Planning to transfer?
Get the right info!

Action Period
Maymester: March 16-April 21 • Summer Semester: March 16-May 12
Maymester classes: May 8-26
Summer 1 classes: May 30-June 28 • Summer 2 classes: July 10-Aug. 8
Summer Full classes: May 30-Aug. 7
Apply online at www.tridenttech.edu
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Apply online at www.tridenttech.edu or complete the admission application inserted after page 16.

Frequently Called Numbers

General Information........ 843.574.6111
                      877.349.7184 (toll free)
Admissions
  Status of Application/Residency Info
  Residency/A-Z Application
    Updates........................................... 843.574.6850
    A-E ........................................... 843.574.6335
    F-K ............................................. 843.574.6136
    L-R ............................................. 843.574.6352
    S-Z ............................................. 843.574.6126
  International Students........... 843.574.6921
  Berkeley Campus.............. 843.899.8012
  Palmer Campus................. 843.722.5568
  Mount Pleasant Campus... 843.958.5810
Bookstore
  Berkeley Campus.............. 843.899.8064
  Main Campus............... 843.574.6122
  Palmer Campus.............. 843.720.5604
  Mount Pleasant Campus... 843.958.5810
Business Office
  Berkeley Campus.............. 843.899.8064
  Main Campus............... 843.574.6026
  Palmer Campus.............. 843.720.5604
  Mount Pleasant Campus... 843.958.5810
Bus Services
  Berkeley County Public
    Transportation – Tri-County Link........... 843.899.4096
    800.966.6631
  Charleston Transit (CARTA), Main
    and Palmer Campuses... 843.747.0922
Campus Tours
  (by appointment)............. 843.574.6614
College Transfer Information Resource Center (TIRC),
  Palmer Campus.............. 843.722.5532
Cooperative Education........ 843.574.6931
Counseling and Career Development
  Berkeley Campus.............. 843.899.8079
  Main Campus............... 843.574.6131
  Palmer Campus.............. 843.722.5516
  Mount Pleasant Campus... 843.958.5810
  Division of Continuing Education and
    Economic Development
    Registration.................................. 843.574.6152
    Educational Opportunity
    Center........................................ 843.722.5509
  EMERGENCY CLOSING
    INFORMATION................................. 843.574.6262
    Students extension 9091
    Faculty/Staff extension 9092
  Financial Aid Office
    Berkeley Campus.............. 843.899.8021
    Main Campus............... 843.574.6110
    Palmer Campus.............. 843.722.5520
    Mount Pleasant Campus... 843.958.5810
  Library................................. 843.574.6095
  Online Services............. 843.574.6WWW
    my.tridenttech.edu: student email,
    TTC Express (online registration),
    online and face-to-face courses (D2L)
  Orientation for New Students
    Berkeley Campus.............. 843.899.8026
    Main Campus............... 843.574.6436
    Palmer Campus.............. 843.722.5518
    Mount Pleasant Campus... 843.958.5810
  Public Safety.................. 843.574.6053
    (EMERGENCY ONLY) 843.574.6911
    When phone system down... 843.572.1642
  Recruiting.......................... 843.574.6193
  843.574.6323
  Registrar
  Transfer Credit Evaluation/Advanced
    Standing
    A-J........................................ 843.574.6151
    K-Z........................................ 843.574.6487
  Graduation
    A-J........................................ 843.574.6523
    K-Z........................................ 843.574.6322
  Registration/Grades
    A-K........................................ 843.574.6792
    L-Z........................................ 843.574.6421
  Student Major Information
    Update...................................... 843.574.6321
  TTC Express.................... 843.574.6WWW
  TTC Official Transcripts...... 843.574.6327
  TTC Enrollment
    Verifications.......................... 843.574.6324
  Scholars Network................ 843.574.6345
  Services for Students
    with Disabilities................... 843.574.6131
  Student Activities................ 843.574.6012
  Student Employment Services... 843.574.6119
  Student Resource Center........ 843.574.6795
  Student Success Center
    Berkeley Campus.............. 843.899.8079
    Main Campus............... 843.574.6131
    Mount Pleasant Campus... 843.958.5810
    Palmer Campus.............. 843.722.5516
  The Learning Center
    (Learning Assistance)........ 843.574.6409
  TTC Online College........... 843.574.6002
  TTY (hearing impaired)...... 843.574.6351
  Testing Services
    Berkeley Campus.............. 843.899.8079
    Main Campus............... 843.574.6410
    Palmer Campus.............. 843.722.5516
    Mount Pleasant Campus... 843.958.5810
    Dorchester County QuickJobs
      Training Center................ 843.563.5269
      843.574.2591
    St. Paul’s Parish Site........ 843.323.3800
    Veterans Assistance........ 843.574.6105
  VETS Center
    Main Campus............... 843.574.6882
    Palmer Campus.............. 843.722.5526
    Veterans Upward Bound...... 843.574.6870

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

On the Cover: Students planning to continue their four-year degree after Trident Tech should be sure they’re taking the right courses and getting the grades so their credits will transfer. Trident Tech has many ways for students to get transfer guidance and direction.
Many students enroll at Trident Technical College with the intention of transferring to complete their four-year degree. Those students need to know what they should choose as their TTC major, what courses will transfer and how to best plan their schedule. To help them, Trident Tech offers advice and help in several different ways to streamline the process.

“With a little research and careful planning, Trident Tech students can take courses that transfer to pretty much any college in the country,” said Susan Norton, assistant vice president of academic programs. “But because each college is different, it’s important to select those courses wisely, based on information from TTC advisors and from the target four-year college.”

Students can get important transfer information by going online, visiting a campus in person, or both.

### Online Resources

The my.tridenttech.edu student portal is a central resource for transfer information. All fliers and announcements are posted here, along with notices about transfer events. The portal page is located at my.tridenttech.edu > My Education > Academic Programs and Sites > Transfer Center.

A list of transfer tips helps students define their end goal and learn what tools and resources will help them get there. A list of frequently asked questions and answers provides information such as how to select courses, how to get credits to transfer, and what grades are required for a course to transfer.

Students can also find links to selected colleges with transfer course lists and transfer policies posted on their websites. Spending a few minutes reviewing the information and policies of the school where a student wishes to transfer will answer many typical questions and give the student a better picture of what the four-year college requires for transfer.

### Transfer Center—Main Campus

The Transfer Center on Main Campus is located next door to the Student Resource Center in Building 510/Room 137 and is the location to meet with representatives from four-year colleges and universities. Recruiters hold office hours for students to meet one-on-one to discuss transfer options. Students can find the calendar on the transfer portal page. For more information, call 843.574.6211.

### Transfer Information Resource Center—Palmer Campus

The Transfer Information Resource Center (TIRC), located in Room 102, provides a central location at Palmer Campus for students to access information about transferring to four-year colleges or universities. Students can visit TIRC to connect with orientation and transfer advisors, develop an academic plan that will make the transfer process easy, ask questions about academic advising and the transfer process, and attend transfer fairs to meet with college representatives.

Hours are Monday through Friday, 11 a.m. to 4 p.m. Students can get more information by calling 843.722.5532 or by visiting the Palmer Campus blog for helpful transfer tips at http://ttcpalmernews.blogspot.com.

### Berkeley Campus

Students at Berkeley Campus can visit the Dean’s Office (Room 109) for transfer guidance and information. Either by appointment or as a drop-in, students can meet one-on-one to ask questions and get advice from the campus dean or assistant dean. Additionally, students planning a virtual advising session can prepare for the session by reviewing questions they may want to ask and hearing helpful suggestions to get the most benefit from the session. For information or to make an appointment, call 843.899.8048.

### Mount Pleasant Campus

Mount Pleasant Campus students can come by the lobby reception desk or call to make an appointment

(continued on page 5)
Summer Semester is comprised of a 3-week Maymester, a 10-week full-term and two 4 1/2-week terms.

### Sample Compressed Schedule for 12 Credit Hours

<table>
<thead>
<tr>
<th>Course</th>
<th>Days</th>
<th>Time</th>
<th>Credit Hours</th>
<th>Course</th>
<th>Days</th>
<th>Time</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101</td>
<td>MTWTh</td>
<td>8:00 a.m.-10:25 a.m.</td>
<td>3</td>
<td>ENG 102</td>
<td>MTWTh</td>
<td>11:15 a.m.-1:40 p.m.</td>
<td>3</td>
</tr>
<tr>
<td>MAT 101</td>
<td>MTWTh</td>
<td>2:35 p.m.-5:00 p.m.</td>
<td>3</td>
<td>MAT 102</td>
<td>MTWTh</td>
<td>2:35 p.m.-5:00 p.m.</td>
<td>3</td>
</tr>
</tbody>
</table>

### Drop/Add Reminders

- Drop/Add is the first day in Maymester classes.
- Drop/Add is the first three days in Summer Full classes.
- Drop/Add is the first two days in Summer 1 and Summer 2 classes.

**During Drop/Add**

- **Students can:**
  - Add online courses **only on the first day** of Drop/Add until 11:59 p.m. (6 p.m. for Maymester).
  - 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.
to meet with the campus dean to discuss transfer. In a one-on-one appointment, the dean will discuss transfer options with students, answer questions and help make a plan. Additionally, for students participating in a virtual transfer advising session, the dean will help the student prepare for the session. For an appointment, call 843.958.5813.

Virtual Transfer Advising

If students have difficulty meeting with a college recruiter during scheduled Trident Tech visits, Skype affords the opportunity for students to have a virtual face-to-face discussion with representatives from certain four-year colleges and universities. Students can make a 30-minute appointment through the transfer portal page and hold the appointment on any of Trident Tech’s four campuses.

Counseling Workshops

Main Campus

Can You Hear Me Now?
Wednesday, June 14
10:45 a.m. and 2:15 p.m.,
Bldg. 410/Rm. 212

Blueprint for Success: Career Planning
Thursday, July 13
10 a.m. and 2:30 p.m., Bldg. 410/Rm. 212

Palmer Campus

Relationships Matter
Wednesday, June 14
11 a.m., Rm. 226J

Healthy Living 101
Monday, July 31
11 a.m., Rm. 226J

Berkeley Campus

Who’s in Control? Self vs Responsibility
Wednesday, June 14
10 a.m., Rm. 101

Test-Taking Skills
Thursday, July 13
11:30 a.m., Rm. 101

TTC Transfer Scholars Club

Offering students the chance to meet and network with other transfer students, the TTC Transfer Scholars club exists to encourage students to complete a program of study at Trident Tech and successfully transfer to a four-year college. The club also provides service to the college and community and offers students the opportunity to enhance their leadership skills. While the student organization is based at Palmer Campus, any Trident Tech student can join. Students interested in joining this club can contact one of the advisors: Amy Hudock at amy.hudock@tridenttech.edu or 843.937.5357 or Maureen Meyers at maureen.meyers@tridenttech.edu or 843.574.5539.

Transfer Fairs

Held at Palmer Campus in the fall and at Main Campus in the spring during student activity periods, transfer fairs allow students to gather information from multiple colleges at one time. Representatives from more than 30 colleges and universities are typically on hand to answer questions and provide information about their school.

Even with all of these available resources, many students still proceed without the proper guidance. Norton emphasized that students who spend some extra time and effort early in the process can save themselves valuable time and money.

“Students who select courses without doing a little homework up front may end up taking courses they don’t need,” said Norton. “Every college also has different criteria for accepting transfer students, so it’s just as important to learn about transfer policies as it is to learn about transfer courses.”

In addition to the information housed on the my.tridenttech.edu student portal, transfer students can email transfer@tridenttech.edu or call 843.574.6211 to get answers to their questions.
### Action Period

**Step 1 to be seat-ready**

#### Maymester Action Period: March 16-April 21
- Classes begin Monday, May 8.

#### Summer 1/Summer Full Action Period: March 16-May 12
- Classes begin Tuesday, May 30.

<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 the application fee.</td>
<td>• Obtain 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 (Free Application for Federal Student Aid) 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>
<tr>
<td></td>
<td><strong>Veterans Assistance</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Submit request for VA certification immediately after completing registration to avoid delays in processing.</td>
<td></td>
</tr>
</tbody>
</table>

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

- College admission process completed
- Financial aid process completed before classes start
- Ability to register sooner with better course selection
- Credit for financial aid/VA book charges at the TTC Bookstore (if eligible)
- Disabilities accommodations in place

After this priority Action Period ends, you can still complete the admission process and other steps above for Maymester from April 22-May 5 or for Summer 1/Summer Full from May 13-26 BUT financial aid, VA certification and accommodations may not be in place for the start of classes.

### Next Action Period (Summer 2): June 2-23
- Classes begin Monday, July 10.

These processes require time to complete.

Start early! Be seat-ready!
### SUMMER FULL, SUMMER 1 AND SUMMER 2

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 30</td>
<td>Classes begin</td>
</tr>
<tr>
<td>May 30-31</td>
<td>Drop/Add**</td>
</tr>
<tr>
<td>June 21</td>
<td>Last day to withdraw</td>
</tr>
<tr>
<td>June 23</td>
<td>Makeup tests and retests taken in the Testing Center must be completed prior to your last day of class.</td>
</tr>
<tr>
<td>June 28</td>
<td>Classes end</td>
</tr>
<tr>
<td>June 29</td>
<td>Makeup day for emergency closings</td>
</tr>
<tr>
<td>July 3-15</td>
<td>Financial Aid recipients and Chapter 31 students who qualify may charge books in TTC Bookstores to their student accounts using financial aid credit.</td>
</tr>
<tr>
<td>July 10</td>
<td>Classes begin</td>
</tr>
<tr>
<td>July 10-11</td>
<td>Drop/Add**</td>
</tr>
<tr>
<td>Aug. 1</td>
<td>Last day to withdraw</td>
</tr>
<tr>
<td>Aug. 3</td>
<td>Makeup tests and retests taken in the Testing Center must be completed prior to your last day of class.</td>
</tr>
<tr>
<td>Aug. 8</td>
<td>Classes end</td>
</tr>
<tr>
<td>Aug. 9</td>
<td>Makeup day for emergency closings</td>
</tr>
<tr>
<td>July 24</td>
<td>Last day to withdraw</td>
</tr>
<tr>
<td>Aug. 3</td>
<td>Makeup tests and retests taken in the Testing Center must be completed prior to your last day of class.</td>
</tr>
<tr>
<td>Aug. 7</td>
<td>Classes end</td>
</tr>
<tr>
<td>Aug. 9</td>
<td>Makeup day for emergency closings</td>
</tr>
</tbody>
</table>

**For restrictions about adding courses during Drop/Add, see page 15.**
Students should register for the entire Summer Semester before the semester begins, Summer 1 AND Summer 2, as well as any Summer Full courses. New students must make an appointment with an academic advisor to register.

### REGISTRATION SCHEDULE AND PAYMENT DEADLINES

| If registering for any combination of Summer 1, Summer 2, and Summer Full courses during the dates below: | Your payment is due by the close of business (6 p.m.) on: |
|---|---|---|---|---|
| | Maymester | Summer 1 | Summer 2 | Summer Full |
| March 16-May 22 | | May 22 | May 22 | May 22 |
| May 23-June 1 (See p. 15 for restrictions about adding courses May 30-June 1.) | | June 1* | June 1* | June 1* |
| Maymester only (if you are only enrolling for Maymester) | | | | |
| March 16-May 8 | | May 8 | | |
| Summer 2 only (if you are only enrolling for Summer 2) | | | | |
| March 16-July 11 (See p. 15 for restrictions about adding courses July 10-11.) | * | | July 11 |

*Systems may not be available after 1 p.m. on June 1. Please check the portal for current information.

### Note Changes in Payment Deadline Policy

TTC will NOT remove students from Summer 2017 courses for nonpayment. Students MUST drop courses by the last day of Drop/Add if they don’t intend to pay or attend. Do NOT rely on TTC to drop your courses! Students who register after the first payment deadline of the semester (May 22) should pay tuition due at the time of registration. Students with a balance may not be allowed to register for a future semester or receive a transcript.

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 the student is still enrolled full time. TTC will notify students via email at the time a decision is made to cancel a course due to low enrollment. The college will not cancel courses after 5 p.m. on May 5 for Maymester or 5 p.m. on May 26 for Summer Semester. Students should check their email at my.tridenttech.edu for messages.

### 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 Summer 1 and Summer 2 courses before May 22, then payment is due by close of business on May 22. 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 Summer 2 only who wish to participate in a payment plan must enroll in the payment plan by May 26. If payment is not made, or if you are not enrolled in a payment plan by the due date, you may not be allowed to register for a future semester or receive a transcript. 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).

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).

---

**Important Registration and Payment Dates**

**Steps to Enrollment**

---

<table>
<thead>
<tr>
<th>Maymester</th>
<th>Refund</th>
<th>Summer 1</th>
<th>Refund</th>
<th>Summer 2</th>
<th>Refund</th>
<th>Summer Full</th>
<th>Refund</th>
</tr>
</thead>
<tbody>
<tr>
<td>Through May 8</td>
<td>100%</td>
<td>Through May 31</td>
<td>100%</td>
<td>Through July 11</td>
<td>100%</td>
<td>Through June 1</td>
<td>100%</td>
</tr>
</tbody>
</table>

System availability may impact dates above.

---

**PLANNING AHEAD FOR FALL 2017**

**Fall**

June 12................. **Registration opens for Fall 2017.** New students must make an appointment with an academic advisor to register. VA students can begin submitting verification.

June 12-Aug. 4........ **Action Period for Fall 1 and Fall Full.** Complete all admission, financial aid/VA and disabilities accommodations requests during this period for Fall 1 and Fall Full classes.

Aug. 5-18............... **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 Fall 1 and Fall Full classes.**

Aug. 21............... **Classes begin for Fall 1 and Fall 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 taking college courses while in high school</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>First-time Transfer</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes, if you have not completed an associate degree or higher</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Attended another college and transferring to TTC</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Readmit</td>
<td>No</td>
<td>No</td>
<td>Yes, if you have not completed an associate degree or higher</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Nondegree</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>Yes – reading proficiency only*</td>
<td>Yes if planning to take math courses</td>
<td>Yes</td>
<td>Only if you are a transient student</td>
</tr>
<tr>
<td>Not seeking a TTC degree, diploma or certificate</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>High School Students Taking Course</td>
<td>Dual Credit/ Early Admit application</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>Only if the requested courses require</td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

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

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

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

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

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

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

*Nondegree students* may meet the reading proficiency by submitting one of the following: SAT Critical Reading (480) or SAT Revised Evidence-Based Reading and Writing (530); ACT English (19); ACCUPLACER Reading Comprehension (33) 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.

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

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

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

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

Financial Aid/Veterans Assistance
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)
name of your academic program advisor. Your counselor will refer you to Orientation to receive the
procedure 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.

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.

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.

Decision 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.
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, 843.958.5810
Mount Pleasant Campus, Reception Area, 843.958.5810

Public Safety Services

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.
Registering for Classes

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 May 23.

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-advise and register online or at any of the four campuses, or you may make an appointment with your advisor to register. You should set up an academic plan with your academic advisor before self-advising.
- If you cannot register early, you may register with an academic advisor on duty May 23.

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 May 23.

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 may not be allowed to register for future semesters or receive a transcript (see page 8).

Drop/Add
Drop/Add is the first day of Maymester, the first two days of the term for Summer 1 and Summer 2, and the first three days of the term for Summer 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 able to assist outside of normal business hours.
- Drop/Add ends at 11:59 p.m. on May 8, June 1 and July 11.

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.

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.

For the most up-to-date course information, visit course search or your TTC Express account at my.tridenttech.edu.

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 section. If a student is unable to find another course, the college will refund tuition paid, unless the student is still enrolled full time. TTC will notify students via email at the time a decision is made to cancel a course due to low enrollment. The college will not cancel courses after 5 p.m. on May 5 for Maymester or 5 p.m. on May 26 for Summer Semester. Students should check their email at my.tridenttech.edu for messages.
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

New students and students who have not attended TTC since 2005 will receive access to TTC Express through the my.tridenttech.edu student portal within 10 days after submitting a college application or completing a Student Information Update form.

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

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

What 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.

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

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

**Have you ever taken academic classes at Trident Technical College?**

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

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 _____________________________________________________________

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.”

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.”
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 ______/_____/______

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

EMAIL ADDRESS (This will be the initial way we communicate with you.) ________________________________

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
_____________________________________________________

(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: Check all that apply
□ 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

EDUCATIONAL BACKGROUND

Instructions: List all institutions that you have attended beginning with high school diploma or GED.

INSTITUTION ATTENDED  DATES ATTENDED  DEGREE/DIPLOMA COMPLETED
Name  City  State  Mo/Year  Mo/Year  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 ___________________________
Tuition is based on residency. TTC determines residency based on S.C. law and Commission on Higher Education Regulations. Documents may be required to prove residency. Go to www.tridenttech.edu and search for “residency” for more information on residency. 702 Choice Act requires DD214 and additional proof or residency.

Does someone else provide more than 50% of your financial support? □ Yes □ No

Did someone else claim you on their income taxes the previous year? □ Yes □ No

Because you answered “yes” to EITHER or BOTH of the questions, your residency is based on the person providing 50% of your financial support and/or claiming you on their income taxes.

Complete this column

Name and relationship of the person providing financial support and/or claiming you as a dependent for tax purposes:

Name/Relationship ______________________________

Is he or she:

A legal resident of South Carolina? □ Yes □ No

Effective Date ___/___/_____

A full-time employee working in South Carolina? □ Yes □ No

Effective Date ___/___/_____

Active duty, stationed in South Carolina? □ Yes □ No

Effective Date ___/___/_____

Because you answered “no” to BOTH of the questions, your residency is based on yourself.

Are you:

A legal resident of South Carolina? □ Yes □ No

Effective Date ___/___/_____

A full-time employee working in South Carolina? □ Yes □ No

Effective Date ___/___/_____

Active duty, stationed in South Carolina? □ Yes □ No

Effective Date ___/___/_____

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

Are you a U.S. citizen? □ Yes □ No

If YES, you MUST PROVIDE a copy of your valid driver’s license or state-issued ID card with this application and sign the statement below. If NO, answer the following questions.

What is your legal presence in the United States? Indicate by choosing from the selections below:

□ Permanent Resident □ Visa – Visa Type/Immigration Status __________________________ □ Deferred Action for Childhood Arrival (DACA)

You must present your permanent resident, visa, passport or other documentation to the international admissions coordinator at the Main Campus.

The South Carolina Illegal Immigration Reform Act S. C. Code Ann. §59-101-430 (2008) prohibits those unlawfully present in the United States from attending a public institution of higher education in South Carolina and from receiving a public higher education benefit. By signing this statement, you attest that you are a US citizen, a legal permanent resident in the United States, or non-citizen lawfully present in the United States. The college may require you to submit additional documentation that supports your claim. Any student providing false information may be subject to dismissal from the college. Any student who is found to be unlawfully present in the United States will be dismissed from the college. I fully understand and agree to abide by all of the above stated information related to the SC Illegal Immigration Reform Act. Further, I hereby certify under penalty of criminal sanctions pursuant to S.C. Code Ann. Section 8-29-10 (F) (2008) that I lawfully reside in the United States of America.

Print Name __________________ Signature __________________ Date ______

Emergency Contact __________________ Phone __________________ Relationship __________________

Have either of your parents earned a college degree? □ Mother □ Father □ Both □ Neither

Do you give permission for the college to release directory information relative to your enrollment? □ Yes □ No

Do you wish to release academic and personal information to anyone?* □ Yes – Identify below □ No

*You may authorize the release of your information to anyone, including parents, spouse and employers.

Name __________________ Relationship __________________ Date of Birth ____________ Information Released (circle)

Financial Aid Academic Enrollment

Financial Aid Academic Enrollment

Financial Aid Academic Enrollment

I certify that these responses are true to the best of my knowledge. I understand that any knowing falsification or failure to provide complete information 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.

Print Name __________________ Signature __________________ Date ______

Return completed application to: Trident Technical College • Admissions Office, AM-M • P.O. Box 118067 • Charleston, SC 29423-8067 Telephone 843.574.6111, 877.349.7184 (toll free) • www.tridenttech.edu • Remember to include your $30 check.
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. Type in your section number (ex. 001).
6. Using the drop-down arrow, select the appropriate term.
7. Repeat steps 3-6 until you have entered all of your courses.
8. Click Submit.
9. TTC Express will take you to the Register and Drop Sections screen. You will make your final course selections on this screen. Review all of the courses and sections listed in the Preferred Sections.
10. In front of each course section line is a drop-down box for the action to be performed for that course section: Register, Audit or Remove from List.
11. Select the appropriate action for each course section.
12. Click Submit when you have completed all actions.
13. TTC Express will return your registration results listing all of the courses you are registered in.
14. Click OK and look for your confirmation email.*

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

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

Withdraw from a Course Section
After the Drop period, you can withdraw from a course section and you will receive a grade of W on your transcript.
1. Complete steps 1-5 from Drop a Course Section.
2. 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.

The 2017 Graduation Ceremony for Fall 2016, Spring 2017 and Summer 2017 graduates is Friday, May 5, 7 p.m., at the North Charleston Coliseum. A mandatory dress rehearsal will be held May 5, 5:30 p.m., at the Coliseum. Graduation applications are due Feb. 28, as are cap/gown and invitation/name card orders. For information, stop by TTC’s Registrar’s office or call 843.574.6322.
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, you may not be allowed to register for future semesters or receive a transcript. 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. 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.

Important
You will NOT receive a bill for tuition and fees via U.S. mail. Check your account under Menu > Financial Life > My Account and Payment Information.

Maymester and Summer Semester 2017 Tuition and Fees
• Tri-County Area Resident $171.84 per credit hour
• Out of Tri-County Area Resident $190.65 per credit hour
• Out of State Resident $325.25 per credit hour
Tuition is subject to change.

New applicants must pay a $30 nonrefundable application fee.
Each student must pay a $15.76 nonrefundable registration fee per semester.
Certain courses have an additional required fee. See www.tridenttech.edu > Pay for College > Tuition and Payment.

Residency
TTC determines residency at the time of admission based on S.C. law and Commission on Higher Education regulations at www.che.sc.gov. Documents are required for proof of residency. To resolve your residency status, contact Admissions office before registering. You must submit a Change in Residency Status form to the Admissions office before registering. You must submit a Change in Residency Status form to the Admissions office by the last business day before your first term begins.

A dependent student seeking classification as a South Carolina resident will not be automatically disqualified from receiving in-state tuition because of the citizenship or immigration status of their parent(s) or guardian(s). Staff should advise students that the immigration or citizenship status of a student’s parent(s) or guardian(s) will not automatically disqualify them from receiving these benefits. For U.S. citizen students with undocumented parents or guardians, state-issued identification documents and other typical indicia of residency may not be available to the parents. In such cases, staff should work with the student to obtain alternate proof of the parents’ residence and domicile in South Carolina, including but not limited to the other documents listed in S.C. Code Reg. § 62-605(C), as well as utility bills, lease documents, medical and school records, and other records that may indicate domicile. No particular document or combination of documents shall be conclusive in every case; rather, in all cases, regardless of the citizenship or immigration status of the parents or guardians, staff shall endeavor to determine whether South Carolina is the true, fixed, principal residence and place of habitation as set forth in S.C. Code Ann. §59-112-10(D), based on the information and documentation submitted by the student. In all cases, the student has the burden of proving fulfillment of the requirements for in-state tuition and attendant benefits.
Services for Student Success

Trident Technical College offers a wide range of free services to help you achieve your goals. Whether you need help in planning your education, tutoring, study skills or auxiliary aids, you can find help at TTC. See page 2 for telephone numbers.

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

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

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

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

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

Student Employment Services – Provides assistance in obtaining employment, from resume 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.

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 pages 26-29 for maps.

To make an academic advising appointment:

Call today to make your appointment.

See list of academic advisors below.

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

<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>AERONAUTICAL STUDIES</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>
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<tr>
<td></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. Conkin</td>
<td>920/816C</td>
<td>843.574.6862</td>
</tr>
<tr>
<td></td>
<td>(A-M)</td>
<td>Mr. Salcedo</td>
<td>B/166H</td>
<td>843.899.8028</td>
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<tr>
<td></td>
<td>(N-Z)</td>
<td>Ms. Morton</td>
<td>B/166E</td>
<td>843.899.8043</td>
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<tr>
<td>ADMINISTRATIVE OFFICE TECHNOLOGY</td>
<td>(A-L)</td>
<td>Dr. Boroski</td>
<td>100/177</td>
<td>843.574.6931</td>
</tr>
<tr>
<td></td>
<td>(M-Z)</td>
<td>Ms. Yates</td>
<td>200/135</td>
<td>843.574.6146</td>
</tr>
<tr>
<td>BUSINESS TECHNOLOGY – MAIN</td>
<td>(A-G)</td>
<td>Mr. Bartley</td>
<td>200/113</td>
<td>843.574.6001</td>
</tr>
<tr>
<td></td>
<td>(H-M)</td>
<td>Ms. Gordon</td>
<td>200/129</td>
<td>843.574.6031</td>
</tr>
<tr>
<td></td>
<td>(N-T)</td>
<td>Ms. Middlebrook</td>
<td>200/131</td>
<td>843.574.6080</td>
</tr>
<tr>
<td></td>
<td>(U-Z)</td>
<td>Ms. Robinson</td>
<td>200/114</td>
<td>843.574.6724</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Ms. Solomon</td>
<td>200/128</td>
<td>843.574.6074</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Ms. Middlebrook</td>
<td>200/131</td>
<td>843.574.6080</td>
</tr>
<tr>
<td></td>
<td>Professional Accountancy Certificate</td>
<td>Ms. Solomon</td>
<td>200/128</td>
<td>843.574.6074</td>
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<td>Bookkeeping Certificate</td>
<td>Ms. Middlebrook</td>
<td>200/131</td>
<td>843.574.6080</td>
</tr>
<tr>
<td></td>
<td>General Business</td>
<td>Ms. Dale</td>
<td>200/111</td>
<td>843.574.6174</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Mr. Scott</td>
<td>200/116</td>
<td>843.574.6640</td>
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<tr>
<td></td>
<td></td>
<td>Mr. Goodman</td>
<td>200/120</td>
<td>843.574.6648</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Mr. Lipe</td>
<td>200/133</td>
<td>843.574.6762</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Mr. Szymankowski</td>
<td>200/112</td>
<td>843.574.6072</td>
</tr>
<tr>
<td></td>
<td>Management</td>
<td>Mr. Milligan</td>
<td>200/121</td>
<td>843.574.6354</td>
</tr>
<tr>
<td></td>
<td>(A-G)</td>
<td>Mr. Milligan</td>
<td>200/121</td>
<td>843.574.6354</td>
</tr>
<tr>
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<td>(H-M)</td>
<td>Mr. Ross</td>
<td>200/117</td>
<td>843.574.6653</td>
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<tr>
<td></td>
<td>(N-R)</td>
<td>Mr. Snyder</td>
<td>200/130</td>
<td>843.574.6364</td>
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<td></td>
<td>(S-Z)</td>
<td>Mr. Long</td>
<td>200/119</td>
<td>843.574.6673</td>
</tr>
<tr>
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<td></td>
<td>Ms. Hanner</td>
<td>B/186</td>
<td>843.899.8053</td>
</tr>
<tr>
<td>Occupational Therapy Assistant</td>
<td></td>
<td>Ms. Crawford</td>
<td>630/232</td>
<td>843.574.6900</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Ms. Hanner</td>
<td>630/228</td>
<td>843.574.6563</td>
</tr>
<tr>
<td>Pharmacy Technician</td>
<td></td>
<td>Ms. Snipe</td>
<td>630/230</td>
<td>843.574.6481</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Ms. Geddis</td>
<td>630/102B</td>
<td>843.574.6413</td>
</tr>
<tr>
<td>Physical Therapist Assistant</td>
<td></td>
<td>Ms. Fischer</td>
<td>630/206B</td>
<td>843.574.6480</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Dr. Bondurant</td>
<td>630/202A</td>
<td>843.574.6091</td>
</tr>
<tr>
<td>Radiologic Technology</td>
<td></td>
<td>Ms. Harrington</td>
<td>630/206D</td>
<td>843.574.6077</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Ms. Benton</td>
<td>630/102C</td>
<td>843.574.6191</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Ms. Harrington</td>
<td>630/206D</td>
<td>843.574.6077</td>
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<tr>
<td>Respiratory Care</td>
<td></td>
<td>Dr. Kerwin</td>
<td>B/186A1</td>
<td>843.899.8011</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Ms. Hobbs</td>
<td>B/186A2</td>
<td>843.899.8086</td>
</tr>
<tr>
<td>All other questions for Health Sciences should be directed to Administrative Assistant</td>
<td></td>
<td></td>
<td>630/206</td>
<td>843.574.6255</td>
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<tr>
<td><strong>HUMANITIES AND SOCIAL SCIENCES AND ASSOCIATE IN ARTS, TRANSFER</strong></td>
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<tr>
<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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<tr>
<td>Main Campus</td>
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<td>Berkeley Campus</td>
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<td>Palmer Campus</td>
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<tr>
<td>Mount Pleasant Campus</td>
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</tbody>
</table>
Program | First Letter of Student's Last Name | Advisor | Campus or Bldg./Rm. | Phone
--- | --- | --- | --- | ---
INDUSTRIAL TECHNOLOGY – MAIN | | | | 
Air Conditioning/Refrigeration Mechanics | (A-L) | Mr. Baker | 800/801F | 843.574.6182
Automotive Technology | (A-L) | Mr. Varella | 800/801L | 843.574.6184
Horticulture Technology and Certificates | (A-L) | Mr. Berlaski | 620/108 | 843.574.8278
Industrial Maintenance Mechanics | (M-Z) | Mr. Perkins | 800/801K | 843.574.6577
Machine Tool Technology | (A-L) | Mr. Stallsmith | 400/101 | 843.574.6530
Welding | (M-Z) | Mr. Stokes | 400/101B | 843.574.6179

INDUSTRIAL TECHNOLOGY – BERKELEY | | | | 
Cosmetology–Associate Degree and Certificate | (A-L) | Ms. Cotton | 843.574.6131 | 843.899.8008
Cosmetology–Nail Associate Degree and Certificate | (M-Z) | Ms. Gottemoeller | B/166A | 843.899.8033

INDUSTRIAL TECHNOLOGY – PALMER | | | | 
Cosmetology–Esthetics Associate Degree and Certificate | Ms. Norman | P/161A | 843.722.5503
Cosmetology–Nail Technology Associate Degree and Certificate | Ms. Gottemoeller | P/161B | 843.937.5356

LAW-RELATED STUDIES | | | | 
Division of Law-Related Studies office | | | | 843.574.6890
Criminal Justice | (A-G) | Mr. Williams | 200/216 | 843.574.6897
(H-M) | Mr. Allen | 200/210 | 843.574.6893
(N-S) | Mr. Whitaker | 200/201 | 843.574.6835
(T-Z) | Ms. Childs | 200/209 | 843.574.6949
Homeland Security Management | Mr. Williams | 200/216 | 843.574.6897
Paralegal Associate Degree | (A-L) | Ms. Utsey | 200/212 | 843.574.6892
(M-Z) | Mr. Bowler | 200/204 | 843.574.6894
Paralegal Certificate | Ms. Utsey | 200/212 | 843.574.6892

NETWORK SYSTEMS MANAGEMENT | | | | 
Network Systems Management | (A-D) | Mr. Richburg | 920/602N | 843.574.6608
(G-K, T-Z) | Mr. Browning | 920/602Q | 843.574.6471
(L-N) | Ms. Davis | 920/602P | 843.574.6951
(O-R) | Ms. Schupbach | 920/602A | 843.574.6677
(E, F, S) | Mr. Woodside | 920/602M | 843.574.6606

NURSING | | | | 
Pre-nursing Students | | | | 835.574.6169
Dale Barnett | | | | 970/105E

Current Nursing Students (New and Current)

Please review the information posted in the student nursing portal.

Main Campus | | | | 843.574.6138

SCIENCE AND MATHEMATICS AND ASSOCIATE IN SCIENCE, TRANSFER

Please call your assigned Associate in Science (A.S.) advisor. Transfer students are assigned advisors by the Orientation Center staff. (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.

Main Campus | | | | 843.574.6015
Berkeley Campus | | | | 843.899.8077
Palmer Campus | | | | 843.722.5532

THE LEARNING CENTER | | | | 843.574.6409
Developmental Studies | Main | 920/211
Berkeley | B/166D | 843.899.8115
Palmer | P/226 | 843.722.5516

UNDECIDED STUDENTS | | | | See page 13.
Main Campus | (A-C) | Mr. Morea | 410/210 | 843.574.6131
(D-G) | Ms. McNaughton | 410/210 | 843.574.6131
(H-K) | Ms. McCall | 920/211 | 843.574.6131
(L-O) | Mr. Orgel | 410/210 | 843.574.6131
(P-R) | Ms. Smalls | 410/210 | 843.574.6131
(S-U) | Ms. Rivers | 410/210 | 843.574.6131
(V-Z) | Ms. Middleton | 410/210 | 843.574.6131
Berkeley Campus | (A-M) | Ms. Bland | 843.899.8008
Palmer Campus | (A-M) | Mr. Ashby | 226 | 843.722.5516
(N-Z) | Ms. Mouzon | 226 | 843.722.5516

22
Open Advising/Registration Day May 23

On May 23 staff will be in the buildings listed below to assist you in locating an academic advisor. (See pages 19-22 to determine which department a particular program falls under.) Mount Pleasant Campus students can check in at the Reception Area for advisor locations or call 843.958.5810.

<table>
<thead>
<tr>
<th>Program</th>
<th>Campus or Bldg./Rm.</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting</td>
<td>200/102</td>
<td>843.574.6252</td>
</tr>
<tr>
<td>Aircraft Maintenance</td>
<td>B/166K</td>
<td>843.899.8036</td>
</tr>
<tr>
<td>Aircraft Assembly</td>
<td>920/816D</td>
<td>843.820.5004</td>
</tr>
<tr>
<td>Aircraft Avionics Technology</td>
<td>B/166H</td>
<td>843.899.8028</td>
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<tr>
<td>Associate in Arts</td>
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<tr>
<td>Main Campus</td>
<td>100/111</td>
<td>843.574.6034</td>
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<tr>
<td>Berkeley Campus</td>
<td>B/109</td>
<td>843.899.8048</td>
</tr>
<tr>
<td>Palmer Campus</td>
<td>P/102</td>
<td>843.722.5535</td>
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<tr>
<td>Associate in Science</td>
<td></td>
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<tr>
<td>Main Campus</td>
<td>300/303</td>
<td>843.574.6015</td>
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<td>Berkeley Campus</td>
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<td>843.899.8077</td>
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<tr>
<td>Palmer Campus</td>
<td>P/156</td>
<td>843.722.5535</td>
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<tr>
<td>Administrative Office Technology</td>
<td>100/177</td>
<td>843.574.6931</td>
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<td></td>
<td>200/135</td>
<td>843.574.6146</td>
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<td>Business and Management</td>
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<td>Main Campus</td>
<td>200/102</td>
<td>843.574.6252</td>
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<td>Palmer Campus</td>
<td>P/102</td>
<td>843.722.5535</td>
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<tr>
<td>Community, Family and Child Studies</td>
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<td>Main Campus</td>
<td>200/150</td>
<td>843.574.6529</td>
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<td>Computer Information Systems</td>
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<td>Main Campus</td>
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<td>Palmer Campus</td>
<td>P/249</td>
<td>843.722.5524</td>
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<td>Cosmetology</td>
<td>B/186W</td>
<td>843.899.8088</td>
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<td>Culinary Institute of Charleston</td>
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<tr>
<td>Culinary Arts, Palmer Campus</td>
<td>P/183C</td>
<td>843.820.5090</td>
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<td>Culinary Arts, Main Campus</td>
<td>920/120B, E, F, G, H, I, J, K</td>
<td>843.820.5090</td>
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<tr>
<td>Hospitality/Recreation Management</td>
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<td></td>
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<tr>
<td>Main Campus</td>
<td>920/120F, J, L, N</td>
<td>843.820.5090</td>
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<tr>
<td>Hospitality/Tourism Management</td>
<td>P/183B</td>
<td>843.820.5090</td>
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<tr>
<td>Design and Construction</td>
<td>800/801</td>
<td>843.574.6156</td>
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<tr>
<td>Early Care and Education</td>
<td>200/150</td>
<td>843.574.6529</td>
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<tr>
<td>EMT-Paramedic</td>
<td>P/214A</td>
<td>843.722.5533</td>
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<tr>
<td>Engineering Technology</td>
<td>800/801</td>
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<td>Environmental Technology</td>
<td>300/310</td>
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<td>Esthetics</td>
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<td>Palmer Campus</td>
<td>P/161A</td>
<td>843.722.5503</td>
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<td>Film and Media Arts</td>
<td>950/231</td>
<td>843.574.6852</td>
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<tr>
<td>Health Sciences</td>
<td>630/206</td>
<td>843.574.6255</td>
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<tr>
<td>Horticulture Technology</td>
<td>620/108</td>
<td>843.574.6278</td>
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<tr>
<td>Human Services</td>
<td>200/150</td>
<td>843.574.6529</td>
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<tr>
<td>Industrial Technology</td>
<td>800/801</td>
<td>843.574.6156</td>
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<tr>
<td>Law-Related Studies</td>
<td>200/208</td>
<td>843.574.6890</td>
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<tr>
<td>Massage Therapy</td>
<td>P/214D</td>
<td>843.722.5542</td>
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<tr>
<td>Nail Technology</td>
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<tr>
<td>Berkeley Campus</td>
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<td>Palmer Campus</td>
<td>P/161B</td>
<td>843.937.5536</td>
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<tr>
<td>Network Systems Management</td>
<td>920/602A</td>
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<td>843.574.6608</td>
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<td>Nondegree</td>
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<td>Orientation Centers or Registrar's offices</td>
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<td>on Main and Berkeley campuses, in the</td>
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<tr>
<td>Orientation Center at Palmer Campus,</td>
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<tr>
<td>and at the Reception Desk at Mount Pleasant</td>
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<td>Campus</td>
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<td>Nursing</td>
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<tr>
<td>Main Campus</td>
<td>970/105</td>
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<td>Palmer Campus</td>
<td>P/106A</td>
<td>843.722.5545</td>
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<td>The Learning Center (Developmental Studies</td>
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<td>courses)</td>
<td>920/211</td>
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<tr>
<td>Berkeley Campus</td>
<td>B/141</td>
<td>843.899.8087</td>
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<td>Palmer Campus</td>
<td>P/226</td>
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<td>Undecided</td>
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<td>Main Campus</td>
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<td>843.899.8079</td>
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<td>Palmer Campus</td>
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<td>843.722.5516</td>
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<tr>
<td>Veterinary Technology</td>
<td>B/186A1</td>
<td>843.899.8011</td>
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<tr>
<td>Visual Arts</td>
<td>500/122</td>
<td>843.574.6852</td>
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<tr>
<td>Welding</td>
<td>400/101</td>
<td>843.574.6139</td>
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</table>

B = Berkeley  P = Palmer  100, 200, etc. = Main Campus
Get Involved!

Enrich your learning experience by participating in one of 35 TTC student organizations. These organizations offer academic, professional and community activities. Student and organization achievements are recognized annually at the Awards Day ceremony. Call the Student Activities office at 843.574.6012 for more information.

- Alpha Mu Gamma
- Association of Information Technology Professionals
- Campus Crusade for Christ
- 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
- Vet Tech Club
- Visual Arts Club

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.

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

*Mount Pleasant Campus
Monday-Thursday • 8 a.m.-6 p.m.
Friday • 8 a.m.-1 p.m.
843.574.6122
*Students must first order online; delivery will be made to Mount Pleasant Campus for pickup.

Student Resources

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. Tangela Smalls 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. Tangela Smalls can be reached at Trident Technical College Main Campus, Bldg. 900/Rm. 134, or 843.574.6208. Please contact her to report any Title IX violations, or if you have any questions and/or concerns. Pam Brown is the student coordinator for the college’s ADA, Section 504 (Rehabilitation Act), and Titles VI and VII (Civil Rights Act). Please contact her if you have questions or need information concerning the ADA, Section 504, Titles VI and VII, alternate communication methods, and services for students with disabilities. Pam Brown can be reached at Trident Technical College Main Campus, Bldg. 410/Rm. 210J, or 843.574.6246 or TTY 843.574.6351.

Support for Students with Disabilities

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

Sexual Harassment

TTC’s Sexual Harassment and Related Unprofessional Conduct policy and procedure are available in the campus libraries and in the offices of vice presidents, deans and directors. For more information, read the Catalog, Student Handbook or contact Tangela Smalls, Main Campus, Bldg. 900/Rm. 134, 843.574.6208.

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 who have questions or need information concerning the ADA, Section 504, Titles VI and VII, alternate communication methods, and services for students with disabilities. Pam Brown can be reached at Trident Technical College Main Campus, Bldg. 410/Rm. 210J, or 843.574.6246 or TTY 843.574.6351.

Support for Students with Disabilities

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

Sexual Harassment

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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.

620 Horticulture Building
630 Health Sciences Building
640 Music Building
700 Engineering Technology Building
800 Industrial Technology Building
900 Administration Building
910 Continuing Education Center
920 Complex for Economic Development
940 Administration and Training Building
950 TTC Bookstore
970 Nursing and Science Building

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

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

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

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

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

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. Please visit www.ttconline.college.com.

D2L Access

Students gain access to D2L approximately one week before the first day of class. During this time, you can check your D2L email and the My Home Announcements, and watch D2L student tutorial videos. Students gain access to D2L courses at 1 a.m. the day before the term starts. Click on the envelope icon ("Email Alert") in the top white banner to read D2L emails that your instructors may have sent. Also please read and follow any directions outlined in the Course Announcements widget per each course. You can access D2L from my.tridenttech.edu.

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.

Help Desk

For help with:
- D2L
- my.tridenttech.edu portal
- my.tridenttech.edu email
- TTC Express

www.tridenttech.edu/onlinehelp.htm
843.574.6WWW

For help with:
- TTC Online College
TTCOnlineCollege@tridenttech.edu
www.TTCOnlineCollege.com
843.574.6002

Key to Understanding Class Modes

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.
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_Summer2017.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 $1,140.00* 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 Spring 2017. 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.