

TABLE OF CONTENTS

Welcome from the President.....	2
About this Handbook.....	3
Bridge Program Academic Policies and Procedures.....	4
Tri-County Technical College Student Code of Conduct.....	6
Bridge to Clemson Policies and Regulations at Highpointe.....	6
Formal Hearing Procedures for Student Misconduct.....	14
Services, Activities, and Programs for Bridge Students.....	15
Transitioning from Tri-County to Clemson University.....	19
Withdrawal Procedure for Bridge Students.....	21
Please Ask for Help.....	21
Contact Information.....	22

WELCOME FROM THE PRESIDENT

Dear Students,

Welcome! We are pleased you chose the Bridge to Clemson program at Tri-County Technical College as your first step in pursuing a degree from Clemson University. Our goal is to provide you with an outstanding educational experience that will prepare you for a successful transition to Clemson for your sophomore year. You are our sixth Bridge class, and we wish you the same success that many others before you have experienced.

While you are with us this year, we hope you'll take advantage of all we have to offer to enrich your educational experience. We aren't just a place to take classes – we also have a variety of student organizations and activities, athletics, and cultural opportunities. We hope we'll see you cheering on the Hawks, enjoying our festivals, and getting involved in the Student Government Association (SGA) or one of our many other student clubs!

Throughout the year, please be quick to seek assistance when and if you need it. That's why we are here, so don't hesitate to ask any of us for help. We have a wealth of programs and services to assist you, such as academic advising, tutoring, career planning, and transfer counseling.

As your president, I promise to do all I can to help you be successful in the journey ahead. Please call on me if I can ever be of assistance.

Best wishes,

Ronnie L. Booth, President
Tri-County Technical College

ABOUT THIS HANDBOOK

Welcome to the Bridge to Clemson University (Bridge) program. You have been invited by Clemson University (Clemson) to participate in this unique freshman-year program. Bridge is designed to 1) prepare you academically for continued education at Clemson and 2) connect you to Clemson services and programs while enrolled at Tri-County Technical College (Tri-County).

Because you will be enrolled at Tri-County this year, you may participate in any activity or program available to Tri-County students. Additionally, you are expected to comply with all Tri-County policies and procedures. We urge you to read and become familiar with the Tri-County catalog, as it covers all College policies and provides information on financial aid, academic policies and procedures, academic support, counseling services, and student life. The Student Code for South Carolina Technical Colleges is included in Appendix 4; the code applies to all Tri-County students, including Bridge students. We urge you to review and become familiar with the Student Code.

As a Bridge student, you also need to be aware of the unique policies and procedures relating specifically to the Bridge program. The purpose of this handbook is to provide you with Bridge-specific information, policies and procedures not included in the Tri-County catalog. Please use it to familiarize yourself with the expectations and policies applicable to you and the services available to you as a Bridge student. Remember to use the Tri-County and Clemson catalogs and all of the other resources available to you as a Tri-County and Bridge student. Collectively, these resources will provide you with the information you will need for a successful freshman year and smooth transfer to Clemson.

We wish you complete success during your freshman year at Tri-County. If you have any questions about the Bridge program or about Tri-County in general, please ask. If you have a question and don't know who to ask, the contact information listed on the last page of this handbook is a good place to start. We are all here to help.

POLICY FOR COMMUNICATING WITH BRIDGE STUDENTS

Email is the primary method of official communication used by Tri-County, Clemson and Bridge Program faculty and staff. Please read your email daily. Failure to check your email on a daily basis may result in you missing vital messages from faculty and staff. The policy of both Tri-County and Clemson is to send official communication to students at their official College and University email addresses only. Students are therefore strongly encouraged to refrain from forwarding their email to a third-party address. This will prevent the potential occurrence of important emails not reaching the third-party email address.

BRIDGE PROGRAM ACADEMIC POLICIES AND PROCEDURES

Requirements for Admission to Clemson through the Bridge Program

The Clemson admissions staff reviews the Tri-County transcript of each Bridge student to determine if the student has satisfied the minimum Bridge academic standards required for admission to Clemson. As part of the review, a Bridge-specific GPA and earned credit hours summary is calculated for each student. In order to meet the minimum Bridge academic standards required for admission to Clemson, you must earn a 2.5 GPA and 30 transferable semester credit hours at Tri-County after high school graduation. The following standards are used to calculate a Bridge student's Bridge GPA and earned credit hours:

- 1) The grades and credit hours used in the calculation of a student's Bridge GPA and earned credit hours are limited to those Tri-County courses:
 - a) listed in the *Bridge Course Equivalency and General Education Guide* and/or the *Clemson Transfer Credit Equivalency List (TCEL)* as transferring to Clemson as a Clemson course equivalent or elective course
and
 - b) completed during the Bridge year (one or more of the summer sessions after high school graduation, fall semester, spring semester and one or more of the summer sessions following the spring semester)
- 2) Grades and/or credit hours not used in the calculation of the student's Bridge GPA and credit hours earned are those courses:
 - a) completed at any two-year or four-year college or university during high school (including at Tri-County)
or
 - b) designated by Clemson as "no credit transferrable" (NCT)
or
 - c) for which credit was awarded based on AP and/or IB examination scores
- 3) If a Bridge student chooses to repeat a Tri-County transferrable course, the highest grade earned in the course is used in the calculation of the student's Bridge GPA. Credit hours earned for the same course are awarded only once.

If you do not meet the Bridge academic requirements at the conclusion of the spring semester, you have the option of enrolling in summer school courses at Tri-County in order to satisfy the Bridge academic requirements by the conclusion of Tri-County's summer sessions A or C. **While attending summer school is an option, you are strongly encouraged to complete the Bridge academic requirements at the conclusion of the spring semester. This will ensure a timely and smooth sophomore-year transition to Clemson with regard to fall course registration and financial aid processing.**

Students who complete the Bridge academic requirements no later than the conclusion of Tri-County's summer session A or C will not be required to complete the Clemson transfer application process. Students who do not meet Bridge academic requirements by the conclusion of Tri-County's summer session A or C may apply for transfer admission for a future term of enrollment beginning with the spring semester following the Bridge year.

If you choose to attend summer school at Tri-County to fulfill Bridge academic requirements, you are strongly encouraged to live in Clemson summer school housing. Living in Clemson summer housing allows you to take advantage of helpful Clemson resources, including the Cooper Library, the Academic Success Center and the CAT bus.

Transferability of Coursework

At Orientation, you received a copy of the *Bridge Program Guide to TCTC/CU Course Equivalencies, CU General Education Requirements and Academic Success Resources*. This guide outlines 1) the transferrable Tri-County courses in which Bridge students may enroll; 2) Clemson's general education requirements; 3) Clemson's Advanced Placement and International Baccalaureate credit policies and 4) Clemson and TCTC academic advising and student success resources. Please be advised that freshman-year course requirements will vary by major. Before enrolling in any course, you should do the following:

1. identify the major you intend to pursue at Clemson;
2. review the freshman-year course requirements for your major as outlined in the Clemson Undergraduate Announcements;
3. determine whether any AP, IB and/or dual enrollment credits you may have for college-level courses will satisfy any course requirements for your intended major;
4. review the Tri-County catalog for any mandatory pre-requisites for each required course;
5. and ensure each Tri-County course in which you enroll satisfies one or more general education and/or major-specific requirements for the intended major.

To make satisfactory progress towards completing the requirements for your intended major, you are strongly encouraged to enroll only in the equivalent courses appropriate for your intended major. Becoming knowledgeable about course equivalencies, Clemson major-specific requirements, and Bridge program requirements is your responsibility. You should limit your enrollment to courses listed in the *Guide to TCTC/Clemson Course Equivalencies, General Education Requirements and Academic Success Resources*. Refrain from enrolling in any courses that will not transfer to Clemson. Credits and grades earned in non-transferrable courses will not count towards satisfying Bridge academic requirements.

For the most up-to-date list of Clemson-Tri-County course equivalents, visit www.clemson.edu/admissions/undergraduate/transferring-credits/tcel.html

Official transcripts for any dual enrollment courses and official AP/IB test scores should be sent to Tri-County so that you can enroll in the appropriate courses at Tri-County

Grade of D

A grade of D represents the minimum passing grade for a course. Credit is awarded for a course in which a grade of D is earned. Because credit is awarded for any course in which a D is earned, the credits and grades will count towards meeting the 30-credit hour and 2.5 cumulative GPA Bridge academic requirements. Please be advised, however, that any credit hours earned for a course in which a D is earned will not transfer to Clemson. For example, if you successfully complete 30 credit hours at Tri-County with a cumulative 2.5 GPA but earn a D in a 3-credit course, you will be admitted to Clemson but only 27 credit hours will transfer to Clemson.

Calculating Your GPA

A worksheet has been created to assist you in calculating the GPA and credit hours you will need to earn to meet the Bridge academic requirements. This worksheet can be accessed on the Bridge website at www.tctc.edu/clemsonbridge. While your academic advisor can assist you with calculating your projected GPA, you are ultimately responsible for knowing the total number of credit hours and quality points you need to earn at Tri-County to meet Bridge academic requirements so that you will be eligible to matriculate at Clemson for the subsequent fall semester.

Repeating a Course

If you choose to repeat any course while enrolled at Tri-County, you may only receive credit for the same course once. The highest grade you earned in the course will be calculated in your GPA. For example, if you earn a D in a 3-credit course in the fall semester and repeat the same course in the spring semester and earn a C, the C will be calculated in your GPA and you will earn only 3 credit hours for the course. You may therefore need to take an additional 3-credit course in the spring semester to earn the 30 credit hours required.

Change of Major Request

During your Bridge year, you may change your intended Clemson major (excluding closed majors) by completing a Bridge change of major form. Due to enrollment limitations, some Clemson majors are closed to Bridge students.

Academic Advising

Academic advising is a strong component of the Bridge program. We encourage you to get to know your assigned Tri-County academic advisor and to meet with your advisor on a regular basis.

In addition to your assigned advisor, Clemson Bridge advisors are available to meet with Bridge students on specified days each week. The specific days and times are announced to Bridge students at the beginning of each semester. Academic advisors from the five academic colleges at Clemson also make regular visits to Tri-County. Email announcements of Clemson advisor visits are sent to all Bridge students.

TRI-COUNTY TECHNICAL COLLEGE STUDENT CODE OF CONDUCT

The Student Code for South Carolina Technical Colleges applies to all Tri-County Technical College students and can be found in Appendix 4 of the College catalog. This Code includes information regarding the general rights of students, student government and organizations, proscribed conduct, rules of student disciplinary procedure and sanctions, and procedures for hearings and appeals.

This Code applies to all Bridge students while on campus, while participating in College-sponsored events and activities, and while living in Bridge-designated housing. Students should review and become familiar with the TCTC Student Code.

BRIDGE TO CLEMSON POLICIES AND REGULATIONS AT HIGHPOINTE

Community living is one of the most important experiences for a first-year college student. Bridge students will live at Highpointe of Clemson, located approximately four miles from TCTC's campus and two miles from Clemson's campus.

The residential experience is designed to augment the academic environment and provide students with a safe and positive living experience. As all students have the right to expect an environment

that is conducive to study, sleep, and socialization, it is necessary for the College to have policies and procedures in place that serve as standards for community behavior. These policies are designed to protect individual and community rights, not to encumber students.

Students are held accountable for the information listed in this handbook as well as information noted in the *Tri-County College Catalog*. The standards of conduct noted in this section primarily relate to residential rules and regulations. However, please be aware that the conduct and policies listed in the *College Catalog* also apply to the residential community.

STAFF STRUCTURE

The Bridge to Clemson residential staff consists of:

Resident Advisors (RA): RAs are upper class Clemson students who live throughout the Bridge community and serve as a resource and guide for students. They are also present to assist with transition issues, roommate conflicts, and policy enforcement.

Resident Directors (RD): RDs are Clemson graduate students who live on site at Highpointe and provide supervision and support to the Resident Advisors.

Coordinator of Student Life (CSL): The on-site professional staff member oversees the day-to-day operations of the residential component of the Bridge to Clemson Program.

The staff is available to help you with any problems or concerns you may have related to housing or residential life. A member of the residence life staff (RD or an RA) will be on duty during evening and weekend hours to assist with any emergency situations.

POLICIES AND PROCEDURES FOR BRIDGE RESIDENTIAL COMMUNITY AT HIGHPOINTE OF CLEMSON:

Eligibility for Residency: All Bridge students are required to live in the Bridge to Clemson community at Highpointe unless they are commuting from their family's primary home in Anderson, Oconee, or Pickens County and have received an approved housing waiver.

Withdrawal or dismissal from the Bridge to Clemson Program or Tri-County Technical College cancels the lease agreement and students must vacate Bridge program housing at Highpointe.

Withdrawal from the Program, eviction from housing, or dismissal from the program does not waive the financial obligation to pay the total housing costs for the full academic year

Assignment of Space: The Bridge Program reserves the right to require an assignment location change or cancel a lease agreement for a student's failure to meet academic requirements or failure to comply with all Tri-County Technical College or Bridge to Clemson Program policies and regulations.

The Bridge Program reserves the right to require a resident to move to a different housing assignment when deemed necessary by the Bridge administration for reasons such as, but not limited to, maintenance or closure of an area, changes in programming, crisis or emergency situations, roommate conflicts, behavioral issues, or occupancy management needs.

Room change requests must be pre-approved by the Bridge Program staff. Failure to secure written permission prior to changing units and/or roommates may result in disciplinary action.

Appliances/Electrical Equipment: Residents may not alter or repair any electrical equipment or fixture provided. Defects in electrical equipment or wiring should be reported to Highpointe. If more than two appliances or two appliances with a cumulative wattage of more than 1500 watts are plugged into a single wall outlet, a U.L. approved power strip with a built-in circuit breaker should be used. Only one power strip per wall outlet and only two power strips per room are allowed. Extension cords must not be used in succession, or in conjunction with power strips. Extension cords shall not be used as a substitute for permanent wiring. Auxiliary heating or cooling sources such as kerosene or electric space heaters or window air conditioners are not allowed. Halogen lamps are not permitted. Mini fridges are not permitted in the apartment common space and should only be stored in bedrooms.

Balconies/Patios: Clothing, trash, and other items may not be hung from or left on the balconies or patios. No hammocks may be attached to walls or rafters. Only patio furniture will be allowed. Objects in violation may be removed without notice.

Bicycles/Motorcycles: Bicycles may be stored under the stairs in each building as long as they do not protrude into the walkway. Motorcycle owners must protect pavement from kickstand puncture marks during warm weather. Under no circumstances are motorcycles or mopeds to be parked in an apartment, the hallway, or on stairways, balconies, or patios. Bicycles and motorcycles in violation will be removed at owner's expense without notice.

Clubhouse: Students shall permit only their family members and guests if accompanied by the student to use the clubhouse and amenities. Failing to comply with or allowing family or guests to not comply with posted rules for the use of the clubhouse will not be permitted.

Disciplinary Action: Residents who violate the terms and conditions of the lease agreement or violate the policies and regulations of the Bridge program are subject to disciplinary action. Such action may include, but is not limited to, community service, restitution, fines, educational sanctions, other administrative sanctions, disciplinary probation, eviction from Bridge housing, dismissal from the Bridge Program, and/or suspension or expulsion from the College.

Disorderly Conduct: Students are expected to respect the rights, privileges, privacy, health and safety of all members of the community and to avoid behavior that infringes on these rights.

Display of Objects: The display of flags, banners, signs, or other objects from windows, doors, patios, and balconies is prohibited.

Failure to Comply: Students are expected to comply with all reasonable requests of the Bridge to Clemson Program staff (verbal, written or other) including but not limited to professional staff, resident directors, resident assistants, Highpointe staff, and/or security staff. Failure to respond to directives of staff who are acting within their official responsibilities or failure to present proper identification upon request may result in disciplinary action.

Firearms, Explosives, Fireworks, and Flammable Materials: The possession, storage, or use of firearms, air soft guns, pellet guns, explosives, fireworks, halogen lamps, incense, dangerous chemical mixtures, propelled missiles, or similar items is strictly prohibited.

Gate: A 24-hour staffed security gate will regulate traffic at the entrance of Highpointe when classes are in session.

Grills: Only gas and electric grills are allowed. Grills are allowed only on the patios and balconies. Grills in hallways are prohibited. This policy is subject to federal, state, and local laws and ordinances.

Guests and Visitation: The roommate's expectation of privacy, sleep and study take precedence over the privilege of a resident to have a guest. The host must have approval from his/her roommates to have a guest. Guests who are not approved by all residents of an apartment may be asked to leave Highpointe or the apartment by a resident of the apartment or a staff member.

Residents are responsible for the behavior of their guests and must be present for the duration of their visit and accompany guests at all times. It is the responsibility of the host to make sure that guests understand and abide by all Bridge to Clemson, TCTC, and Highpointe policies. If a guest is responsible for any violations, the hosting resident, as well as the guest, may be subject to disciplinary action.

Non-resident guests who stay overnight must be agreed upon by all roommates. Guests may not stay for more than 72 hours (3 consecutive days) and/or more than 10 total nights in a semester.

Members of the opposite sex are allowed to visit based on the self regulated visitation plan established in each apartment. The Self Regulated Visitation plan allows occupants of the same apartment to set visitation hours by mutual consent at the beginning of each year, whenever occupancy changes, or when one or more residents of the apartment decide it is necessary. The self regulated plan must be in accordance with all other guest and visitation regulations. Co-habitation is strictly prohibited; only residents assigned to a room or apartment may live there.

The Bridge to Clemson program reserves the right to restrict, alter or terminate visitation privileges when it is determined that these privileges are being abused or are not in the best interest of the residents' and/or the community.

Hallways/Breezeways: The outside hallways should be kept free of any obstructions that would hamper emergency response to a unit. The hallways may not be used as storage for bikes, furniture, etc.

Harassment: No student shall commit any act, verbal or physical, which has the intent or effect of unreasonably interfering with an individual's or group's educational or work performance which creates an intimidating, hostile, or offensive educational, work, or living environment.

Harm to Person: No student shall cause physical harm or threaten to cause physical harm to themselves or another person, nor shall any student take any action, which creates a danger to any person's health, safety, or personal well being.

Keys and Gate Passes: Keys are issued at the Bridge program office and must be returned when occupancy is terminated. If a key is lost or not returned upon move-out, or if a temporary key is not returned within the required time, the door lock(s) will be changed and new keys will be made. The resident will be responsible for the cost incurred. Keys should not be duplicated.

One gate pass will be issued per resident at the beginning of the academic year. Students are prohibited from loaning out their gate pass, giving it away or allowing non-residents of Highpointe to use it. Residents will be assessed a fee for lost or stolen gate passes.

Knowing Presence: As a member of the Bridge community, residents are expected to uphold the standards set by the Bridge program. The knowing presence in an area of Highpointe property where a policy violation is occurring is also subject to disciplinary actions.

Mail: All mail will be delivered to the mail kiosk located on site. Students should regularly empty mailboxes of all accumulating mail.

Noise and Courtesy Hours: Courtesy hours are in effect 24 hours a day. One of the best things to be learned from community living is a sincere respect and consideration for the rights and feelings of others. It is important to consider that all residents will need time to study, review class notes, and sleep. Loud noises from televisions, stereo equipment, musical instruments, automobiles, or motorcycles should be kept to a minimum at all times, and must not disturb others. No student, or guest, shall make or permit any disturbing noises in the buildings or permit any conduct by such persons that would interfere with the right to quiet enjoyment of other unit residents. As a general rule, if anyone in the living area is disturbed, it is too loud. Whenever a resident or staff member requests someone to be quiet, the loud student is obliged to comply. Students violating this policy are subject to disciplinary action.

Other Policies: The Bridge program reserves the right to prohibit any item deemed to be harmful, unadvisable, or not in the best interest of the residents or community. Addenda to these policies may be distributed and enacted as needed. All addenda become an extension or revision of these policies and/or its attached addenda, and therefore are binding on all Bridge program students and residents. Residents are required to know and comply with all policies and regulations contained within this contract and any attached addenda.

Parking/Vehicles: Parking in the “No Parking Zones,” fire lanes, landscaping or in a handicap parking space without a permit is prohibited. Boats, trailers of any type, mobile homes, and commercial vehicles are not permitted. Vehicles that cannot operate on their own power shall not be permitted. Unlicensed vehicles are not permitted. No vehicle washing or maintenance shall be done on the premises. Vehicles violating restrictions in this paragraph shall be removed at the owner’s expense without notice.

Pets: Pets are not permitted in Bridge-designated apartments. Non-poisonous fish are allowed in a ten-gallon or smaller tank. Students who violate the pet policy are subject to monetary fines by Highpointe property management.

Pool: The pool closes at 11:00pm. Glass containers and alcoholic beverages are not allowed in or around the pool. Only invited guests are allowed. Trash should be placed in designated bins and should not be left in or around the pool.

Property Loss and/or Personal Injury: Residents acknowledge that Highpointe property management and owners, the Bridge program, or Tri-County Technical College does not provide insurance for personal injury or personal property located in the apartment or otherwise stored or

located at Highpointe. Residents are encouraged to obtain insurance on such property for protection against theft, loss, or other casualty.

Property Damage: Damage or removal of Highpointe or Bridge property, including lights, shrubbery, signs, lights, property in clubhouse etc. is prohibited.

Reckless Driving: Reckless driving (i.e. speeding, tire squealing, etc.) and/or driving over landscaped areas is prohibited. Fines and fees for damage caused by such driving will be the responsibility of the party/parties involved. Residents engaging in such behavior will also be subject to disciplinary action.

Responsibility for Common Areas/Property: Residents are expected to take every precaution to assure that communal property is not abused.

Responsibility for Information: Residents are responsible for knowing and understanding all policy and procedural information disseminated through the Bridge program office.

Responsibility for the Room/Apartment: Residents are responsible for all items and behavior occurring within his/her assigned room/apartment.

Each resident is responsible for the upkeep of the room and for providing all cleaning supplies. Residents are responsible for removing waste materials in a proper manner, cleaning their rooms, and maintaining sanitary and safe conditions which are acceptable to Highpointe and the Bridge to Clemson program. The physical structure of the apartment and room may not be altered including painting or changing/adding door lock mechanisms. When students arrange furniture, it should be done in a way that does not create an obstacle that would make it difficult for fire or other personnel to enter or leave their room or apartment.

An Apartment Condition Report (ACR) will be completed by your Resident Assistant (RA) and will be on file in the Bridge office. You may review the ACR for your apartment and add any comments within 5 calendar days of move-in. At check-out, residents will be responsible for any condition not noted on the ACR. The resident is responsible for the condition of the assigned space and shall reimburse Highpointe for all damage to the space or damage to or loss of fixtures, furnishings, or properties furnished under the lease agreement. Damage in the living room or common space of the apartment will be split among all residents assigned to the apartment unless one or more residents take responsibility for the damage.

When occupancy is terminated, residents must follow proper check-out procedures. A staff member will inspect the area and assess for any damages. Any resident vacating housing without following this procedure will be charged an improper checkout fee and forfeit all right of appeals for associated damage assessments.

Right of Entry: Bridge to Clemson staff may enter rooms or apartment when any of the following conditions apply:

- 1) Reasonable suspicion that life or property may be in danger
- 2) Reasonable suspicion that College/Bridge policies or state/federal laws are being violated
- 3) Periodic health and safety inspections

Security: All residents are urged to lock their windows and doors. Residents agree and acknowledge that protection against criminal action is not within the power of property management or owner, nor the Bridge program, or Tri-County Technical College, and even if security services are provided, those services cannot be relied upon by the resident and shall not constitute a waiver of, or in any manner modify this agreement. Property management, owner, the Bridge program, or Tri-County Technical College, or its staff shall not be held liable for failure to provide adequate security services for criminal or wrongful actions by others against resident or guests.

Solicitation: There shall be no solicitation by any person anywhere in the complex for any cause, charity, or other purpose.

Student Conflict: The Bridge community is an opportunity for residents to learn how to confront conflict and other concerns. Students are to attempt to resolve conflicts with roommates and other residents. If these attempts are not successful, the student should contact the Resident Advisor. If a situation is not resolvable through these steps, the Resident Director or Coordinator of Student Life will assist with the process.

Substance Use: The Bridge to Clemson Program recognizes that the illegal and/or abusive use of alcohol or drugs by members of the community jeopardizes the safety of the individual and others and is not conducive to the academic learning process. Therefore, in order to maintain a healthy living and learning environment, the Bridge to Clemson program has implemented the following policies.

Drugs—The Bridge Program has a **zero-tolerance policy** for the illicit or unauthorized manufacture, use, possession, distribution or dispensation of legal or illegal drugs. Drug paraphernalia is also prohibited on Highpointe property. Being under the influence of drugs anywhere on Highpointe property or at a Bridge sponsored event is not permitted. At minimum, any student found in violation of the drug policy will be evicted from Bridge housing. Additional sanctions may include, but are not limited to, dismissal from the Bridge Program, and/or suspension or expulsion from the College.

Alcohol—The possession, display, and/or consumption of alcohol or alcohol paraphernalia in a Bridge apartment by residents and/or guests, both under and over 21, is strictly prohibited. Alcohol paraphernalia includes but is not limited to beer, wine or liquor bottles and/or cans, cardboard boxes or containers, beer pong tables, funnels, etc.

In an effort to help further define what constitutes an alcohol violation and create a comprehensive student conduct process, the following category levels have been established for violations of the Alcohol Policy.

Category I Violations:

- The purchase, possession, or consumption of alcoholic beverages or alcohol paraphernalia by those who are not of legal drinking age
- Alcohol paraphernalia regardless of purpose (use, decoration, or other purpose)
- The possession of a false identification card
- Allowing the possession or consumption of alcoholic beverages or paraphernalia by those who are and/or are not of legal drinking age in your assigned apartment/room

- Being present in an apartment or any area of Highpointe where alcohol is possessed and/or being consumed
- The possession or consumption of alcohol in the Clubhouse or at the Highpointe pool by a resident or the guest of a resident
- Visible intoxication on Highpointe property or at a Bridge sponsored event

Category II Violations:

- Hosting a party or gathering where alcohol is present
- Drunken misconduct (i.e. minor destruction of property, breaking of beer bottles, excessive noise, etc.) as a result of the use of alcohol
- Participation in drinking games or games associated with a drinking apparatus (i.e. luges, funnels, etc.)
- The use of alcoholic beverages as a prize in a contest, drawing, lottery, etc.
- The possession and/or usage of common sources of alcohol, including but not limited to kegs, party balls, or other large quantity containers.

Category III Violations:

- Driving under the influence of alcohol (as determined by College/Bridge staff or law enforcement)
- Extreme drunkenness (i.e. requiring medical attention, arrest, etc.)

Tobacco—Smoking, including e-cigarettes, is not permitted inside any apartment or in the breezeways. Cigarette butts should not be thrown in the flowerbeds and/or shrubs. All floor levels are responsible for keeping the landscape clean from cigarette butts. Fines will be assessed for cigarettes butts that are not disposed of properly. The possession and/or use of Hookah's on Highpointe property is strictly prohibited.

Tampering with Fire Equipment: Tampering with fire equipment, including alarms, smoke/ heat detectors, sprinklers and fire extinguishers, endangers the lives of others and is a serious offense. In addition to facing judicial sanctions, violators of these rules may be reported to local law enforcement officials.

Trash: All trash bags must be tied and placed in the dumpster. Under no circumstances may trash be left in the hallways, stairs, balconies/patios, or on the dumpster pad. Fines will be assessed by Highpointe management for placing trash outside apartment doors or otherwise disposing of trash improperly.

Vandalism: No student shall engage in willful or malicious destruction or defacement of property owned or operated by TCTC, the Bridge to Clemson program, Highpointe, students, faculty, staff, or administration. This includes, but is not limited to, physical destruction using paint or other materials or damage created by skateboards or rollerblades.

Water Bed: Water beds are strictly prohibited.

Winter Break: Residents are required to leave Highpointe property for the entire Winter Break beginning December 12th, 2011 through January 2nd, 2012. No resident should re-enter Highpointe for

any reason for any portion of time during this break. It is the student's responsibility to make arrangements in advance for the break regardless of extenuating circumstances. No exceptions will be made to this policy.

FORMAL HEARING PROCEDURES FOR STUDENT MISCONDUCT

In order that a student is provided due process and a fair hearing, the following procedures will be followed:

A. Initiation of Proceedings:

1. Alleged violations are presented in writing to the documented student and the designated Hearing Officer, appointed by the Coordinator of Student Life, who will serve as the investigating officer for the student conduct case.
2. The hearing shall be held within 14 business days of the date a student receives notification of the alleged violation; date and time to be established at the discretion of the Hearing Officer (extenuating circumstances can allow for an extension of this time frame at the discretion of the Hearing Officer, providing advance notice is given within the time period). Note: When numbers of days are specified herein, they shall be understood to exclude Saturdays, Sundays, holidays, College vacation days, and other days when the College is closed or holding classes.
3. The documented student shall be notified in writing regarding alleged violations and the date and place of the hearing via email.
4. When a student does not attend a scheduled hearing, a decision will be made by the Hearing Officer, based on the information available at the time of the scheduled hearing.

B. Conduct of the Hearing

1. Hearings shall be conducted on an informal basis. Student Conduct Hearings are not a court procedure but rather a fact finding meeting and every effort will be made to arrive at the truth and to ensure a fair hearing.
2. The hearing shall be closed to parties other than the documented student unless prior approval has been granted by and at the discretion of the Hearing Officer.
4. If the student admits to the alleged violations or if the Hearing Officer determines that the student is found in violation of the charges, mitigating circumstances and the student's conduct history in the Bridge program may be considered in the sanctioning process.
5. The student will be notified in writing within 5 business days after the conclusion of the case (case may involve meetings with multiple parties) that a decision has been made and their decision letter is ready to pick up.

C. Appeal Process

- A. A student who disagrees with a student conduct decision may appeal to the appellate officer outlined in the decision letter. Students wishing to appeal a decision must notify the appellate officer

within 2 business days of receipt of the decision letter. An administrator will not hear appeals of judicial sanctions until alleged violations have been adjudicated and sanctions determined by the Hearing Officer.

B. Appeals will be considered based upon one or more of the following reasons: 1) new information pertaining to the case can be produced; 2) the Hearing Officer's conclusion is not appropriate considering the evident information; 3) the imposed sanction is more severe than what is prescribed for the offense; or 4) due process as delineated above is not followed.

C. The Appellate Officer shall issue a written decision on the appeal within 5 business days from the date that the case is closed (case may involve meetings with multiple parties).

D. In cases that do not result in suspension from Bridge housing, the Bridge program or Tri-County Technical College only one level of appeal will be granted. Students must appeal to the appellate officer listed in the student conduct letter and may not circumvent a lower administrator by appealing directly to a higher administrator.

E. All sanctions (except those involving separation from the College) will be considered in full effect during the appeal process; that is, students will be expected to abide by and complete all sanctions throughout and in spite of the appeal process.

SERVICES, ACTIVITIES, AND PROGRAMS FOR BRIDGE STUDENTS

As a Tri-County student, you may participate in all organizations, activities, and services available to Tri-County students. Keep in touch with announcements and upcoming events on the eTC portal. As a Bridge student, you also have access to additional services at Highpointe and Clemson. Information regarding Bridge student services is described in the following sections.

Academic Success Services and Programs

Your academic success is of paramount importance to both Tri-County and Clemson. Therefore, both institutions provide free academic success services and programs designed to foster student academic success. We encourage you to take advantage of all these resources so that you increase your odds of being successful during your freshman year.

Learning Lab @ Tri-County: The Learning Lab, located in Oconee Hall (room 300), is available for students who need tutoring in mathematics or science or who could benefit from using supplementary materials in those disciplines, including instructional CDs and videotapes, textbooks, solution manuals, computer software. The Lab also offers graphing calculator assistance. For a current schedule of the Learning Lab hours, visit http://tctc.edu/Content/Student_Life_and_Services/Academic_Assistance/Learning_Lab.xml

Writing Center @ Tri-County: The Writing Center, located in Oconee Hall (room 202), is open to all Tri-County students, including those enrolled in online classes. Students can get help with writing assignments in any class, use the 16 computers for research and word processing, pick up handouts, get help with word processing issues, or study between classes. Students may make appointments for tutoring by 1) coming to the Writing Center, 2) calling 646-1367, or 3) emailing writingcenter@tctc.edu. Appointments are not required, but appointments take precedence over drop-ins. Hours for the Writing Center change each semester. For a current schedule for the Writing Center hours, visit http://tctc.edu/Content/Student_Life_and_Services/Academic_Assistance/Writing_Center.xml

Supplemental Instruction/Tutoring @ Bridge Student Success Center: Supplemental instruction (SI) and/or tutoring are provided for some of the more rigorous courses such as biology, chemistry, and math. Clemson upper-class students serve as SI leaders and tutors. These students have earned an A in the course and provide students with supplemental assistance related to the topics and material covered in class. We encourage you to take advantage of all available tutoring and supplemental instruction for the courses in which you are enrolled. The schedule for supplemental instruction and/or tutoring is emailed to students on a regular basis and available in the Bridge office at Highpointe.

Weekly Clemson Advisor Visits @ Tri-County: Clemson Bridge advisors are available to meet with you for advising throughout your freshman year and will continue to work with you after you enroll at Clemson. Additionally, advisors from each college at Clemson visit Tri-County each fall and spring semester to meet with Bridge students. You are encouraged to take advantage of this opportunity to discuss your academic plans with a Clemson advisor from your intended major.

Academic Success Center @ Clemson: The Academic Success Center (864-656-6452), located on the third floor of the Cooper Library on Clemson's campus, provides comprehensive academic programs and services to enhance student learning, including tutoring, academic skills workshops, and academic counseling. As a Bridge student, you may utilize any of these services. Visit www.clemson.edu/asc/ for more information about the services offered through the Academic Success Center.

Cooper Library @ Clemson: In addition to Tri-County's library, you can also access all of the services available to undergraduate students at Clemson's Cooper Library. Bridge students may check out books and other materials from the Clemson library with their Bridge student ID card. Visit www.lib.clemson.edu/ for more information about the services available at the Cooper Library.

Transportation and Parking

While classes are in session, transportation is provided Monday through Friday between Highpointe, Tri-County, and Clemson. Detailed transit information is provided to all Bridge students at the start of the fall semester and is also available in the Bridge office at Highpointe.

If you wish to drive your car to Clemson and/or Tri-County, you must obtain a parking decal. You may obtain a Tri-County parking decal at the Campus Safety office in Pickens Hall. To obtain a Clemson parking permit that will allow you to park in commuter lots at Clemson, visit www.clemson.edu/campus-life/campus-services/parking/parkingpermits/students.html. You may also obtain a Clemson parking decal at the Clemson parking services office. Please be advised that you must comply with all Tri-County and Clemson parking policies. If you own a car, you are strongly encouraged to purchase a decal for both campuses.

Bridge Student Identification Card

All Bridge students are provided with a student identification card that includes both the Tri-County and Clemson logos. This ID card is used at both Tri-County and Clemson and should be kept with you at all times. If you open a TigerStripe account at Clemson, you can use this card as a personal debit card at the Tri-County Campus Store and College Café, Clemson, and local participating businesses and restaurants. For additional information about how to open a TigerStripe account and where TigerStripe is accepted, visit www.clemson.edu/studentaffairs/tiger1/index.php.

Clemson Athletic Events/Tickets

With the exception of football and men's basketball games, Bridge students may attend any sports events at Clemson by showing their Bridge student ID card. As a Bridge student, you may purchase season football tickets or single-game tickets for most football and basketball games at a reduced rate. Contact the Clemson Ticket Office (864-656-2118) for more information and be sure to say that you are a Bridge student.

Fike Recreation Center/Intramurals

As a Bridge to Clemson student, you have access to the 200,000-square-foot Fike Recreation Center, Swann Fitness Center, Sloan Tennis Center, and several other outdoor athletic facilities. You are required to show your student ID to use these facilities. You are also invited to participate in Clemson's intramural sports program. More information about the Fike Recreation Center and intramurals is available at www.clemson.edu/studentaffairs/campusrec/ or (864) 656-2315.

Clemson USERID, Password and Email Address

As a Bridge to Clemson student, you have been assigned a unique Clemson 1) student ID number; 2) USERID; 3) password; and 4) email address. Your USERID, combined with your unique password, also grants you access to selected Clemson electronic resources such as the Laptop Program, Org Sync and TigerStripe. To access your Clemson USERID, visit www.clemson.edu. Click on "Phonebook" in the upper-right corner of the Clemson homepage. Type in your first and last name. Your Clemson USERID will then be displayed.

The first time you log on to one of the Clemson electronic systems, you will enter your USERID. Your password is the last four digits of your social security number. During your first log-in, you will be prompted to create a new password. Be sure to create a password that you can remember and do not share your password with anyone else. If you have problems with your USERID and/or password, contact the CCIT customer support center at 864-656-3494.

In addition to your Tri-County eTC account, you also have use of a Clemson email account. Your Clemson USERID serves as your Clemson email address (USERID@clemson.edu). Clemson uses Google Apps for Education (GAE) for all Clemson student email accounts. Email that is sent to your Clemson email address (USERID@Clemson.edu) will be forwarded to your GAE account.

To set up your Clemson GAE email account, go to www.clemson.edu. Click on "Students" at the top of the Clemson home page. Select "Gmail" on the right side of the page. This will take you to the Google Apps page where you can set up your Clemson email account. If you wish to forward your Clemson email to your Tri-County email address, go to www.clemson.edu/email_forwarding.

Health Services

Bridge students have access to all of the health care services delivered by the Redfern Health Center at Clemson. These services include professional medical, psychological and health education services.

All Clemson and Bridge students are required to submit a copy of their official immunization record to the Redfern Health Center no later than July 1. The official immunization record must include documentation of the following vaccines/screenings:

1. MMR (measles, mumps, and rubella): for students born after 1956, two doses required after 12 months of age;
2. Tdap (tetanus, diphtheria, and acellular pertussis); single dose required for all students age 64 or younger as of January 1, 2011;
3. Meningococcal vaccine; dose of conjugate vaccine (Menactra, Menveo) required after 16th birthday for all students age 21 or younger as of January 1, 2011 (If received initial dose before 16th birthday, booster is required. Students must present proof of vaccination, or may sign a waiver declining the vaccination); and
4. Tuberculosis (TB) Screening; required only for international students or residents from high risk countries.

A copy of the immunization documentation form and information about submission of the official immunization record are available at www.clemson.edu/campus-life/campus-services/redfern/immunization.html

If you fail to complete the Redfern immunization requirements, the following will result: 1) you will not receive your Bridge student ID card and 2) your privileges to use Clemson facilities and services such as Fike Recreation Center and your Clemson email account will be revoked. Additionally, you will not be admitted to Clemson (even if you have satisfied the Bridge academic requirements) until Redfern Health Center staff verify that you have completed the immunization requirement.

If you need health insurance while enrolled in the Bridge Program, competitively-priced premiums are available through the Redfern Health Center for a supplemental State Health Accident and Sickness Insurance Plan. Visit www.clemson.edu/campus-life/campus-services/redfern/insurance/ for more information about student health insurance plans.

Meal Plans/TigerStripe

Clemson offers a variety of options for students who wish to eat breakfast, lunch and/or dinner in one of Clemson's dining facilities. You may wish to purchase the commuter meal plan that allows you to eat a specified number of meals each week during the semester at Harcombe, Clemson House, and/or Schilleter dining halls. If you wish to purchase a meal plan, you must go in person to the Tiger 1 card office at the Fike Recreation Center to open a meal plan account. If you have questions about Clemson meal plan options, visit the Clemson dining services website at www.campusdish.com/en-US/CSSE/Clemson.

You also have the option to purchase TigerStripe. TigerStripe functions similar to a debit card in that you may use it instead of cash to dine on an "a la carte" basis in 1) any Clemson dining facility; 2) the Tri-County College Café and 3) selected restaurants in the Clemson area. If you wish to purchase TigerStripe, you may complete that process electronically at www.clemson.edu/studentaffairs/tiger1/index.php using a credit card. Additional information about the Tiger1 Card and purchasing meal plans is available at www.clemson.edu/studentaffairs/tiger1/index.php

Career Exploration and Planning

The Michelin® Career Center, located in the Hendrix Student Center on Clemson's campus, offers programs and services to help students identify, strategize, and achieve their career goals. You are invited to visit the Career Center any time to talk to a counselor about your career goals, to explore

majors, take a career interest assessment, or use the extensive career library. Go to <http://career.clemson.edu> for more information.

Org Sync

OrgSync is online Clemson-specific website that connects Clemson and Bridge students to Clemson student organizations. Through OrgSync, Clemson and Bridge students can look for clubs and organizations to get involved in. Log in and register to set up a profile at www.orgsync.com

Student Clubs and Organizations @ Clemson

You may join most Clemson clubs or organizations as an associate member, provided the organization's constitution allows associate membership status. These organizations include service, professional, sports, religious and special interest clubs as well as intramural teams. You may also participate in performing arts and musical groups (some groups require an audition) as well as Army or Air Force ROTC. Most Clemson club sports teams allow Bridge students to practice with the team, but do not allow Bridge students to compete in official events. Contact the club sports team advisor for more specific information.

You must wait until you are officially enrolled at Clemson for your sophomore to join one of the following Clemson organizations or teams 1) Clemson undergraduate student government, 2) fraternities and sororities, 3) cheerleading squads, 4) Rally Cats, and 5) athletic teams competing in NCAA-sanctioned competition

TRANSITIONING FROM TRI-COUNTY TO CLEMSON

Bridge students who complete the Bridge academic requirements at the conclusion of the spring semester are guaranteed admission to Clemson for the subsequent fall semester. If you meet the Bridge academic requirements at the conclusion of the spring semester, you can expect to receive official written notification of your Clemson admission status near the end of May. Information about Clemson orientation sessions will be included in the acceptance letter sent to admitted students.

Attending Summer School to Satisfy Bridge Academic Requirements

If you do not meet the Bridge academic requirements at the conclusion of the spring semester, you can remain eligible to enroll at Clemson for the subsequent fall semester by 1) enrolling in summer school courses at Tri-County and 2) satisfying Bridge academic requirements no later than the conclusion of Tri-County's summer sessions A or C. You are guaranteed admission to Clemson for the fall semester if you complete the Bridge academic requirements no later than the conclusion of Tri-County's summer sessions A or C. All summer school courses must be completed at Tri-County in order to remain eligible to enroll at Clemson for the fall semester.

If you need to attend summer school at Tri-County, you must meet with your Tri-County advisor when the summer advising and registration period begins in order to obtain your registration advising number. Advising and registration dates for summer school can be found on the Tri County academic calendar at

http://tctc.edu/Content/Student_Life_and_Services/Student_Records/Academic_Calendar.xml

If you choose to enroll in summer school at TCTC, you are strongly encouraged to live in Clemson summer school housing while enrolled in summer school. Please be advised that living in Bridge program apartments at Highpointe while attending summer school may not be an option.

If you complete the Bridge academic requirements at the conclusion of Tri-County's MayTerm, you will be accepted to Clemson for the fall semester and will be invited to attend one of the Clemson transfer orientation sessions held in late June or in July. If you complete the Bridge program requirements at the conclusion of any of Tri-County's other summer sessions (A, B or C), you will be accepted to Clemson for the fall semester and invited to attend the Clemson transfer orientation session held in July or August. You cannot register for any Clemson orientation session until you are officially admitted to Clemson.

Note: Clemson admissions personnel will review students' Tri-County transcripts at the conclusion of each Tri-County summer session. Students who meet the Bridge academic requirements will be notified in writing of their admission to Clemson.

Transferring Dual Enrollment, AP and IB Credits to Clemson

If you wish to transfer any college-level course credits you earned while in high school (AP/IB credits or college credits earned at an institution other than Tri-County) to Clemson, you must arrange to have an official transcript and/or AP/IB score reports sent directly to Clemson in order to receive the appropriate academic credit. The transfer credit process is coordinated by the Clemson admission office when students are officially admitted to Clemson.

Your Intended Clemson Major

With the exception of students who applied for closed majors, Bridge students who are accepted to Clemson will be admitted to the major to which they 1) applied on their freshman application or 2) changed into during their Bridge year. If you are admitted to Clemson but selected a closed major as your first choice of major on your freshman application, you will be admitted into your second choice of major. If both your first and second choice of majors are closed majors, you will be admitted into Humanities Undeclared.

If, after being admitted to Clemson, you wish to change your major, you may request a change of major by 1) visiting the Admissions help desk during new student orientation or 2) by calling the Clemson admission office at 864-656-2287. If you wish to change your major after enrolling at Clemson, you will need to request a change of major with the appropriate department. **It is important to note that the opportunity to change into any major cannot be guaranteed.**

Registering for Fall Semester Courses at Clemson

In order to register for Clemson University courses, you must first be officially admitted to Clemson. Therefore, you are not permitted to register for Clemson courses until you 1) complete all Bridge academic requirements and 2) are officially admitted to Clemson. Every admitted student is required to attend a Clemson orientation session during which they meet with a Clemson advisor and register for their fall courses.

Registration for Clemson On-Campus Housing (for sophomore year)

Early in the spring semester, via email messages and student interest meetings, Bridge students receive information about the Clemson on-campus housing registration process. If you are interested in living in Clemson on-campus housing for your sophomore year, you are strongly encouraged to attend one of the interest meetings.

Registration for Summer Courses at Clemson

(Applicable only for Bridge students accepted to Clemson)

If you satisfy all Bridge academic requirements at Tri-County at the conclusion of spring semester, you may enroll in summer school courses (excluding Maymester) at Clemson University. If you wish to enroll in Clemson summer school courses, please contact the Clemson University Bridge Program Director as soon as possible. Contact information is on the last page of this handbook. More information about registering for Clemson summer school courses is provided to students during the spring semester.

Registration for Summer Courses at Another College or University

(Applicable only for Bridge students accepted to Clemson)

If you satisfy all Bridge academic requirements at Tri-County at the conclusion of the spring semester and wish to attend summer school at another college or university, please review the Clemson Transfer Credit Equivalency List (TCEL) to ensure the transferability of any courses in which you plan to enroll. The TCEL can be accessed at virtual.clemson.edu/groups/tcel/. You are responsible for confirming the transferability of any course(s) you wish complete at another college or university. The transfer credit award process begins with you requesting that an official transcript from the institution you are attending be sent to the Clemson Admissions Office, 106 Sikes Hall, Clemson, SC, 29634. Once the transcript is received by the Clemson admission office, the student's course work will be reviewed. Only course work completed with a grade of C or better is evaluated for transfer to Clemson. Any course work you complete at another institution that is determined to be transferrable will be posted to your student record after you enroll at Clemson.

WITHDRAWAL PROCEDURE FOR BRIDGE STUDENTS

We hope that you and all Bridge students will succeed during your Bridge year. Unfortunately, circumstances – such as illness, making unwise decisions, or a change in career goals – may require a student to withdraw from Tri-County and the Bridge program. If you need to withdraw from the College, please meet with the Tri-County's Director of the Bridge to Clemson Program in Miller Hall 112 to initiate your withdrawal process.

PLEASE ASK FOR HELP

We wish you complete success during your freshman year at Tri-County. This handbook is intended to familiarize you with the expectations and policies applicable to you and with the services available to you as a Bridge student. Remember to use the Tri-County and Clemson catalogs and all of the other resources available to you as a Tri-County and Bridge student. If you have any questions about the Bridge program or about Tri-County in general, please ask. If you have a question and don't know who to ask, the contact information listed on the last page of this handbook is a good place to start. We are all here to help.

CONTACT INFORMATION

For additional information, please contact:

Clemson University

Director, Bridge to Clemson Program

Sue Whorton
whorton@clemson.edu
(864) 656-6256

Tri-County Technical College

Director, Bridge to Clemson Program

Jenni Creamer
jevans12@tctc.edu
(864) 646-1615

Tri-County Technical College

Bridge to Clemson Office of Residence Life

Amber Mulkey
amulkey@tctc.edu
(864) 653-3356

Tri-County Technical College

Business Office

Linda Driggers
ldrigger@tctc.edu
(864) 646-1798

Tri-County Technical College

Financial Aid Office

finaid@tctc.edu
(864) 646-1650