the following criteria:

a.1. For course sections in four-year institutions and two-year regional campuses of the University of South Carolina, a student must have at least a 3.0 grade point average (on a 4.0 scale) and the recommendation of the high school principal or his/her designee;

a.2. For course sections in technical colleges, a student must meet the same requirements for individual courses as other college students and must have the recommendation of the high school principal, his/her designee or the designee of the governing school association.

B. Dual enrollment should be limited to junior and senior students in a high school. Documented exceptions may be made for freshman or sophomore students at the request of the high school principal, his or her designee, or the designee of the governing school association. Such documentation demonstrating exceptional ability to undertake college-level coursework shall be retained in the student's college file.

C. An individual college or university may establish additional criteria for admission into courses.

III. Structure and Administration of Dual Enrollment Offerings

A. Dual enrollment course sections must be comparable in academic content and expected outcomes, syllabus, textbook(s), teaching methodologies, and assessment strategies to the particular course offerings delivered elsewhere by the providing higher education institution..

B. Courses must be approved for dual enrollment status by the institution's chief academic officer, or his/her designee.

C. The chief academic officer of the providing college/university, or his/her designee, will be responsible for selecting and evaluating all dual-enrollment faculty, using Southern Association of Colleges and Schools college-level criteria as minimal requirements for teaching these sections.

D. The chief academic officer, or his/her designee, must ensure standards of student evaluation and faculty evaluation in the dual enrollment course sections comparable to those required of other sections of the same courses.

E. All students enrolled in a college course offered for dual enrollment must be enrolled in the class for college credit, i.e., students in a single class cannot have the option to receive either high school or college credit.

F. Students enrolled in dual enrollment courses must be guaranteed convenient geographic and electronic access to student and academic support comparable to what is accorded on-campus students, including access to library resources. Students in dual enrollment courses also must have reasonable access to the course instructor outside regular classroom hours either in person, via phone, or electronically.

G. Institutions shall cooperate with each other in providing dual enrollment courses in a particular geographic area.

IV. Faculty Eligibility and Support

A. The appropriate higher education institution's full-time teaching faculty and the chief academic officer, or his/her designee, of the offering higher education institution shall assure that any faculty member teaching in dual enrollment offerings meets all relevant SACS criteria.

B. Orientation and evaluation of instructors teaching dual enrollment course sections rests with the appropriate academic department of the respective institution of higher education. The chief academic officer, or his/her designee, shall assure consistency and comparability of both orientation and evaluation across the institution.

C. Dual enrollment instructors must participate in the expected, relevant professional development and evaluation activities of the offering institution of higher education.

D. For purposes of assuring comparability of dual enrollment offerings with other institutional offerings, academic departments must provide instructors of dual enrollment course sections with support services, including a designated on-campus faculty liaison.

E. Whether the course is offered by traditional means or by distance learning technology, the providing higher education institution must provide evaluation and supervision of dual enrollment faculty members in the high schools. Traditionally-delivered dual enrollment coursework should only be offered within reasonable commuting distance of the offering institution to facilitate on-site evaluation and supervision.

F. The higher education institution must demonstrate clear control of each dual enrollment course, to include control of the faculty either through a direct employment contract or through a statement signed by the faculty agreeing to comply with all college course requirements.

V. Assessing Student Learning

A. The same methods of assessment should characterize dual enrollment courses in relationship to on-campus and other offerings of the same level and subject matter to assure quality and comparability.

B. The college faculty in the relevant department must approve both formative and summative assessment strategies and tools.

The chief academic officer of the institution of higher education offering the course is responsible for the review of student performance prior to the continuation of the course and the instructor in subsequent semesters.

VI. Limitations on Credit Earned and Transferability of Credit

A. Dual enrollment offerings are meant to enrich the academic experience of high school students who have mastered or substantially mastered the secondary school content of the curriculum in certain subject areas. The number of college-level courses completed in these dual enrollment offerings will vary according to the student's ability and work ethic.

B. Credit earned by satisfactory completion of dual enrollment courses will transfer to other public institutions in South Carolina provided that

- b.1. for general education coursework, dual enrollment courses have been selected from the List of Transferable Courses in the Statewide Transfer and Articulation Policy.
 - b.2. for technical education courses the student enrolls in a technical college after high school which allows for such a course to be counted toward an associate degree, diploma, or certificate.
- C. Course credit transfer to public institutions in South Carolina for dual enrollment courses not covered by either b.1 or b.2 above must be articulated directly by the student with the receiving higher education institution. Such articulation should take place prior to enrolling in the course in high school.
- D. Prior to course registration, an institution offering a dual enrollment course shall advise students in writing that it is the student's responsibility to contact and receive written assurance from any nonpublic institution in South Carolina or any public or private institution outside South Carolina of that institution's willingness to accept a dual enrollment course toward degree requirements.

VII. Demonstration of Policy Compliance and Reporting

- A. Each institution shall develop an annual report on dual enrollment offerings that demonstrates compliance with these policy and procedure guidelines for each dual enrollment course offered to high school students.
- B. This annual report shall be submitted to the Division of Academic Affairs and Licensing of the Commission on Higher Education by September of each year for the prior academic year. Each technical college shall send its annual report to the State Technical College System office which shall assemble a summary report for the technical college system and transmit it and the 16 institutional reports to the CHE.
- C. The Commission on Higher Education, in consultation with its Advisory Committee on Academic Programs, shall annually provide the standardized format for the institutional reports.
- D. The Commission shall issue annually a report on dual enrollment offerings of the prior year by public institutions of higher education in South Carolina.

Implementation Date: Fall 2004

7/07/2004



Exceptional Ability Recommendation

Purpose: To establish recommendations for admission of high school freshman and sophomore students into the Dual Credit Program.

The Commission on Higher Education (CHE) Policy on Dual Enrollment states:

The purpose of these courses is to allow high school students who have mastered or nearly mastered the relevant high school curriculum and who are capable of college-level work that is, by definition, more advanced than the regular high school curriculum to earn simultaneously both high school credit toward graduation from high school and academic course credit toward either an associate or baccalaureate degree in an institution of higher education.

Dual enrollment should be limited to junior and senior students in a high school. Documented exceptions may be made for freshman and sophomore students at the request of the high school principal, his or her designee, or the designee of the governing school association. Such documentation demonstrating exceptional ability to undertake college-level coursework shall be retained in the student's college file.

An individual college or university may establish additional criteria for admission into courses.

Documentation demonstrating exceptional ability for early admission into the TTC Dual Credit Program should include evidence that the student has met the following requirements:

For University Transfer Courses

- SAT, ACT or TTC placement scores and prerequisites for courses in which the student will enroll
- Recommendation of the high school or governing school association
- 3.0 overall grade point average (on a 4.0 scale)
- For English, humanities and social sciences courses, completion of high school English 2 Honors or above
- For lab science courses in biology, chemistry, or physics, completion of equivalent high school lab science course
- For foreign language courses, completion of at least one equivalent high school language course

For Career and Technical Courses

- SAT, ACT or TTC placement scores and prerequisites for courses in which the student will enroll
- 2.5 overall grade point average (on a 4.0 scale)

Dual Credit Process Checklist

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

Admissions

- Discuss the Dual Credit opportunity with your parent/guardian and high school counselor or home school accountability group.
- Schedule an appointment for ACCUPLACER® (entrance exam) testing with Testing Services at TTC or your high school. (Qualifying SAT or ACT scores can be used in place of ACCUPLACER®.)
- Visit our website to apply online at: http://www.tridenttech.edu/start/highschool/ad_dualcredit.htm
- Review the Dual Credit Student Information and Responsibilities sheet making sure you and your parent/guardian understand all policies and procedures that are involved with the Dual Credit program, **including all financial obligations** for Dual Credit courses.
- Obtain required signatures for Signature Page. The Signature Page must be signed by the student, parent/guardian, and high school counselor/principal or home school association.
- Submit completed Signature Page and qualifying test scores to the Division of School and Community Initiatives via email at dualenrollment@tridenttech.edu or via fax at 843.574.6489.

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

Course Registration

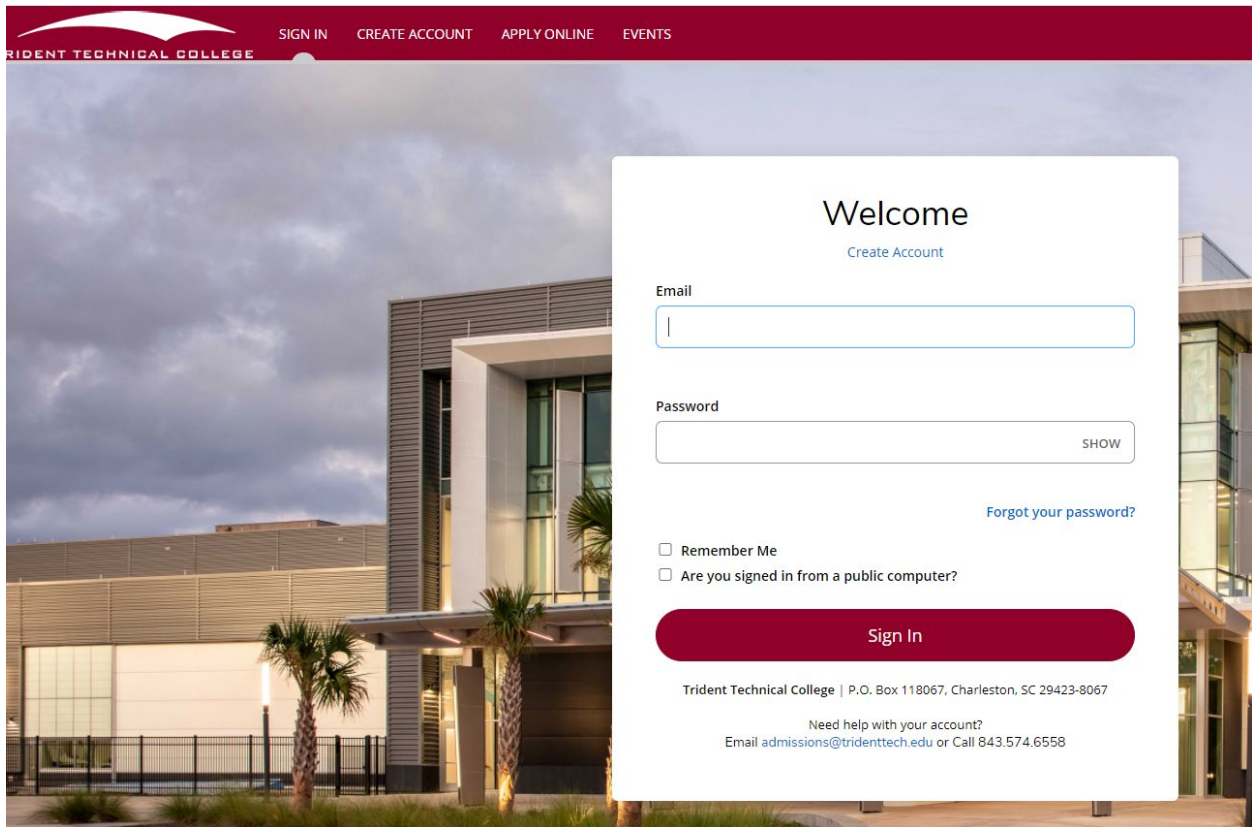
Registration for students taking courses **on the high school campus** will be handled by the student's high school.

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

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

Dual Enrollment Online Application Instructions

1. When you click the “Apply Now” link on our Dual Credit application webpage, you’ll be taken to our online application site, which looks like the screenshot below.



If you have never submitted an online application before, click “Create Account” at the top of the top of the page.

2. Enter your Contact Information.

Contact Information

First Name *

Susie

Last Name *

Q

Email Address *

dctest2@test.com

Confirm Email Address *

dctest2@test.com

Cell Phone *

843-123-4567

3. Enter your Address Information.

Address Information

Country

United States

Address: Street Number and Name

123 Sunshine Blvd

Address: Apt/Unit Number

City

Charleston

State/Province

South Carolina

ZIP/Postal Code

29414

Are you a US Citizen? *

Yes

4. Under High School Information, click “Add High School” to add your high school/homeschool association.

High School Information

Please add information on the high school you have graduated or plan to graduate from

[+ Add High School](#)



5. Once you have selected your high school, enter the following information:

- Attendance dates/graduation year
- Desired start semester
- Applicant type – select “**Hs Student Taking Coll Courses**”
- Academic Program
 - Select **Dual Credit/High School** if you are enrolling in the Dual Credit program (receive high school credit and college credit)
 - Select **Early Admit/High School** if you are enrolling in the Early Admit program (receive college credit only)
 - Select **Adult Education-Dual Enrollment** if you are attending an Adult Education program to complete your GED/HS diploma.

High School Information

Please add information on the high school you have graduated or plan to graduate from

[High School 1](#)

[- Delete High School](#)

High School will or have graduate from

West Ashley High School

X

Attended From Year

2018

Attended From Month

August

▼

Graduation Year

2022

Graduation Month

June

▼

When do you want to start? *

Fall 2021 Semester

▼

Applicant Type

Hs Student Taking Coll Courses

▼

Academic Program

Dual Credit/High School

▼

6. Under Account Information, create a password to set up your account.

Account Information

Password must be at least 8 characters long and include 1 upper case letter, 1 lower case letter and 1 number.

Password *

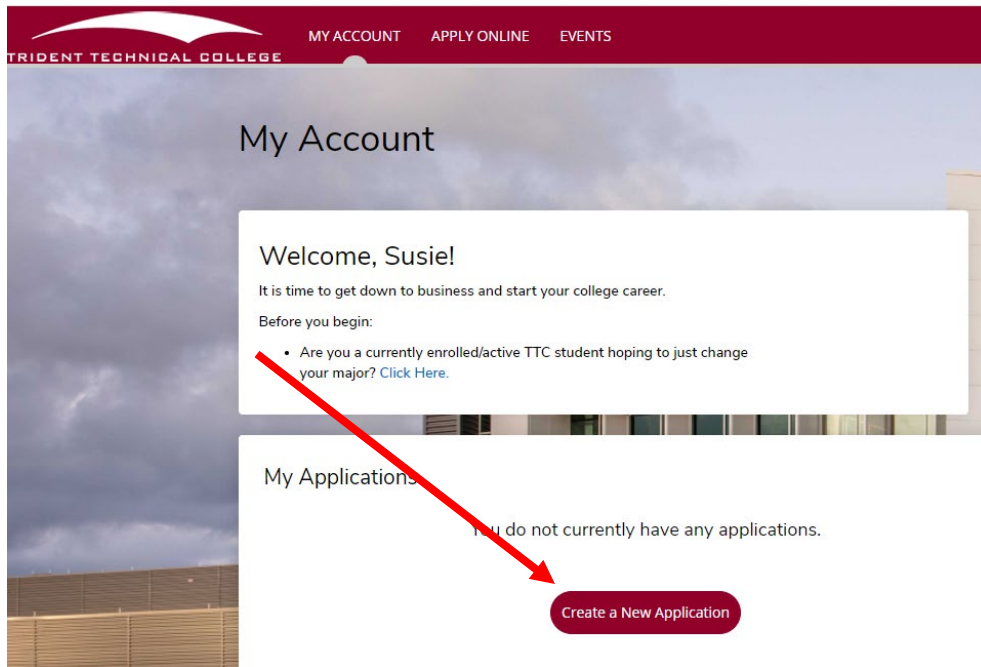
.....

Confirm Password *

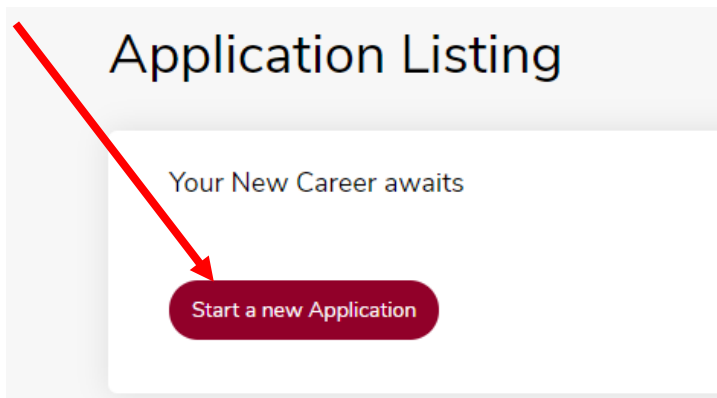
.....|

7. Click Create Account.

8. Once you have created your account, you will be taken to the home screen of the online application system. Under My Applications, click Create a New Application.



9. On the next page, click Start a new Application.



10. Once you are in the online application, you will be asked to complete information on several screens, starting with your academic plans.

Fall 2021 Semester - Dual Credit/High School

[Review](#) Supplemental Items & Documents

Application Number ac0f689802b15bad

[Print](#)

[Plans](#) [Personal](#) [Residency](#) [Demographics](#) [Family](#) [Academics](#) [Writing & Signature](#)

Please enter your information in each of the following sections. Fields with a red asterisk (*) are required and must be completed before you can submit your application. Additional questions may become required based on your answers to a previous question.

When do you plan to start? *

Fall 2021 Semester

Admit Type *

Hs Student Taking Coll Courses

Year in High School *

Senior

Academic Program *

Dual Credit/High School

Course Load

Part Time (Less than 12 credit hours per semester, usually fewer than 4 classes per semester)

11. Once you've selected all of the requested information, click Save & Continue to go to the next page. Throughout the rest of the application, you'll be asked to enter/verify the following information:

- Name information
- Address information
- Contact information
- Residency information
- Citizenship information, Social Security Number (**required**), Demographic info
- Parent information
- High school information
- Test score information
- Release of Information verification

PLEASE MAKE SURE THAT YOU ANSWER EVERY SINGLE QUESTION LISTED. YOUR APPLICATION WILL NOT BE COMPLETE UNLESS YOU DO.

12. Once you have entered/verified all of your information, preview your application to verify completion, and then submit your application. You can also save your application and return later if you need to complete and submit at a later time.

[Previous Page](#)

[Save Application](#)

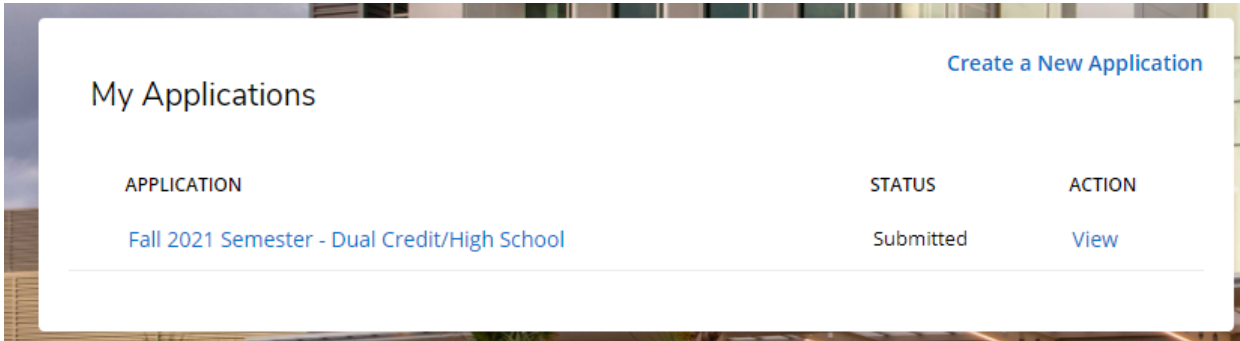
[Preview Before Submission](#)

[Submit Application](#)

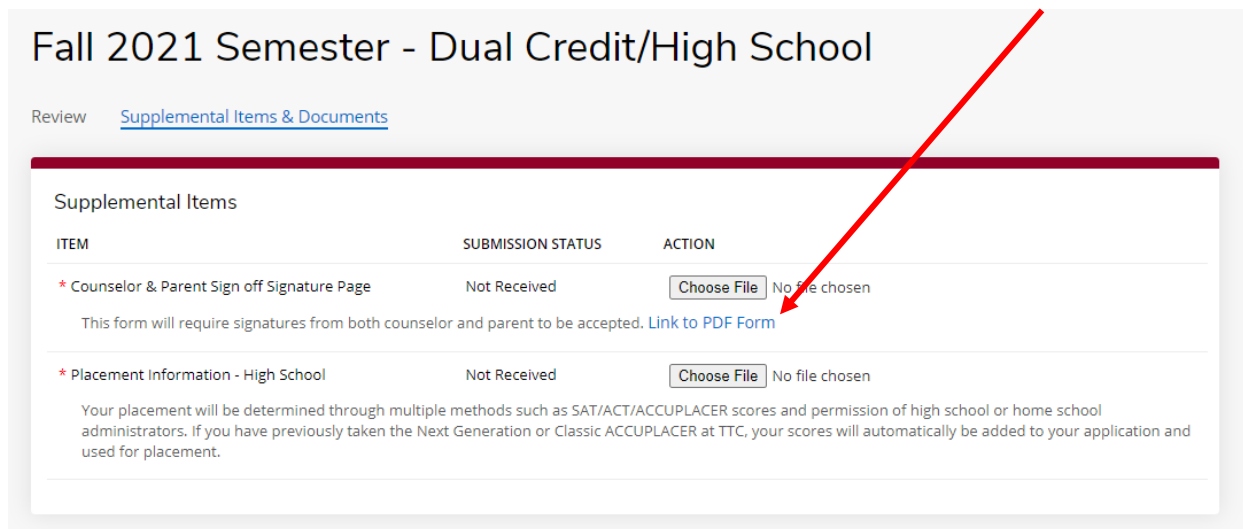
13. Once you have submitted your application, you'll be taken back to the homepage of your application account. Now, you will need to upload any supplemental items required for your application, such as:

- Dual Credit Signature Page
- Placement Test scores/Unofficial HS transcript
- Exceptional Ability letter from your high school (only required if you are a 9th or 10th grade student)

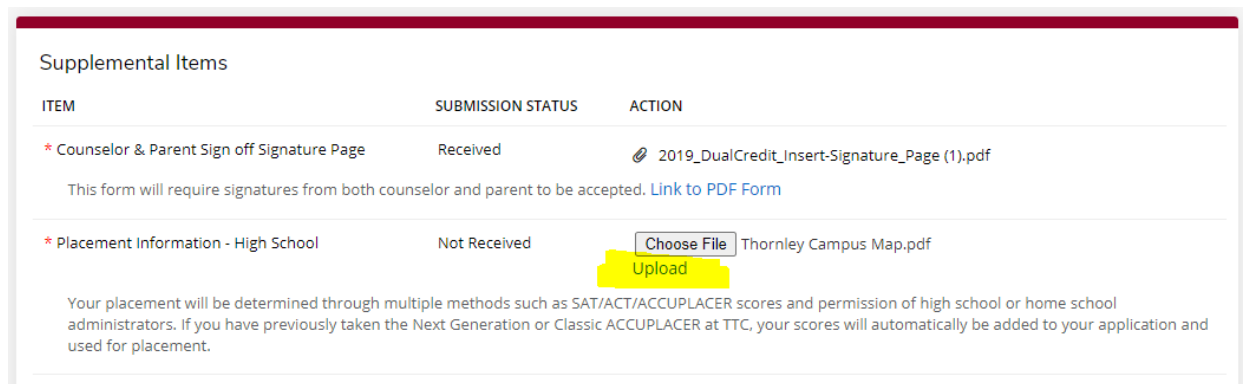
14. Under My Applications, click View to go back to your application.



15. On the next page, click Supplemental Items & Documents. This screen will show you what supplemental items you will need to upload to your application. **A link to download and print the Dual Credit Signature Page is available there for you!!!**



Make sure that you click upload to officially upload your files to your application. You can return to the My Account screen when you've uploaded the requested documents.



Congratulations! You have successfully submitted your online application! You will receive email updates on your admission status to the email address you entered to set up your application account.

If you have any questions or need assistance with your application, please contact the Division of School and Community Initiatives at DualEnrollment@tridenttech.edu.



DUAL ENROLLMENT TEST SCORE REQUIREMENTS

Subject Area or Course	SAT	ACT	ACCUPLACER	Alternative Placement Options
English	530+ Evidence-Based Reading & Writing	19+ English	237+ Writing or 237+ Reading Comprehension	<ul style="list-style-type: none"> • PSAT Verbal score of 530 or higher • Pre-ACT English score of 19 or higher • Unofficial HS transcript w/ minimum 3.0 high school GPA and successful completion of high school English 1 and English 2 with final grade of 85 or above in each course • Unofficial HS transcript w/ minimum 3.0 high school GPA and successful completion of high school English 1, English 2, and English 3 with final grade of 80 or above in each course • English AP Score of 3+ (<i>student placed into English courses as appropriate</i>) • English AP course completion with a grade of 70 or higher without completion of the AP exam.
Humanities (<i>ART, HIS, REL, THE, etc.</i>) Social Sciences (<i>PSY, SOC, ANT, PSC, etc.</i>) Foreign Languages (<i>SPA, FRE</i>) Interdisciplinary Studies (<i>IDS</i>)	530+ Evidence-Based Reading & Writing	19+ English	237+ Writing or 237+ Reading Comprehension	<ul style="list-style-type: none"> • PSAT Verbal score of 530 or higher • Pre-ACT English score of 19 or higher • Unofficial HS transcript w/ minimum 3.0 high school GPA and successful completion of high school English 1 with final grade of 80 or higher <i>*For foreign language courses, successful completion of at least one equivalent high school language course is highly recommended</i>
MAT 120 (<i>Probability and Statistics</i>) MAT 155 (<i>Contemporary Mathematics</i>) MAT 170 (<i>Algebra, Geometry & Trigonometry</i>) ECO 210 (<i>Macroeconomics</i>), ECO 211 (<i>Microeconomics</i>) AST 101 (<i>Solar System Astronomy</i>)	530+ Evidence-Based Reading & Writing 600+ Math	19+ English 18+ Math	230+ Reading Comprehension AND 249+ Arithmetic AND 200+ Quantitative Reasoning, Algebra, Statistics (QAS)	<ul style="list-style-type: none"> • PSAT Verbal score of 530 or higher and PSAT Math score of 500 or higher • Pre-ACT English score of 19 or higher and Pre-ACT Math score of 18 or higher • Unofficial HS transcript w/ minimum 3.0 high school GPA and successful completion of high school Algebra 1 and Geometry with a final grade of 80 or higher in each course



DUAL ENROLLMENT TEST SCORE REQUIREMENTS

Subject Area or Course	SAT	ACT	ACCUPLACER	Alternative Placement Options
MAT 109 (<i>College Algebra with Modeling</i>) MAT 110 (<i>College Algebra</i>) MAT 112 (<i>Precalculus</i>) MAT 123 (<i>Contemporary College Mathematics</i>)	530+ Evidence-Based Reading & Writing 600+ Math	19+ English 22+ Math	237+ Reading Comprehension AND 249+ Arithmetic AND 255 QAS AND 200+ Advanced Algebra Functions (AAF)	<ul style="list-style-type: none"> • PSAT Verbal score of 530 or higher and PSAT Math score of 600 or higher • Pre-ACT English score of 19 or higher and Pre-ACT Math score of 22 or higher • Unofficial HS transcript w/ minimum 3.0 high school GPA and successful completion of high school Algebra 1, Algebra 2, and Geometry with a final grade of 80 or higher in each course <p style="color: red; font-style: italic;">*For placement into upper-level mathematics courses, students must make arrangements with the TTC Mathematics Department to complete a departmental assessment.</p>
MAT 111 (<i>College Trigonometry</i>) MAT 130 (<i>Elementary Calculus</i>) MAT 140 (<i>Analytic Geometry and Calculus I</i>)	For placement into upper-level mathematics courses, students must FIRST take Math ACCUPLACER and score 256+ in Advanced Algebra Functions; THEN make arrangements with TTC Mathematics Dept. Head to complete a departmental assessment.			
BIO 101 (<i>Biological Science I</i>) BIO 210 (<i>Anatomy and Physiology I</i>)	530+ Evidence-Based Reading & Writing	19+ English	237+ Reading Comprehension	<ul style="list-style-type: none"> • PSAT Verbal score of 530 or higher • Pre-ACT English score of 19 or higher • Unofficial HS transcript w/ minimum 3.0 high school GPA and successful completion of high school English 1 with final grade of 80 or higher <p style="color: red; font-style: italic;">*For lab science courses, successful completion of at least one equivalent high school lab science course is highly recommended</p>
CHM 110 (<i>College Chemistry I</i>)	Successful completion of MAT 110 with C or better			<ul style="list-style-type: none"> • Unofficial HS transcript w/ minimum 3.0 high school GPA and successful completion of Algebra 1, Algebra 2, Geometry, and one additional math (Algebra 3, Pre-Calculus, or Calculus) with a final grade of 80 or higher in each course • AP Calculus AB or BC score of 3+



DUAL ENROLLMENT TEST SCORE REQUIREMENTS

Subject Area or Course	SAT	ACT	ACCUPLACER	Alternative Placement Options
PHY 201 (<i>Physics I</i>)	Successful completion of MAT 110+MAT 111 or MAT 112 with C or better			<ul style="list-style-type: none"> • Unofficial HS transcript w/ minimum 3.0 high school GPA and successful completion of Algebra 1, Algebra 2, Geometry, and Pre-Calculus with a final grade of 85 or higher in each course • AP Calculus AB or BC score of 3+
Business Spa, Personal Services (<i>Cosmetology, etc.</i>) Law-Related Studies Computer Technology/Information Systems Culinary Arts Hospitality and Tourism Film, Media, Visual Arts	530+ Evidence-Based Reading & Writing 600+ Math (<i>for courses requiring math prerequisite</i>)	19+ English 22+ Math (<i>for courses requiring math prerequisite</i>)	237+ Writing or 237+ Reading Comprehension <i>Math score will vary depending on course prerequisite requirements</i>	<ul style="list-style-type: none"> • PSAT Verbal score of 530 or higher • Pre-ACT English score of 19 or higher • Minimum 3.0 high school GPA and successful completion of high school English 1 with final grade of 80 or higher <i>*For courses requiring a math prerequisite, qualifying math criteria must also be met.</i>
Engineering Technology	530+ Evidence-Based Reading & Writing 600+ Math (<i>for courses requiring math prerequisite</i>)	19+ English 22+ Math (<i>for courses requiring math prerequisite</i>)	237+ Writing or 237+ Reading Comprehension <i>Math score will vary depending on course prerequisite requirements</i>	<ul style="list-style-type: none"> • PSAT Verbal score of 530 or higher and PSAT Math score of 500 or higher • Pre-ACT English score of 19 or higher and Pre-ACT Math score of 18 or higher • Unofficial HS transcript w/ minimum 3.0 high school GPA and successful completion of at least high school English 1 and Algebra 1 with final grade of 80 or higher in each course <i>*For courses requiring a math prerequisite, qualifying math criteria must also be met.</i>
Manufacturing and Maintenance	530+ Evidence-Based Reading & Writing 600+ Math (<i>for courses requiring math prerequisite</i>)	19+ English 22+ Math (<i>for courses requiring math prerequisite</i>)	237+ Writing or 237+ Reading Comprehension <i>Math score will vary depending on course prerequisite requirements</i>	<ul style="list-style-type: none"> Minimum 2.5 high school GPA <i>*For courses requiring a math prerequisite, qualifying math criteria must also be met.</i>

Coursework Not Approved for Dual Credit

According to the SC Commission on Higher Education, the purpose of the Dual Credit program “is to allow high school students who have mastered or nearly mastered the relevant high school curriculum and who are capable of college-level work that is, by definition, **more advanced than the regular high school curriculum** to earn simultaneously both high school credit toward graduation from high school and **academic course credit toward either an associate or baccalaureate degree** in an institution of higher education.”

Per this policy, TTC’s Dual Credit program does not permit students to take non-degree level or non-college level coursework for both high school and college credit. The list of these courses is as follows:

Course Prefix and Number	Course Title
ACC 100	Basic Accounting
BIO 100	Introductory Biology
CHM 100	Introductory Chemistry
COL 104	Study Skills
COL 105	Freshman Seminar
COL 107	Computer Literacy Sills for College Success
EMS 101	Emergency Care for First Responder
ENG 032	Developmental English
ENG 100	Introduction to Composition
All English as a Second Language Courses (ESL)	
HSS 101	Introduction to Humanities
HSS 102	Critical Thinking in the Humanities
IDS 101	Human Thought and Learning
MAT 031	Developmental Mathematics Basics
MAT 032	Developmental Mathematics
MAT 101	Beginning Algebra
MAT 102	Intermediate Algebra
MAT 152	Elementary Algebra
MAT 153	Elementary Algebra II
PHY 100	Introductory Physics
RDG 032	Developmental Reading
RDG 100	Critical Reading
SPA 100	Introduction to Spanish

Please check the most updated version of the TTC catalog (<http://www.tridenttech.edu/6247.htm>) for a complete list of courses offered at TTC (courses that are non-degree level will be listed as such) along with their course descriptions.

Students interested in the **Early Admit Program** may be permitted to take some of these courses; however, according to state policies, these courses **cannot** be counted for high school credit. Please check with the Office of High School Programs if you should have any questions regarding allowable courses for this program.

		TRIDENT TECHNICAL COLLEGE Advanced Placement Equivalency	
Advanced Placement	Minimum Score	TTC Course	TTC Title
Art 2D Design	3	ARV-121	Design
Art 3D Design	3	CGC-001	Commercial Graphics Non. Equiv. Elective
Art History	3	ART-101	Art History and Appreciation
Art Studio: Drawing	3	ART-111	Basic Drawing I
Art Studio: Drawing	3	ARV-120	Drawing
Art Studio: General	3	ARV-120	Drawing
Biology	3	BIO-101	Biological Science I
Biology	4	BIO-101	
		BIO-102	Biological Science II
Calculus AB	3	MAT-140	Analytic Geometry and Calculus I
Calculus BC	3	MAT-140	Analytic Geometry and Calculus I
		MAT-141	Analytic Geometry and Calculus II
Calculus BC Subscore	3	MAT-140	Analytic Geometry and Calculus I
Chemistry	3	CHM-110	College Chemistry I
Chemistry	4	CHM-110	College Chemistry I
		CHM-111	College Chemistry II
Computer Science Principles	3	CPT-101	Intro To Computers
Computer Science	3	CPT-167	Intro To Programming
Economics-Macro	3	ECO-210	Macroeconomics
Economics-Micro	3	ECO-211	Microeconomics
English Language and Comp	3	ENG-101	English Composition I
English Language and Comp	5	ENG-101	English Composition I
		ENG-102	English Composition II
English Literature and Comp	3	ENG-102	English Composition II
Environmental Science	3	EVT-120	Environmental Biology I
European History	3	HIS-101	Western Civilization to 1689
	4	HIS-102	Western Civilization Post 1689
French Language	3	FRE-101	Elementary French I
		FRE-102	Elementary French II
French Literature	3	FRE-101	Elementary French I
		FRE-102	Elementary French II
German Language	3	GER-101	Elementary German I
		GER-102	Elementary German II
German Literature	3	GER-101	Elementary German I
		GER-102	Elementary German II
Human Geography	3	SCS-001	Social Science Non-Equivalent Elective
Italian Language and Culture	3	FLG-001	Foreign Languages Non-Equivalent Elective
Latin Literature	3	FLG-001	Foreign Languages Non-Equivalent Elective
Music Listening and Literature	3	MUS-105	Music Appreciation
Physics	3	PHY-201	Physics I
Physics	4	PHY-201	Physics I
		PHY-202	Physics II
Physics 1	3	PHY-201	Physics I
Physics 2	3	PHY-202	Physics II
Physics - Mechanics	3	PHY-201	Physics I
Physics Electricity and Magn	3	PHY-202	Physics II
Psychology	3	PSY-201	General Psychology
Spanish Language	3	SPA-101	Elementary Spanish I
		SPA-102	Elementary Spanish II
Spanish Literature	3	SPA-101	Elementary Spanish I
		SPA-102	Elementary Spanish II
Statistics	3	MAT-120	Probability and Statistics
Studio Art	3	ARV-120	Drawing
US Government and Politics	3	PSC-201	American Government
US History	3	HIS-201	American History: Discovery to 1877
	4	HIS-202	American History: 1877 to Present
World History	3	HIS-104	World History I
	4	HIS-105	World History II

Advanced Placement Exam	Minimum Score	Credit Awarded for These TTC Courses*		Credit Hours
Arts				
2D Art and Design	3	ARV-121	Design	3
3D Art and Design	3	CGC-001	Commercial Graphics Non. Equiv. Elective	3
Art History	3	ART-101	Art History and Appreciation	3
Art Studio: Drawing	3	ARV-120	Drawing	3
Music Theory	3	MUS-105	Music Appreciation	3
English				
English Language and Composition	3	ENG-101	English Composition I	3
	4	ENG-101 & 102	English Composition I & II	6
English Literature and Composition	3	ENG-102	English Composition II	3
History and Social Sciences				
African American Studies	3	HIS-130	African-American History to 1877	3
	4	HIS-131	African-American History 1877 to Present	6
European History	3	HIS-101	Western Civilization to 1689	3
	4	HIS-101 & 102	Western Civilization Post 1689	6
Human Geography	3	SCS-001	Social Science Non-Equivalent Elective	3
Macroeconomics	3	ECO-210	Macroeconomics	3
Microeconomics	3	ECO-211	Microeconomics	3
Psychology	3	PSY-201	General Psychology	3
US Government and Politics	3	PSC-201	American Government	3
US History	3	HIS-201	American History: Discovery to 1877	3
	4	HIS-201 & 202	American History: Discovery to 1877 & 1877 to Present	6
World History: Modern	3	HIS-104	World History I	3
	4	HIS-104 & 105	World History I & II	6
Math and Computer Science				
Calculus AB	3	MAT-140	Analytic Geometry and Calculus I	4
Calculus BC	3	MAT-140 & 141	Analytic Geometry and Calculus I & II	8
Calculus BC Subscore	3	MAT-140	Analytic Geometry and Calculus I	4
Computer Science Principles	3	CPT-101	Intro To Computers	3
Computer Science A	3	CPT-167	Intro To Programming	3
Precalculus	3	MAT-115	Precalculus	4
Statistics	3	MAT-120	Probability and Statistics	3
Sciences				
Biology	3	BIO-101	Biological Science I	4
	4	BIO-101 & 102	Biological Science I & II	8
Chemistry	3	CHM-110	College Chemistry I	4
	4	CHM-110 & 111	College Chemistry I & II	8
Environmental Science	3	EVT-120	Environmental Biology I	3
Physics 1: Algebra-Based	3	PHY-201	Physics I	4
Physics 2: Algebra-Based	3	PHY-202	Physics II	4
Physics C: Mechanics	3	PHY-221	University Physics I	4
Physics C: Electricity and Magnetism	3	PHY-222	University Physics II	4
World Languages and Cultures				
Chinese Language and Culture	3	FLG-001	Foreign Languages Non-Equivalent Elective	8
French Language and Culture	3	FRE-101 & 102	Elementary French I & II	8
German Language and Culture	3	GER-101 & 102	Elementary German I & II	8
Italian Language and Culture	3	FLG-001	Foreign Languages Non-Equivalent Elective	8
Latin	3	FLG-001	Foreign Languages Non-Equivalent Elective	8
Japanese Language and Culture	3	FLG-001	Foreign Languages Non-Equivalent Elective	8
Spanish Language and Culture	3	SPA-101 & 101	Elementary Spanish I & II	8
Spanish Literature and Culture	3	SPA-101 & 102	Elementary Spanish I & II	8

* Credit will be awarded upon receipt of the official AP exam score sheet from College Board.

**Statewide Articulation Agreement: 86 Courses that Transfer Among and Between
the Public Colleges and Universities in South Carolina**

Universally Transferable Course	Credit Hours	Universally Transferable Course	Credit Hours
ACC 101 - Accounting Principles I	3	HIS 102 - Western Civilization Post 1689	3
ACC 102 - Accounting Principles II	3	HIS 201 - Am. History Discovery to 1877	3
ANT 101 - General Anthropology	3	HIS 202 - Am. History 1877 to Pres.	3
ART 101 - History and Appreciation of Art	3	MAT 110 - College Algebra	3
ART 105 - Film as Art	3	MAT 111 - College Trigonometry	3
AST 101 - Solar System Astronomy	4	MAT 120 - Probability and Statistics	3
AST 102 - Stellar Astronomy	4	MAT 122 - Finite College Mathematics	3
BIO 101 - Biological Science I	4	MAT 130 - Elementary Calculus	3
BIO 102 - Biological Science II	4	MAT 140 - Analytical Geo. and Calc. I	4
BIO 210 - Anatomy and Physiology I	4	MAT 141 - Analytical Geo. and Calc. II	4
BIO 211 - Anatomy and Physiology II	4	MAT 240 - Analytical Geo. and Calc. III	4
BIO 225 - Microbiology	4	MAT 242 - Differential Equations	4
CHM 110 - College Chemistry I	4	MUS 105 - Music Appreciation	3
CHM 111 - College Chemistry II	4	PHI 101 - Introduction to Philosophy	3
CHM 112 - College Chemistry II	4	PHI 105 - Introduction to Logic	3
CHM 211 - Organic Chemistry I	4	PHI 106 - Logic II Inductive Reasoning	3
CHM 212 - Organic Chemistry II	4	PHI 110 - Ethics	3
ECO 210 - Macroeconomics	3	PHI 115 - Contemporary Moral Issues	3
ECO 211 - Microeconomics	3	PHY 201 - Physics I	4
ENG 101 - English Composition I	3	PHY 202 - Physics II	4
ENG 102 - English Composition II	3	PHY 221 - University Physics I	4
ENG 201 - American Literature I	3	PHY 222 - University Physics II	4
ENG 202 - American Literature II	3	PHY 223 - University Physics III	4
ENG 203 - American Literature Survey	3	PSC 201 - American Government	3
ENG 205 - English Literature I	3	PSC 215 - State and Local Government	3
ENG 206 - English Literature II	3	PSY 201 - Introduction to Psychology	3
ENG 208 - World Literature I	3	PSY 203 - Human Growth & Development	3
ENG 209 - World Literature II	3	PSY 208 - Human Sexuality	3
ENG 214 - Fiction	3	PSY 212 - Abnormal Psychology	3
ENG 218 - Drama	3	SOC 101 - Introduction to Sociology	3
ENG 222 - Poetry	3	SOC 102 - Marriage and the Family	3
ENG 230 - Women in Literature	3	SOC 205 - Social Problems	3
ENG 236 - African American Lit	3	SOC 206 - Social Psychology	3
ENG 260 - Adv. Tech. Communication	3	SOC 210 - Juvenile Delinquency	3

FRE 101 - Elementary French I	4	SOC 220 - Sociology and the Family	3
FRE 102 - Elementary French II	4	SOC 235 - Thanatology	3
FRE 201 - Intermediate French I	3	SPA 101 - Elementary Spanish I	4
FRE 202 - Intermediate French II	3	SPA 102 - Elementary Spanish II	4
GEO 101 - Intro to Geography	3	SPA 201 - Intermediate Spanish I	3
GEO 102 - World Geography	3	SPA 202 - Intermediate Spanish II	3
GER 101 - Elementary German I	4	SPC 205 - Public Speaking	3
GER 102 - Elementary German II	4	SPC 210 - Oral Interp. of Literature	3
HIS 101 - Western Civilization to 1689	3	THE 101 - Introduction to Theatre	3

Recommended Dual Enrollment Courses

Additional Resources

The list of South Carolina Universally Transferrable Courses (available at http://www.che.sc.gov/AcademicAffairs/TRANSFER/transferrable_courses.pdf) identifies courses guaranteed by policy to transfer among and between South Carolina public colleges and universities. You may find it useful to refer to this list when considering dual enrollment courses.

For Education Majors - Students who wish to pursue a major in education should contact the institution to which they are applying concerning the transferability of courses because most education programs have strict requirements regarding coursework. Students can also refer to the *Transfer Guide for Education Majors* (at <http://www.che.sc.gov/AcademicAffairs/TRANSFER/TransferGuideforEducationPrograms.pdf>).



An additional resource is the South Carolina Transfer and Articulation Center (SC TRAC), available at www.sctrac.org. Students may take advantage of SC TRAC to:

- learn about each South Carolina public college and university and the programs and degrees offered, and
- discover how South Carolina public institutions award credit for Advanced Placement (AP) exams, International Baccalaureate (IB) exams, dual enrollment courses, and other college courses taken while in high school.

Questions?

If you have questions about the content presented in this brochure or about the transferability of college coursework, please contact Trena Houp at thoup@che.sc.gov or 803.737.4853.

Eight Kinds of Courses that Will Prepare You for College Success

1. Courses that require you to write papers that are at least five pages in length and, once you've received teacher feedback, provide the opportunity to revise and rewrite.
2. Courses that require you to make oral presentations.
3. Courses that require you to do research and write papers using original sources.
4. Science courses that include laboratory work.
5. Courses that deal with the history and culture of nations around the world, not just the United States.
6. Courses that require you to do group projects.
7. Courses (and other activities) in which you apply your learning to real-world situations.
8. Courses that require you to analyze what you are hearing, reading, and doing.

Ten Important Ways in Which College is Different from High School

1. You will have a lot of freedom to make choices and to decide how to organize your time. A lot of personal responsibility goes with that freedom.
2. You will be expected to read extensively and analytically.
3. You will write a lot.
4. You will deal mostly with questions that do not have single correct answers.
5. You will be expected to judge the reliability of sources of information and opinion.
6. You will consider how the point of view from which you approach a question or problem affects your answer or opinion.
7. You will be expected to question and critically evaluate claims that authorities make.
8. You will apply knowledge, not simply acquire it.
9. You will consider the ethical and moral aspects of situations you read about and activities you engage in.
10. You will learn to deal with problems that are open-ended and for which the first step is simply to ask a question.

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Approved by CHE's Advisory Committee on Academic Programs on March 22, 2012.

A Transfer Guide for General Education Dual Enrollment Coursework Taken in High School Applicable to Public Colleges and Universities in South Carolina



South Carolina Commission on Higher Education

Division of Academic Affairs & Licensing

www.che.sc.gov

Recommended Dual Enrollment Courses

Purpose

This guide is meant to assist high school students who take dual enrollment courses by showing options for how their work will transfer to a South Carolina public institution of higher education upon graduation from high school. Students should only take what is necessary for a degree rather than repeating courses which are similar to or identical to ones already taken through dual enrollment. The South Carolina Commission on Higher Education developed this guide in consultation with four-year public institutions and the South Carolina Technical College System regarding the transfer of general education courses. Therefore, this guide lists the courses that will transfer towards the respective degree at any South Carolina public institution of higher education.

Who Should Use this Guide?

Students who take dual enrollment coursework in a South Carolina high school who want to enroll in a South Carolina public institution of higher education and:

- know the general area of curricular focus they want to pursue; but
- do not know what major to take, and
- have not yet been accepted into an institution.

Students should consult with their guidance counselor to learn about the requirements to take dual enrollment courses.

Students who have already been accepted to an institution or know which institution they wish to attend should consult that institution's general education advisor or appropriate departmental advisor before enrolling in dual enrollment courses.

NOTE: For the purposes of this brochure, dual enrollment courses are college courses offered by an institution of higher education through a cooperative arrangement with a local school district and for which the student receives both high school and college credit.

This brochure can be accessed online at:
www.che.sc.gov/AcademicAffairs/TRANSFER/DualEnroll.pdf

How to Use this Guide

There are four groups of recommended courses listed in this guide, which correspond to a broad area of the postsecondary curriculum. If admitted to a public institution in South Carolina and to a major program of study included in one of the groups listed below, the student may apply the courses listed in that group to graduation requirements for that major.

Recommended Courses for Arts, Humanities, and Social Sciences Majors

English Composition I
English Composition II
Biological Sciences I
Elementary Calculus
American Literature I *or* American Literature II *or*
English Literature I *or* English Literature II
Western Civilization to 1689 *or*
Western Civilization Post-1689 *or*
Introduction to Philosophy *or* Ethics
Music Appreciation
General Psychology *or* Introduction to Sociology
American Government
Elementary French I and Elementary French II *or*
Elementary German I and Elementary German II *or*
Elementary Spanish I and Elementary Spanish II

These courses are appropriate for the following high school clusters of study: A/V Technology and Communications; Government and Public Administration; Hospitality and Tourism; Human Services; and Public Safety and Security.

Recommended Courses for Business Majors

English Composition I
English Composition II
Biological Sciences I and Biological Sciences II *or*
College Chemistry I and College Chemistry II
Elementary Calculus
Principles of Accounting I
Principles of Accounting II
Macroeconomics
Microeconomics
Western Civilization to 1689 *or*
Western Civilization Post-1689

English Literature I *or* English Literature II
Art History and Appreciation *or* Music Appreciation
Elementary French I and Elementary French II *or*
Elementary German I and Elementary German II *or*
Elementary Spanish I and Elementary Spanish II

These courses are appropriate for the following high school clusters of study: Business, Management and Administration; Finance; Marketing, Sales and Service; and Transportation, Distribution, and Logistics.

Recommended Courses for Engineering and Engineering Technology Majors

English Composition I
English Composition II
College Chemistry II
University Physics I
Analytical Geometry and Calculus I
Analytical Geometry and Calculus II
Western Civilization to 1689
Select "Project Lead the Way" Courses
(accepted at Clemson, The Citadel, SC State, and USC Columbia. Please consult these institutions about the transferability of these courses.)

These courses are appropriate for the following high school clusters of study: Science, Technology, Engineering and Mathematics; and Manufacturing.

Recommended Courses for Science and Mathematics Majors

English Composition I
English Composition II
Analytical Geometry and Calculus I
Western Civilization Post-1689
American Literature I *or* American Literature II *or*
English Literature I *or* English Literature II
Art History and Appreciation *or*
Music Appreciation *or* Introduction to Theater
General Psychology *or* Introduction to Sociology
American Government
Elementary French I and Elementary French II *or*
Elementary German I and Elementary German II

These courses are appropriate for the following high school clusters of study: Agriculture, Food and Natural Resources; Architecture and Construction; Health Science; Information Technology; and Science, Technology, Engineering, and Mathematics.

DUAL CREDIT TUITION AND FEES - 2022-2023

Academic Year: 2022-23

For students residing in Berkeley/Charleston/Dorchester counties

PLEASE NOTE: Some classes have additional course fees. For more information, visit our website here: <https://www.tridenttech.edu/pay/cost/index.htm>.

TUITION		LOTTERY TUITION ASSISTANCE	
Hours	Tuition	LTA Awarded	Total Tuition after LTA
1	\$188.69	\$0.00	\$188.69
2	\$377.38	\$0.00	\$377.38
3	\$566.07	\$0.00	\$566.07
4	\$754.76	\$0.00	\$754.76
5	\$943.45	\$0.00	\$943.45
6	\$1,132.14	\$510.00	\$622.14
7	\$1,320.83	\$595.00	\$725.83
8	\$1,509.52	\$680.00	\$829.52
9	\$1,698.21	\$765.00	\$933.21
10	\$1,886.90	\$850.00	\$1,036.90
11	\$2,075.59	\$935.00	\$1,140.59
12	\$2,264.28	\$1,020.00	\$1,244.28
13	\$2,452.97	\$1,105.00	\$1,347.97
14	\$2,641.66	\$1,190.00	\$1,451.66
15	\$2,830.35	\$1,275.00	\$1,555.35
16	\$3,019.04	\$1,275.00	\$1,744.04
17	\$3,207.73	\$1,275.00	\$1,932.73
18	\$3,396.42	\$1,275.00	\$2,121.42

*If classes offered at high school are taught by faculty provided by the high school, the tuition may be significantly less than what's listed here.

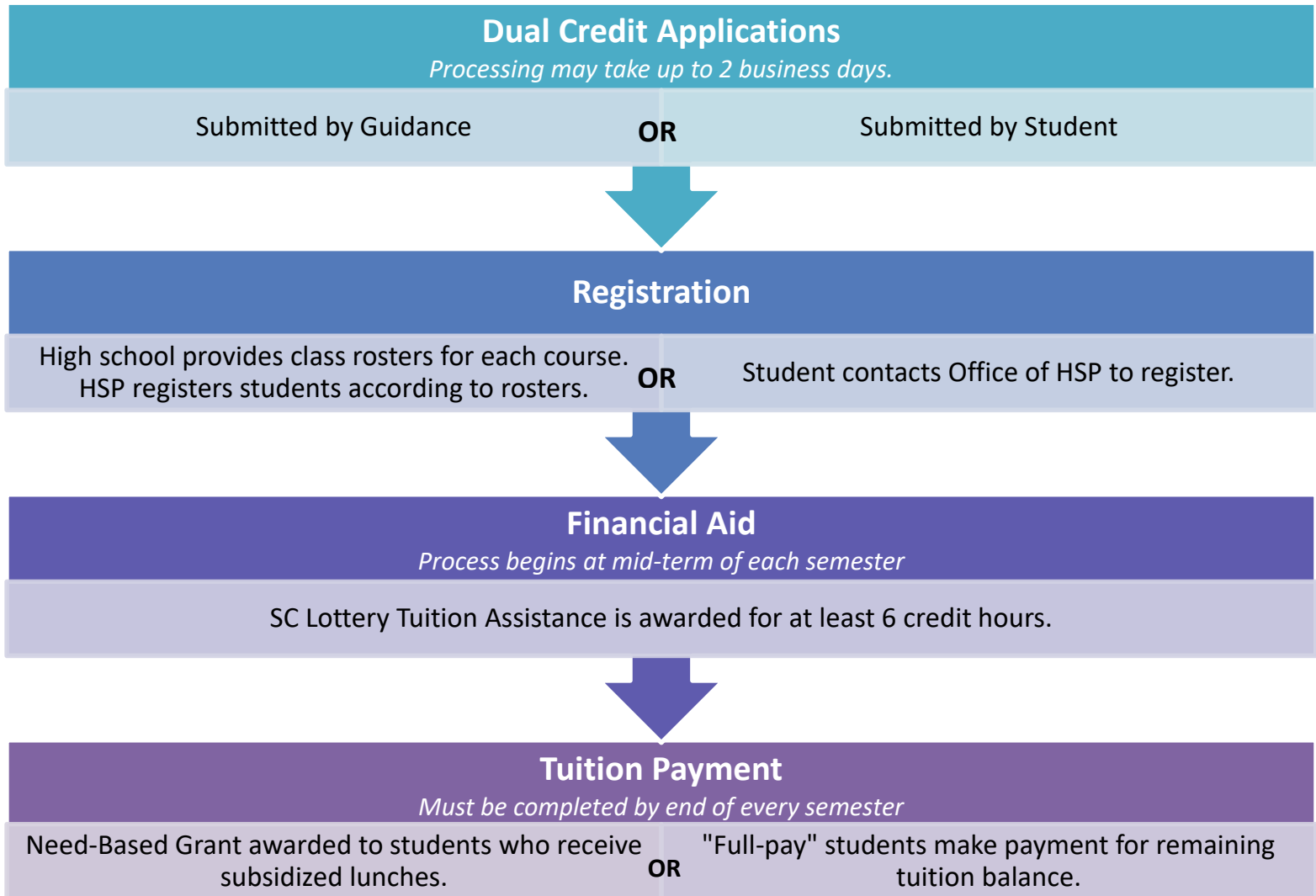
**Need-based scholarships are available to qualifying students who meet either the Pupils in Poverty income status or who have been approved for the Federal Free/Reduced Lunch Program.

Course Name/#	Book Title	Author	Edition	National Print ISBN	National Access Code ISBN	Digital Course Materials Cost To Student
ACC 100	College Accounting	Weygandt	1	9781260481228	1260481204	\$ 92.00
ACC 101	Financial Accounting	Spiceland	6	9781265321147	n/a	\$ 92.00
ACC 102	Mangerial Accounting	Wild	8	9781260985368	n/a	\$ 92.00
ACC 111	Fundamentals of Acct Principals	Wild	25	9781119390459	n/a	\$ 76.25
ACC 112	Fundamentals of Acct Principals	Wild	25	9781119411017	ES81119411017	\$ 76.25
ACC 124	Essentials of Federal Taxation	Spilker	2023e			
ACC 150	Payroll Accounting	Landin	7	9781119411017	ES81119411017	\$ 104.00
ACC 201	Intermediate Accounting	Spiceland	11	9781265963033	n/a	\$ 76.25
ACC 202	Intermediate Accounting	Spiceland	11	9781265963033	n/a	\$ 76.25
ACC 203	Intermediate Accounting	Spiceland	11	9781265963033	n/a	\$ 76.25
ACC 224	Essentials of Federal Taxation	Spilker	2023e	9781265922993		
ACC 240	Quickbooks Online	Kay	3	9781265942588		
ACC 260	Auditing and Assurance Srvices	Louwers	8	9781260985016	1260703630	\$ 92.00
AHS 142	Blood Collection: A ShortCourse	Di Lorenzo	3	9780803646070	n/a	\$ 60.00
ANT 101	Anthropology	Scupin	9	9781071804360	n/a	\$ 50.00
AOT 134	Office Communications	Camp	11	9781260141238	1260141136	\$ 57.60
AOT 252	Medical Systems andProcedures	Bayes	10	9781260158960	1260158918	\$ 57.60
AOT 256	Office Management Skills	Certo	11	9781264072705	1264072686	\$ 80.00
AOT 267	SimNet Office 2016	Triad	1	9781260703733	1260703630	\$ 83.80
ART 101	A World of Art	Sayre	8	9780134081809	9780134082349	\$ 36.50
ART 105	Looking At Movies	Monahan	6	9780393674699	na	\$ 47.00
ART 107	Art History, Volume 1	Stokstad	6	9780134479279	9780135197448	\$ 36.50
ART 108	Art History, Volume 2	Stokstad	6	9780134479262	9780135197462	\$ 36.50
ARV 110	Adobe Illustrator CreativeCloud Revealed	Botello	1	9781305262614	n/a	\$ 22.50
ARV 217	Adobe Photoshop Classroomin a book	Faulkner	1	9780136447993	n/a	\$ 76.25
ARV 232	The Adobe Photoshop CC Book for DigitalPhotographe	Kelby	1	9780134545110	n/a	\$ 52.00
BAF 101	Personal Finance	Kapoor	7	9781259919657	1260140954	\$ 104.00
BIO 100	Bio Concepts andInvestigations	Hoefnagels	5	9781260542165	1260542149	\$ 71.50
BIO 101	Biology	Mader	14	9781266241727	1266239391	\$ 75.00
BIO 102	Biological Sciences 2	Starr	15	9781337408332	na	\$ 91.00
BIO 112	Basic Anatomy and Physiology	Welsh	14	9781260425956	1260425800	\$ 75.00
BIO 225L	Connect for Virtual Labs	Welsh	14	na	1264279337	\$ 33.00
BUS 101	Introduction to Business	Ferrell	7	9781264126217	1264126190	\$ 60.80
BUS 136	Compensation andBenefits Analysis	Gerhart	13	9781260486186	1260486087	\$ 80.00
BUS 220	Business Ethics	Hartman	5	9781260512939	1260512908	\$ 99.00
BUS 250	Intro to International Buiness	Luthans	11	9781260563931	1260563901	\$ 80.00
CGC 110	Electronic Publishing	Botellow	1	9781305446151	na	\$ 25.00
CHM 100	Introductor Chemistry	Burdge	2	9781260510225	1260510158	\$ 75.50
CHM 105	General Organic and BioChem	Denniston	10	9781260506129	126050607X	\$ 75.50
CHM 110	Chemistry	Chang	13	9781260162035	1260994759	\$ 68.25
CHM 111	Chemistry	Chang	13	9781260162035	1260994759	\$ 68.25
CHM 211	Organic Chemistry	Carey	11	9781260506754	1260506703	\$ 56.00
CHM 212	Organic Chemistry	Carey	11	9781260506754	1260506703	\$ 56.00
CPT 172	Exploring Microsoft Office2016	Poatsy	1	9780134320793	9780134455877	\$ 59.00
CPT 114	Computers and Programming	Farrell	2	9781133711797	na	\$ 35.00
CPT 174	Exploring Microsoft Office2016	Poatsy	1	9780134320793	9780134455877	\$ 59.00
CPT 179	Exploring Microsoft Office2016	Poatsy	1	9780134320793	9780134455877	\$ 59.00
CPT 209	Computer Systems Management	Andrews	10	9780357108505	na	\$ 44.00
CPT 282	Information Systems Security	Santos	3	9780137459766	na	\$ 29.00
CPT 290	Exploring Microsoft Office2016	Poatsy	1	9780134320793	9780134455877	\$ 59.00
CPT 242	Database and Concepts & SQL	Coronel/Morris	13	9780357427866	Mindtap	\$ 90.00
CRJ 101	Criminal Justice: A Brief Intro	Schmallegger	13	9780134548623	n/a	\$ 75.50
CRJ 102	Private Security Today	Schmallegger	1	9780133377156	n/a	\$ 31.75
CRJ 110	Police Field Operations	Birzer	3	9780135186299	n/a	\$ 31.75
CRJ 115	Criminal Law (Justice Series)	Moore	3	9780134559414	n/a	\$ 75.50
CRJ 120	Constitutional Law:govermental Powes and	Hall	3	9780135109502	n/a	\$ 31.75

CRJ 125	Criminology Today: An Integrative Intro.	Schmallegger	10	n/a	9780134871127	\$	75.50
CRJ 126	Research Methods, Design, and Analysis	Christensen	13	n/a	n/a	\$	45.75
CRJ 130	Police Admin: Structures, Processes and Behavior	Swanson	9	9780133754056	n/a	\$	31.75
CRJ 202	Criminalistics: An Intro to Forensic Science	Saferstein	12	9780135268414	n/a	\$	75.50
CRJ 220	Criminal Courts: Structure, Process, and Issues	Hartley	4	9780133779745	n/a	\$	31.75
CRJ 222	Professional Ethics in Criminal Justice	Albanese	9	9780133843286	n/a	\$	31.75
CRJ 230	Criminal Investigation: The Art and the Science	Lyman	7	9780135186213	9780135234808	\$	75.50
CRJ 232	Profit Without Honor: White Collar Crime	Rosoff	7	9780134871424	n/a	\$	31.75
CRJ 236	Criminal Evidence	Britz	6	9780133598339	n/a	\$	31.75
CRJ 242	Corrections: An Introduction	Seiter	11	9780135186190	9780135234952	\$	75.50
ECD 101	Foundations of Early Childhood Ed	Gonzalez	7	9781260166842	126016652X	\$	60.25
ECD 102	Child	Martorell	2	9781260082012	1260400026	\$	68.00
ECD 105	Guiding Children's Social Development	Kostelnik	9	9781305960756	9781337538718	\$	53.00
ECD 107	Exceptional Students	Taylor	2	9781260214673	126021463X	\$	66.00
ECD 132	Creative Experiences	Fox	8	9780357696835	n/a	\$	73.00
ECD 133	Math & Science	Herr/Libby	6	9781133781349	n/a	\$	36.00
ECD 201	Doing our Best for young children	Feehey	1	9780137617487	n/a	\$	29.00
ECD 203	Child	Matrorell	2	9781260082012	1260400026	\$	68.00
ECD 205	Socialization and Group Care of Infants	Sluss	3	9781337568036	n/a	\$	73.00
ECD 259	Behavior Management	O'Neill	3	9781285450049	n/a	\$	36.00
ECD 260	Adapting Early Childhood Curricula	Cook	10	9780135466971	n/a	\$	29.00
ECE 221	Engineering for Electric Circuits	Nilsson	11	9780134746968	9780134748399	\$	128.25
ECE 222	Engineering for Electric Circuits	Nilsson	11	9780134746968	9780134748399	\$	128.25
ECO 210	Economics Today: The Macro View	Miller	20	9780134478760	9780134481227	\$	115.25
ECO 211	Economics Today: The Micro View	Miller	20	9780134479255	9780134480336	\$	115.25
EGR 194	Applied Statics and Strength of Materials (Subscription)	Limbrunner	6	9780133840544	n/a	\$	40.50
EMS 102 & 103	Prehospital Emergency Care	Mistovich	11	9780135980408	n/a	\$	89.00
EMS 233, 234, 235 & 236	Paramedic Care: Principles and Practice Vols 1-5	Bledsoe	5	9780135980378	n/a	\$	207.00
ENG 101	Let's Talk	Lunsford	1	9780393441123	n/a	\$	20.00
ENG 260	Technical Communication, MLA Update	Lannon	14	9780134678825	n/a	\$	51.00
EVT 101	Environment and You	Christensen	3	9780134646053	9780134838755	\$	90.50
ENG 102	Intro to Literature	Various	14	978-1-324-02414-9	n/a	\$	40.00
GEO 102	Realms, Regions, and Concepts	Nijman	18	9781119607366	n/a	\$	55.00
HIS 105	Connections: A World History, Volume 2	Judge	3	9780133841398	9780134102856	\$	36.50
HIS 130	The African American Odyssey	Hine	7	9780134824055	n/a	\$	22.50
HIS 131	The African American Odyssey	Hine	7	9780134824055	n/a	\$	22.50
HIS 201	Give Me Liberty	Foner	6	978-0-393-44389-9	n/a	\$	33.00
HIS 202	Give Me Liberty	Foner	6	978-0-393-44390-5	n/a	\$	33.00
HSM 104	Terrorism, Intelligence and Homeland Security	Taylor	1	9780133575248	n/a	\$	75.50
HHS 110	Landmarks in Humanities	Fiero	5	9781260672886	na	\$	45.00
HUS 101	A Brief Orientation to Counseling	Neukrug	6	9781305669055PF	n/a	\$	61.00
HUS 102	A Brief Orientation to Counseling	Neukrug	2	9781305669055PF	n/a	\$	61.00
HUS 209	Case Management	Summers	5	9781337568050	na	\$	71.00
HUS 110	Getting the Most from your experience	Kiser	4	9781305087347	n/a	\$	25.00
HUS 208	Drug Use and Abuse	Abadinsky	9	9781305961548	9781305961593	\$	61.00
HUS 230	Interviewing Techniques	Ivey/Ivey	3	9781305503144	n/a	\$	71.00
HUS 220	Diversity in Human Services	Diller	6	9781337563383	n/a	\$	73.00
HUS 235	Group Dynamics	Jacobs	8	9781337107327	n/a	\$	71.00
HUS 231	Counseling Techniques	Corey	10	9780357671429	n/a	\$	61.00
HUS 250	Supervised Field Placement	Kiser	4	9781305537484	n/a	\$	25.00
IDS 109	Skills for Success with Microsoft Office 2016	Adkins	1	9780134320793	n/a	\$	59.00
IDS 109	Becoming a Master Student	Ellis	15	9780357700556	n/a	\$	22.50
IST 166	Network Fundamentals	West	8	9781337569330	n/a	\$	42.00
IST 293	IT and Data Assurance	Ciampa	7	9780357424377	n/a	\$	42.00
IST 292	Fundamentals of Network Security	Ciampa	2	9780357677995	n/a	\$	88.00
IST 294	Certified Ethical Hacking	Simpson	3	9781285454610	n/a	\$	42.00
JOU 101	Writing for Mass Media	Stovall	9	9780133863277	n/a	\$	65.00
LOG 125	Supply Chain Logistics	Bowersox	5	9781259715167	1259715094	\$	130.00
LOG 240	Purchasing Logistics	Benton	3	9781071804759	n/a	\$	44.00
MAT 155	Contemporary Mathematics	Sobecki	4	9781260389814	1260389693	\$	71.00
MGT 101	Essentials of Contemp Management	Jones	9	9781260681574	1260681556	\$	80.00
MGT 120	Entrepreneurship	Bamford	3	9781260166699	1260166635	\$	58.08
MGT 201	Human Resources Management	Noe	9	9781264185139	1264185111	\$	80.00
MGT 210	Employee Training and Development	Noe	8	9781260140347	1260140253	\$	80.00
MGT 235	Operations and Supply Chain Management	Bozarth	5	9780137533213	n/a	\$	80.00

MGT 240	Management DecisionMaking	Rothaermel	5	9781264103799	1264103778	\$	80.00
MGT 255	Organizational Behavior	McShane	5	9781260478723	126047870X	\$	60.80
MGT 270	ManagerialCommunication	Adler	12	9781260154054	1260153746	\$	57.60
MKT 101	Marketing	Hunt	3	9781264024285	1260800466	\$	80.00
MKT 110	Retailing Mangement	Levy	10	9781260165586	1260165531	\$	80.00
MKT 130	Customer ServicePrinciples	Lucas	7	9781259954078	1260157482	\$	80.00
MKT 140	E-Marketing	Zahay/Roberts	4	9781285212869	n/a	\$	90.00
MKT 245	Advertising an Promotion	Belch	12	9781264075065	1260796388	\$	80.00
MKT 250	Consumer Behavior	Mothersbaugh	14	9781260158199	1260158101	\$	85.00
MKT 260	Marketing Management	Marshall	3	9781260157833	1260157784	\$	80.00
MUS 105	The Enjoyment of Music	Forney	13	9780393664386	na	\$	51.25
MUS 110	The Musicians Guide toFundamentals	Clendinning	3	9780393664409	na	\$	56.00
OTA 155	Occupational Therapy withElders	Lohman	4	9780323498463	n/a	\$	83.00
OTA 159	Mental Health Practice for theOTA	Manville	2016	9780803659186	n/a	\$	74.25
OTA 164	Adult Physical Conditions	Mahle	2019	9780323169349	n/a	\$	110.75
OTA 176	Pediatric Skills for OTA	Solomon	4	978161711250	n/a	\$	87.50
OTA 245	Management andAdministration for OTA	Jacobs	2016	9781285871714	n/a	\$	71.75
PHI 101	The Big Questions	Solomon	10	9781305956063	9781337581653	\$	50.50
PHI 105	A Concise Intro to Logic	Hurley	13	9781305958098	9780357419397	\$	78.00
PHI 110	Applied Ethics	Mackinnon	3	9780357698013	n/a	\$	36.00
PSC 201	American Politics TodayEssentials	Norton	7	9780393539219	na	\$	39.00
PSC 220	Essentials of InternationalRelations	Mingst	8	9780393675191	na	\$	37.25
PSY 203	Life Span Development	Santrock	18	9781260985139	n/a	\$	88.25
REL 101	Living Religions	Fisher	10	9780134800073	n/a	\$	65.00
PSY 201	General Psychology	King	5	9781260041712	Connect	\$	71.00
RWR 100	The Norton Sampler	Cooley	10	9780393537116	n/a	\$	25.00
SAC 101	Working with School Age Children	Bumgarner	2	9780133766325	n/a	\$	29.00
SAC 110	A&P For the Fitness Profession	Longenbaker	10	9781260410846	n/a	\$	71.00
SAC 111	Lifetime Fitness and Wellness	Insel	16	9781264275618	Connect	\$	63.00
SAC 200	Intro. To School-Age & Youth Care	Click	6	9781133331803	na	\$	36.00
SAC 203	Working with School Age Children	Bumgarner	2	9780133766325	n/a	\$	29.00
SAC 201	Dev School Aged Children	Matorell	3	9781264460908	Connect	\$	71.00
SAC 205	At Risk Youth	McWhirter	6	9780357690970	na	\$	36.00
SAC 209	Exceptional Students	Taylor	3	9781260214673	126021463X	\$	63.00
SFT 104	Understanding HumanAnatomy	Longenbaker	10	9781260410846	126041079X	\$	68.00
SFT 109	Core Concepts in Health	Insel	16	9781260074093	1260153371	\$	60.25
SOC 101	Society (The Basics)	Macionis	15	9780134711409	9780135193402	\$	66.00
SOC 102	The Family	Cohen	3	9780393537307	n/a	\$	37.25
SOC 205	Social Problems	Eitzen	14	9780134785912	n/a	\$	65.00
SPC 205	DK Guide to PublicSpeaking	Ford-Brown	3	9780134380896	9780135197677	\$	66.00
SPC 209	InterpersonalCommunication: Relating to Others	Beebe	9	9780134875781	9780134877167	\$	66.00
THE 101	The Essential Theatre	Brockett	11	9781305995758	n/a	\$	36.00

Flow Chart of Dual Credit Processes



DUAL CREDIT STUDENT INFORMATION AND RESPONSIBILITIES

Please read all of the following information carefully and save this for your records.

The Dual Credit program at TTC allows eligible high school students the opportunity to earn both high school and college credits by successfully completing college courses. Students enrolling in TTC courses for dual credit must understand that performance in these courses will directly affect high school records and graduation requirements. Students are responsible for understanding and adhering to all TTC policies and procedures included in the Student Handbook, which may be accessed at www.tridenttech.edu > Student Resources > Student Life. College regulations are not waived because of ignorance of established policies and procedures. Students who are unsure of any procedure should seek clarification by calling TTC's Division of School and Community Initiatives at 843.574.6061.

TESTING

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

Berkeley Campus	Room 111	843.899.8079	Palmer Campus	Rm. 226	843.722.5516
Thornley Campus	Bldg. 410/Room 202	843.574.6410	Dorchester Campus	Rm. 113	843.574.6544
Mount Pleasant Campus	Rm. 143B	843.958.5810	Dorchester QuickJobs Training Center	Rm. 102	843.574.2591

Please note: *High school students are permitted to test three times within a 12-month period. Students who do not achieve qualifying test scores by the third attempt must wait 12 months from the first attempt before testing again. For ACCUPLACER practice materials, visit <http://accuplacer.collegeboard.org/students/>.*

IMPACT OF DUAL CREDIT ON HIGH SCHOOL RECORDS

Student performance in dual credit courses will directly affect high school records and graduation requirements. In accordance with S.C. state policy, students can earn one unit toward the high school diploma for each three-semester-hour college course they successfully complete if the student has received prior approval from the high school or home school association to enroll in that course. It is the responsibility of the student to notify the high school or home school association prior to enrolling in a course at TTC to be sure that course will earn high school credit.

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

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

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

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

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

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

TRANSFERABILITY OF COURSES

Most general education and many applied technical or professional courses transfer to colleges and universities across the nation. The receiving four-year college determines transferability of credits. When selecting courses, students should consult four-year institutions to which they may transfer because requirements vary from college to college and from major to major. Information regarding the transferability of courses to many S.C. colleges and universities may be accessed at www.tridenttech.edu/academics/transfer/ac_transfrom.htm.

SERVICES FOR STUDENTS WITH DISABILITIES

A high school IEP or 504 Plan will not be sufficient for accommodations for TTC courses. To request accommodations due to a disability (either as a student or when taking a college placement test), students must contact TTC's Services for Students with Disabilities at 843.574.6131. TTY (Hearing Impaired) call 843.574.6351.

ADMISSION AND REGISTRATION

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

- Have permission from parent/guardian and high school or home school association to enroll.
- Show proof of academic readiness for college courses as required by the college.
- Complete and submit a Dual Credit application online at www.tridenttech.edu > Get Started > High School Students > Online Application.
- Submit Dual Credit Signature Page (Page must be signed by the student, parent/guardian, and high school counselor/principal or governing home school association).
- Register for courses.
 - For students enrolling in courses offered at their high schools, registration will be arranged by the high school counseling office.
 - For students enrolling in courses on one of TTC's campuses or online, the student must contact the Division of School and Community Initiatives to register.

TUITION AND FEES

Student taking courses for dual credit are responsible for the cost of the tuition, books and materials unless otherwise directed by high school or school district. Tuition and fees can be reviewed online at www.tridenttech.edu/pay/cost.

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

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

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

BILLING

After the student has been registered for courses, the initial student bill appears on the student's **my.tridenttech.edu** account under TTC Express for Credit Students > Financial Information > Student Account Activity and Make a Payment. Students and their parents are responsible for reviewing the student's account and ensuring payment. All payments are due by the end of the semester in which the balance is owed.

However, LTA is not awarded to high school students until after the semester begins. Students who are enrolled in at least six credit hours and are eligible for LTA are not expected to make payment for the tuition until the award has been posted to the student's account. Students and parents should continue to monitor the my.tridenttech.edu account and ensure payment once the LTA award has been made. Questions or concerns regarding billing should be directed to the Division of School and Community Initiatives at 843.574.6978.

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

COMMUNICATION TOOLS

The most important communication tool for students is **my.tridenttech.edu**. New students are given their student ID numbers and log-in information for these online services in the letter from Admissions that acknowledges receipt of their application. Students are encouraged to take advantage of the tutorials in each program to learn the full scope of their features.

DUAL CREDIT STUDENT HANDBOOK

Additional information regarding specific procedures and services for dual credit students is available in the Dual Credit Student Handbook, which may be accessed at http://www.tridenttech.edu/start/highschool/ad_dualcredit.htm.

For information regarding the Dual Credit application process contact:

Trident Technical College • School and Community Initiatives, HSP-M • P.O. Box 118067 • Charleston, SC 29423-8067
Telephone 843.574.6533
Fax 843.574.6489
www.tridenttech.edu

Dual Credit Signature Page

Student Last Name

Student First Name

Date of Birth

To Be Completed by High School or Governing Homeschool Authority

Please attach a copy of the student's qualifying test scores (SAT, ACT or TTC ACCUPLACER)

Dual Credit student is approved to take the following TTC courses in lieu of high school course(s):

TTC Course(s)

High School Course(s)

Principal/Guidance Counselor or Homeschool Authority (Please Print)

High School or Homeschool Accountability Group

Principal/Guidance Counselor or Homeschool Authority Signature

To Be Completed by Student

As a Trident Technical College Dual Credit student, I certify that I have read the Student Information and Responsibilities document, understand and agree:

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

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

I will earn one unit toward my high school diploma for each three-semester-hour college course I successfully complete provided that I have first registered for that course with my high school to verify high school credit will be awarded.

My performance in these classes will directly affect my high school records and graduation requirements.

TTC will send my educational records to the above high school or governing homeschool association.

TTC will release my educational records regarding courses taken for dual credit to my parent/guardian.

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

Student Name (Please Print)

Student Signature

Date

To Be Completed by Parent/Guardian

I understand Trident Technical College is an adult learning environment. Students enrolled in the Dual Credit program will be treated as college students and will be expected to take responsibility for their own learning in this adult environment. Progress reports throughout the semester will not be issued to parents and/or high schools. Additionally, textbooks, assignments and discussions may include adult and sometimes controversial subjects. I understand and have explained to my child his/her academic responsibilities and the potential for discussion of adult subjects.

As parent/guardian, I certify that I have read the Student Information and Responsibilities document in its entirety and understand the responsibilities and financial obligations of a student enrolled in Trident Technical College's Dual Credit program.

I understand and agree with the educational placement of this student in TTC's Dual Credit program.

Parent/Guardian Name (Please Print)

Parent/Guardian Signature

Date

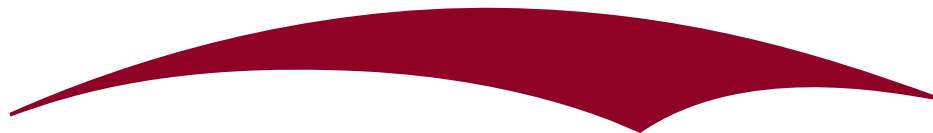
Please return this form to the TTC School and Community Initiatives Office.

Email: dualenrollment@tridenttech.edu • 843.574.6489



DUAL CREDIT HANDBOOK

WWW.TRIDENTTECH.EDU



TRIDENT TECHNICAL COLLEGE

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WELCOME AND INTRODUCTION

WELCOME!

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

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

TTC MISSION STATEMENT

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

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

DUAL CREDIT PROGRAM OVERVIEW

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

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

CONFIDENTIALITY OF STUDENT RECORDS

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

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

COLLEGIATE EXPECTATIONS AND POLICIES

LEARNING ENVIRONMENT

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

COURSE POLICIES

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

CLASSROOM CIVILITY

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

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

CLASSROOM BEHAVIOR

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

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

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

ACADEMIC HONESTY AND ACADEMIC MISCONDUCT

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

Academic Dishonesty:

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

Academic Misconduct:

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

- **Cheating** is defined to include the following:
 - Copying from another student's work.
 - Using unauthorized material during a test.
 - Substituting material written ahead of time for material required to be produced during a testing situation.
 - Soliciting, obtaining, using, buying, selling, or transporting unauthorized tests or information about tests or other course projects.
 - Substituting another student or permitting another person to substitute oneself during a testing situation.
- **Plagiarism** is defined as the appropriation of any other person's work and the unacknowledged incorporation of that work in one's own work offered for credit. In most cases, plagiarism consists of submitting written or electronic work as your own that was copied from another source and not cited. Plagiarism is not limited to words. In fact, any time you use someone else's ideas, images or words and fail to cite your source, you have committed plagiarism!
- **Collusion** is defined as the unauthorized collaboration with any other person in preparing work offered for credit.

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

Procedure for Disciplinary Action for Academic Misconduct

A. First Offense

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

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

B. Second Offense

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

C. Grievance Process

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

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

ACADEMIC COMPLAINTS

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

STUDENT INFORMATION

COURSE AVAILABILITY

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

TESTING

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

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

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

ADMISSION & REGISTRATION

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

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

TRANSFERABILITY OF COURSES

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

IMPACT OF DUAL CREDIT ON HIGH SCHOOL RECORDS

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

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

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

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

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

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

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

SERVICES FOR STUDENTS WITH DISABILITIES

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

TUITION & FEES

- **Students taking courses for dual credit are responsible for the cost of the tuition and books unless otherwise directed by the high school or school district.** Tuition and fees can be reviewed online at <http://www.tridenttech.edu/pay/cost/index.htm>.
- **Dual Credit students are not eligible to use traditional financial aid (LIFE scholarship, student loans, grants, etc.).**

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

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

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

BILLING

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

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

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

COMMUNICATION TOOLS

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

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

Many college departments communicate with TTC students through this system. Features include:

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

TTC Express – Student records and registration software. Links from TTC Express are found on the left side of the student's portal homepage.

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

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

Desire 2 Learn – (D2L) Distance Learning

- TTC's Desire2Learn (D2L) learning management system provides all instructional communications, content, assignments, and grades.

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

TEXTBOOKS & COURSE MATERIALS

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

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

STUDENT IDENTIFICATION CARDS

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

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

COUNSELING AND CAREER DEVELOPMENT

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

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

ORIENTATION

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

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

ACADEMIC ASSISTANCE

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

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

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

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

LEARNING RESOURCES

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

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

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

PUBLIC SAFETY

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



Quick Guide for my.tridenttech.edu Portal and More

The my.tridenttech.edu Portal is a “one-stop shop” account that includes everything that you need to access while taking at Trident Technical College. You’ll be able to access information such as:

- Final grades
- Assignments for courses
- Tuition bills
- Transcripts
- Student activities on campus
- Emails
- And more

LOGGING INTO PORTAL ACCOUNT

A letter will be mailed to you, the student, from our Admissions Office confirming your acceptance and what your next step(s) will be. Also in this letter is your student ID number and your initial log-in information for my.tridenttech.edu. The website for the portal is <http://my.tridenttech.edu>.

Even if you do not have this letter, you will still be able to access your account.

IF YOU DID NOT RECEIVE A LETTER OR CANNOT LOG IN USING THE INFORMATION PROVIDED IN YOUR LETTER, PLEASE CONTACT THE MY.TRIDENTTECH.EDU HELPDESK AT 843-574-6999 OR TTCEXpress@tridenttech.edu.

WHAT’S MY EMAIL ADDRESS?

Your TTC email address is your username@my.tridenttech.edu (Ex. susanworks@my.tridenttech.edu)

WHAT’S MY USERNAME?

Your username is your email address. Normally your first name and your last name, all one word, all lower case (Ex: susanworks@my.tridenttech.edu). There are exceptions. If your username is an exception, which means it has up to a five-digit number after your name (Ex: susanworks4572@my.tridenttech.edu), this number was included in the acknowledgement letter you received from the Admissions office after you applied to Trident Technical College. You CANNOT change your username.

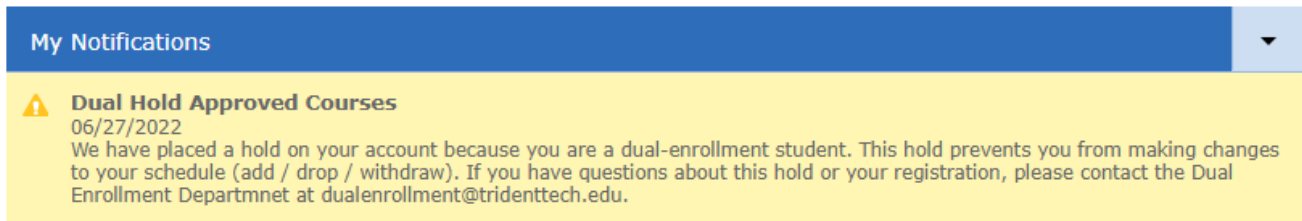
WHAT’S MY PASSWORD?

Your password is originally set to 'Aa' plus the last **six** numbers of your social security number plus '\$' (Ex: Aa456789\$), with ##### being the last six numbers. You will be required to change this temporary password the first time you log in.

TIP: Register in TTC's **my.tridenttech.edu Portal Account Self-Service** password reset system to be able to change your own password in the future. You must register in this system to use it. Register now and save yourself time later! Visit our website here: <https://www.tridenttech.edu/student/LoginHelp.htm> to set this up.

NOTIFICATIONS

Notifications about your account will appear on your account homepage under “My Notifications.” If you are a Dual Enrollment high school or Adult Education student, you will always see the notification below:



My Notifications

⚠ Dual Hold Approved Courses
06/27/2022
We have placed a hold on your account because you are a dual-enrollment student. This hold prevents you from making changes to your schedule (add / drop / withdraw). If you have questions about this hold or your registration, please contact the Dual Enrollment Department at dualenrollment@tridenttech.edu.

Please do **NOT** panic when you see this notification!! It simply means that while you are enrolled in a Dual Enrollment program, you will NOT be able to register, drop, or withdraw yourself from classes online or at the Registrar's Office. If you have questions about how to register, drop, or withdraw from a class, contact the Dual Enrollment Department in the School and Community Initiatives Division. ***This hold does NOT prevent you from doing anything else on your account.***

Other notifications are posted under “My Notifications” if you owe an outstanding balance, library fee, need to submit additional documentation, etc.

VIEWING TUITION BILL AND MAKING PAYMENT

TUITION BILLS WILL NOT BE MAILED TO YOU. STUDENTS AND PARENTS ARE RESPONSIBLE FOR CHECKING THE SEMESER TUITION BILL ONLINE THROUGH THE MY.TRIDENTTECH.EDU PORTAL AND ENSURE THAT PAYMENT IS MADE BY THE END OF EACH SEMESTER.

To view tuition bill and pay online using debit or credit card:

- Log into <http://my.tridenttech.edu>
- Click on **TTC Self Service**.
- Click on **Student Finance**.
- To view/print tuition bill, select the desired semester you wish to view, or click **Account Activity**.
- To pay tuition bill, click on **Make a Payment**.

You can also pay your tuition bill in person at the Business Office at any campus during normal business hours, or mail in a check or money order to *Trident Technical College, Business Office FS-C, PO Box 118067, Charleston, SC 29423*.

YOU MUST LIST YOUR STUDENT ID NUMBER ON THE CHECK OR MONEY ORDER SO THE BUSINESS OFFICE CAN LOCATE YOUR ACCOUNT AND APPLY PAYMENT IN OUR SYSTEM. QUESTIONS ABOUT ONLINE PAYMENT? CALL THE BUSINESS OFFICE AT 843-574-6025.

HOW TO REGISTER FOR, DROP, OR WITHDRAW FROM CLASSES

This is for DUAL ENROLLMENT STUDENTS only. If you are no longer in high school, you can register, drop, or withdraw from classes using your Navigate account, by contacting your academic advisor, or by visiting the TTC Registrar's Office for assistance.

Registration, drop, and withdrawal requests for courses **offered on the high school campus** will be handled by the student's high school. See your high school counselor for assistance.

Registration, drop, and withdrawal requests for courses **offered online or at a TTC campus** must be requested by the student.

To register for or add a course to your schedule:

- View available course options through the Course Search webpage for each semester here: https://www.tridenttech.edu/academics/divisions/course_search.htm
- Submit an online Dual Enrollment Add/Drop Request form to add a course to your schedule, or drop a course from your schedule using this link: <https://etcentral.tridenttech.edu/#/form/206>

To withdraw from a course (grade of W):


- Submit an online Dual Enrollment Course Withdrawal Request form to withdraw from a course after the Drop period using this link: <https://etcentral.tridenttech.edu/#/form/208>

VIEWING CLASS SCHEDULE AND TEXTBOOK LIST

Once you have been registered for classes, you will be able to view your class schedule in the NAVIGATE system of your portal account. If you ever need a copy of your schedule for any reason, you will be able to view/print it from your account using the steps below:

- Log into <http://my.tridenttech.edu>
- Click on **Navigate**.
- Click **Log in with your school account** and log in with your TTC email and password.
- Click on **Class Schedule**.

The webpage will show your schedule for the upcoming semester/term. To see your schedule for another

term/semester, click the Funnel icon () on the right-hand side of the page and choose one of the semester/term options on the dropdown menu.

To check your textbook list, visit the TTC Bookstore's website at <http://bookstore.tridenttech.edu>. Have your schedule handy, as you will be asked to provide information about your courses and semester/term.

DUAL ENROLLMENT STUDENTS CANNOT ACCESS REGISTRATION OPTIONS IN NAVIGATE. NAVIGATE SHOULD ONLY BE USED TO VIEW CLASS SCHEDULES.

CHECKING FINAL GRADES ONLINE

At the end of each term or semester, final grades are posted in your account. You will ONLY see the letter grade earned for each class. For Dual Enrollment high school students receiving dual credit, numeric grades are sent directly to the high school/home school association by the Registrar's Office. **DUAL ENROLLMENT STUDENTS:** If you need to know your numeric grade, please contact your instructor or your high school counselor.

To view your final grades:

- Log into <http://my.tridenttech.edu>
- Click on **TTC Self Service**.
- Click on **Grades**.
- Click on the desired semester. (example: Fall Semester 2022)

Here, you will see your final grades for each course you complete during that semester. You will also be able to see your semester/term GPA.

REQUESTING A TTC TRANSCRIPT

If you plan to attend another college/university after you graduate from high school, the college coursework you take through TTC will need to be submitted to that institution via your college transcript from TTC.

1. To request an official transcript:

- Go to TTC's general website, <http://www.tridenttech.edu>.
- Click **Order Transcripts** under Quick Links.
- Log in or create a Parchment account with your *preferred email address* (doesn't have to be your TTC email).
- Follow the instructions to complete and submit your request online.

2. Official transcripts are \$10.00 per copy and may take some time to process and mail. If you have questions about the transcript request process or want to check on the status of your transcript request, contact the Registrar's Office at 843-574-6324 or visit the Transcript Request webpage here: http://www.tridenttech.edu/academics/transfer/ac_transver.htm.

USING D2L

Desire 2 Learn (D2L) is the college's integrated learning platform. You can access your courses, communicate with your instructor and fellow students, submit assignments, take quizzes and tests, and check your grades.

YOU SHOULD NOT USE D2L TO VIEW FINAL GRADES.

1. **To get to your D2L account:**
 - Log into <http://my.tridenttech.edu>
 - Click **Access My Courses** on your account homepage.
 - To view the homepage of your class, click on the course under **My Courses** in D2L.
2. **If you need further assistance, you can view the User Guides to help you navigate through D2L or ask your instructor for help with finding information related to your class.**
 - To access User Guides/tutorials for D2L, click **More** at the top of your D2L Homepage.
 - Click **User Guides** from the dropdown menu.
3. If you're having issues with D2L, contact the D2L Helpdesk at 843-574-6522 or submit a help request online here: <http://www.tridenttech.edu/student/resources/distance/index.htm>.

STILL NEED HELP?

- **Student Portal Account issues**
My.tridenttech.edu Helpdesk: 843-574-6999 (select option 1) or TTCExpress@tridenttech.edu
- **D2L Account issues**
D2L Helpdesk: 843-574-6522 OR StudentD2LHelp@tridenttech.edu
- **Transcript Request issues**
Registrar's Office: 843-574-6324
- **Dual Credit-Related Questions, Registration, Assistance**
Dual Enrollment Department: 843-574-6533 OR DualEnrollment@tridenttech.edu

DUAL CREDIT STUDENTS

NEXT STEPS AFTER HIGH SCHOOL GRADUATION

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

IF YOU ARE CONTINUING YOUR EDUCATION AT TRIDENT TECHNICAL COLLEGE:

1. Apply Now – Whether you are a new applicant to TTC or a returning student, create an account on Apply Now (<http://bit.ly/TTCapplynow>) and complete the online TTC application.
2. Submit the following to the Admissions Office:
 - a. Proof of legal presence in the United States (copy of driver's license, state issued ID, etc.)
 - b. English and math placement, which will be based on the following:
 - A final, official high school transcript with a weighted GPA of 3.0 or higher;
 - Completion of English and/or math classes at Trident Tech as a dual credit student;
 - Qualifying scores on the SAT (530 SAT Reading and Writing, 600 SAT Math), ACT (19 English, 22 Math); or
 - Completion of the Next-Generation ACCUPLACER Placement Test at TTC
 - Other options (Contact your Navigator to arrange alternative placement methods if you do not have any of these)
3. Apply for financial aid, including grants and S.C. Lottery-funded Tuition Assistance, by completing the 2021-2022 Free Application for Federal Student Aid (FAFSA) at www.fafsa.gov. TTC's school code is 004920. For information about additional scholarships at TTC and how to apply, please visit <http://bit.ly/ScholarshipsTTC>.
4. Complete a Navigate Your Path to Success session online at <http://bit.ly/HubatTTC>. You will be assigned a Navigator or an academic advisor depending on your declared major.
5. Make an appointment to see your assigned Navigator or academic advisor for advising and registration.

IF YOU PLAN TO ATTEND ANOTHER COLLEGE OR UNIVERSITY:

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

FOR MORE INFORMATION:

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

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

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



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.

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TTC CONTACT INFORMATION

Division of School and Community Initiatives

843-574-6533

dualenrollment@tridenttech.edu

Student Portal Helpdesk

843-574-6999

TTCExpress@tridenttech.edu

D2L (Desire 2 Learn) Helpdesk

843-574-6522

StudentD2LHelp@tridenttech.edu

Business Office

843-574-6026

Registrar's Office

843-574-6129