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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 fourth 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 Bridge Student Association (BSA), 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 to participate in this unique freshman-year program. Bridge is designed to 1) connect you to Clemson services and programs while taking courses at Tri-County Technical College and 2) prepare you academically for continued education at Clemson University.

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 Technical College 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 Technical College catalog. Collectively, these resources will provide you with the information you will need for a successful freshman year and transfer to Clemson University.

BRIDGE PROGRAM ACADEMIC POLICIES AND PROCEDURES

Requirements for Admission to Clemson through the Bridge Program

To meet the Bridge requirements, you must earn at least 30 credit hours of transferrable course work at Tri-County with a 2.5 cumulative grade point average by the end of the spring semester. **Please be advised that the only credits and grades that will count towards satisfying the Bridge Program requirements will be the credits and grades you earn in transferrable Tri-County courses after you graduate from high school.** Any credits and grades earned 1) in nontransferable Tri-County courses (including courses meeting prerequisite requirements such as preparatory mathematics courses); 2) in high school through dual enrollment (including at Tri-County), the Advanced Placement program (AP), and/or the International Baccalaureate program (IB); and 3) at an institution other than Tri-County will **not** count towards meeting the Bridge requirements. Courses completed at Tri-County during the summer after high school graduation will count towards the Bridge requirements.

If you do not satisfy Bridge requirements by the end of spring semester, you have the option of enrolling in summer school courses at Tri-County in order to meet Bridge requirements by the end of the second summer session. **While this option is available, you are strongly encouraged to complete the Bridge requirements by the end of the**

spring semester. This will ensure a timely transition to Clemson for your sophomore year with regard to fall course availability and registration and financial aid processing.

Students who complete the Bridge requirements by the end of the second summer session will not be required to complete the Clemson University transfer application process. Students who do not meet Bridge requirements by the end of the second summer session may apply for transfer admission to Clemson at a later date.

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

Transferability of Coursework

At Orientation, you received a copy of the *Bridge Program Course Equivalency List and General Education requirements*. This document is comprised of 1) the transferrable TCTC courses in which Bridge students may enroll and 2) Clemson's 2009-10 general education requirements. Freshman-year course requirements vary by major. Students are advised that while all of the courses on the *Bridge Program Course Equivalency List* will transfer to Clemson, some of these courses will not apply towards Clemson graduation requirements. Before enrolling in a course, you should first identify the major you intend to pursue at Clemson and review the required freshman-year course work for the major as outlined in the Clemson *Undergraduate Announcements*. Your assigned academic advisor can assist you with this process. ***In order to make satisfactory progress towards requirements for your intended Clemson 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 refrain from enrolling in courses that do not transfer to Clemson as the credits and grades earned in nontransferrable courses will not apply towards satisfying Bridge Program requirements.*** Visit <http://virtual.clemson.edu/groups/tcel/> for the most current Tri-County course equivalency list.

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

If you wish to transfer any college 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 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.

Grades 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, courses in which a D is earned will count towards meeting the 30-credit hour and 2.5 cumulative GPA Bridge program 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 you earned a D in a 3-credit course, you will be awarded 27 credit hours by Clemson. Using this example, you would be admitted to Clemson; however, only 27 credit hours would transfer.

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 program requirements. This worksheet can be accessed on the Bridge ePortal. More information about the Bridge ePortal is described later in this handbook in the section about Services, Activities, and Programs for Bridge Students.

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 will need to earn at Tri-County to meet Bridge program requirements and be eligible to matriculate at Clemson for the subsequent fall semester.

Academic Redemption

If you choose to repeat courses at Tri-County, you may receive credit for the same course only once, and the highest grade you earned in the course will be calculated in your GPA. For example, if you earn a D in the fall semester and repeat the 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 your 30 credit hours.

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 academic advisor, Clemson University's Director of the Bridge Program will be available to meet with Bridge students on a specific day each week; the specific day and time will be announced to Bridge students at the beginning of each semester. Academic advisors from the five colleges at Clemson will also make regular visits to Tri-County, and emails will be sent to all Bridge students notifying students of the dates and times of Clemson advisor visits.

TRI-COUNTY TECHNICAL COLLEGE STUDENT CODE OF CONDUCT

The Student Code for South Carolina Technical Colleges applies to all Tri-County Technical College students. It 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. You are advised to review and become familiar with the Student Code.

LIVING AT HIGHPOINTE OF CLEMSON APARTMENT COMMUNITY

The first-year residential life experience is an important part of the Bridge program and is a great way to meet other Bridge students, make friends, and participate in the Bridge Student Association and other socials and activities offered at the residential community. We know that sometimes circumstances warrant that the student commute from home, and all requests for a waiver to commute from home must be submitted in writing for consideration.

Community Expectations

Tri-County officials and Bridge program staff expect you to show respect for your roommate, other Bridge residents, and other residents of the apartment community at all times. Bridge students will live in close proximity to one another; however, other residents live in the apartment community. Please be mindful that you are living in a community with others and please respect their rights to quiet enjoyment. Respect for the property of others is also expected. If you desire to use something belonging to your roommate or another Bridge student living in the community, please receive permission first. Treat your fellow students, roommate, and all those living and working in the community as you would want to be treated.

Living Independently

As a college freshman, this year may be your first experience living independently. You will need to manage your time to ensure that you attend class, study, and take care of yourself, including getting enough rest and exercise, and eating healthy. Living independently and being responsible for all these tasks can be overwhelming, especially if you're not accustomed to preparing your own meals, doing your own laundry, and cleaning your room. We suggest that you spend some time planning and organizing your day so that you can accomplish everything that needs to be done. If you start to feel overwhelmed, please talk to someone who can help – a parent, a friend, a counselor, or someone on the Bridge staff. As a Bridge student, you have access to Clemson's Redfern Health Center, which offers counseling and psychological services and health education activities, in addition to medical services. So please ask for help if you need it!

You also need to be aware that since you are living independently, you are therefore responsible for keeping your possessions safe. Please understand that management at Highpointe does not provide insurance for personal property located in the apartment or otherwise stored or located at Highpointe. You are strongly encouraged to lock your doors using the deadbolt lock at all times. We also encourage you to have your parents check their homeowner's insurance policy for loss of property against theft, fire, or other casualty.

Housing Policies and Regulations

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 which may include, but is not limited to, community service, restitution, fines, educational sanctions, other administrative sanctions, or eviction from Bridge housing, and/or dismissal from the Bridge program.

Please also be aware that if for any reason you discontinue enrollment in classes at Tri-County, you may not continue living in Bridge program housing.

Alcohol and Illegal Drugs: The possession, display, and consumption of alcohol and/or illegal drugs are strictly prohibited by any Bridge resident or guest. All Bridge apartments are substance-free.

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 your RA. 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.

Assignment of Space: 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, behavioral issues, or occupancy management needs. Room changes must be pre-approved by the Bridge Program staff. Failure to secure permission prior to changing units and/or roommates will result in a \$100.00 fine.

Balconies/Patios: Clothing, trash, and other items must 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 are not to be chained to the stairs. Motorcycle owners must protect pavement from kickstand puncture marks during warm weather. Under no circumstances are motorcycles or mopeds to be parked in the hallway, or on stairways, balconies, or patios. Bicycles and motorcycles in violation will be removed at owner's expense without notice.

Clubhouse/Entertainment Lounge: A student shall permit only their family members and guests, if accompanied by the student, to use the clubhouse and entertainment lounge. Failing to comply with or allowing family or guests to not comply with posted rules for the use of the clubhouse and entertainment lounge will not be permitted.

Dismissal from Bridge Program: The Bridge program reserves the right to refuse admission or readmission to Highpointe of Clemson, to require an assignment location change, or to cancel the contract altogether, for a student's failure to meet academic requirements or comply with Bridge policies and regulations. It should be understood that 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.

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 by Bridge program staff. Such action can include, but is not limited to, community service, restitution, fines, educational sanctions, or other administrative sanctions, or eviction from Bridge housing, and/or dismissal from the Bridge program.

Damages: Students are responsible for any damage not noted on the Apartment Condition report within 48 hours of move-in date.

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

Gate: A 24-hour guarded security gate will regulate traffic at the entrance of Highpointe.

Grills: Only gas and electric grills are allowed. Grills are allowed only on the patios and balconies. Grills in hallways are prohibited. Grills are also located at the clubhouse for your convenience. This rule is subject to federal, state, and local laws and ordinances.

Guests: Students are responsible for and shall accompany their guests at all times. Guests shall abide by all Bridge policies and regulations. Students are responsible for any damage caused by their guests. Visitation hours are from 10 am – 2 am and guests of the opposite sex should not be present in an apartment outside of these hours. Family members of the opposite sex are allowed to spend the night only when all roommates have been informed and the guest has been registered in the Bridge program office. The Bridge program reserves the right to restrict, alter, or terminate visitation privileges where it is determined

that these privileges are being abused or that they are not in the best interest of the students.

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.

Keys: 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 re-cored and new keys will be made. The resident will be responsible for the cost incurred.

Lockouts: Students should contact the Bridge program office during business hours or the staff member on duty for assistance when locked out of their apartment. A lockout fee may apply.

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

Noise: 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.

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. 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, and/or landscaping 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.

Pool: No swimming after 11:00 pm. No glass 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 property management, owner, 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 of Clemson. Residents are encouraged to obtain insurance on such property for protection against theft, loss, or other casualty.

Reckless Driving: Reckless driving (i.e. speeding, tire squealing, etc.) and/or driving over landscaped areas will not be tolerated. Fines and fees for damage caused by such driving will be the responsibility of the party/parties involved.

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: The resident is responsible for all items and behavior occurring within his/her assigned room/apartment. Each student is responsible for the upkeep of the room and for providing all cleaning supplies. 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.

An Apartment Condition Report will be completed by your Resident Assistant (RA) and will be on file in the Bridge office. You may review the APC for your apartment and add any comments within 48 hours of move-in. At check-out, residents will be responsible for any condition not noted on the APC.

When occupancy is terminated, residents must follow proper check-out procedures. A RA 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.

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 resident and shall not constitute a waiver of, or in any manner modify the above 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, resident's family, licenses, invitees, or guests.

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

Tobacco: All Bridge apartments are substance – free. Smoking is not permitted inside or in the breezeway of any apartment or unit. 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.

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 for placing trash outside apartment doors or otherwise disposing of trash inappropriately.

Water Beds: Water beds are strictly prohibited.

SERVICES, ACTIVITIES, AND PROGRAMS FOR BRIDGE STUDENTS

As a student at Tri-County Technical College, 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 University. Information regarding Bridge student services are described in the following sections.

Academic Success Services and Programs

Your academic success is of paramount importance to both Tri-County and Clemson University. 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 will have the best possible chance of being successful and prepared to continue your education at Clemson beginning your sophomore 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://www.tctc.edu/prospective_students/student_services/academic_assistance/learninglab.html

Writing Center @ Tri-County: The Writing Center, located in Oconee Hall (room 202), is open to all TCTC 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 coming to the Writing Center in Room 202 in Oconee Hall, by calling 646-1367, or by emailing writingcenter@tctc.edu. Appointments are not required, but appointments take precedence over drop-ins. Hours for the Writing Center change each semester. Visit http://www.tctc.edu/prospective_students/student_services/academic_assistance/writingcenter.html for a current schedule for the Writing Center hours.

Supplemental Instruction/Tutoring @ Tri-County: Supplemental instruction (SI) and/or tutoring will be provided for some of the more rigorous courses such as biology, chemistry, economics, and math. Clemson University upper class students serve as SI leaders and tutors. These students have earned an A in the course and will 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 will be available in the Bridge office at Highpointe.

Weekly Clemson Advisor Visits @ Tri-County: Clemson University's Director of the Bridge to Clemson program will be 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 will 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 selected 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 <http://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 the services available to undergraduate students at Cooper Library. Bridge students may check out books and other materials from the Clemson library using their Bridge student ID card. Visit <http://www.lib.clemson.edu/> for more information about the services available at the Cooper Library.

Transportation and Parking

Transportation is provided Monday through Friday from 7:00 a.m. until 6:00 p.m. between Highpointe of Clemson, Tri-County, and Clemson University. Detailed transit information will be provided to all Bridge students at the start of the fall semester and 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 College security office in Pickens Hall. You may also obtain a Bridge parking decal at the Clemson University parking services office that will allow you to park at both Clemson and Tri-County. Please be advised that you must comply with all Tri-County and Clemson parking policies.

Bridge Student Identification Card

All Bridge students are provided with a student identification card that includes both the Tri-County Technical College and Clemson University logos. You will use this ID card 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 bookstore, café, and business office, as well as at Clemson University and local participating businesses and restaurants. For additional information about how to open a TigerStripe account and where TigerStripe is accepted, visit <http://www.clemson.edu/studentaffairs/tiger1/index.php>

Living at Highpointe

While your top priority as a Bridge student will be to study hard so that you can meet the requirements for transferring to Clemson University, Bridge program staff at Highpointe, and the Bridge Student Association (BSA), will plan and offer social events and activities to round out your freshman experience. We encourage you to participate in all planned social activities and to attend all meetings with your resident assistant to stay informed about opportunities for getting involved in campus activities at both Clemson and Tri-County.

Staff at Highpointe

The Bridge Office at Highpointe is staffed by the Coordinator of Student Life and Administrative Assistant who oversee all housing and residential life activities and events. In addition to Bridge office staff, the residential life staff consists of a resident director (RD) and resident assistants (RAs) who live at Highpointe to provide assistance to Bridge students and to help coordinate community socials and events.

You will be assigned a resident assistant, and we encourage you to get to know your RA and to call on this person if you ever need help or assistance. Your RA will provide a lot of information to you throughout the year and will hold regular meetings. You should attend all meetings with your RA to stay informed and get to know other Bridge students.

The Bridge office is open 8:00 a.m. – 5:00 p.m. Monday through Thursday and 8:00 a.m. – 2:00 p.m. on Friday. The staff is available to help you with any problems or concerns you may have related to housing or residential life. On weekends, a member of the residential life staff (RD or an RA) will be on duty to handle emergency situations.

Bridge Student Association

The Bridge Student Association (BSA) is a group of Bridge students working together to enhance the freshman year. With help from the residence life staff, members of the BSA plan activities and social events and encourage involvement through engaging in community service and participation in campus events at Clemson and Tri-County. You will receive more information about the BSA from your resident assistant. We encourage

you to join this group to meet other Bridge students and to take an active role in building the Bridge community.

Clemson Athletic Events/Tickets

With the exception of football and men's basketball games, Bridge students may attend any sports events at Clemson University 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.

Bridge ePortal

The Bridge ePortal is located on the Clemson University web site. The ePortal contains the latest Bridge-related announcements and information you will need to know throughout the year. You will receive information on how to access the ePortal once you start classes in the fall.

Fike Recreation Center/Intramurals

The Bridge program fee provides you with access to the 200,000-square-foot Fike Recreation Center, Swann Fitness Center, Sloan Tennis Center, and several other outdoor athletic facilities. Like Clemson students, you will be 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 <http://www.clemson.edu/studentaffairs/campusrec/> or (864) 656-2315.

Clemson USERID

All Clemson and Bridge students are assigned a unique Clemson USERID. Your Clemson USERID serves as your Clemson email address (USERID@clemson.edu) and also grants you access to selected Clemson electronic resources such as the Redfern Health Center, Bridge ePortal, Laptop Program, and TigerStripe. To access your Clemson USERID, visit www.clemson.edu. Click on the "Phonebook" in the upper right corner of the Clemson homepage. Type in your first and last name. Your Clemson USERID will be then be displayed.

The first time you log on to one of the Clemson electronic systems, you will enter your USERID and the last four digits of your social security number as your password. 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.

Email

Email is the primary form of communication used at Tri-County and Clemson—please check your Tri-County and Clemson email on a daily basis. **Failure to check your email on a regular basis may result in you missing vital messages that may have an adverse impact on your success as a student.**

In addition to your Tri-County eTC account, you will also have use of a Clemson University 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 will be forwarded to your GAE account unless you choose to forward your email to another address. If you wish to forward your Clemson email to your Tri-County email address, go to www.clemson.edu/email_forwarding.

To set up your Clemson email account, go to www.clemson.edu. Click on “Current Student” on the left side 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.

Health Services

The Bridge program fee provides you with access to all of the health care services delivered by the Redfern Health Center at Clemson including professional services, counseling and psychological services, and health education. All Clemson and Bridge students, are required to: 1) complete Redfern’s online medical clearance form and 2) submit a copy of their official immunization record to the Redfern Health Center prior to the start of the fall semester. The official immunization record must include documentation that you received two doses of the Measles, Mumps, and Rubella (MMR) vaccine after your first birthday. The online medical clearance form and information about submission of the official immunization record are available at <http://www.clemson.edu/studentaffairs/redfern/eligreq/immunizationreq.php>.

If you fail to complete the Redfern 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 until confirmation is received that you have completed the Redfern requirements. A late fee will be posted to the Clemson student account of all students who failed to complete the Redfern requirements by the established deadline.

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 <http://www.clemson.edu/studentaffairs/redfern/studentinsurance.php> 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 will allow you to eat a specified number of meals each semester at Harcombe, Clemson House, and/or Schilleter dining halls. You may also 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 any Clemson dining facility, the Tri-County cafeteria and in selected restaurants in the Clemson area. 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 an account. If you wish to purchase TigerStripe, you may complete that process electronically at <http://www.clemson.edu/studentaffairs/tiger1/index.php> using a credit card. If you have questions about Clemson meal plan options, visit the Clemson dining services website at <http://www.campusdish.com/en-US/CSSE/Clemson>. Additional information about the Tiger1 Card and purchasing meal plans is available at <http://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.

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 club sports teams at Clemson 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 may not join the following Clemson University organizations or teams until after you enter Clemson as a sophomore: undergraduate student government, fraternities and sororities, cheerleading squads, Rally Cats, or athletic teams competing in NCAA-sanctioned competition

TRANSITIONING FROM TRI-COUNTY TO CLEMSON UNIVERSITY

Bridge students who complete the Bridge requirements at the conclusion of the spring semester are guaranteed admission to Clemson University for the subsequent fall semester. If you have met the Bridge requirements at the conclusion of the spring semester, you can expect to receive official 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 Complete Bridge Requirements

If you have not met the Bridge program requirements at the conclusion of the spring semester, you can remain eligible to enroll at Clemson in the fall by 1) enrolling in and completing summer school courses at TCTC and 2) satisfying Bridge program requirements by the end of the second summer session. If you complete the Bridge requirements by the end of the second summer session, you are guaranteed admission to Clemson for the fall semester. You must, however, complete the remaining summer school courses at Tri-County in order to remain eligible to enroll at Clemson in the fall. Additionally, 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 is not an option for Bridge students.

If you complete the Bridge program requirements at the end 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 July. If you complete the Bridge program requirements at the end of any of Tri-County's other summer sessions, you will be accepted to Clemson for the fall semester and invited to attend the Clemson transfer orientation session held in August.

Note: If you need to attend summer school in order to meet Bridge program requirements, please understand that all summer school course work must be completed at Tri-County in order to meet Bridge requirements and in order to be guaranteed admission to Clemson for the fall semester. At the end of each summer session, Tri-County transcripts will be reviewed by Clemson admission personnel; students who meet the Bridge program requirements will be notified of their admission to Clemson.

As soon as you know that you will need to attend summer school at Tri-County, meet with your Tri-County advisor as soon as possible once summer registration begins to obtain your registration number and register for summer courses.

Registering for Fall Semester Courses at Clemson University

In order to register for Clemson University courses, you must first be officially admitted to Clemson. Therefore, you will not register for Clemson courses until you 1) complete all Bridge program requirements and 2) are officially admitted to Clemson. Admitted

students attend a Clemson orientation session during which they meet with a Clemson advisor and register for their fall courses.

Registration for Clemson Housing Once Accepted to Clemson University

Bridge students who complete the Bridge requirements at the conclusion of the spring semester are guaranteed the opportunity to live in on-campus housing at Clemson. If you are accepted at the conclusion of the spring semester, you will receive information about on-campus housing options in late May or early June. After you are officially accepted to Clemson, you will need to complete the online housing application, which is available at <http://www.clemson.edu/studentaffairs/housing/>. This application allows you to sign the housing contract, pay the non-refundable application fee, complete lifestyle preferences, choose a roommate (if applicable) and select living choices.

University Housing takes roommate requests very seriously and works diligently to honor these requests. Housing assignments are based on the application date to the University, not the date the housing application was submitted. Roommate requests are processed according to the latter of the two University application dates, and University Housing will honor the roommate request over your living choices.

Registration for Summer Courses at Clemson or Another College or University *(Applicable for accepted Bridge students only)*

If you satisfy all Bridge program requirements at Tri-County at the conclusion of spring semester, you may enroll in first or second summer session courses at Clemson University. If you wish to enroll in first session summer courses, you should contact the Clemson University Bridge Program Director as soon as possible. Contact information is on the last page of this handbook. More information about the process for registering for Clemson summer school courses will be provided during the spring semester.

If you satisfy all Bridge program requirements at the conclusion of the spring semester and wish to enroll in summer school courses at another college or university, please consult the Clemson Transfer Credit Equivalency List (TCEL) to ensure the transferability of a particular course. The TCEL can be accessed at <http://virtual.clemson.edu/groups/tcel/>. You are responsible for confirming the transferability of any course(s) you wish complete at another college or university prior to enrolling at Clemson. The process for awarding transfer credit begins with you requesting that an official transcript be sent to the Clemson Admissions Office, 106 Sikes Hall, Clemson, SC, 29634. Once the transcript is received by the Clemson admission office, it will be reviewed. Any transferrable course work will be then be posted to your student record. Students must earn a grade of C or better in a course in order to be awarded transfer credit for the course.

WITHDRAWAL PROCEDURE FOR BRIDGE STUDENTS

We hope that all Bridge students will be successful and will make a successful transition to Clemson University next fall. 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 Director of the Bridge to Clemson Program in 111 Anderson Hall for an exit interview and 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 Technical College 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 below 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
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(864) 656-6256

Tri-County Technical College
Director, Bridge to Clemson Program
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Tri-County Technical College
Financial Aid Office
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