Enrollment Requirements Checklist

Active Duty members need to contact their ESO prior to enrolling.

This checklist reflects the procedures while the college is closed to the public for the COVID-19 pandemic.

For additional enrollment information, visit www.tridenttech.edu/student/help/military/index.htm.

TTC VA office personnel are available via email or phone during office hours 8 a.m.-5 p.m., Monday-Friday. You can also use the live chat function at www.tridenttech.edu/student/help/military/st_milfinaid.htm.

Important Contact Information:

- Admissions: admissions@tridenttech.edu
- Help Line: infocenter@tridenttech.edu
- Financial Aid: financial.aid@tridenttech.edu
- Registrar’s Office: records@tridenttech.edu
- The Hub: thehub@tridenttech.edu
- TTC VA Office: 843.574.6105
- VETS Center: 843.574.6882

1. Apply for free:
   - Apply online at www.tridenttech.edu.
     A few business days after you apply to TTC, we will send you an electronic acknowledgement letter to the email address provided on the application with information about how to access your new my.tridenttech.edu (student portal) account. From now on, almost all of TTC’s communications with you will be through my.tridenttech.edu.
   - Read all emails from TTC and check your TTC Express account regularly (on the left side of the my.tridenttech.edu portal).
   - Submit official copies of all college/military transcripts to the Admissions office, if applicable. During the college closure, email to admissions@tridenttech.edu.

   Once the college reopens, you will need to send official college transcript(s) to Trident Technical College Admissions Office, AM-M, P.O. Box 118067, Charleston, SC 29423.


   □ Provide proof of English and math proficiency.
     a. Provide proof of English proficiency. Submit one of the following to the Admissions office:
       - Final, official S.C. high school transcript with a weighted GPA of 3.0 or higher from within the last five years
       - Qualifying SAT (480 Critical Reading or revised SAT 530 Evidence-Based Reading and Writing)
       - Qualifying ACT (19 English)
     b. Provide proof of math proficiency. Submit one of the following to the Admissions office:
       - Final, official S.C. high school transcript with a weighted GPA of 3.0 or higher from within the last five years
       - Qualifying SAT (580 Math or revised SAT 600 Math)
       - Qualifying ACT (22 Math)

   □ Complete any remaining admission requirements, including:
     - Proof of high school graduation or GED
     - Final high school transcript
     - Proof of lawful presence in the United States

   □ For Active Duty members, submit a copy of your military orders.

   Note: The Admissions Office is currently accepting admissions requirements via email to admissions@tridenttech.edu. Official documentation will be required once traditional operations of the college have resumed.

   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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2. Financial Aid/Veterans Assistance:
   - Apply for financial aid.
   - Apply for VA Educational Benefits.
     For help applying for benefits, contact the VETS Center at 843.574.6882, or go to www.va.gov and click on “Education and Training.” Email a copy of your COE (Certificate of Eligibility) and a copy of your confirmation receipt to the TTC VA office at veteransassistance@tridenttech.edu.
   - Fill out TTC VA paperwork online.
     • Log into my.tridenttech.edu portal.
     • Select “Menu” in top left-hand corner.
     • Select “Financial Life” from the drop-down menu.
     • Select “My Veterans Assistance” from the drop-down menu.
     • Under the tab that says “Initial Benefits,” complete steps 2-5 according to your VA Education Benefit.

3. Complete a Navigate Your Path to Success session online at https://www.tridenttech.edu/start/apply/ad_orientation.htm.

4. Register:
   - Contact your Navigator via email to register for classes.
     Find your Navigator’s email at https://www.tridenttech.edu/start/apply/ad_orientation.htm.
   - Purchase books online at https://bookstore.tridenttech.edu/.

5. Pay Tuition:
   - Submit MYCAA and (TA) Tuition Assistance documents to TTC’s Business office via email.
     Email Chartara Richardson at chartara.richardson@tridenttech.edu.
   - Submit VA Certification Request Form to initiate payment process. This must be done for every semester you are registered for classes. Complete and submit the form at https://my.tridenttech.edu/financiallife/veteran_assistance/Lists/vacert/Default.aspx.

6. Attend Class:
   - Attend class by participating online.
     If you don’t attend class by participating online, you will be reported as never-attended, removed from your courses, and not allowed to re-enroll until the next term. If you stop attending classes for two or more weeks, then TTC’s VA office must report you to the Department of VA for non-attendance. This will stop or reduce any monthly benefits you are receiving. For help with online classes, email StudentD2LHelp@tridenttech.edu or call 843.574.6999 (choose option 2).

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**FINANCIAL AID**

- Complete the Free Application for Federal Student Aid (FAFSA) at www.fafsa.gov.
  • Completing the FAFSA is the key to finding out your eligibility for federal and state financial aid as well as some scholarships.
  • IMPORTANT: Include TTC’s school code 004920 on your FAFSA so Trident Technical College will receive your FAFSA.
  • Remember that every October, a new FAFSA is available and must be completed for the next academic year (fall, spring, summer). Complete the new FAFSA early for the best financial aid package.
  • After you submit your FAFSA, you will receive a Student Aid Report (SAR) that summarizes the information you provided. Be sure to check it carefully to make sure it is accurate and complete.
  • The Financial Aid office may need additional information from you, so check the financial aid self-service in the student portal and respond promptly to requests for information.

Need assistance with the FAFSA? Contact the Educational Opportunity Center at Christina.Ohare@tridenttech.edu or 843.722.5512 or 843.574.6430.