

Name: \_\_\_\_\_

*Get a*  
**Smart Start**  
*On Your College Career*

# Early Admit Application

TTC's **SmartStart Early Admit** program allows eligible juniors and seniors to earn college credit while still in high school. High school students taking TTC courses through the Early Admit program will receive TTC credit for the courses they successfully complete but will not receive credit toward their high school graduation.



TRIDENT TECHNICAL COLLEGE

[www.tridenttech.edu](http://www.tridenttech.edu)

## Student Information

The following information will be kept by the Early Admit office for tracking purposes.

Name \_\_\_\_\_  
Last First Middle Initial

Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Email \_\_\_\_\_ Gender \_\_\_\_\_ Race \_\_\_\_\_

Date of Birth \_\_\_\_\_ Age \_\_\_\_\_

Name of Next of Kin \_\_\_\_\_  
Last First Middle Initial

Relationship \_\_\_\_\_ Email \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Address \_\_\_\_\_

High School Attending \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

### 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 [http://www.tridenttech.edu/start/registrar/ad\\_FERPA.htm](http://www.tridenttech.edu/start/registrar/ad_FERPA.htm) for more information regarding FERPA and how TTC complies with the law.

### 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 <http://www.tridenttech.edu/about/departments/safety/> for information concerning: 1) crime prevention policies; 2) crime and related statistics; 3) TTC's sexual assault policy.

**For TTC use only**  
\_\_\_\_ND \_\_\_\_AA

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.

**Early Admit Application**

**(Complete fully. Incomplete information will delay your application.)**

\*Social Security Number \_\_\_\_\_

Prefix:  Mr.  Ms.

Name \_\_\_\_\_  
Last First Middle Initial Suffix

Address \_\_\_\_\_  
Street or P.O. Box Apt. No. City State Zip Code County

Home Phone (\_\_\_\_) \_\_\_\_\_ Work Phone (\_\_\_\_) \_\_\_\_\_ Work Ext. \_\_\_\_\_

Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_  
Month Day Year

**Ethnicity** Are you Hispanic/Latino?  Yes  No

Please check any additional descriptions that characterize your race:

- American Indian or Alaska Native  Asian  Black or African American
- Native Hawaiian or other Pacific Islander  White

**Start Semester**  Fall  Spring  Summer Year 20 \_\_\_\_\_

**Residency**

*Tuition is based on residency. TTC determines residency based on S.C. law and Commission on Higher Education regulations. Documents may be required for proof of residency.*

\_\_\_\_/\_\_\_\_ **Length of time living in United States**  
yrs. mos.

\_\_\_\_/\_\_\_\_ **Length of time living in South Carolina**  
yrs. mos.

\_\_\_\_/\_\_\_\_ **Length of time living in tri-county area (Berkeley, Charleston, Dorchester counties)**  
yrs. mos. **Which county?** \_\_\_\_\_

Yes  No Are you a dependent of a permanent, full-time employee in Berkeley, Charleston or Dorchester counties? **State his/her name and your relationship** \_\_\_\_\_

Yes  No Are you a dependent of active duty military stationed in Berkeley, Charleston or Dorchester counties? **State his/her name and your relationship** \_\_\_\_\_

What is your state of legal residence? (Not your birthplace) \_\_\_\_\_

Yes  No U.S. citizen? If no, country of origin \_\_\_\_\_

Yes  No Immigrant with permanent residency status (If yes, submit INS card with application.)

Yes  No Visa/Passport (If yes, submit with application) \_\_\_\_\_  
Type Expiration Date

**Emergency Contact**

Name of person to contact in case of emergency \_\_\_\_\_ Phone Number (\_\_\_\_) \_\_\_\_\_

**High School Information**

High School \_\_\_\_\_

Governing Homeschool Association \_\_\_\_\_

High School Governing Homeschool Association Address \_\_\_\_\_

Anticipated Date of Graduation \_\_\_\_\_

*\*Required*

**Information Release**

Do you give permission for the College to release directory information relative to your enrollment (per the Family Educational Rights and Privacy Act of 1974)?  Yes  No

**For information regarding the Early Admit Application process contact:**

Trident Technical College • School and Community Initiatives, HSP-M • P.O. Box 118067 • Charleston, SC 29423-8067

Telephone 843.574.6061; 843.574.6978

Fax 843.574.6489

www.tridenttech.edu

## To Be Completed by High School or Governing Homeschool Authority

Student must have qualifying test scores on one of the following:

ACT English \_\_\_\_\_ Math \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_  
month year SAT Critical Reading \_\_\_\_\_ Math \_\_\_\_\_ Writing \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_  
month year

TTC COMPASS Which TTC campus? Main \_\_\_\_\_ Berkeley \_\_\_\_\_ Palmer \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_  
month date year  
\_\_\_\_\_ WRTG \_\_\_\_\_ READ \_\_\_\_\_ PALG \_\_\_\_\_ ALG \_\_\_\_\_ CALG \_\_\_\_\_ TR

TTC ACCUPLACER Which TTC campus? Main \_\_\_\_\_ Berkeley \_\_\_\_\_ Palmer \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_  
month date year  
\_\_\_\_\_ SS \_\_\_\_\_ READ \_\_\_\_\_ ARITH \_\_\_\_\_ EALG \_\_\_\_\_ CLM

Early Admit student may enroll in any TTC course for which he/she is eligible. These courses will not be counted toward high school graduation.

Principal/Guidance Counselor or Homeschool Authority (Please Print)

High School or Homeschool Accountability Group

Principal/Guidance Counselor or Homeschool Authority Signature

High School or Homeschool Accountability Group Address

To enroll in additional TTC courses while in high school, submit the Dual Credit or Early Admit Update form, which can be found at [www.tridenttech.edu](http://www.tridenttech.edu) > Get Started > High School Students. To enroll in additional TTC courses after high school, submit a Student Major Update request through [my.tridenttech.edu](http://my.tridenttech.edu) under TTC Express for Credit Students > Academic Profile > Student Change of Major or contact the Registrar's office at 843.574.6129.

## To Be Completed by Student

As a Trident Technical College Early Admit student, I certify that I have read the application insert, understand and agree:

I am responsible for adhering to all TTC policies and procedures, which can be accessed at [www.tridenttech.edu](http://www.tridenttech.edu).

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

TTC will release my educational records regarding courses taken through the Early Admit program to my parent/guardian.

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

Student Name (Please Print)

Social Security Number (Required)

Date

Student Signature

## To Be Completed by Parent/Guardian

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

*As a parent/guardian, I certify that I have read the application insert in its entirety and understand the **responsibilities and financial obligations** of a student enrolled in Trident Technical College's Early Admit program.*

*I understand and agree with the educational placement of this student in TTC's Early Admit program.*

Parent/Guardian Signature

Date

# EARLY ADMIT STUDENT RESPONSIBILITIES

TTC's **SmartStart Early Admit** program allows eligible juniors and seniors to earn college credit while still in high school. High school students taking TTC courses through the Early Admit program will receive TTC credit for the courses they successfully complete but will not receive credit toward their high school graduation.

You are responsible for being informed of all TTC policies and procedures included in the Student Handbook, which may be accessed at [www.tridenttech.edu](http://www.tridenttech.edu) > Student Resources > Student Life. College regulations will not be waived because you plead ignorance of established policies and procedures. If you are unsure of any procedure, you should seek help or clarification by calling TTC's Division of School and Community Initiatives at 843.574.6061 or 843.574.6312.

## TESTING

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

Berkeley Campus	Rm. 111	843.899.8079
Main Campus	Bldg. 410/Rm. 202	843.574.6410
Mount Pleasant Campus	Rm. 143B	843.958.5810
Palmer Campus	Rm. 226	843.722.5516
St. Paul's Parish Site	Rm. 100A	843.323.3800
Dorchester QuickJobs Training Center	Rm. 102	843.574.2591

**Please note:** *High school students are permitted to test twice during a semester. Students who do not achieve qualifying test scores by the second attempt must wait at least one semester before testing again. For sample ACCUPLACER test questions, visit <http://accuplacer.collegeboard.org/students/>. **Qualifying COMPASS test scores will still be accepted.***

## CLASS ATTENDANCE POLICY

Prompt and regular attendance is your responsibility. You are responsible for all material covered and all assignments made in class. Any time you are absent from a class, laboratory or other scheduled event, it is your responsibility to make satisfactory arrangements for any make-up work permitted by the instructor.

An absence is defined as nonattendance for any reason, including illness, emergency or official leave. If you arrive late for class, you may not be allowed into the classroom and may be considered absent for that period. If you leave before the instructor dismisses class, you also may be considered absent. All class sessions are important. Any time you miss a class, you increase your risk of making a failing grade.

If you are taking a class at the college, you will be expected to adhere to the college's calendar at [www.tridenttech.edu](http://www.tridenttech.edu). Holidays or breaks that may appear on your high school calendar may not coincide with the holidays and breaks at TTC. You will be expected to attend class whenever classes are in session.

If you quit attending or participating in class and do not officially withdraw by the published withdrawal date for each semester, you will receive a grade of F. Your instructor cannot assign a grade of W. **If you wish to withdraw from a course, it is your responsibility to follow the appropriate withdrawal procedure.**

## COURSE WITHDRAWAL POLICY

After the Drop/Add period, you may withdraw from a course through the Registrar's office. Refunds are prorated according to the TTC refund policy outlined at [www.tridenttech.edu](http://www.tridenttech.edu) > Pay For College > Tuition and Payment. **You may be responsible for the cost of a portion or full amount of tuition associated with the withdrawn course.** The last day to withdraw from a course and receive a grade of W is published in the TTC academic calendar at [www.tridenttech.edu](http://www.tridenttech.edu).

**It is the student's responsibility to initiate the proper paperwork to withdraw from class(es). Failure to do so will result in the grade of F on the student's permanent academic record. A decision not to attend does not constitute withdrawal from a course. If a student withdraws, the grade of W will be entered on the academic record. This grade will not affect the TTC GPA.**

## TRANSFERABILITY OF COURSES

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

## SERVICES FOR STUDENTS WITH DISABILITIES

A high school IEP or 504 Plan will not be sufficient for accommodations for TTC courses. To request accommodations due to a disability (either as a student or when taking a college placement test), students must contact TTC's Services for Students with Disabilities at 843.574.6303. TTY (Hearing Impaired) call 843.574.6351.

## ADMISSION AND REGISTRATION

Qualified students who wish to participate in the Early Admit program must:

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

## TUITION AND FEES

**Students taking courses through the Early Admit program are responsible for the cost of the tuition and books unless otherwise directed by the high school.** Tuition and fees can be reviewed online at <http://www.tridenttech.edu/pay/cost/index.htm>.

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

**Need-Based scholarships** may be available for high school students who qualify for free- or reduced-lunch programs and maintain a GPA of 2.0 or higher. Verification of a student's free- or reduced-lunch status must be provided by the high school guidance counselor or school administrator. Homeschool students who wish to apply for the need-based scholarships should contact the Division of School and Community Initiatives.

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

## BILLING

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

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

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

## COMMUNICATION TOOLS

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

### **For information regarding the Early Admit application process contact:**

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