Table of Contents

Aeronautical Training Center..................3
Schedule for Success..........................4
Counseling Workshops..........................5
Important Target Dates........................6
Academic and Financial Aid Calendars.....7
Registration and Payment Calendars...8-9
Steps to Enrollment............................9
How to Get Started: Admission.................10
Financial Aid..................................11-12
Veterans Services...............................12-13
Student Email..................................13
Division of Continuing Education and Economic Development
Registration.................................843.574.6152
Educational Opportunity Center...............843.722.5509
EMERGENCY CLOSING INFORMATION........843.574.6262
Students extension 9091
Faculty/Staff extension 9092
Financial Aid Office
Berkeley Campus 843.899.8021
Main Campus 843.574.6110
Palmer Campus 843.722.5520
Mount Pleasant Campus 843.958.5810
Library.........................................843.574.6095
Online Services 843.574.6WWW
my.tridenttech.edu; student email,
TTC Express (online registration),
online and face-to-face courses (D2L)
Orientation for New Students
Berkeley Campus 843.899.8026
Main Campus 843.574.6436
Palmer Campus 843.722.5518
Mount Pleasant Campus 843.958.5810
Public Safety ..................................843.574.6053
(EMERGENCY ONLY) 843.574.6911
When phone system down 843.572.1642
Recruiting......................................843.574.6193
843.574.6323
Registrar
Transfer Credit Evaluation/Advanced
Standing
A-J........................................843.574.6151
K-Z........................................843.574.6487
Graduation
A-J........................................843.574.6523
K-Z........................................843.574.6322
Registration/Grades
A-K........................................843.574.6792
L-Z........................................843.574.6421
Student Major Information Update............843.574.6321
TTC Express 843.574.6WWW
Choosing the Right Courses: Academic Advising ..........19
Registration Advisors for Jan. 4 ..........23
Student Resources............................24
College Information...........................25
Main Campus Map..............................26
Palmer Campus Map............................27
Berkeley Campus Map........................28
Mount Pleasant Campus Map...............29
TTC Site Maps.................................29
Key to Understanding Class Modes........30
Programs of Study............................31
Apply online at www.tridenttech.edu or complete the admission application
inserted after page 16.
Frequently Called Numbers

General Information........843.574.6111
877.349.7184 (toll free)
Admissions
Status of Application/Residency Info
Residency/A-Z Application
Updates 843.574.6850
A-K 843.574.6335
L-N 843.574.6919
O-Z 843.574.6126
International Students 843.574.6291
Berkeley Campus 843.899.8012
Palmer Campus 843.722.5568
Mount Pleasant Campus 843.958.5810
Bookstore
Berkeley Campus 843.899.8064
Main Campus 843.574.6132
Palmer Campus 843.722.5564
Mount Pleasant Campus 843.958.5810
Business Office
Berkeley Campus 843.899.8064
Main Campus 843.574.6026
Palmer Campus 843.722.5564
Mount Pleasant Campus 843.958.5810
Bus Services
Berkeley County Public Transportation –
Tri-County Link 843.899.4096
800.966.6631
Charleston Transit (CARTA), Main
and Palmer Campuses 843.747.0922
Campus Tours
(by appointment) 843.574.6614
College Transfer Information Resource
Center (TIRC),
Palmer Campus 843.722.5532
Cooperative Education 843.574.6931
Counseling and Career Development
Berkeley Campus 843.899.8079
Main Campus 843.574.6131
Palmer Campus 843.722.5516
Mount Pleasant Campus 843.958.5810
TTC campuses are hotspots for
wireless Internet access. Please note:
No technical support is available for
personal computers.

On the Cover: The S.C. Aeronautical Training
Center on Main Campus will provide training
space and consolidated classrooms and labs to
support the state’s growing aerospace cluster.
To support the state’s growing aerospace cluster, Trident Technical College will construct the S.C. Aeronautical Training Center on its Main Campus in North Charleston. The new facility will increase capacity to provide training for well-paying jobs in expanding advanced manufacturing industries that have diverse workforces and excellent upward job mobility.

The 224,000-square-foot project includes a main building, central energy plant, paint hangar and ramp. The facility provides space for classrooms, shops and labs (composite, engine, avionics, paint and tool, welding and sheet metal) and open bays to accommodate aircraft, large aircraft parts and training aids.

The S.C. Aeronautical Training Center will house the college’s Aeronautical Studies academic programs as well as aeronautical training offered by the college’s Division of Continuing Education and Economic Development and readySC. The new facility will add more training space and increase efficiency by consolidating classrooms and labs now distributed across two campuses and five buildings into one location.

“For South Carolina to have the ability to absorb the workforce requirements of suppliers as well as Boeing, we need added capacity to train workers. This new facility will position our state to meet the needs of the rapidly expanding aerospace cluster,” said Dr. Mary Thornley, TTC president.

(continued on page 5)

“We have a decade to do what Washington State had 100 years to do—create an aeronautical culture. The S.C. Aeronautical Training Center will not only allow us to meet the demand for skilled workers but will help us spark an interest in the next generation of South Carolinians to pursue a career in the aerospace field.”

– Dr. Mary Thornley, TTC president

The S.C. Aeronautical Training Center will house the following programs and training:

- Aeronautical Studies
  - Aircraft Maintenance Technology
  - Aircraft Assembly Technology
  - Avionics Maintenance Technology
  - Composite Manufacturing Technology*
- Industrial and Engineering Technology
  - Electrician: Automation and Industrial
  - Electrician: Automated Controls
  - Advanced Automation: Mechatronics
- readySC Training for Boeing South Carolina
  - Phase I - Pre-Employment Training
  - Phase II - New Hire Training
  - Phase III - Factory Skill Enhancement
- Continuing Education
  - Aeronautical Skills
    - Enhanced Composites
    - Electrical Assembly
    - Mechanical Assembly*
    - Tooling*
    - Quality*
    - CNC*
  - Advanced Manufacturing
    - Mechatronics
    - Robotics*
    - CNC Machining
    - Additive Manufacturing*
    - CAD/CAM
    - Materials*
    - Nondestructive Inspection (NDI)*
  - Engineering
    - Seminars (various topics)
    - Transportation/Logistics
    - Quality Control*
    - Certified Production Technician (MSSC)
- * New Programs
TTC has a 7-week compressed course schedule for Fall and Spring semesters.

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

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

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Days</th>
<th>Time</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAT 101</td>
<td>MWF</td>
<td>8:00 a.m.-9:55 a.m.</td>
<td>3</td>
</tr>
<tr>
<td>HIS 102</td>
<td>MWF</td>
<td>10:15 a.m.-12:10 p.m.</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101</td>
<td>TTH</td>
<td>11:30 a.m.-2:30 p.m.</td>
<td>3</td>
</tr>
<tr>
<td>MAT 102</td>
<td>MWF</td>
<td>10:15 a.m.-12:10 p.m.</td>
<td>3</td>
</tr>
<tr>
<td>ENG 102</td>
<td>MWF</td>
<td>12:40 p.m.-2:35 p.m.</td>
<td>3</td>
</tr>
</tbody>
</table>

Please note:
- Your timeframe to complete admission, financial aid, and disability requests is early. For more information, see page 6 of this book.
- Tuition payment is due prior to open registration.
- Drop/Add for Term 1 and Term 2 is three days, and students cannot add a course once that course has met. Students can change sections of the same course.
- Online courses can be added until 11:59 p.m. on the first day of Drop/Add. Staff will not be available to assist outside of normal business hours.
- The Registrar’s office will remove you from class if your instructor reports you as never-attended.
- For online courses, students should log in to D2L, initiate communication with their instructor, and be actively engaged in an academic assignment to be counted as having attended.
- For mixed-mode courses, students should attend the class lecture and/or log into each course in D2L, initiate contact with each instructor and actively engage in an academic assignment for each course.
- There are two financial aid refunds Spring Semester for students receiving financial aid assistance at the beginning of Spring 1 and Spring 2. The refund amount will be pro-rated per term, based on credit hours and other factors. Enrollment determines when students can receive refunds for certain kinds of aid. Some students may not receive a refund for Term 1 and Term 2.

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

During Drop/Add
Students can:
- Add online courses only on the first day of Drop/Add until 11:59 p.m.
- Add a course that has not yet met.
- Change sections of a course on their current class schedule.

Students cannot:
- Add a new course to their class schedule that has already met.
- Add online courses after the first day of Drop/Add.

Attendance Requirements
- Attending class during Drop/Add is critical to remaining on the class roster. This includes online and mixed-mode courses.
  - Active participation in online courses during Drop/Add includes logging into each course in D2L, initiating contact with each instructor and being actively involved in an academic assignment for each course.
  - Active participation in mixed-mode courses during Drop/Add includes attending the class lecture and/or logging into each course in D2L, initiating contact with each instructor and being actively involved in an academic assignment for each course.

Staff assistance is available during business hours. Go to www.tridenttech.edu for hours of operation.
“We have a decade to do what Washington State had 100 years to do—create an aeronautical culture. The S.C. Aeronautical Training Center will not only allow us to meet the demand for skilled workers but will help us spark an interest in the next generation of South Carolinians to pursue a career in the aerospace field,” she said.

An estimated 5,370 students and 120 faculty and staff will use this facility annually.

The college expects to issue construction contracts in fall 2016 for site work and summer 2017 for the building. Barring delays, the college anticipates construction will be completed in 2019.
**Action Period**

**Step 1 to be seat-ready**

<table>
<thead>
<tr>
<th>Admission</th>
<th>Financial Aid/Veterans Assistance</th>
<th>Disabilities Accommodations</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Submit application and pay fee.</td>
<td>• Get your FSA (federal student aid) ID at <a href="http://www.fsaid.gov">www.fsaid.gov</a>.</td>
<td>• Request accommodations through the Disabilities Service office.</td>
</tr>
<tr>
<td>• Provide proof of legal presence in the United States.</td>
<td>• Complete and submit FAFSA at <a href="http://www.fafsa.gov">www.fafsa.gov</a>. TTC’s school code is 004920.</td>
<td>• Make appointment with a counselor.</td>
</tr>
<tr>
<td>• Provide official proof of high school graduation or GED.</td>
<td>• Check TTC email for confirmation and follow-up instructions.</td>
<td>• Provide any documentation requested.</td>
</tr>
<tr>
<td>• Provide official test scores or proof of college-level math and English.</td>
<td>• Submit any follow-up documents.</td>
<td>• Allow more time for cases requiring ordered materials or contracted services.</td>
</tr>
<tr>
<td>• If returning as a Re-Admit student, submit the Student Information Update form to the Registrar’s office.</td>
<td>• Complete loan requirements, if borrowing.</td>
<td></td>
</tr>
</tbody>
</table>

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

- College admission process completed
- Financial aid process completed before classes start
- Credit for financial aid/VA use at the TTC Bookstore (if eligible)
- Disabilities accommodations in place

After the Action Period ends you can still submit materials Spring 1/Spring Full: Nov. 30-Jan. 6, BUT the items listed above may not be in place for the start of classes.

**Next Action Period (Spring 2):** Jan. 24-Feb. 24

Classes begin March 13.

These processes require time to complete.

*Start early. Be seat-ready early!*
### SPRING SEMESTER

| Ongoing | New student orientation. Main Campus, Bldg. 500; Berkeley Campus, Student Success Center, Rm. 111; Palmer Campus, Student Success Center, Rm. 226 |
| Oct. 21 | Registration opens for all students. New students must make an appointment with an academic advisor to register. |
| Jan. 4 | Spring Semester Open Advising/Registration Day for all students. New students must see an academic advisor to register. (See page 23 for advisor locations.) |
| Jan. 9 | Spring 1 and Spring Full classes begin |
| Jan. 16 | Martin Luther King Jr. Holiday (College closed to the public) |
| Jan. 31 | Student Activity Period 10:45-11:45 a.m. |
| Feb. 28-March 10 | Student Holidays (Administrative offices close at 5 p.m.) |
| March 28 | Student Activity Period 10:45-11:45 a.m. |
| April 21 | Last day to request student loans for Spring 2017 |
| April 24-26 | Book buy back, Berkeley Campus |
| April 24-27, 9 a.m.-5 p.m. | |
| April 28, 9 a.m.-noon | |
| April 24-28 | Book buy back, Main Campus |
| April 24-27, 9 a.m.-5 p.m. | |
| April 28, 9 a.m.-noon | |
| April 24-28 | Book buy back, Palmer Campus |
| April 24-27, 9 a.m.-5 p.m. | |
| April 28, 9 a.m.-noon | |
| April 30 | Spring Semester ends |
| May 4 | Awards Day Program |
| May 5 | Graduation Ceremony |

*For restrictions about adding courses during Drop/Add, see page 15. Drop/Add ends at 6 p.m. online and in person on Jan. 11 and March 15.*

### SPRING 1

| Dec. 1-16 | Financial Aid recipients and Chapter 31 students who qualify may charge books in TTC Bookstores to their student accounts using financial aid credit. |
| Jan. 3-14 | New financial aid recipients and Chapter 31 students who qualify may charge books in TTC Bookstores to their student accounts using financial aid credit. |
| Jan. 6 | List of courses cancelled due to low enrollment will be available at www.tridenttech.edu by 5 p.m. |
| Jan. 9 | Classes begin |
| Jan. 9-11 | Drop/Add* |
| Feb. 14 | Last day to withdraw |
| Feb. 24 | Makeup tests and retests taken in the Testing Center must be completed prior to your last day of class. |
| Feb. 27 | Classes end |
| Feb. 28-March 1 | Makeup day for emergency closings |
| Feb. 27-March 18 | Financial Aid recipients and Chapter 31 students who qualify may charge books in TTC Bookstores to their student accounts using financial aid credit. |
| March 10 | List of courses cancelled due to low enrollment will be available at www.tridenttech.edu by 5 p.m. |
| March 13 | Classes begin |
| March 13-15 | Drop/Add* |
| April 17 | Last day to withdraw |
| April 27 | Makeup tests and retests taken in the Testing Center must be completed prior to your last day of class. |
| April 30 | Classes end |
| May 1-2 | Makeup day for emergency closings |

### SPRING 2

| Dec. 1-16 | Financial Aid recipients and Chapter 31 students who qualify may charge books in TTC Bookstores to their student accounts using financial aid credit. |
| Jan. 3-14 | New financial aid recipients and Chapter 31 students who qualify may charge books in TTC Bookstores to their student accounts using financial aid credit. |
| Jan. 6 | List of courses cancelled due to low enrollment will be available at www.tridenttech.edu by 5 p.m. |
| Jan. 9 | Classes begin |
| Jan. 9-13 | Drop/Add* |
| April 5 | Last day to withdraw |
| April 27 | Makeup tests and retests taken in the Testing Center must be completed prior to your last day of class. |
| April 28 | Classes end |
| May 1-2 | Makeup day for emergency closings |

### SPRING FULL

| Dec. 1-16 | Financial Aid recipients and Chapter 31 students who qualify may charge books in TTC Bookstores to their student accounts using financial aid credit. |
| Jan. 3-14 | New financial aid recipients and Chapter 31 students who qualify may charge books in TTC Bookstores to their student accounts using financial aid credit. |
| Jan. 6 | List of courses cancelled due to low enrollment will be available at www.tridenttech.edu by 5 p.m. |
| Jan. 9 | Classes begin |
| Jan. 9-13 | Drop/Add* |
| April 5 | Last day to withdraw |
| April 27 | Makeup tests and retests taken in the Testing Center must be completed prior to your last day of class. |
| April 28 | Classes end |
| May 1-2 | Makeup day for emergency closings |

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*Students can pay online or in person until 6 p.m. on fee payment deadline dates. See page 8 for specific payment deadline dates.*
Students should register for the entire Spring Semester before the semester begins, Spring 1 AND Spring 2, as well as any Spring Full courses. New students must make an appointment with an academic advisor to register.

<table>
<thead>
<tr>
<th>REGISTRATION SCHEDULE AND PAYMENT DEADLINES</th>
</tr>
</thead>
<tbody>
<tr>
<td>If registering for any combination of Spring 1, Spring 2, and Spring Full courses during the dates below:</td>
</tr>
<tr>
<td>--------------------------------------------</td>
</tr>
<tr>
<td>Oct. 21-Dec. 8</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Dec. 9-Jan. 11 (See p. 15 for restrictions about adding courses Jan. 9-11.)</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Spring 2 only (if you are only enrolling for Spring 2)</td>
</tr>
<tr>
<td>Oct. 21-March 7</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>March 7-15 (See p. 15 for restrictions about adding courses March 13-15.)</td>
</tr>
</tbody>
</table>

Be aware of payment deadlines!
Students who register after the first payment deadline of the semester (Dec. 8) should pay tuition due at the time of registration. For students who are removed from the course roster for nonpayment, there will be no reinstatement into classes after the class begins. There will be no reinstatement after the final payment deadline for the term. See page 15 for restrictions about adding courses during Drop/Add.

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

CANCELLED COURSES
When the college cancels a low enrollment course, students may choose another course or section. If a student is unable to find another course, the college will refund tuition paid, unless student is still enrolled full time. The list of cancelled courses will be available online at www.tridenttech.edu by 5 p.m. on Jan. 6 for Spring 1/Spring Full and by 5 p.m. on March 10 for Spring 2.

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

PAYMENT DEADLINE INFO
Once you have registered for classes, you must pay tuition and fees for ALL registered courses by the due date listed. For example, if you register for Spring 1 and Spring 2 courses before Dec. 8, then payment is due by close of business on Dec. 8. Make your payment in the Business office during posted open hours or pay online. Students may also enroll in a payment plan by published deadlines. Note: Students registered for Spring 2 exclusively who wish to participate in a payment plan must enroll in the payment plan by Jan. 11, 2017. If payment is not made, or if you are not enrolled in a payment plan by the due date, your class schedule will be cancelled. See page 18 for more information.
1. **Apply:**
   Apply for admission and pay the $30 nonrefundable application fee if you are new to TTC. Admission applications may be completed online at www.tridenttech.edu.

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

3. **Admissions:**
   Complete all Admissions requirements based on your Admit Type (see page 10).
   - The Admissions office will send you a letter with account information to access my.tridenttech.edu for email and TTC Express. Be sure to log in to receive updates and important announcements that are only available through these accounts (see pages 13 and 16).
   - Submit qualifying test scores, previous college coursework or schedule a TTC Placement Test (see page 14).
   - Submit proof of high school graduation or GED.
   - Submit proof of lawful presence in the United States.

4. **Orientation:**
   Attend orientation or complete online orientation (see page 14).

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

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

7. **Attend class:**
   Congratulations! You are now ready to attend class (see page 15).

---

### SPRING REFUND SCHEDULE

<table>
<thead>
<tr>
<th></th>
<th>Refund</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Spring 1</strong></td>
<td>Through Jan. 11 at 6 p.m. .......... 100%</td>
</tr>
<tr>
<td><strong>Spring 2</strong></td>
<td>Through March 15 at 6 p.m. .......... 100%</td>
</tr>
<tr>
<td><strong>Spring Full</strong></td>
<td>Through Jan. 13 .................. 100%</td>
</tr>
</tbody>
</table>

System availability may impact dates above.

---

### PLANNING AHEAD FOR MAYMESTER/SUMMER 2017

**Maymester**

March 16 ................. **Registration opens for Maymester 2017.** New students must make an appointment with an academic advisor to register. VA students can begin submitting verification.

Feb. 22-April 27 ...... **Action Period for Maymester.** Complete all admission, financial aid/VA and disabilities accommodations requests during this period for Maymester classes.

April 28-May 5......... After the Action Period ends you can still submit materials, BUT admission, financial aid/VA and disabilities accommodations requests may not be in place for the start of Maymester classes.

May 8 .................... **Maymester payment due date 6 p.m.**

May 8 ................. **Classes begin for Maymester.** The college will continue to accept and process materials for later terms.

**Summer**

March 16 ................. **Registration opens for Summer 2017.** New students must make an appointment with an academic advisor to register. VA students can begin submitting verification.

March 28-May 11 ....... **Action Period for Summer 1 and Summer Full.** Complete all admission, financial aid/VA and disabilities accommodations requests during this period for Summer 1 and Summer Full classes.

May 12-26 ............... After the Action Period ends you can still submit materials, BUT admission, financial aid/VA and disabilities accommodations requests may not be in place for the start of Summer 1 and Summer Full classes.

May 22 ................... **Summer 1/Summer Full payment due date 6 p.m.**

May 30 ................... **Classes begin for Summer 1 and Summer Full.** The college will continue to accept and process materials for later terms.
Categories of Admission

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

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

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

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

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

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

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

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

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

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

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

*Note: Admission requirements are subject to change.*
When Will I Get My Refund Check?

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

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

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

What Do These Letters Mean?

FAFSA: Free Application for Federal Student Aid, online at www.fafsa.gov
IRS DRT: Internal Revenue Service Data Retrieval Tool
SAR: Student Aid Report – You receive this after submitting your FAFSA. It explains your eligibility for federal student aid.
TTC’s FA/VA office: Trident Technical College’s Financial Aid/Veterans Assistance office
MPN: Master Promissory Note

Financial Aid Tips

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

How Do I Get a Student Loan?

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

S.C. LIFE Scholarship

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

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

For more information, visit www.tridenttech.edu and search for “LIFE Scholarship.”
Financial Aid

What Types of Financial Aid Are Available?

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

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

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

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

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

Veterans Services

VETS Center

The VETS Center should be your first stop if you are active duty, prior service, Guard, Reserve or a veteran. The VETS Center will assist veterans, spouses and dependents to apply for and understand their GI Bill benefits. VETS Center counselors will explain the admission process and assist in completing the Free Application for Federal Student Aid (FAFSA). They can provide confidential advisement, counseling and referral to other campus services.

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

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

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

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

To be eligible, students must:
• Be a first-generation college student.
• Meet certain income guidelines.
• Have a discharge other than dishonorable.
• Be a tri-county resident.
• Not hold a four-year degree.

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

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

Financial Aid/Veterans Assistance

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

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

Here are some common VA questions:

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

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

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

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

(continued on next page)
Am I responsible for paying tuition and fees if I’m a veteran or dependent?

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

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

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

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

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

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

How do I continue to maintain my benefits?

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

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

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

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

Veterans Services

Decisions About Your Major

Undecided vs. Uncertain

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

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

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

- Main Campus, Student Center Bldg. 410/Rm. 210, 843.574.6131
- Berkeley Campus, Student Success Center, Rm. 111, 843.899.8079
- Palmer Campus, Student Success Center, Rm. 226, 843.722.5516

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

Student Email

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

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

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

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

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

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

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

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

Mount Pleasant Campus, Reception Area, 843.958.5810
TTC Online College
www.tridenttech.edu
Taking **Placement Tests**

**Do I Need to Take a Placement Test?**

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

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

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

**Before the Test**

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

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

**After the Test**

Your next step is to go to Orientation for test score interpretation. If your TTC Placement Test scores do not meet your program’s required scores in English, math or reading, TTC’s Developmental Studies courses will help you improve your skills before you start your program of study. Developmental Studies courses are offered in The Learning Center on Main Campus and on Berkeley, Mount Pleasant and Palmer campuses at convenient times. Call 843.574.6378 for information.

**Credit by Examination**

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

**New Student Orientation**

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

You don’t have to wait for acceptance to TTC. You may go to orientation as soon as TTC processes your application (about five days after you submit your application and pay the $30 fee) and have test scores in TTC’s computer system or with you in a printed format.

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

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

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

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

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

**Mount Pleasant Campus**, Reception Area, 843.958.5810

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**Public Safety Services**

**Public Safety Officers**

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

**Public Safety Services**

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

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

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

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

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

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

Non-emergency calls should be placed to 843.574.6053. Call boxes in parking lots may be used for emergency or non-emergency calls to Public Safety.
New Students
Certificate, Diploma, Degree or Undecided
(You are a new student if you have not completed credit courses at TTC.)
• Attend orientation (see page 14). Meet an orientation leader and receive the name of the assigned advisor for each major you have declared. New students are not eligible to register online.
• Make an appointment with your advisor and take your program evaluation from TTC Express.
• If you cannot register early, you may register with an academic advisor on Jan. 4.

Continuing and Returning Students
Certificate, Diploma, Degree or Undecided
(You are a continuing student if you attend TTC currently or have attended within the last three semesters. You are a returning student if you have attended TTC before, but not within the past three semesters.)
• You may self-advice and register online or at any of the four campuses, or you may make an appointment with your academic advisor to register. You should set up an academic plan with your academic advisor before self-advising.
• If you cannot register early, you may register with an academic advisor on duty Jan. 4.

Nondegree Students
(You are a nondegree student if you are not seeking a certificate, diploma or degree and you will not be assigned to an academic advisor.)
• Any continuing or returning nondegree student can register online, as scheduled on page 7.
• Register in person at the Orientation Centers on any campus or the Registrar’s office on Main Campus.
• If you cannot register early, you may register Jan. 4.

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

Pay by the Payment Deadline
Be sure to pay the balance due for your tuition and fees by the payment deadline for the registration period or you will lose your course schedule (see page 8).

Drop/Add
Drop/Add is the first three days of the term for Spring 1 and Spring 2 and the first five days of the term for Spring Full.
• You may drop or add courses online through TTC Express in the my.tridenttech.edu student portal or in person with your academic advisor, in the Registrar’s office on Main Campus, or in the Admissions office on the other three campuses.

Drop/Add Restrictions
• You can add a traditional (in-classroom) course if it has not met yet or if you are switching sections of the same course.
• You can add online courses until 11:59 p.m. on the first day of Drop/Add. Staff will not be available to assist outside of normal business hours.
• Drop/Add ends at 6 p.m. online and in person on Jan. 11 and March 15.

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

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

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

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

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

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

Cancelled Courses
When the college cancels a low enrollment course, students may choose another course or open section. If a student is unable to find another course, the college will refund tuition. Cancelled course information will be available online at www.tridenttech.edu by 5 p.m. on Jan. 6 for Spring 1 and Spring Full and by 5 p.m. on March 10 for Spring 2. Students enrolled in cancelled courses will receive a notification email.

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

Get Online, Not In Line
TTC Express accounts are set up within 10 days after you submit an admission application or complete a Student Information Update form. Once you have an account, go to my.tridenttech.edu to access your account information. When you are online, you can:

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

Online Registration

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

- High school students, students on academic suspension or returning from suspension
- Students who owe college fees or Library (LRC) materials
- Students in good financial and academic status
- Students who have not attended TTC since 2005 will receive access to TTC Express through the my.tridenttech.edu student portal within 10 days after submitting a college application or completing a Student Information Update form.

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

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

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

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

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

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

Trident Technical College Emergency Alert System (EAS)
Trident Technical College’s Emergency Alert System (EAS) is used to communicate vital information to students, faculty and staff as quickly and efficiently as possible during a crisis. The Emergency Alert System (EAS) includes the following notification components:

1. EAS Mobile: Text and/or voice messages sent to a student’s mobile device/cell phone. Voice messages can also be sent to designated landline telephones. (Students must opt in to receive messages. To subscribe, visit my.tridenttech.edu student portal and click on TTC EAS under TTC Bookmarks.
2. EAS Email: Alerts sent to email accounts. (Students are automatically registered to receive EAS email at their my.tridenttech.edu account upon registering for classes.) Students must opt in to have messages sent to a personal email account.
3. EAS Campus: Audible and/or text alerts sent to campus telephones located in classrooms, hallways and offices.
4. EAS Web: Alerts posted on TTC’s website (www.tridenttech.edu), student portal page (my.tridenttech.edu) and Facebook page.
5. EAS InfoLine: Recorded message alerts accessed by calling 843.574.6262, ext. 9091. A toll-free InfoLine, 877.869.7736, is activated when conditions warrant.
6. EAS Media: Alerts sent to local media outlets (radio, television, newspaper).

Quick Reference – TTC Public Safety
Emergencies: 843.574.6911 (6911 from a campus phone)
Non-emergencies: 843.574.6053
www.tridenttech.edu/publicsafety.htm
**PART 1 – ADMISSION APPLICATION INSTRUCTIONS**

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

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

**PART 2 – ADMISSION REQUIREMENTS**

Complete the following steps.

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

1. **Complete application for admission.**
2. **Pay non-refundable $30 application fee.**
3. **Provide proof of high school graduation or completion of GED:** If you have an associate degree or higher, you are not required to provide proof of high school graduation. You must submit an official copy of your high school transcript if you wish to be considered for the LIFE scholarship and/or financial aid.
4. **Provide proof of English proficiency:** Submit one of the following:
   - SAT Critical Reading 480
   - SAT Revised Evidence-Based Reading and Writing (530)
   - ACT English 19
   - Completed English credits from a regionally accredited university
   - Qualifying scores on the TTC Placement Test
   - Proof of bachelor’s degree
5. **Provide proof of math proficiency:** Submit one of the following:
   - SAT Math 580
   - SAT Revised Math (600)
   - ACT Math 22
   - Completed math credits from a regionally accredited university
   - TTC Math Placement Test scores
   **IMPORTANT NOTE:** TTC Math Placement Test scores are valid for two years. All other scores are valid for five years.
6. **Proof of United States citizenship or legal immigration status:** See page 4 of this application for additional information.

**Special Admission Requirements**

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

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

**HEALTH SCIENCES AND NURSING** – You must meet all college admission requirements. Health Sciences and Nursing applicants must also meet specific program requirements. Admission to these programs is on a first-qualified, first-admitted basis. Admission to TTC does not guarantee admission into Health Sciences or Nursing programs. You must submit a separate application for most Health Sciences and Nursing programs. Health Sciences applications are available in the Admissions office. The Nursing application is online. You must also submit official transcripts from ALL colleges attended.
NOTICE OF NONDISCRIMINATION
It is the policy of Trident Technical College that no discrimination on the grounds of race, color, disability, religion, gender, sexual orientation, age, marital status, veteran status, gender identity, pregnancy, or national or ethnic origin will exist in any area of the college.

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

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

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

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

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

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

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

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

PART 3 – OTHER INFORMATION

PART 4 – STEPS TO TAKE AFTER COMPLETING APPLICATION

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

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

TRANSCRIPT REQUEST

PLEASE FORWARD A COPY OF MY TRANSCRIPT TO:
Trident Technical College
Office of Admissions, AM-M
P.O. Box 118067
Charleston, SC 29423-8067

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

LEGAL NAME
Last __________________________First ___________________ M.I. _______
Prior Last Name (if different) ________________________________________
Date of Birth _____/_____/_____ SSN _________________________________
School Attended __________________________________________________
Date of Attendance ________________________________________________
Signature ________________________________________________________
PERSONAL INFORMATION

PREFIX  □ Mr.  □ Ms.  □ Mrs.  □ Other

NAME
LAST ________________________  FIRST ________________________  M.I. ________________________  SUFFIX ________________________

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

PHONE NUMBERS
Home ________________________  Cell ________________________  Work ________________________

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

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

GENDER  □ Male  □ Female

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

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

CREDIT CARD PAYMENT INFORMATION
□ MasterCard  □ VISA  □ American Express  □ Discover
Card Number ____________________________________________  Expiration Date ____________________________________

Section 6109 of the Internal Revenue Code requires you to give your correct SSN to persons who must file information returns with the IRS to report certain information. The IRS may also provide this information to the Department of Justice for civil and criminal litigation and to cities, states, and the District of Columbia to carry out their tax laws.

EDUCATIONAL GOALS

START SEMESTER
□ Fall  □ Spring  □ Maymester  □ Summer  Year 20____

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

CREDENTIAL SOUGHT
□ Associate Degree  □ Certificate  □ Diploma  □ Undecided

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

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

INSTITUTION ATTENDED

Name ________________________  City ________________________  State ________________________  Dates Attended Mo/Year Mo/Year  Degree/Diploma Completed GED, HS Diploma, AA, BS, etc.

High School:
College:
College:
College:

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

Approximate Date ________________________  Location ________________________
**Residency/Tuition**

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

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Does someone else provide more than 50% of your financial support?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Did someone else claim you on their income taxes the previous year?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Because you answered “yes” to EITHER OR BOTH of the questions, your residency is based on the person providing 50% of your financial support and/or claiming you on their income taxes.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Citizenship**

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

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Are you a U.S. citizen?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>If YES, you MUST provide a copy of your valid driver’s license or state-issued ID card with this application and sign the statement below. If NO, answer the following questions.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>What is your country of origin?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>What is your legal presence in the United States? Indicate by choosing from the selections below:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Permanent Resident</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Visa – Visa Type/Immigration Status</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Deferred Action for Childhood Arrival (DACA)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>You must present your permanent resident, visa, passport or other documentation to the international admissions coordinator at the Main Campus.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>The South Carolina Illegal Immigration Reform Act S. C. Code Ann. §59-101-430 (2008) prohibits those unlawfully present in the United States from attending a public institution of higher education in South Carolina and from receiving a public higher education benefit. By signing this statement, you attest that you are a US citizen, a legal permanent resident in the United States, or non-citizen lawfully present in the United States. The college may require you to submit additional documentation that supports your claim. Any student providing false information may be subject to dismissal from the college. Any student who is found to be unlawfully present in the United States will be dismissed from the college. I fully understand and agree to abide by all of the above stated information related to the SC Illegal Immigration Reform Act. Further, I hereby certify under penalty of criminal sanctions pursuant to S.C. Code Ann. Section 8-29-10 (F) (2008) that I lawfully reside in the United States of America.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Miscellaneous**

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
</table>

Return completed application to: Trident Technical College • Admissions Office, AM-M • P.O. Box 118067 • Charleston, SC 29423-8067

Phone 843.574.6111, 877.349.7184 (toll free) • Fax 843.574.6483 • www.tridenttech.edu
Course Search and Online Registration:
A Step-by-Step Guide

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

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

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

Express Registration
1. From the TTC Express menu on the portal, click Registration.
2. Click Express Registration.
3. Using the drop-down arrow, select your subject area (ex. ENG).
4. Type in your course number (ex. 101).
5. Using the drop-down arrow, select the appropriate term.
6. Using the drop-down arrow, select the appropriate subject.
7. Enter additional search criteria to limit your search.
8. Click Submit.
9. Select the course or courses you want by clicking in the box under Select.
10. Complete steps 9-14 under Express Registration.

Drop a Course Section
During the Drop Period, you can drop sections and may receive a 100 percent tuition refund.
1. From the TTC Express menu in my.tridenttech.edu, click Register and Drop Sections; course sections for which you are registered are listed at the bottom of the screen in the Current Registrations section.
2. Click the box under Drop for each course section you want to drop.
3. Click Submit.
4. TTC Express will take you to the Registration Results screen to view the course sections you dropped and the course sections for which you are still registered.
5. Click OK and look for your confirmation email.*

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

Drop a Course Section
During the Drop Period, you can drop sections and may receive a 100 percent tuition refund.
1. From the TTC Express menu in my.tridenttech.edu, click Register and Drop Sections; course sections for which you are registered are listed at the bottom of the screen in the Current Registrations section.
2. Click the box under Drop for each course section you want to drop.
3. Click Submit.
4. TTC Express will take you to the Registration Results screen to view the course sections you dropped and the course sections for which you are still registered.
5. Click OK and look for your confirmation email.*

Withdraw from a Course Section
After the Drop period, you can withdraw from a course section and you will receive a grade of W on your transcript. Depending on the date of your withdrawal, a partial refund may or may not apply.
1. Complete steps 1-5 from Drop a Course Section.

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

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

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

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

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

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

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

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

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

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

If your financial aid does not cover all of your tuition, you must pay the difference by the registration payment deadline. Select Student Self Service from under TTC Bookmarks in the student portal.

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

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

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

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

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

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

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

Returned Check Policy
If your check to the college is returned for insufficient funds, you have 10 days to make full repayment including a service charge (in accordance with current law). You must pay by money order, cash or credit card in the Business office. You may be liable for court costs and fees, as well as the amount of the original check. Your classes may be cancelled for nonpayment.
Trident Technical College offers a wide range of free services to help you achieve your goals. Whether you need help in planning your education, tutoring, study skills or auxiliary aids, you can find help at TTC. See page 2 for telephone numbers.

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

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

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

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

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

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

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

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

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

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### Choosing the Right Courses: Academic Advising

**Academic advising is the key to:**
- Planning your course of study
- Choosing the right classes
- Reaching your educational and career goals
- Easier registration

See list of academic advisors below.

**To make an academic advising appointment:**
- Call today to make your appointment.
- See list of academic advisors below.

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

---

### Program List

<table>
<thead>
<tr>
<th>Program</th>
<th>First Letter of Student’s Last Name</th>
<th>Advisor</th>
<th>Campus or Bldg./Rm.</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>AERONAUTICAL STUDIES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Aircraft Maintenance Technology</td>
<td>(A-G)</td>
<td>Mr. Coombs</td>
<td>B/166</td>
<td>843.899.8038</td>
</tr>
<tr>
<td></td>
<td>(H-N)</td>
<td>Mr. Christenson</td>
<td>B/166G</td>
<td>843.899.8010</td>
</tr>
<tr>
<td></td>
<td>(O-U)</td>
<td>Mr. Douglas</td>
<td>B/166D</td>
<td>843.899.8096</td>
</tr>
<tr>
<td></td>
<td>(V-Z)</td>
<td>Mr. Burbage</td>
<td>B/166K</td>
<td>843.899.8036</td>
</tr>
<tr>
<td>Aircraft Assembly</td>
<td>(A-L)</td>
<td>Mr. Kamenicky</td>
<td>920/816D</td>
<td>843.820.5004</td>
</tr>
<tr>
<td></td>
<td>(M-Z)</td>
<td>Mr. Conklin</td>
<td>920/816C</td>
<td>843.574.6862</td>
</tr>
<tr>
<td>Aircraft Avionics Technology</td>
<td>(A-M)</td>
<td>Mr. Salcedo</td>
<td>B/166H</td>
<td>843.899.8028</td>
</tr>
<tr>
<td></td>
<td>(N-Z)</td>
<td>Mr. Morton</td>
<td>B/166E</td>
<td>843.899.8043</td>
</tr>
</tbody>
</table>

| **ADMINISTRATIVE OFFICE TECHNOLOGY** | | | | |
| Office Administration, Medical Office Specialist | (A-L) | Dr. Boroski | 100/177 | 843.574.6931 |
| | (M-Z) | Ms. Yates | 200/135 | 843.574.6146 |
| **BUSINESS TECHNOLOGY – MAIN** | | | | |
| Accounting | (A-G) | Mr. Bartley | 200/113 | 843.574.6001 |
| | (H-M) | Ms. Gordon | 200/129 | 843.574.6301 |
| | (N-T) | Ms. Middlebrook | 200/131 | 843.574.6080 |
| | (U-Z) | Ms. Robinson | 200/114 | 843.574.6724 |
| Professional Accountancy Certificate | | Ms. Solomon | 200/128 | 843.574.6074 |
| Bookkeeping Certificate | | Ms. Middlebrook | 200/131 | 843.574.6080 |
| General Business | (A-E) | Mr. Dale | 200/111 | 843.574.6174 |
| | (F-J) | Mr. Scott | 200/116 | 843.574.6640 |
| | (K-O) | Mr. Goodman | 200/120 | 843.574.6648 |
| | (P-T) | Mr. Lipec | 200/133 | 843.574.6762 |
| Management | (A-G) | Mr. Milligan | 200/112 | 843.574.6258 |
| | (H-M) | Mr. Ross | 200/117 | 843.574.6653 |
| | (N-R) | Mr. Snyder | 200/130 | 843.574.6364 |
| | (S-Z) | Mr. Long | 200/119 | 843.574.6673 |

| **BUSINESS TECHNOLOGY – PALMER** | | | | |
| Business and Management | | Ms. Joiner | P/249 | 843.722.5524 |
| Computer Technology | | Ms. Joiner | P/249 | 843.722.5524 |

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See pages 26-29 for maps.
<table>
<thead>
<tr>
<th>Program</th>
<th>First Letter of Student's Last Name</th>
<th>Advisor</th>
<th>Campus or Bldg./Rm.</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMMUNITY, FAMILY AND CHILD STUDIES</td>
<td>..........................................................</td>
<td>CFCS Program Information office</td>
<td>200/150</td>
<td>843.574.6529</td>
</tr>
<tr>
<td>Child and Youth Studies Department</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Early Care and Education</td>
<td></td>
<td></td>
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<td></td>
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<tr>
<td>Child Care Management Career Path Associate Degree and Certificate</td>
<td>Ms. Zeaser-Sydow</td>
<td>200/153B</td>
<td>843.574.6529</td>
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<tr>
<td>Child Care Professional Career Path Associate Degree</td>
<td>Ms. Misuraca</td>
<td>200/149</td>
<td>843.574.6529</td>
<td></td>
</tr>
<tr>
<td>School-Age and Youth Development</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Career Path, Associate Degree and Certificate</td>
<td>Mr. Latham</td>
<td>200/162</td>
<td>843.574.6529</td>
<td></td>
</tr>
<tr>
<td>Special Education Career Path Associate Degree and Certificate</td>
<td>Ms. Misuraca</td>
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<td>(M-Z) Mr. E. Sheppard</td>
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<td>A.S. Health Sciences Prep</td>
<td>Ms. Stockmaster</td>
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<td>Ms. Copeland</td>
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<td>Medical Record Coder and Health Information Management</td>
<td>Ms. Dantzler</td>
<td>B/166</td>
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<td>Occupational Therapy Assistant</td>
<td>Mr. Ellison</td>
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<td>Pharmacy Technician</td>
<td>Ms. Crawford</td>
<td>630/232</td>
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<td>Ms. Hanner</td>
<td>630/228</td>
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<td>843.574.6481</td>
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<td>Ms. Geddis</td>
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<td>Ms. Hobbs</td>
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<td>Please call your assigned Associate in Arts (A.A.) advisor. Transfer students are assigned advisors by the Orientation Center staff. (See information about new student orientation on page 14.) Transfer students are assigned advisors based on your planned major at the prospective four-year institution to which you plan to transfer. Other information about transfer programs can be found in the Humanities and Social Sciences section under Academic Programs and Sites in the my.tridenttech.edu student portal. For general questions about the Associate in Arts Transfer programs, please also use the telephone numbers listed here.</td>
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<td>(E, F, S)</td>
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<td>Please call your assigned Associate in Science (A.S.) advisor. Transfer students are assigned advisors by the Orientation Center staff. (See information about new student orientation on page 14.) Transfer students are assigned advisors based on the prospective four-year institution to which you plan to transfer. For general questions about the Associate in Science/Transfer programs, please use the telephone numbers listed here.</td>
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<tr>
<td>(A-L)</td>
<td>Mr. Morea</td>
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<td>(D-G)</td>
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<td>(S-U)</td>
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<td>(V-Z)</td>
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<tr>
<td>(N-Z)</td>
<td>Ms. Mouzon</td>
<td></td>
<td>P/226H</td>
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On **Jan. 4** staff will be in the buildings listed below to assist you in locating an academic advisor. (See pages 19-22 to determine which department a particular program falls under.) **Mount Pleasant Campus students can check in at the Reception Area for advisor locations or call 843.958.5810.**

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*B = Berkeley  P = Palmer  100, 200, etc. = Main*
Enrich your learning experience by participating in one of 34 TTC student organizations. These organizations offer academic, professional and community activities. Student and organization achievements are recognized annually at the Awards Day ceremony. Call the Student Activities office at 843.574.6012 for more information.

- Alpha Mu Gamma
- Association of Information Technology Professionals
- Association of Paramedic Education and Training
- Champions for Change
- Clemente Coalition
- Criminal Justice Student Association
- Early Childhood Development Club
- Filmmakers Unanimous
- Fitness Lifestyle Initiative
- Hospitality and Culinary Student Association
- International Club
- Lex Artis Paralegal Society
- Lowcountry Aviation Maintenance Association
- Pharmacy Technician Association
- Phi Theta Kappa Honor Society
- Physical Therapy Assistants
- Radiologic Technology Association
- Respiratory Care Association
- Roots and Shoots
- Society for Dental Assisting
- Society for Medical Assistants
- Society for Medical Laboratory Technology
- Society of Broadcasters
- Student Accounting Association
- Student American Dental Hygienists’ Association
- Student Nurses Association
- Student Occupational Therapy Assistants
- Terra Bella Society
- TTC Gospel Choir
- TTC Transfer Scholars
- Trident Times Student Newspaper
- Unified Club Council
- United Students Association
- Veterans Voice
- Vet Tech Club

Hit the Books!

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

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

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

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

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

**Palmer Campus**
Monday-Thursday • 8 a.m.-6 p.m.
Friday • 8 a.m.-1 p.m. • 843.720.5604
Rm. 141

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

Get Involved!

On the Rack

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

**Lock your bikes at:**
Student Center (Bldg. 410, north side)
Engineering Technology Building (Bldg. 700, front)
Health Sciences Building (Bldg. 630, front)
Breezeway (between General Education and Science and Math buildings, 100/300)
General Education Building (Bldg. 100, outside Public Safety)
Science and Math Building (Bldg. 300, rear, near Library, Bldg. 510)
Palmer Campus (right and left of the main building)

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

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

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

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

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

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

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

TTC is committed to being accessible and responsive to community needs. To foster student success, TTC provides developmental education and comprehensive student services. In addition to traditional instruction, TTC's flexible course offerings and alternative delivery methods, including online instruction, enable more members of the community to pursue higher education.


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

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

Equal Opportunity Statement
It is the policy of Trident Technical College that no discrimination on the grounds of race, color, disability, religion, gender, sexual orientation, age, marital status, veteran status, gender identity, pregnancy, or national or ethnic origin will exist in any area of the college. In compliance with Title IX of the Education Amendments of 1972 and section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, Trident Technical College offers access and equal opportunity in its admission policies, academic programs and services, and employment to individuals with disabilities. No otherwise qualified person will be denied access or opportunity on the basis of a disability. Chandra Fripp Vick is the college’s Title IX Coordinator for employees and students. The Title IX Coordinator oversees compliance with all aspects of sexual violence, sex/gender harassment, discrimination, and misconduct policy. Chandra Fripp Vick can be reached at Trident Technical College Main Campus, Bldg. 900/Rm. 128J, or 843.574.6843.

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

Sexual Harassment
TTC’s Sexual Harassment and Related Unprofessional Conduct policy and procedure are available in the campus libraries and in the offices of vice presidents, deans and directors. For more information, read the Catalog, Student Handbook or contact Pamela Brown, Main Campus, Bldg. 410/Rm. 210J, or 843.574.6246.

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

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

For more information, please call 843.574.6910, email ImmigrationAct@tridenttech.edu or visit www.tridenttech.edu and search for “Immigration Act.”
Students may park in any lot except those designated as faculty/staff parking. Parking is prohibited at entrances and along perimeter roads and thoroughfares.

**Main Campus Map**

7000 Rivers Ave. • North Charleston 29406 • 843.574.6111

**Smoke-Free Buildings Policy**

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

**Firearms Policy**

The carrying of firearms onto the premises or property owned, operated or controlled by TTC is prohibited, except as prescribed by S.C. Code of Law §16-23-420.
First Floor
1. Admissions Suite – Rm. 121
   Veterans Assistance – Rm. 122
   Financial Aid – Rm. 122
   Dean’s Office – Rm. 127
2. Student Lounge – Rm. 105
3. VETS Center – Rm. 105A
4. College Transfer Information
   Resource Center (TIRC) – Suite 102
5. Academic Hub – Suite 102
6. Developmental Studies Faculty/
   Adjunct Offices – Suite 106
7. Educational Opportunity Center – Rm. 112
8. Emergency Medical Technology Lab – Rm. 135
9. Bookstore/Business Office – Rm. 141
10. Public Safety – Rm. 145
11. CIC Faculty/Adjunct Offices – Suite 153
12. Clemente Center – Rm. 146
13. Science and Math Faculty Offices/ Math (tutoring) – Suite 156
14. Esthetics Lab – Rm. 158
15. Biological Sciences Lab – Room 160
16. Amphitheater – Rm. 182
17. Culinary Institute of Charleston (CIC)/181 Palmer Dining Room – Rm. 181

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

Palmer Campus
66 Columbus St., Downtown Charleston
29403
843.722.5500
℡ Emergency Phone
1. Student Success Center, Orientation Center, Admissions, Registrar, Financial Aid, Testing Services – Rm. 111
2. Bookstore – Rm. 110
3. Dean’s Office – Rm. 109
4. Public Computer Center – Rm. 106C
5. Library – Rm. 105
   Math³ (tutoring) – Rm. 105B
6. Courtyard Café – Rm. 103
7. Live Oak Conference Center – Rm. 101
8. Public Safety Offices – Rm. 181
9. Aircraft Maintenance Classroom – Rms. 175 D and E
10. Aircraft Maintenance/Avionics Lab – Rms. 163, 165 and 167
11. Cosmetology Lab – Rm. 159
12. Nail Technology Lab – Rm. 158
13. Esthetics Lab – Rm. 151
14. Computer Lab – Rm. 144
15. Developmental Studies Lab – Rm. 141
16. Biological Sciences – Rm. 185
17. CNA Lab – Rm. 150
18. Veterinary Technology Building

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

Emergency Phone
Mount Pleasant Campus
1125 John Dilligard Lane, Mount Pleasant, SC 29464 • 843.958.5810
Directions: From Hwy. 17, turn onto Ira Rd. (into Wando Crossing shopping center); left at intersection; when road ends, take a right and immediate left into TTC parking lot. (Note: There is no access from Hungryneck Blvd.)

Wando High School
1000 Warrior Way, Mount Pleasant, SC 29466 • 843.574.6533

Mount Pleasant Campus and TTC Site Maps

Dorchester County QuickJobs Training Center
5164 E. Jim Bilton Blvd., St. George, SC 29477 • 843.563.5269

Wando High School
1000 Warrior Way, Mount Pleasant, SC 29466 • 843.574.6533

Dorchester County QuickJobs Training Center
5164 E. Jim Bilton Blvd., St. George, SC 29477 • 843.563.5269

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

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

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

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

Mixed Mode Courses

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

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

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

Textbooks

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

Key to Understanding Class Modes

All Courses

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

Help Desk

<table>
<thead>
<tr>
<th>For help with:</th>
<th>For help with:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• D2L</td>
<td>• TTC Online College</td>
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<td>• my.tridenttech.edu portal</td>
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<td><a href="http://www.TTCOnlineCollege.com">www.TTCOnlineCollege.com</a></td>
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<td>• TTC Express</td>
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<td>843.574.6WWW</td>
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Associate Degrees
Accounting
Administrative Office Technology
Aircraft Maintenance Technology
Associate in Arts
Associate in Science
Civil Engineering Technology
Commercial Graphics
Career Paths in:
Animation
Digital Media
Graphic Design
Photography
Computer Technology
Career Paths in:
Computer Programming
Information Systems Specialist
Criminal Justice
Culinary Arts Technology
Career Paths in:
Baking and Pastry
Sports and Health Nutrition
Dental Hygiene
Early Care and Education
Career Paths in:
Child Care Management
Child Care Professional
Infant and Toddler
School-Age Care and Youth Development
Special Education
Electronics Engineering Technology
Emergency Medical Technology
Emergency Medical Technology
(Advanced Placement Option)
General Business
Career Paths in:
Customer Service
International Business
Marketing
Small Business/Entrepreneurship
General Technology
Career Paths in:
Air Conditioning/Refrigeration
Mechanics
Automotive Technology
Avionics Maintenance Technology
Cosmetology
Electrical Line Worker
Electrician: Automation and Industrial
Electrician: Industrial and Construction
Engineering Design Graphics
Environmental Safety and Health Technology
Environmental Technology
Expanded Duty Dental Assisting
Fitness Specialist
Industrial Maintenance Mechanics
Machine Tool Technology
Medical Assisting
Pharmacy Technician
Sustainable Technology
Welding

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

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

Certificates

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

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

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

For more information, visit www.tridenttech.edu/_files/pdf/Seat_Ready_Spring2017.pdf.

success starts here

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

Eligible full-time students can receive $1,200.00* in LTA per semester.

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

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

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

TRIDENT TECHNICAL COLLEGE

D2L Login Help

TTC’s system for online and face-to-face courses is called Desire2Learn, or D2L. To access D2L, go to my.tridenttech.edu and log in. Click on the D2L link in the portal to enter.

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

Search for Courses Online

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