

Instructions for Enrolling in Dual Enrollment Courses

APPLY ONLINE

To apply online, go to www.tctc.edu and click on *Apply Now for Admission*. Be sure to:

- Select Application Type 6 - Dual Enrollment
- Under Admission Term, select the semester you plan to attend
- Be sure to enter your driver's license information
- Under High School Information, enter your expected graduation year
- Click on "Application is Complete" when finished

PERMISSION FORM

Submit the STEP Permission Form for Dual Enrollment to your school guidance counselor. If you have not received a form, you may print one at: www.tctc.edu/images/PDFs/HS_permission_form.pdf

FINANCIAL AID

If you enroll in two courses in the *same semester*, you may qualify for Lottery Tuition Assistance which pays a portion of tuition. Submit the Lottery Tuition Assistance Waiver form to your school guidance counselor. The form is available at: www.tctc.edu/images/PDFs/lottery_waiver.pdf

COMPASS PLACEMENT TEST

High school students are enrolled in the General Studies Certificate program and are required to take the COMPASS Placement Assessment Test. Qualifying scores are required for certain courses, such as ENG 101 and MAT 120. If you have already taken the COMPASS, ask your school guidance counselor to check your COMPASS scores to see if you qualify.

If you need to take the COMPASS or retest, the Assessment Center on the Pendleton Campus (864-646-1300) is open Monday – Thursday, 8:00am–5:00pm, and on Fridays 8:00am–12:00 noon or students may test at the Anderson Campus on Fridays, 8:00am – 12:00 noon. Tri-County Tech's Pendleton Testing Center is located in Miller Hall (first building on the right if entering the front of the campus from the red light on Hwy 76). Tri-County Tech's Anderson Campus (864-260-6700) is located on Michelin Blvd. across from Westside High School. No appointment is necessary, testing takes approximately 1½-2 hours and is untimed. A **picture ID** is required to take the COMPASS. A calculator is built into the test, but students may bring their own calculator. All calculators must meet the calculator guidelines listed in www.act.org/compass/student/index.html. It is highly suggested you visit this website and www.compasstestquestions.com for test taking hints and sample test questions prior to taking the COMPASS Test. If you take the test on the Pendleton Campus, please come to Anderson Hall, Room 111, for your dual enrollment advisor and Secondary Transition Programs Coordinator, Leigh Colombo, to help you assess your scores for placement into dual enrollment courses. You will also need to take your scores to your high school guidance counselor if taking dual credit courses.

REGISTER

Inform your school guidance counselor as to what TCTC courses you desire to take. For courses offered on your high school campus or online, your guidance counselor will place your name on the roster and submit it to TCTC. To register for courses on one of TCTC's campuses, call the Office of Secondary Transition Programs at (864) 646-1448 or (864) 646-1502.

Please note: Asking your guidance counselor to place your name on the high school roster does not mean you are registered at TCTC. You need to **apply** to the College, submit a **STEP permission form**, and take

the COMPASS Placement Assessment. If you are registering for certain courses, such as ENG 101 and/or MAT 120, you must have qualifying **COMPASS scores** before you can be registered.

After you have applied to the College, received your letter of acceptance in the mail, and registered for class(es):

CONFIRM YOUR TCTC SCHEDULE

Log in to your eTC account and click on the “Get Set” tab to confirm your schedule. To log in, go to <http://eTC.tctc.edu>. Your username can be found through a directory link on the homepage. Your initial password is your date of birth in the MMDDYY format.

PAY TUITION AND FEES

Log in to your eTC account and click on the “Get Set” tab to view your tuition due amount and select your payment option. You may also pay by mail or call the Business Office at 864-646-1802 to pay by phone.

BOOKS

If you wish to purchase your textbooks at TCTC, textbooks may be purchased online at www.tctcbookstore.com or at the College Bookstore, located in the Student Center on the Pendleton Campus, starting one week prior to the first day of class. *Textbooks purchased online can be shipped via UPS ground or picked up at the Pendleton Campus, the Anderson Campus, or delivered to most area high schools.* Bookstore regular hours are Monday – Thursday, 8 am – 5:30 pm and Friday, 8 am – 1:30 pm. (The bookstore may have extended hours during rush periods.) Please purchase your books prior to the first class. If a textbook is sealed in shrink-wrap, it cannot be returned once it is opened. The Bookstore’s phone number is (864) 646-1824.

PARKING DECAL

If you are taking a course on one of TCTC’s campuses, you will need to purchase a parking decal. Parking decals may be purchased in the Campus Safety Office, located in Pickens Hall, Room 138. You must present a valid *driver’s license*, a copy of the *vehicle registration*, and your *schedule*. The cost for a parking decal is \$30. You may also purchase a parking decal at the Anderson Campus.

ONLINE CLASSES

If you are taking an online course, you *must* log in to your online course the first week of classes. You can log in through your eTC account by clicking on the “Learn” tab. Pay special attention to the “Required Browsers & Settings” section of the WebCT log in instructions, especially the part about disabling pop-up blockers. Some online courses require PINS or Access Codes, which come bundled with new textbooks. If you buy a used textbook, you will need to purchase an Access Code separately at www.webct.com/content/viewpage?name=content_student_access_codes. If you need help logging in to your online course, contact WebCT Support at 864-646-1457.

	Fall Semester 2010	Spring Semester 2011
Tuition Due	August 16	January 5
First Day of Class	August 23	January 10
Last day to Drop/Add and request a Refund	Drop/Add ends at 2:00 pm on August 27	Drop/Add ends at 2:00 pm on January 14

Questions? Call Leigh Colombo at (864) 646-1448 or Debbie Powell at (864) 646-1502.