



BRAND STYLE GUIDE

Our brand identity has been created to capture our energy and personality in a way that identifies us more strongly. It represents Tri-County Technical College at the very highest level and is vitally important to building our brand.

This style guide has been developed as a resource for those working with the TCTC brand. The following pages outline the updated visual design components vital to maintaining a cohesive approach to the College's new look and feel.

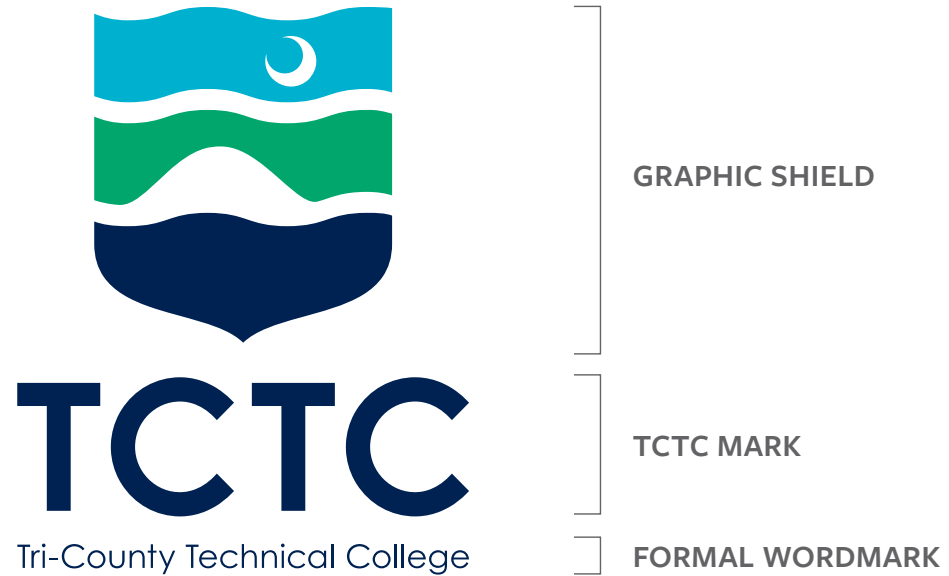
LOGO

Our logo is the official mark of the College and the most recognizable element of our brand's identity. Our logo is, and should always be, the most consistent component in our communications.

Our new logo remains deeply rooted in the vision, mission and commitment to our students, our employees, and our communities. The shield itself represents the stability of our past and the strength of our future. The three bars represent the three counties we serve, while also creating a sense of connectedness as they come together to form a single, unified image. The images within the shield celebrate our location in Upstate, South Carolina. The positioning of the TCTC letters indicate that our College is a strong foundation from which to transform lives and build strong communities.

LOGO STRUCTURE

The TCTC logo is composed of three elements: a three-color graphic shield, the TCTC mark, and a formal wordmark. These components have been carefully drawn and proportioned and should never be redrawn, altered, or distorted. The graphic shield should never be used without the TCTC mark, except when used on social media as an avatar.



LOGO VARIATIONS

To suit a variety of applications, there are variations of the logo. The role and use of each variation is explained within this document.

There are two signature configurations: vertical (primary) and horizontal. The vertical configuration is preferred.

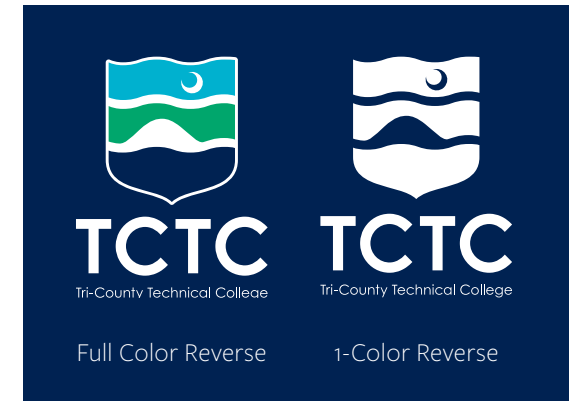
Whenever possible, default to the full color logo. Pantone, CMYK, and RGB versions exist, so use the one that's most appropriate for the application.

Logos should be used in their original form; please do not recreate or modify official logos or try to create new versions. Additional logos confuse the brand and are not permitted. Designs created for individual programs or events do not replace official logos.

Only official logo files should be used in communications. For additional guidance or access to logo files, contact the Marketing Department.

PRIMARY LOGO

The full-color logo is the preferred version and should be used whenever possible. On a dark background, a reverse version of the logo is required. One-color versions of the logo are also available for applications when full-color printing of the logo is not possible. The logo can appear in black only for black-and-white and grayscale scenarios.



HORIZONTAL LOGO

If the size of the space for the logo is wide rather than square, the logo may be used in its horizontal version.



LOGO USAGE

The institutional mark must be prominent and legible, so keep these considerations in mind when using it in layout.

CLEAR SPACE

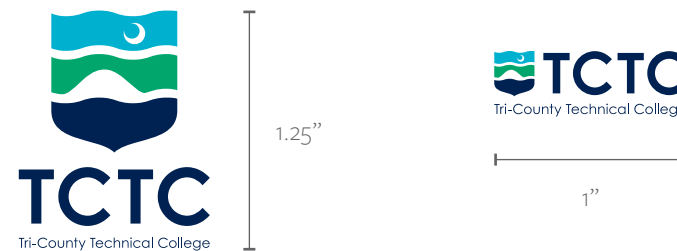
To ensure that clear space is maintained around the logo for legibility and prominence, photos, text and graphic elements must follow the guidelines illustrated here.

Use the width of the letter “T” from the TCTC mark as a measuring tool to help maintain clearance.

There may be cases where it is difficult to allow the recommended clear space (e.g. a very small display ad), and the Marketing Department will make a judgment call.

MINIMUM SIZE

To maintain full legibility, never reproduce the primary logo at heights smaller than 1.25” or the horizontal logo at widths smaller than 1”. There is no maximum size limit, but use discretion when sizing the logo. It should never be the most dominant element on the page, but instead should live comfortably and clearly as an identifying mark.



COMMON LOGO MISTAKES

Our logo is a unique expression of our brand. It's important that we present our identity consistently. Shown here are some common misuses. To avoid these, always use the provided artwork without modification.

In order to maintain the correct proportion when resizing the logo, always press and hold the shift key.

If you are uncertain about usage or are working on a project with special requirements, please contact the Marketing Department.

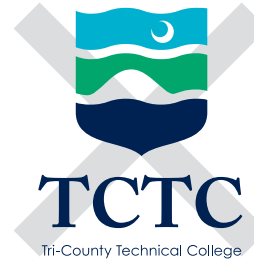
STRETCHING/CONDENSING

Don't stretch, condense or change the dimensions of the logo elements.



ALTERING

Don't alter or replace the typefaces in the logo.



REARRANGING

Don't rearrange elements of the logo.



SKEWING

Don't skew, bend, warp or set the logo on an angle.



CHANGING SCALE

Don't change the scale of elements in the logo.



VISUAL EFFECTS

Don't apply drop shadows, strokes or other visual effects to the logo.



NON-APPROVED COLORS

Don't use colors other than those specified in this document.



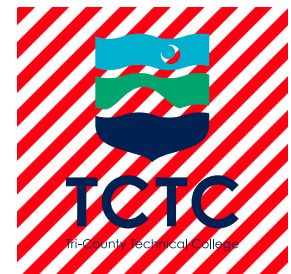
EXTRA ELEMENTS

Don't add extra elements to the logo.



BUSY BACKGROUNDS

Don't place the logo on backgrounds that compromise legibility.



COMPANION LOGOS

The TCTC logo represents the entire College, but in some cases companion logos may be needed.

Companion logos, or lockups, include the horizontal TCTC logo and the name of the companion unit (words only, no extra images). The same color, size, and spacing rules that apply to the College logo apply to companion logos. These logos should not be recreated or modified and should be used only with the authority of the Marketing Department. Units within the College may not create their own companion logo.

Note: Logo use on promotional items, apparel and student uniforms is reserved solely for the primary or horizontal TCTC logos. Companion logos will be used solely on print materials. Only the Marketing Department can grant exceptions.

? Why should every unit have the same logo?

We all benefit from the cross-pollination of positive impressions created by any part of the College. The strength of our story—our brand—is college-wide. Continually reinforcing that single vision from many different sources is an advantage to everyone.

Despite the wide variety of activities, programs and services offered at TCTC, it is a mistake to assume that every unit must have its own separate “brand.” The strongest, most recognized identity that any of us can project is that of the College itself. Tri-County is the brand people know and recognize. It’s the brand people trust. We cannot lose that in our desire to promote our individual programs, services and initiatives. Instead, we must work together as one college, speak with one voice and portray one visual identity to our stakeholders.

To create brand consistency and build a strong awareness of the new College logo, the use of companion logos is limited to the following areas of the College:

- Alumni
- Foundation
- I-BEST

COMPANION LOGO EXAMPLES:



Alumni



Foundation



I-BEST

Registered student organizations will have the option to use a companion logo as well. This includes Student Leadership Council, Student Veterans Association, SOLACE, NSLS, etc.

Divisions, departments, programs, campuses, and initiatives do not need a companion logo. To reiterate, the strongest, most recognized identity that any of us can project is that of the College itself.

- Outliers: The only approved logos with a look that differs from the College logo or companion logo are Bridge to Clemson, Campus Police and SC Upstate Regional Youth Apprenticeship.

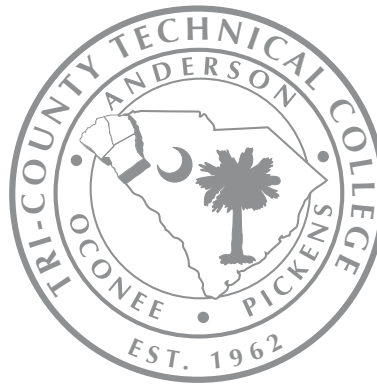
COLLEGE SEAL

The official seal of the College depicts the state of South Carolina with emphasis on the three counties that comprise the College's service area: Anderson, Oconee and Pickens counties. The seal also includes the Silver Crescent Moon and Palmetto Tree, both of which are official state symbols. The map is encircled by the names of the counties, the College and "est 1962," which is the founding date of the College.

The seal may be used on the following items:

- Official College credentials (degrees, diplomas, certificates, transcripts)
- Publications of the College Commission and the Office of the President
- Publications of the TCTC Foundation
- Other official, ceremonial or historical College materials, as approved by Public Relations
- Major media and fundraising initiatives, as approved by Public Relations
- Legal documents and contracts

**COLLEGE
SEAL:**



LOGO ALTERNATIVE

Using the graphic shield and TCTC mark as a decorative element is permitted in select instances, like merchandise, where there may be production limitations such that use of the full logo is prohibitive.

The same rules for color, spacing, and application apply to this as outlined for the full logo.

In instances where the logo simply will not work due to extremely limited space, the name of the College may be substituted. Examples where this may be required are branded products such as pens or similar small items. In these cases, the name “Tri-County Technical College” should be typeset in Century Gothic Pro Regular (i.e. the Formal Wordmark). Wherever possible, a version of the College logo should be used.

All promotional items paid for with College funds will be branded with the College logo in ways described above. Any custom items requested for promotional purposes can include the logo and/or a designated URL specific to your program, initiative, or service that serves as a call to action. No other information will be included on promotional items for prospective students or potential external partners.



COLOR

Beyond our logo, color is the most recognizable aspect of our brand identity. The TCTC color palette is contemporary and vibrant, working as a reflection of our bold, diverse community. Adhering to these color guidelines will result in clean, comprehensive communications that are instantly recognizable as TCTC.

Our color palette has three layers: primary, secondary and vibrant palettes. It is important to maintain a sense of hierarchy, balance, and harmony when using the TCTC color palettes.

There are no designated palettes or colors for individual departments or areas of the College.

Color codes for all of our palettes are provided. Any of the colors within the palettes may be used for any type of communication, but color code choice depends on the intended output (print or digital). Using correct codes will ensure accurate color reproduction.

Our color system is flexible, but please exercise restraint, following the color guidelines provided here.

FOR PRESIDENT AND FOUNDATION USE ONLY



Metallic Silver

PMS: 877

PRIMARY PALETTE

TCTC navy is our primary color, along with white. By incorporating plenty of white space, we ensure that our communications feel clean and modern. The primary color palette should be implemented as a central element on all communication materials.



TCTC Navy

PMS: 295 C

CMYK: 100, 63, 0, 67

RGB: 0, 40, 88

HEX: #002858



White

CMYK: 0, 0, 0, 0

RGB: 255, 255, 255

HEX: #FFFFFF

SECONDARY PALETTE

The secondary palette consists of a complementary set of colors from the TCTC logo that have been chosen to work well together, and with TCTC navy, to provide depth and variety to communications. These additional colors will provide designers artistic freedom and versatility while maintaining a coordinated, integrated look, though the primary palette should always be predominant.



Light Blue

PMS: 3125 C

CMYK: 89, 0, 19, 0

RGB: 0, 175, 206

HEX: #00AFCE



Green

PMS: 340 C

CMYK: 100, 0, 81, 0

RGB: 0, 152, 99

HEX: #009863

VIBRANT PALETTE

The vibrant palette, which reflects the energy and creativity of our people, is intended for professional design staff use. This palette should be used sparingly—as an accent to the primary and secondary palettes, or to highlight key information.



Red

PMS: 1788 C

CMYK: 0, 93, 82, 0

RGB: 238, 38, 62

HEX: #EE263E



Purple

PMS: 2602 C

CMYK: 58, 99, 0, 0

RGB: 137, 23, 166

HEX: #8917A6



Yellow

PMS: 2010 C

CMYK: 0, 27, 100, 0

RGB: 255, 172, 0

HEX: #FFAC00

TYPOGRAPHY

Typography is an important component of our identity system. It helps convey the personality of our brand and brings clarity to our communications. Used consistently, typography reinforces the College’s brand recognition and visual style.

Century Gothic Pro is the primary typeface for TCTC. Century Gothic Pro is sans serif typeface, which makes it approachable, modern, and legible.

Century Gothic Pro may not always be available for everyday use. We have selected Freight Sans as an alternate font. Various weights of the Freight Sans font are used to reinforce the TCTC identity.

TCTC’s marketing design team utilizes additional fonts from the Freight family to address a wider range of typographical needs. These additional fonts are not broadly available across the College due to licensing restrictions.

If you need access to or have questions about our brand fonts, please contact the Marketing Department.

CENTURY GOTHIC PRO
ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz
1234567890

CENTURY GOTHIC PRO ITALIC
ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz
1234567890

CENTURY GOTHIC PRO BOLD
ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz
1234567890

CENTURY GOTHIC PRO BOLD ITALIC
ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz
1234567890

FREIGHT SANS.

CHARACTERS

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz
1234567890

STYLES

Light	<i>Light Italic</i>
Book	<i>Book Italic</i>
Semibold	<i>Semibold Italic</i>
Bold	<i>Bold Italic</i>

Arial is an acceptable substitute where Century Gothic and Freight Sans are unavailable.

EMAIL SIGNATURE

Our brand is much more than just a logo. It also includes the way we communicate and correspond with others. As such, we have created a branded email signature for use across the College.

WHY ARE BRANDED EMAIL SIGNATURES IMPORTANT?

Aside from conveying necessary contact information, they help us demonstrate our brand, create consistency across the College, and project credibility and professionalism.

SIGNATURE OPTIONS

For those of you who utilize the signature options, you may have one that you use specifically for student correspondence. Feel free to include your office location instead of the mailing address. Other variations are possible; when in doubt, contact marketing@tctc.edu. We are happy to help.



Karen Potter, APR

*Associate Vice President of Marketing, Communications
& Executive Operations*
7900 Hwy. 76
Pendleton, SC 29670
C: 864-314-2520
tctc.edu

WHAT TO INCLUDE IN YOUR EMAIL SIGNATURE:

- Your Name
- Your Title
- Your Address*
- Your Office Phone and/or
- Your Cell Phone (optional)
- tctc.edu
- Your Email (optional)

*If you work solely at a community campus, you may use that address in your signature. All others should use the Pendleton Campus physical address, which is 7900 Hwy. 76, Pendleton, SC 29670.

WHAT NOT TO INCLUDE IN YOUR EMAIL SIGNATURE OR EMAIL CORRESPONDENCE:

- A background/wallpaper.
- The vision statement is not a part of the email signature, nor should you include any personal quotes or statements.
- Badges, campaign images and social media images detract from the branded email signature and should not be used.
- You are also asked to remove statements such as environmental messages and confidentiality messages; those are not required by any governing body, and they detract from the branded email signature.
- If a confidentiality notice is necessary, please put that in the body of your email message as opposed to the signature.

The email signature image and template are available at tctc.edu/brand.

POWERPOINT TEMPLATES

We have created PPT templates for you to choose from for your presentation needs.

WHAT YOU NEED TO KNOW ABOUT THE TEMPLATES:

- Font – The font is set as Century Gothic and should be used throughout the presentation. However, you can change the size of the font and use bold or italics where appropriate.
- Colors – The College colors are also set within the template. To view the colors, click on the down arrow next to the Font Color icon. The “Theme Colors” listed across the top are the College colors and are the only font colors that should be used in the presentation.



TCTC TEMPLATE



TCTC PHOTOS TEMPLATE



TCTC TEMPLATE 2



TCTC TEMPLATE LOGOS

TIPS FOR CREATING EFFECTIVE POWER POINT PRESENTATIONS:

- Simplify and limit the number of words on each slide. Ideally, there should be no more than six lines of text per slide.
- Aim for a consistent font size that is no smaller than 24 point. Headlines can be larger.
- Empty space (also known as white space) enhances readability.
- Minimize the use of special effects such as animation and sound effects.
- Use good quality images (not clip art) that reinforce and complement your message.

Remember, when it comes to power point, less is more!

FLYER TEMPLATES

We have created flyer templates for you to choose from for your needs.

WHAT YOU NEED TO KNOW ABOUT THE TEMPLATES:

- Font – The font Century Gothic should be used throughout the flyer. However, you can change the size of the font and use bold or italics where appropriate.
- Colors – The College colors are set within the template. To view the colors, click on the down arrow next to the Font Color icon. The “Theme Colors” listed across the top are the College colors and are the only font colors that should be used in the flyer.

FLYERS

While Marketing is a resource for most publications, some materials for internal audiences can be created by faculty, staff, or students. We have created some downloadable and editable templates for your convenience.

An internal audience is defined as current students and employees, whereas an external audience is anyone outside the College (e.g., prospective students, business and industry partners, donors, etc.). If the audience is internal, a logo is not required; therefore, you may use one of these templates.



[TCTC_NAVY_AQUA_FLYER_TEMPLATE](#)



[TCTC_MULTIWAVE_FLYER_TEMPLATE](#)



[TCTC_PHOTO_HEADER_FLYER_TEMPLATE](#)



[TCTC_MULTIWAVE_11X17_TEMPLATE](#)



If the audience is external or is both internal and external, please contact Marketing for assistance.

We appreciate the continued partnership of our divisions and departments as we work together to promote the College, as well as special initiatives. Marketing is always available to discuss your needs and create strategies to best serve our students and service areas.

PHOTOGRAPHY & VIDEO

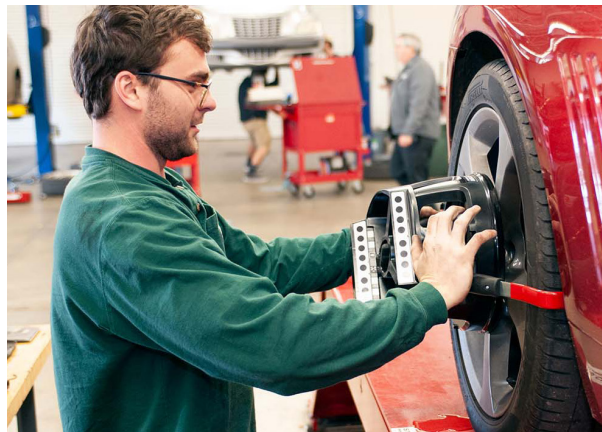
Photography and video are key tools for showcasing our diverse and collaborative community. Our imagery captures the spirit of TCTC and connects with people in ways that words can't. What we say describes what we're doing; our photography shows it.

For this reason, photographs should be carefully selected to match our messaging, and they should always feel authentically like TCTC.

PHOTOGRAPHY AND VIDEOGRAPHY BEST PRACTICES

- Images should feel authentic and tell a story.
- Images should feel candid, natural, and in the moment, rather than posed or generic. Unless it is an editorial-style portrait or head shot, subjects should not typically be looking directly at the camera.
- Single students should never seem lonely, and groups should always seem collaborative.
- Clothing should be casual and appropriate for the setting. The subject's normal day-to-day wear should be fine. Most importantly, subjects should feel comfortable. Patterned clothing should be avoided, and non-TCTC logos should not be used (unless the purpose is to highlight partnerships, such as those with Clemson).
- TCTC is a diverse place, filled with different races, cultures, mindsets and abilities. Be mindful of this when documenting our community.
- Contextual elements such as tools, machinery or accessories that relate to the topic are helpful in building a realistic image, even if they are in the background or out of focus.
- Location-based photography helps establish our setting for audiences who are new to TCTC and reinforces it for those who are familiar. It should represent the campus environment, our communities, and the buildings, labs, studios and architecture that are unique to the College.
- Using shots of unique and beautiful places on our campuses is a great way to paint a picture. Use both interior and exterior places to help tell the story.
- Campus imagery needs to convey an appropriate level of energy and movement, and should be authentic to the on-campus experience.
- The Marketing Department coordinates a professional photo shoot annually and can assist with providing appropriate photos for your needs that meet our branding guidelines.
- The College often photographs and videos its students and employees for use in print and digital pieces to market and promote the College and the South Carolina Technical College System, as well as higher education, economic development, and related topics. Students not wishing to have their photograph or image used for these purposes should submit a written request to the Public Relations Department, Suite 265, Ruby Hicks Hall, Pendleton Campus, or call 864-646-1507.

PHOTOGRAPHY & VIDEO



BOILERPLATE LANGUAGE

ROLE AND SCOPE

Tri-County Technical College is a public, two-year community and technical college serving Anderson, Oconee and Pickens counties in South Carolina.

As an open-door institution of higher education, the College offers affordable, accessible, collaborative and learner-centered instruction. Offerings include university transfer associate degree programs and applied technical associate degrees, diplomas and certificates in more than 70 majors associated with business, health, public service, and industrial and engineering technologies. The College also offers developmental courses and various academic and support services for students who need to improve their basic academic skills.

The College promotes economic development in the tri-county region through customized education and training for local businesses and industries through credit and continuing education offerings and a variety of workforce training programs.

To ensure consistency throughout all our messaging (print or electronic), when you are sharing the story of our College, use some of the language shown here:

VISION

Passionate people transforming lives and building strong communities one student at a time.

MISSION

Tri-County Technical College provides students an exceptional and affordable learning experience that improves their quality of life. The College advances economic development in the tri-county region by preparing a highly-skilled workforce.

VALUES

Integrity: We lead by example and are steadfast in upholding high ethical standards.

Respect: We engage with one another in a manner that promotes civility, trust, openness and understanding.

Learning: We promote a growth mindset and use what we learn to deliver a transformative experience for our students and employees.

Collaboration: We achieve more when we work together, especially when we bring diverse groups of people together to solve problems and generate change.

Innovation: We encourage creative ideas that lead to positive outcomes for our students, our employees and our community.

Diversity and Inclusion: We are committed to creating a diverse and inclusive community that fosters a sense of belonging where every individual feels welcome and valued.

COMMITMENTS

To Our Students: Provide a dynamic teaching and learning experience in which every student has an opportunity to grow, succeed and improve their quality of life.

To Our Employees: Cultivate a workplace that honors and promotes our values.

To Our Community: Serve as a solutions provider in meeting the workforce needs of the tri-county region.

BOILERPLATE LANGUAGE

QUICK BLURB

Tri-County Technical College, a public two-year community and technical college serving Anderson, Oconee, and Pickens counties, enrolls more than 9,000 students annually and offers more than 70 major fields of study, including computer technology, industrial electronics, mechatronics, nursing, and university transfer programs.

Past/Present Blurb

Founded in 1962 on land donated by Clemson University, Tri-County Technical College has grown from a technical education center with one building in Pendleton to a comprehensive community college with four campuses in a three-county service area. Tuition is the lowest in the area and nearly 80% of students receive some form of free financial aid, including Pell Grants, Lottery Tuition Assistance, LIFE scholarships, and Foundation scholarships.

KEY INSTITUTIONAL MESSAGES

- Highest in the S.C. Technical College System for student success rate, graduation rate and transfer rate
- Ranked in the top 1% nationally for successful student transfers to four-year colleges and universities
- Approximately 9,000 students served annually
- More than 70 associate degree, diploma and certificate programs offered
- Lowest tuition in the Upstate
- Nearly 80% of students receive financial assistance and scholarships
- 19:1 student-faculty ratio
- Home to nationally-known Bridge to Clemson program

Key Institutional Messages in Detailed Paragraphs

Tri-County boasts the highest student success, transfer, and graduation rates among two-year colleges in South Carolina and ranks in the top 1% nationally for successful student transfers to four-year colleges and universities. A great investment of student and taxpayer dollars, Tri-County spends the highest percentage of its budget on instruction and student support and the lowest percentage on administration when compared with all 16 colleges in the South Carolina Technical College System.

Tri-County is also home to the nationally-known Bridge to Clemson program, a unique freshman year program that blends the traditional academic experience at Tri-County with the social and cultural experiences of being a Clemson University student. The College also is known for its I-BEST program, which focuses on students age 17 and older who can benefit from non-traditional education pathways in preparation for careers in manufacturing and health care..

Tuition is the lowest in the area and nearly 80% of students receive some form of free financial aid, including Pell Grants, Lottery Tuition Assistance, LIFE scholarships, and Foundation scholarships.

In addition to academic programs, Tri-County offers continuing education training, career development, and personal interest courses to more than 9,000 people each year, including contract training for local industry, professional certifications, and workforce training.

Tri-County Technical College plays an important role in preparing a technically skilled workforce for advanced manufacturing companies in the region. A state-of-the-art Industrial Technology Center in Sandy Springs, as well as QuickJobs Training Centers on its Anderson and Easley campuses, provide education and training to meet the needs of local industries.

BOILERPLATE LANGUAGE

ACCREDITATION

Tri-County Technical College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate degrees. Tri-County Technical College also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of Tri-County Technical College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website (www.sacscoc.org).

Note: The accreditation statement is to be used in the College Catalog, Annual Report, website, commencement program and printed recruitment materials, except for posters, flyers and post cards where space is limited.

EEOC/AFFIRMATIVE ACTION STATEMENTS

All College publications or documents produced for external use will contain one of the following statements:

Tri-County Technical College is committed to a policy of equal opportunity for all persons and does not discriminate in employment, admissions, financial aid, and educational programs and activities on the basis of race, color, religion, sex, sexual orientation, national origin, age, disability, genetic information, gender, veteran's status, pregnancy, childbirth or other categories protected by applicable law.

This policy of non-discrimination is intended to meet Tri-County Technical College's responsibilities under the Age Discrimination in Employment Act of 1967, the Age Discrimination Act of 1975, Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, the Pregnancy Discrimination Act of 1978, the Vietnam Veterans Readjustment Assistance Act of 1974, the Violence Against Women Act, the SC Pregnancy Accommodations Act, the Americans with Disabilities Act of 1990 as well as the ADA Amendments Act of 2008 (ADAAA), the Genetic Information Nondiscrimination Act of 2008 (GINA), and applicable provisions of the South Carolina Human Affairs Law.

Tri-County Technical College is committed to providing an environment that is free from sexual harassment/discrimination.

Tri-County Technical College does not discriminate in admission or employment on the basis of race, color, religion, sex, qualifying disability, veteran's status, age or national origin.

Student inquiries regarding compliance may be directed to:

Dr. Darren Lipscomb
Vice President, Student Affairs
Pendleton Campus
Student Success Center, Room 126
(864) 646-1562

Employee inquiries may be directed to:
Rhonda Gibby
Vice President, Human Resources
Miller Hall, Room 131
(864) 646-1790

BOILERPLATE LANGUAGE

EDITORIAL STYLE GUIDE

Tri-County Technical College utilizes AP style to ensure consistency with our writing. For details, as well as a few exceptions, please view our [full guide](#).

ADMISSIONS STATEMENT

Tri-County Technical College operates as an open admissions college as required by the 1976 Code of Laws of South Carolina, as amended. As such, Tri-County Technical College makes every effort to minimize geographic, financial, and scholastic barriers to the post-secondary programs and services offered by the College. A high school diploma or high school equivalent credential (e.g. GED) is required for admission to certificate, diploma, and degree programs.

In order to promote achievement by individuals with varied potential, open admissions is defined as a practice which (1) admits to the College all citizens who can benefit from available learning opportunities, and (2) places into specific programs of study those students whose potential for success is commensurate with program admission standards.

NOTE: This statement will appear in the College Catalog and on the College website.

NONDISCRIMINATION STATEMENTS

The College's full nondiscrimination statement should be included in the College Catalog and on the home page of the website (accessible by one link). The abbreviated version is intended for application forms, College newsletters, and printed recruitment materials, except for posters, flyers and post cards where space is limited.

Statement 1

Tri-County Technical College does not discriminate on the basis of race, color, national origin, sex, disability, or age in its admissions policies, programs, activities, or employment practices. TCTC will take steps to assure that the lack of English language skills will not be a barrier to admission and participation in vocational education programs. The following person has been designated to handle inquiries regarding the nondiscrimination policies:

Dr. Mark Dougherty
Dean of Students
Pendleton Campus
Student Success Center, Room 209
864-646-1871
mdougher@tctc.edu

Statement 2

TCTC's nondiscrimination policy and grievance procedures can be located at tctc.edu/titleIX. To report conduct that may constitute sex discrimination or make a complaint of sex discrimination under Title IX, refer to tctc.edu/titleIX.

Statement 3

EOE/AA