2024-2025 Dual Enrollment Handbook

Career Pathways for Success

TCTC
Tri-County Technical College
<table>
<thead>
<tr>
<th>ACCESSIBILITY RESOURCE CENTER</th>
<th>LEARNING COMMONS</th>
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</thead>
<tbody>
<tr>
<td><a href="mailto:ARCenter@tctc.edu">ARCenter@tctc.edu</a></td>
<td></td>
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<tr>
<td>PENDLETON CAMPUS</td>
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<tr>
<td>Student Success Center</td>
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<td>646-1564</td>
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<tr>
<td>ADMISSIONS</td>
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<tr>
<td><a href="mailto:info@tctc.edu">info@tctc.edu</a></td>
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<td>PENDLETON CAMPUS</td>
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<td>Ruby Hicks Hall</td>
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<td>646-1550</td>
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<td>ASSESSMENT CENTER</td>
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<td>646-1300</td>
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<td>CAMPUS STORE</td>
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<td>646-1824</td>
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<td>CASHIER/BUSINESS OFFICE</td>
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<td>ANDERSON CAMPUS</td>
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<td>EASLEY CAMPUS</td>
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<td>220-8895</td>
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<td>FINANCIAL AID</td>
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<td><a href="mailto:finaid@tctc.edu">finaid@tctc.edu</a></td>
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<td>646-8282 option 1</td>
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<td>HEALTH SERVICES</td>
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<tr>
<td>REACH Student Assistance</td>
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<td>1-855-691-4941</td>
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<td>reachworklifepowerflexweb.com</td>
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<tr>
<td>User Name: REACH-TCTC</td>
<td></td>
</tr>
<tr>
<td>Password: Student</td>
<td></td>
</tr>
<tr>
<td>HIGH SCHOOL ENGAGEMENT &amp; OUTREACH CONTACTS:</td>
<td></td>
</tr>
<tr>
<td>Marla Cobb</td>
<td></td>
</tr>
<tr>
<td>Director, High School</td>
<td></td>
</tr>
<tr>
<td>Engagement &amp; Outreach</td>
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</tr>
<tr>
<td>Webpage Address:</td>
<td></td>
</tr>
<tr>
<td>tctc.edu/DE</td>
<td></td>
</tr>
<tr>
<td>Office Contact:</td>
<td></td>
</tr>
<tr>
<td><a href="mailto:HSDE@tctc.edu">HSDE@tctc.edu</a></td>
<td></td>
</tr>
<tr>
<td>864-646-1505</td>
<td></td>
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<tr>
<td>TCTC Service Desk for MyTCTC help:</td>
<td></td>
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<tr>
<td><a href="mailto:servicedesk@tctc.edu">servicedesk@tctc.edu</a></td>
<td></td>
</tr>
<tr>
<td>(864) 646-1779</td>
<td></td>
</tr>
</tbody>
</table>
**WANT TO BECOME A TRI-COUNTY DUAL ENROLLMENT STUDENT?**

Students must apply online to start the dual enrollment process.

1. Apply Online at [tctc.edu/apply](http://tctc.edu/apply) as a Dual Enrollment student. There is no fee to apply as a dual enrollment student. If you apply incorrectly, there is a $30 fee for non-dual enrollment students and a refund can’t be given. A credit will be issued to the student’s account.
   - ✓ Click Apply Now, then First Time User Account Creation and create a Login ID and PIN.
   - ✓ Under Admission Term, select the first semester you plan to attend.
   - ✓ **Enter your Driver’s License/Permit number, the date of issue, and state. Omitting this step requires that you complete a Declaration of Citizenship Form with appropriate documentation.**
   - ✓ Enter your expected high school graduation date.
   - ✓ Select No, I am still in high school/finishing GED
   - ✓ Select Dual Enrollment, I am currently in high school and planning to take TCTC courses prior to graduating from high school
   - ✓ Click Application is Complete to submit the application.

**INFORMATION TO HAVE ON HAND:**
- Students personal email (do not use school email)
- Driver’s license/permit number
- Date of issue
- Social Security Number
- Parent/guardian email
- Guidance counselor email
High school juniors and seniors who have mastered the high school curriculum and are ready for college-level work may participate in dual enrollment opportunities at Tri-County. High school students who are not juniors or seniors must receive permission to enroll from the director of high school and outreach or designee and may need to meet additional academic requirements.

**University Transfer**

General Education/University Transfer courses are designed for students planning to attend a 4-year college or university or desiring to get a head start on general education courses required in 2-year programs at Tri-County. Taking one or more of these courses while in high school can save time and money and enable students to experience college-level coursework while refining interests in specialized fields. To prepare, students should:

- Review courses required for their intended college major at Tri-County or other 4-year college or university in order to select the most appropriate courses;
- Check with the college they plan to attend to verify course transferability and the grade that must be earned;
- Take Tri-County’s ACCUPLACER assessment to gauge college readiness and to qualify for certain courses;
- For more information about these options, see page 6.

**Technical Career Pathways (TCP)**

Technical Career Pathways are designed for students planning to enter careers in advanced manufacturing and other industry sectors with critical workforce needs. Completion of these pathways offer students rapid entry into the workforce, and credits can be applied towards a Tri-County diploma and/or Associate in Applied Science degree in the same field. Many TCP students complete their Associate degree at Tri-County within one year of high school graduation and enter the workforce with higher entry salaries than their peers with four-year degrees. Technical Career Pathways for high school students include the following programs:

- CNC Programming and Operations
- Computer and Information Technology
- Emergency Medical Technology (Reserved for Anderson 1 & 2 Career & Technology Students only)
- Engineering Systems Technology
- Fundamentals of Business Ownership
- Heating, Ventilation & Air Conditioning Technology
- Mechatronics Technology
- Welding Technology

Please visit our website for more information about Technical Career Pathways and to determine if one of these pathways is right for you.
TUITION RATES FOR 2024-2025 HAVE NOT BEEN FINALIZED.
BELOW IS THE CURRENT TUITION AND FEE SCHEDULES:

The tentative 2024-2025 tuition rate is $185.33 per credit hour. Tuition for one 3-credit hour course is $555.99, plus any applicable supply fees. Students who enroll in six or more credit hours (typically two courses) in the same semester may qualify for Lottery Tuition Assistance. If you qualify, the chart below shows the portion of your tuition costs per semester Lottery Tuition Assistance will pay.

### 2024-25 TUITION AND FEE SCHEDULE FOR ANDERSON, OCONEE AND PICKENS COUNTY
(subject to change)

<table>
<thead>
<tr>
<th>Credit Hours</th>
<th>Total Tuition and Fees</th>
<th>Tuition Minus $80 per credit hour for Lottery Tuition Assistance* (LTA) (subject to change)</th>
<th>Amount Student may owe after LTA applied to tuition</th>
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<tbody>
<tr>
<td>1</td>
<td>$185.33</td>
<td>n/a</td>
<td>$185.33</td>
</tr>
<tr>
<td>2</td>
<td>$370.66</td>
<td>n/a</td>
<td>$370.66</td>
</tr>
<tr>
<td>3</td>
<td>$555.99</td>
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<td>$555.99</td>
</tr>
<tr>
<td>4</td>
<td>$741.32</td>
<td>n/a</td>
<td>$741.32</td>
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<tr>
<td>5</td>
<td>$926.65</td>
<td>n/a</td>
<td>$926.65</td>
</tr>
<tr>
<td>6</td>
<td>$1,111.98</td>
<td>$480</td>
<td>$631.98</td>
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<tr>
<td>7</td>
<td>$1,297.31</td>
<td>$560</td>
<td>$737.31</td>
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<tr>
<td>8</td>
<td>$1,482.64</td>
<td>$640</td>
<td>$842.64</td>
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<tr>
<td>9</td>
<td>$1,667.97</td>
<td>$720</td>
<td>$947.97</td>
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<tr>
<td>10</td>
<td>$1,853.30</td>
<td>$800</td>
<td>$1,053.30</td>
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<tr>
<td>11</td>
<td>$2,038.63</td>
<td>$888</td>
<td>$1,150.63</td>
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<tr>
<td>12</td>
<td>$2,223.96</td>
<td>$960</td>
<td>$1,263.96</td>
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</table>

The tuition schedule listed above does not include program fees or digital course content fees.
Most university transfer courses are 3 credit hours; foreign language, lab science, or Calculus courses are typically 4 credit hours.

### Paying Tuition and Fees

- Students must pay the balance of tuition and fees or set up a payment plan by the posted deadline each semester or all courses will be dropped from the schedule.
- Payments may be made online from the My Payments tile in MyTCTC, or in person at any campus. Balances due may be found by checking your Bill & Schedule where pending credits are shown. Pending credits do not appear on the “Make an Online Payment” option, so check your Bill’s balance first.
- Payments may also be mailed to: Tri-County Technical College, Attn: Business Office, PO Box 587, Pendleton, SC 29670.
- Invitation for Others to Pay - You can invite your parents, grandparents, and anyone else to pay your tuition bill. Simply log into your MyTCTC account, click on the “My Payments” tile and then then “Make an Online Payment” link. Once there, you can click on “My Account” and select “Send a Payer Invitation” and fill in the required information. That person will receive an email with a password and a link providing access to your payment page.

### Payment Deadlines
– Please see Page 12.

### Refunds
– For refund deadlines, see the Academic Calendar on Page 12.

### Withdrawal Versus Drop
– See page 12 for impact on tuition payment.
Financial Aid and Other Costs

South Carolina Lottery Tuition Assistance*
✓ Students enrolled in 6 or more credit hours (typically two courses) in the same semester may qualify for the South Carolina Lottery Tuition Assistance Program.
✓ Students qualify based on state residency requirements, not financial need.
✓ Contact TCTC’s Financial Aid Office at (864) 646-8282 option 1 for more information about Lottery Tuition Assistance.

* Lottery Tuition Assistance (LTA) Information
• State funded program awarded to South Carolina residents
• Must meet residency requirements
• Applies to cost of tuition only
• Must be enrolled in at least 6 credit hours per semester
• Does not cover Continuing Education classes or non-credit classes
• Award amount varies annually
• High School students do not need to complete the FAFSA

Purchasing Books and Supplies
• Students are responsible for purchasing any additional books and supplies required for coursework not covered in the digital course content fee included in tuition.
• Instructors will explain what books and supplies are required on the first day of class. Students may also find required books by clicking the Campus Store website www.ishoptctc.com from My Bill / Schedule in MyTCTC. Students may purchase books online and have them delivered to any campus. Shrink-wrapped books may not be returned once opened. Keep receipts and read return policies.
• Contact the Campus Store at (864) 646-1824 for purchase options and payment plans.

Federal Financial Aid
Dual enrollment students do not receive federal financial aid because they have not completed high school. However, success in dual enrollment courses may impact a student’s eligibility to receive federal aid and other scholarships upon entry into college after high school. Students should strive to make at least a C or higher in college courses and complete all courses successfully. A GPA below 2.0 and a completion rate of less than 67% may impact a student’s ability to qualify for federal aid after high school graduation. For more information, contact the College Financial Aid office at 864-646-8282 option 1.
Dual Enrollment Registration Checklist

STUDENTS MUST ATTEND CLASS AND LOGIN TO ONLINE CLASSES THE FIRST WEEK OR THEY WILL BE DROPPED FOR NON-ATTENDANCE.

Contact:
HSDE@TCTC.EDU
864-646-1505
TCTC.EDU/DE

Need more Information?
Submit an online Inquiry

Ready to Start?
Talk to your guidance counselor

Apply Online
TCTC.EDU

Register for an Orientation at your high school or TCTC campus

- Orientation is mandatory prior to enrolling in classes. Check with your school for available times or contact the dual enrollment office for options.
- Check with guidance for high school deadlines for applications, orientations, and Accuplacer testing

Submit an enrollment form through your guidance counselor or through our office

- High School students cannot register themselves. All requests must go through guidance. Check guidance deadlines for your school.

Look for an admittance email

- Set up your MyTCTC account and TCTC Email (check emails frequently)

Verify your schedule!

- Log into MY.TCTC.EDU and click on My Bill/Schedule
- Contact your guidance counselor or our office if there are any changes that need to be made

Pay your tuition & fees (Check payment deadline)

- Log into MY.TCTC.EDU and click on the My Payments Tile

Obtain Student ID & Parking Decal (if necessary)

Purchase Books & Supplies (if needed)
Students qualify for courses by earning the Reading, English, and/or Math placement level(s) required. When courses require more than one placement level, all levels must be met to qualify for the course.

<table>
<thead>
<tr>
<th>Subject</th>
<th>Reading</th>
<th>English</th>
<th>Math</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101 English Composition 1</td>
<td>25</td>
<td>25</td>
<td></td>
</tr>
<tr>
<td>ENG 165 Professional Communications</td>
<td>20</td>
<td>20</td>
<td></td>
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<tr>
<td>ENG 155 Communications 1</td>
<td>15</td>
<td>15</td>
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**MATH COURSES**

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<tr>
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<th>Reading</th>
<th>Math</th>
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<tbody>
<tr>
<td>MAT 140 Analytical Geometry &amp; Calc I</td>
<td>45</td>
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<tr>
<td>MAT 130 Elementary Calculus</td>
<td>25</td>
<td>40</td>
</tr>
<tr>
<td>MAT 111 College Trigonometry</td>
<td>25</td>
<td>40</td>
</tr>
<tr>
<td>MAT 110 College Algebra</td>
<td>35</td>
<td></td>
</tr>
<tr>
<td>MAT 109 College Algebra w/Modeling</td>
<td>25</td>
<td>35</td>
</tr>
<tr>
<td>MAT 120 Probability &amp; Statistics</td>
<td>25</td>
<td>30</td>
</tr>
<tr>
<td>MAT 103 Quantitative Reasoning</td>
<td>25</td>
<td>30</td>
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<tr>
<td>MAT 211 Math for Elementary Education</td>
<td>25</td>
<td>30</td>
</tr>
<tr>
<td>MAT 155 Contemporary Math or MAT 170 Algebra, Geometry &amp; Trig</td>
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**OTHER COURSES**

<table>
<thead>
<tr>
<th>Course</th>
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<th>Math</th>
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<tr>
<td>ECO 210 Macroeconomics</td>
<td>25</td>
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<tr>
<td>BIO 101 Biological Sciences I</td>
<td>25</td>
<td>25</td>
<td>20</td>
</tr>
<tr>
<td>PSC 201 American Government</td>
<td>25</td>
<td>25</td>
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<tr>
<td>PSY 201 General Psychology</td>
<td>25</td>
<td>25</td>
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<tr>
<td>SOC 101 Intro to Sociology</td>
<td>25</td>
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<tr>
<td>ART 101 Art History &amp; Appreciation</td>
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<tr>
<td>MUS 105 Music Appreciation</td>
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<tr>
<td>HIS 101 &amp; 102 (Western Civilization)</td>
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<tr>
<td>HIS 201 &amp; 202 (American History)</td>
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<tr>
<td>SPA 101 Elementary Spanish I</td>
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<tr>
<td>HSS 205 Technology &amp; Society</td>
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<td>(Recommended, not required)</td>
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<tr>
<td>CPT 170 Microcomputer Applications</td>
<td>15</td>
<td>(Recommended, not required)</td>
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</tbody>
</table>

Note: Blue shaded courses will transfer to all public 2- and 4-year colleges in South Carolina. This information is subject to change. Visit www.accuplacer.org for practice tests.

**Testing Information**

Students may take the ACCUPLACER placement test at the following Tri-County campuses:

**PENDLETON CAMPUS** – 646-1300, Ruby Hicks Room 170
Monday - Wednesday 8 a.m. – 3 p.m.
Thursday 9:15 a.m. - 3p.m.

**ANDERSON CAMPUS** – 260-6700, 511 Michelin Blvd.,
Anderson, Room 221, Friday only, 8 a.m. – 11 a.m.

**EASLEY CAMPUS** – 220-8888, 1774 Powdersville Rd,
Easley, Room 206, Tuesday only, 1:30 - 3 p.m.

**OCONEE CAMPUS** – 613-1900, 552 Education Way,
Westminster, 2nd & 4th Thursdays by appointment only

Before testing at a TCTC campus, students who have not taken the placement assessment previously at their high school must apply to the college as a dual enrollment student. Please allow 48 hours for your application to process.

- Valid government-issued Photo ID
- First on-campus tests have no fee. Second on-campus tests are charged a fee of $10.
- Students may choose to retest in subject area(s) in which they did not receive a qualifying score.
- Allow approximately 2 – 2 ½ hours for all three subject areas, or 45 minutes per subject test. Tests are untimed.
- After the second on-campus test, students must take a high school or college course at their placement level before retesting.
- Tests are valid for 3 years.
- Email placement@tctc.edu for assistance.
- Leave all personal possessions and electronic devices locked in your car. Electronic devices are not permitted in testing.

For additional information about placement testing at Tri-County or how to prepare, go to tctc.edu/placement.
Choosing the right dual enrollment courses depends on several factors: the student’s intended college major, the college or university the student plans to attend, and the type of degree the student wants to achieve. Students who spend time exploring careers and comparing college and university programs will benefit from knowing program requirements and career expectations before they begin taking college courses.

**Career Exploration**

- Research to see if there is a need for the career you’d like, in a location you want to live, and at a salary you desire by exploring the U.S. Bureau of Labor Statistics Occupational Outlook Handbook.
- Visit TCTC Career Coach to find in-demand careers in your own back yard.
- Job shadow, volunteer or intern in fields that you think you may want to work. Real life experience is sometimes the best way to find out if a career field is right for you.

**Major Exploration**

- Compare degree programs, campus life, and other opportunities available at a variety of colleges and universities to make sure you choose a school that is right for you and your career goals. Even if a college has your favorite football team, it may not be the best place for pursuing your career field and major.
- Research the course requirements for your program of study by looking directly at the college or university website’s degree program curriculum. Know what math you need and if you need a specific social science, foreign language, or other general education course requirement.

**Dual Enrollment Course Selection for Successful Transfer**

- Check websites or directly contact in-state colleges or universities that you wish to attend to find transfer equivalency agreements for Tri-County courses. You may also check transfer agreements at [SCTRAC.ORG](http://SCTRAC.ORG).
- If you plan to attend a private or out of state school, contact that college to see if it will accept transfer courses from Tri-County. Not all private or out-of-state colleges accept transfer courses from other institutions.
- Choose courses that will meet general education requirements and help you prepare for program requirements. Most colleges and universities require that students take general education courses in Communication/Literature, Humanities, Math, Science and Social Sciences.

**Be in charge!**

Take ownership of your college experience by spending some time researching and planning. You are the only one who knows what you want to become in your future. Use the tools to help you decide how to best reach your career goals and you’ll be equipped for success!
YOUR TRI-COUNTY ACCEPTANCE LETTER

Your acceptance letter can be found in your application account and will be mailed to you after you submit the online application. The letter provides your Student ID T-Number and Username.

SETTING UP YOUR MyTCTC ACCOUNT

✓ Click on the MyTCTC link at tctc.edu
✓ Click on “New to MyTCTC? Set Up Your Account”
✓ Click on the link http://account.tctc.edu
✓ Enter your username and initial password: your T-Number followed by the two-digit day of your birth.
✓ Follow the instructions to create your new password. Write it here __________________ or in a safe place.
✓ Return to tctc.edu, click on the MyTCTC link, and log in using your username and new password.
✓ Click on the email tile to check your email. Your email address is your username@tctc.edu.
✓ Contact the TCTC Service Desk for MyTCTC help at 864-646-1779 or servicedesk@tctc.edu.

FAMILY EDUCATIONAL RIGHT TO PRIVACY ACT (FERPA)

FERPA is a federal law designed to protect the privacy of education records, to establish the right of students to inspect and review their education records, and to provide guidelines for the protection of inaccurate and misleading data through informal and formal hearings. Student academic and educational records are confidential and are maintained by the appropriate record custodian. These records are disclosed only with the student’s written consent except as defined by FERPA. The written consent must:

• Specify the records to be released
• State the purpose of the disclosure
• Identify the party or parties to whom disclosure may be made
• Be signed and dated by the student

Family Educational Right to Privacy Act (FERPA) release of information requests may be submitted from the student’s MyTCTC account, at the Education Record Consent tile.

MyTCTC ACCOUNT NAVIGATION GUIDE

MyTCTC is Tri-County’s online portal for students to access their personal account and academic information. Tiles are provided to help you find the information you need. For technical or password assistance, contact the Service Desk at 864-646-1779 or servicedesk@tctc.edu.
If you have requested an “online” course at Tri-County, then you are about to experience what is formally referred to as Distance Learning. This popular option for college course delivery offers both advantages and challenges. To be a successful student in an in-person or online course, we encourage you to consider the following as you plan your semester of learning.

**ORIENTATION & TRAINING**
- Take advantage of online training resources to help you learn how to navigate Blackboard, the learning platform where you will access and submit assignments, post to discussions, check your grades, and work in groups. Tri-County has provided links to Blackboard tutorials here: https://help.blackboard.com/Learn/Student/Watch_Videos

**ATTEND CLASS!**
- You must attend class by attending or participating the first week of class or you will be administratively dropped for non-attendance. You should log in the first day of class. Some courses may have an assignment due on day one! Log in at https://bb.tctc.edu.

**PREPARE TO PARTICIPATE**
- Complete reading and other assignments before class so that you are able to ask questions and participate in class discussions.
- One of the main benefits of distance learning is the flexibility of scheduling. It is also one of the biggest challenges! If you do not have a set time to meet in a classroom, it is your responsibility to set up your own schedule of learning.
- Create a routine by carving a special time to do all reading, studying and assignments for your courses and stick to it.
- Log in every day, even if it is just to check email messages and announcements. Be aware that Tri-County instructors set their own schedules for due dates - so be sure to read the syllabus the first day of class to meet all deadlines and course requirements.

**SUBMITTING ASSIGNMENTS**
- Always submit assignments on time, confirm that your submission uploaded, and that you submitted the correct item. Never assume that the submission uploaded successfully – always check. If you realize you submitted the wrong item, resubmit if possible. If an assignment is preset to accept only one submission, immediately email your instructor the correct item and explain what happened. Do not wait until after the deadline, or your instructor will have every reason not to accept your assignment.

**TECHNOLOGY BACKUP**
- Internet failure is not an acceptable excuse for missing deadlines. Have a backup plan in case your computer breaks, your internet goes out, or you have a power outage. As a Tri-County student, you have access to campus computer labs. Also consider public libraries, your high school computer lab, friends, and family. Also, it is important to save copies of all of your assignments in the event they are lost during the submission process. Always backup your assignments to a flash drive, cloud drive, or email to yourself so you have them in an attachment.

**COMMUNICATE WITH INSTRUCTORS**
- Discuss concerns directly with your instructor right away. If your instructor is not available before or after class, make an appointment during office hours, by phone, or even an email chat. Please allow 24 hours for an instructor to respond before a second contact is made. See page 11 for more details.
CONFIRM ON-CAMPUS VISIT REQUIREMENTS
✓ At Tri-County, instructors have the option to require on-campus visits for their Distance Learning course. Some sections may require that students attend campus for assessments, activities, or other events, which would be outlined during the first week of class in the syllabus. If you are unable to come to a Tri-County campus during the semester, please confirm that your distance learning course does not require on-campus visits by contacting the department head listed on page 11.

SEEK TUTORING
✓ Successful students seek tutoring as soon as they realize they need additional explanation and support. Don’t hesitate to seek assistance at the Tutoring Center for any of your Tri-County courses. Online options are available.

CHECK GRADES REGULARLY (especially midterm & final)
✓ In Blackboard, you should be able to track your progress from within each course by selecting My Grades. Blackboard does not provide official grades.
✓ In MyTCTC, click on the MyTCTC Grades to view final grades for past classes. This is where you obtain official grades.

CHECK EMAIL DAILY
✓ Students should check their Tri-County email for important communications from instructors and the college. FERPA regulations prevent the college from sending information to other email addresses, but students may choose to forward their email to another email address.

Success Resources

STARFISH
• Starfish is an early alert system that your instructors may use to alert you to academic concerns in your courses. You may make appointments with instructors and the Tutoring Center.
• Access your Starfish account on the My Success Network tile in MyTCTC or in Blackboard.

MYLABSPLUS
• Many instructors use MyLabsPlus as part of their courses. MLP resources include an electronic textbook, instructional videos and animations, and practice problems with online assistance.
• If your course uses MyLabsPlus, access it through the course’s Blackboard site. Look for the MyLabsPlus Bridge link.

DROP AND WITHDRAWAL – Know the difference!
• Students may drop a course during the first week of the semester and it does not appear on the final college transcript, and tuition and fees are refunded for that course – it is like the student was never in the course. If you know you don’t plan to finish a course, drop before the deadline.
• Withdrawing from a course must be done before the end of the withdrawal period, about two-thirds into the semester. A withdrawal appears on a student’s college transcript as a W and may impact future financial aid. Students should speak to their instructor prior to withdrawing from a course. If an instructor suggests that there is not a way to pass a course, a W is a better alternative than a failing grade on a college transcript. See withdrawal instructions on page 14.
• Students should discuss with their High School Counselors to determine how a withdrawal will affect their High School transcript.
• Students who withdraw from a course will not receive a refund for the tuition and fees for that course.
Communicating with an instructor that you are just getting to know may be a bit tricky. Here are some guidelines you may want to take into consideration when sending an email:

- Introduce yourself from your TCTC email account and explain which class you are taking with the instructor and on which campus.

- Express your concerns in a simple and straightforward capacity and end the e-mail with an action statement such as “Can I stay after class to discuss this with you?” or “Do you have a time that would be convenient to meet?” or “Would you prefer to discuss this in person during office hours or is an e-mail sufficient?”

- Give the instructor professional courtesy with a 24-hour window to allow them to respond.

- If you do not hear back from the instructor prior to the next class period, stay after class to let them know you e-mailed earlier and ask if they have a moment to chat; if they do, introduce yourself and let them know your concerns and follow up with an e-mail thanking them for their time and outlining the solutions that you agreed upon together. That will help both you and the instructor recall the conversation if more clarification is needed later in the semester. If you do not hear from the instructor, you will need to send another e-mail reminding them that you spoke to them after class and resend your concerns. You will need to do that in the same strand of e-mails on the day of your “after-class contact”.

- Give the instructor professional courtesy (24 hours), but if you do not hear back, re-email and copy the Program Director for the discipline in which the instructor teaches. See the contact information below. You will want to outline in that e-mail the number of times that you have reached out to communicate both by e-mail and in-person. If you have academic concerns, you will need to outline your visits to the tutoring center and other resources used showing your effort. If the issue is related to technology, produce the time-stamped service ticket that our IT Department sends when you reach out for service support. This can be critical if you have not been able to turn in an assignment due to connectivity.

- During this time, continue to work hard academically and continue to seek college resources that will assist with the hardships you face. You must do your part to minimize any communication or academic issues. Take responsibility for your college experience.

- If you do not feel that a resolution is possible (that is VERY, VERY RARE in most cases) you may need to withdraw from the course. Remember, however, that you have 2/3 of the way into the semester change the trajectory of academic success. USE YOUR TOOLS and be thorough with how you communicate your needs and how you use your resources.

High School Engagement & Outreach Contacts:

hsde@tctc.edu | 864-646-1505

Academic Contacts:

Shelby Duffy
Assistant Dean - School of Science & Mathematics
864-646-1426 or staylor3@tctc.edu

Dr. Brian Smith
Assistant Dean - School of Humanities & Social Sciences
864-646-1887 or bsmith69@tctc.edu
### 2024-2025 Academic Calendar for Dual Enrollment Students

**Session A Courses**

**Fall 2024:** August 19 – December 2  
**Spring 2025:** TBD

This calendar is subject to change. Please refer to the Academic Calendar at [tctc.edu](http://tctc.edu) for revisions to the deadlines.

<table>
<thead>
<tr>
<th>Event</th>
<th>Fall 2024</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall registration opens for currently-enrolled students</td>
<td>March 25 (Mon)</td>
</tr>
<tr>
<td>Fall registration opens for new students</td>
<td>April 1 (Mon)</td>
</tr>
<tr>
<td>Log in to MyTCTC to view your schedule (Your T#, username, &amp; log-in instructions are in your acceptance letter from TCTC)</td>
<td>Mid-July</td>
</tr>
<tr>
<td>Priority deadline for new students to apply to TCTC</td>
<td>August 8 (Thu)</td>
</tr>
<tr>
<td>Tuition due* (student schedules are purged for nonpayment)</td>
<td>August 13 (Tue)</td>
</tr>
<tr>
<td>Last Day to Register</td>
<td>August 16 (Fri) 2:00 pm</td>
</tr>
<tr>
<td>First day of class</td>
<td>August 19 (Mon)</td>
</tr>
<tr>
<td>If taking an online course, you must log in to your online course the first week of classes or risk being dropped</td>
<td>August 19-23</td>
</tr>
<tr>
<td>Last day to add classes to an existing schedule</td>
<td>August 21 (Wed)</td>
</tr>
<tr>
<td>Last day to drop classes &amp; request a refund</td>
<td>August 23 (Fri) 2:00 pm</td>
</tr>
<tr>
<td>Labor Day (College Closed)</td>
<td>September 2 (Mon)</td>
</tr>
<tr>
<td>Fall Break (No Classes)</td>
<td>November 4-5 (Mon-Tue)</td>
</tr>
<tr>
<td>Last day to withdraw from class with a grade of W**</td>
<td>October 25 (Fri)</td>
</tr>
<tr>
<td>Thanksgiving Holiday (College Closed)</td>
<td>November 28-29 (Wed-Fri)</td>
</tr>
<tr>
<td>Last day of class</td>
<td>December 2 (Mon)</td>
</tr>
<tr>
<td>Grades Due</td>
<td>December 9 (Mon)</td>
</tr>
</tbody>
</table>

*After the tuition due date, tuition payments must be made upon schedule changes.

**Withdraw Date:** Students who withdraw from a course will not receive a refund for the tuition and fees for that course. Students who withdraw from a course before the withdrawal deadline will receive a grade of W on their academic record. See page 10 for details.
What are the admission requirements to be a Tri-County Career Pathways for Success (CPS) Dual Enrollment student?
Students must meet the following requirements: 1) Currently-enrolled high school junior or senior, or must have permission to begin early from HSEO Director; 2) US citizenship/Legal presence; 3) Permission from parent/guardian and high school; 4) Completed online application.

What are the benefits of taking Dual Enrollment courses?
Students taking Dual Enrollment courses have an early start on college experience and credit hours, and may be able to complete an Associate or Bachelor degree sooner. Students also may find dual enrollment eases the transition to full-time college. For some students, having credit hours already completed may help them retain LIFE Scholarship in future academic years.

What courses can I take?
Students may take courses for which they have qualifying ACCUPLACER scores and have met prerequisite course requirements. Qualifying scores are listed on page 6 of this handbook. With permission from their high schools, students may take other TCTC courses that do not require ACCUPLACER scores.

Must I complete the FAFSA?
High school students should not complete the Free Application for Federal Student Aid (FAFSA) until the Fall of their senior year of high school for the following academic year. Only high school graduates are eligible for federal student aid.

Am I eligible for any financial aid?
High school students who take six or more credit hours in one semester may qualify for the South Carolina Lottery Tuition Assistance Program.

Does accepting Lottery Tuition Assistance affect LIFE Scholarship?
The South Carolina LIFE Scholarship is not affected by Lottery Tuition Assistance. LIFE Scholarship is not awarded until after a student graduates from high school. The Lottery Tuition Assistance Program is a separate South Carolina financial aid program that is available to both high school students and graduates.

When do I have to pay tuition?
Tuition is due by the posted deadline, usually about one week before classes begin. Tuition must be paid in full or a monthly payment plan must be set up by the due date. If no payment is made, the student's schedule will be dropped. See due dates on page 12.

Will I receive a bill and schedule in the mail?
Upon admission to the college, students must set up their online MyTCTC account using information provided in the acceptance letter to have access to their bills, schedules, college email account, and all other online college services and communication.

Can anyone else see my grades?
Mid-term and final grades are released to high school counselors and administrators. If students want their records released to another party, students must make requests through their online MyTCTC accounts by completing a FERPA release. Privacy of student educational records is regulated by the Federal Family Educational Right to Privacy Act (FERPA).

Am I automatically a Tri-County student after high school graduation?
Dual Enrollment students must re-apply to the college to continue at Tri-County for any term that begins after their high school graduation date.

How do I request an official transcript?
Transcripts are issued by the Registrar’s Office/Student Data Center. Students may request a transcript online through MyTCTC. Additional information about requesting transcripts is available online at tctc.edu/transcript.

Does dual enrollment impact future financial aid eligibility?
When students take college courses in high school, they begin a college transcript, including a college GPA and completion rate. All TCTC grades are included on the college transcript and factored in determining federal/state financial aid eligibility after high school graduation at Tri-County Technical College. The Federal Financial Aid requirement of Satisfactory Academic Progress (2.0 GPA, 67% completion rate, and maximum 150% program-required credit hours) is assessed at the end of each semester.

Students need to understand that performance in dual enrollment courses can help or hurt their ability to receive financial aid (grants, scholarships, and loans) once they are a regular college student after high school graduation.
Dual Enrollment – FAQ Continued

DUAL ENROLLMENT STUDENTS HAVE ACCESS TO ALL CAMPUS STUDENT SUPPORT AND ENGAGEMENT SERVICES. FOR MORE INFORMATION, GO TO OUR WEBSITE AT TCTC.EDU AND CLICK ON LIFE @ TCTC.

I have an IEP and/or 504 plan, how do I get help with my accommodations?
• Students requesting accommodations must schedule an appointment for an evaluation of documentation.
• Accommodations that students receive at high school do not transfer to college courses, even if courses are held at the high school building.
• Contact the Accessibility Resource Center by calling 864-646-1564 or email ARCenter@tctc.edu. The Center is located on the Pendleton Campus.

How do I order my parking sticker?
• Parking decals are required for students who drive to any TCTC campus and must be displayed according to the directions provided by the Campus Police office.
• Two vehicles may be registered at no charge for dual enrollment students. Decals expire at the end of Summer term. New decals may be obtained beginning August 1 of each year.
• Parking decals are obtained by going to MyTCTC, clicking on the My Payments tile and choosing the dual enrollment option (to avoid a fee). All decals will be mailed to the address you provide. Please provide the address where you receive your mail. Students must provide the following information:
  » Your last name
  » Your TCTC ID Number (Example: T00123456)
  » Driver’s License Number & State
  » Vehicle Information (Make, Model, Year, Color, License

How do I withdraw from a class?
• Students may withdraw from a class before the withdrawal date impacting high school GPA.
• The course will appear on the college transcript as a “W.”
• To withdraw from a course, log in to MyTCTC. Click on the My Registration tile.
• In #4 Register for Classes, click Drop or Withdraw from Class.
• NOTE: If withdrawing from all courses, students must contact the Financial Aid Office in Ruby Hicks Hall, Pendleton Campus. Students should discuss with their HS Counselors prior to withdrawing from college courses. Withdrawing could impact high school graduation requirements and/or sports eligibility.

Additional Resources

Career Services
• Personalized career planning assistance is available during regular college hours on the Pendleton Campus, and limited hours on the Anderson, Easley, and Oconee campuses. Contact 864-646-1577 for information.

Computer Labs
• Open computer labs are available for students at all three of our campuses. Hours may be found at tctc.edu, click Programs, then Computer Labs.
• Computer labs are closed during breaks and holidays.

Library
• Students have access to print and electronic resources, study rooms, librarian assistance, and training at all campus locations.
• Students must have a Tri-County student ID to check out materials.
• Pendleton Campus, 864-646-1750; Anderson Campus, 864-260-6720; Easley Campus, 864-220-8889; Oconee Campus, 864-613-1964
• Online library access available at http://library.tctc.edu

Campus Police
• The Campus Police staff provides services to keep students and staff safe, including:
  » Jump-starting vehicles.
  » Unlocking vehicles if locked out.
  » Providing escorts to car at night.
  » Transport to a gas station if your car is out of gas.
• Pendleton Campus, 864-646-1800, Pickens Hall, Room 138
• Anderson Campus, 864-260-6718, (864) 643-6528
• Easley Campus, 864-220-8989
• Oconee Campus, 864-613-1901
Course Delivery Options

**Traditional Face-to-Face Course**
Courses are taught in person on campus.

**Traditional Distance Learning Course**
Courses are taught entirely online; students complete coursework based on an established schedule of assignments and activities but are not required to be online at the same time.

**Distance Learning: Synchronous/Asynchronous Course**
Courses are taught entirely online; students engage in online learning at the same scheduled time (synchronous) for a portion of the course and other instruction occurs via recording or other assigned activity (asynchronous).

**Distance Learning Synchronous Course**
Courses are taught entirely online; students are online at the same scheduled time.

**Hybrid Asynchronous Course**
Students rotate between face-to-face learning on campus at a scheduled time and asynchronous (not a defined time) online learning.

**Hybrid Synchronous Course**
Students rotate between face-to-face learning on campus and online learning at a scheduled time.

**Modified Tutorial Course**
Courses are taught online at a scheduled time with a face-to-face component as needed. Face-to-face instruction occurs via flexible attendance rather than a predefined meeting pattern.
LOCATIONS TO SERVE YOU

Pendleton Campus
7900 Highway 76, Pendleton, SC
Local: 646-TCTC (8282)
Toll-free within 864 area code: 1-866-269-5677

Anderson Campus
511 Michelin Blvd., Anderson, SC
Local: 260-6700
Toll-free within 864 area code: 1-866-269-5677, Ext. 6700

Easley Campus
1774 Powdersville Road, Easley, SC
Local: 220-8888
Toll-free within 864 area code: 1-866-269-5677

Oconee Campus
552 Educational Way, Westminister, SC
(Off of Highway 11
Local: 613-1900
Toll-free within 864 area code: 1-866-269-5677

For directions to any of our campuses, log on to tctc.edu and click on Locate Us.