



IMPORTANT DATES FOR THE 2005 SPRING SEMESTER

Recommended date by which new and former students should have completed admissions procedures..... November 1
 NOTE: Admissions procedures must be completed before registration can occur!

Bills and schedules mailed to all registered students..... Week of November 29

Thanksgiving holidays..... November 24-26
(COLLEGE CLOSED November 25 & 26)

Early Advising/Registration Period for currently enrolled students..... November 8 – 16
 (Open only to curriculum students by appointment with advisor.)

COLLEGE CLOSED..... December 24-31, 2004

Early Registration Day for new students
 9 a.m. (orientation only)..... November 16
 9 a.m. - 8 p.m. (no classes)..... November 17
 (Open only to curriculum students.)
Orientation...9 a.m., 11 a.m., 1:30 p.m., and 5:30 p.m.
 – Marshall Parker Auditorium

Tuition deadline for registered students Tuesday, January 4, 8 p.m.
(If registered in Jumpstart Courses, full tuition is due December 23, 6 p.m.)

Registration Day
 9 a.m. - 8 p.m. (in-person only, tuition must be paid)..... Wednesday, January 5
Orientation...9 a.m., 11 a.m., 1:30 p.m., and 5:30 p.m.
 – Marshall Parker Auditorium

Registration for Career Development (non-degree) Students...9 a.m. - 8 p.m..... November 22

REMEMBER - Registration is not complete and you are not guaranteed a place in class until all tuition and fees are paid.

SPRING SEMESTER, 2005 CALENDAR

BEGINNING JANUARY 10, 2005, A \$10 LATE FEE APPLIES TO ALL LATE REGISTRANTS

JUMPSTART classes	January 3 - 7, 2005
First day of class - Spring Semester	January 10, 2005
Late Registration fee effective	January 10, 2005
DROP/ADD WEEK.....	January 10 - 14, 2005
*LAST DAY TO REQUEST A REFUND	January 14, 2005
Martin Luther King Day... NO CLASSES	January 17, 2005
Incomplete work from Fall Semester due	February 7, 2005
Graduation Application Deadline	February 11, 2005
Semester Break ... NO CLASSES	February 21 - 22, 2005
WF's Possible	March 21, 2005
Early Advising/Registration Period for Summer Term (currently enrolled).....	March 16 - 22, 2005
Early Registration Day for Summer Term (new students)... NO CLASSES	March 23, 2005
Spring Break ... NO CLASSES	March 24 - 25, 2005
Career Development Early Registration Day for Summer Term	March 28, 2005
Last meeting of Day and Evening Classes	April 25, 2005
EXAMS	April 26 - 29, 2005
Spring Graduation	May 9, 2005
Registration Day for Summer Term.....	May 12, 2005

* **Note:** In order to receive a refund, you must make your request directly to Student Records in Miller Hall, Room 190. A dropped or canceled course must cause your course load to fall below 12 credit hours in order to be eligible for a refund. **NO REFUNDS OF ANY AMOUNT WILL BE GIVEN AFTER JANUARY 14.**

[Bookstore refund policy and request form](#) (PDF)

STUDENT REGISTRATION PROCEDURES

STEP 1: ADVISING

New applicants - If all admission requirements have been met, you should attend orientation and meet with your academic advisor for registration. Orientation will be in Marshall Parker Auditorium in Oconee Hall (see back for dates). If you have been advised to take developmental courses, please contact the Comprehensive Studies Division advisors to complete scheduling (Oconee Hall, Room 303).

Currently enrolled degree-seeking students - As early as possible, schedule an appointment with your academic advisor during Early Advising/Registration Period (see back for dates). Academic advisors will have sign-up sheets posted near their offices. If you do not know the name of your academic advisor, please contact the secretary of your division or check the notebook at the student terminals on campus. If you have been advised to take developmental courses, please contact the Comprehensive Studies Division advisors to complete scheduling (Oconee Hall, Room 303).

Career Development Students (Non-degree students) – Students who want to take one or more curriculum courses but who have not immediate intention to enroll in and graduate from a curriculum program will need to register through the Admissions Office (see back for dates). Please be aware that Career Development students are not eligible to receive financial aid.

STEP 2: REGISTRATION (All Students)

Your courses will be entered into the computer at the time of advising. Any necessary schedule changes can be made at the Student Records Office (Miller Hall, Room 190).

ADMISSIONS & STUDENT RECORDS OFFICE HOURS

Monday – Thursday 8 a.m. - 8 p.m.
Friday 8 a.m. - 2 p.m.

STEP 3: TUITION AND FEE PAYMENT

Fee payment deadline is Tuesday, January 4, 2005. If your tuition is being paid by another source, written authorization must also be received in the Business Office by that date. If **all** tuition and fees are not paid by the deadline date, your name will be removed from all class lists.

Mail your check or money order to:
Business Office
Tri-County Technical College
P. O. Box 587
Pendleton, SC 29670

OR

Pay at the Business Office in the
Ruby Hicks Library/Administration
Building using cash, check, MasterCard,
Discover, or Visa.

Mailed payments must be received in the Business Office by January 4, 2005.

**Credit card payments may also be made by telephone (864) 646-1802
or toll-free within the 864 area code: 1-866-269-5677, ext. 1802**

BUSINESS OFFICE HOURS
Monday – Thursday 8 a.m. - 6 p.m.
Friday 8 a.m. - 2 p.m.

FINANCIAL AID OFFICE HOURS
Monday – Thursday 8 a.m. - 8 p.m.
Friday 8 a.m. - 2 p.m.

V.A. tuition recipients - You must notify the V.A. office on campus that your tuition has been paid and of any subsequent schedule change.

STEP 4: PARKING PERMITS, I.D. CARDS, and BOOK PURCHASES

Parking permits, I.D. cards, and books may be obtained as your final step of registration.

Parking permits are issued in the Security Office located in the Ruby Hicks Building, Room B-12. Your driver's license, class schedule, and vehicle registration are needed to obtain a parking permit. (See Campus Security to get temporary handicapped parking permits.)

I.D. cards will be made at the Student Government Office located in the Student Center, Room 120. (See that office for designated dates.)

Students receiving financial aid can charge books in the Bookstore from January 3-14, 2005

BOOKSTORE HOURS

Monday - Tuesday Wednesday - Thursday Friday
8 a.m. - 8 p.m. 8 a.m. - 6 p.m. 8 a.m. - 2 p.m.
(Week of January 3rd and January 10th, Monday - Thursday 7:30 a.m. - 8 p.m. and Friday 7:30 a.m. - 2 p.m.)

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