New Schedule is Working

TTC students’ success rates provide strong evidence: Shorter terms mean greater success
Table of Contents

First Year with the New Schedule for Success: What are the Results?............3
Schedule for Success..................4
Counseling Workshops..................5
Important Target Dates..................6
Academic and Financial Aid Calendars........7
Registration and Payment Calendars...8-9
Steps to Enrollment..................9
How to Get Started: Admission
Information......................................10
Financial Aid.................................11-12
Veterans Services......................12-13
Student Email.................................13
Decisions About Your Major: Undecided vs. Uncertain..................13
Taking Placement Tests..................14
New Student Orientation..................14
Public Safety Services..................14
Registering for Classes..................15
Online Registration: About TTC Express..................16
Emergency Alert System..................16
Online Registration:
A Step-by-Step Guide..................17
Paying Your Tuition......................18
Services for Student Success..................19
Choosing the Right Courses: Academic Advising..................19
Registration Advisors for Jan. 5...........23
Student Resources......................24
College Information......................25
Main Campus Map.....................26
Palmer Campus Map...................27
Berkeley Campus Map..................28
Mount Pleasant Campus Map........29
TTC Site Maps......................29
Key to Understanding Class Modes........30
Programs of Study.....................31
Apply online at www.tridenttech.edu or complete the admission application inserted after page 16.

Frequently Called Numbers

General Information.................843.843.574.6111
877.349.7184 (toll free)
Academic Resource Center........843.574.6975
Admissions
Status of Application/Residency Info
Residency/A-Z Application
Updates.........................843.574.6850
A-K ........................................843.574.6335
L-Z ........................................843.574.6126
International Students........843.574.6921
Berkeley Campus.................843.889.8012
Palmer Campus..................843.722.5568
Mount Pleasant Campus........843.958.5810

Bookstore
Berkeley Campus.................843.889.8064
Main Campus..................843.574.6122
Palmer Campus..................843.720.5604
Mount Pleasant Campus........843.958.5810

Business Office
Berkeley Campus.................843.889.8064
Main Campus..................843.574.6026
Palmer Campus..................843.720.5604
Mount Pleasant Campus........843.958.5810

Bus Services
Berkeley County Public Transportation –
Tri-County Link.................843.889.4096
800.966.6631
Charleston Transit (CARTA), Main and Palmer Campuses..843.747.0922
Campus Tours
(by appointment)..................843.574.6614

College Transfer Information Resource
Center (TIRC),
Palmer Campus..................843.722.5532
Cooperative Education
Center.................................843.574.6931
Counseling and Career Development
Berkeley Campus.................843.889.8079
Main Campus..................843.574.6131
Palmer Campus..................843.722.5516
Mount Pleasant Campus........843.958.5810

Division of Continuing Education and
Economic Development
Registration.................................843.574.6152

Educational Opportunity
Center.................................843.722.5509

EMERGENCY CLOSING
INFORMATION.........................843.574.6262
Students extension 9091
Faculty/Staff extension 9092
Financial Aid Office
Berkeley Campus.................843.889.8021
Main Campus..................843.574.6110
Palmer Campus..................843.722.5520
Mount Pleasant Campus........843.958.5810
Library..................................843.574.6095
Online Services..................843.574.6WWW
my.tridenttech.edu: student email,
TTC Express (online registration),
online and face-to-face courses (D2L)
Orientation for New Students
Berkeley Campus.................843.889.8026
Main Campus..................843.574.6436
Palmer Campus..................843.722.5518
Mount Pleasant Campus........843.958.5810

Public Safety..................843.574.6053
(EMERGENCY ONLY)..................843.574.6911
When phone system down........843.572.1642
Recruiting.............................843.574.6193
843.574.6323
Registrar
Transfer Credit Evaluation/ Advanced Standing
A-J ........................................843.574.6151
K-Z ........................................843.574.6487
Graduation
A-J ........................................843.574.6523
K-Z ........................................843.574.6322
Registration/Grades
A-K..................................843.574.6792
L-Z..................................843.574.6421
Student Major/Information
Update ..................................843.574.6321
TTC Express ......................843.574.6WWW
TTC Official Transcripts.........843.574.6327
TTC Enrollment
Verifications.............................843.574.6324
S.C. Lottery Tuition Assistance Information........843.574.6000
Services for Students
with Disabilities..................843.574.6131
Student Activities..................843.574.6012
Student Employment Services........843.574.6119
Student Success Center
Berkeley Campus.................843.889.8079
Main Campus..................843.574.6131
Mount Pleasant Campus........843.958.5810
Palmer Campus..................843.722.5516

The Learning Center
(Learning Assistance)........843.574.6409
TTC Online College........843.574.6002
TTY (hearing impaired)........843.574.6351

Testing Services
Berkeley Campus.................843.889.8079
Main Campus..................843.574.6410
Palmer Campus..................843.722.5516
Mount Pleasant Campus........843.958.5810
Dorchester County QuickJobs
Training Center.................843.563.5269
843.574.2591
St. Paul’s Parish Site............843.323.3800
Veterans Assistance.................843.574.6105

VETS Center
Main Campus .................843.574.6882
Palmer Campus..................843.722.5526
Veterans Upward Bound........843.574.6870

TTC campuses are hotspots for wireless Internet access. Please note: No technical support is available for personal computers.

On the Cover: The graph on the cover shows the increase in success rates from 2011 to 2014, when TTC officially adopted the new schedule for success for Fall and Spring Semesters. Results confirm that students are more successful in their courses now that the courses are scheduled in shorter terms.
First Year with the New Schedule for Success:
What Are the Results?

In fall 2014, Trident Technical College officially changed the fall and spring course schedule from a 15-week semester to two seven-week terms within the semester. This transformation to a compressed schedule was done to help more students be successful in their courses. (Student success is defined as making grades of A, B, C, or SC, which stands for satisfactory completion.)

When deciding to move forward with this dramatic change, college administrators examined data from TTC as well as from other colleges. The data provided strong evidence that students were more successful in shorter terms, regardless of age, gender, ethnicity, course load, program of study or academic preparation. In fact, the shorter the term, the more successful students were.

Now, more than a year later, the results from TTC’s new schedule confirm that students are more successful in their courses now that the courses are scheduled in shorter terms.

The overall student success rate increased more than 13 percentage points from 2011 to 2014. In fall 2011 and spring 2012, before moving to compressed courses, TTC’s success rate was 62 percent. After TTC completed the move to the new schedule, 75 percent of students were successful in their courses for fall 2014 and spring 2015.

“This increase was not driven by one or two divisions at the college or isolated in only a few student groups,” said Dr. Patricia Robertson, vice president for academic affairs. “All of the academic divisions have experienced increases in their students’ success rates, and these increases have occurred across student demographic groups.”

“Every student population benefited from this change,” said Cathy Almquist, associate vice president for planning and accreditation, who also oversees TTC’s Office of Institutional Research. “Just as we saw in the preliminary data, every student demographic group had greater success rates in the compressed terms.”

(continued on page 5)

<table>
<thead>
<tr>
<th>Academic Division</th>
<th>Fall 2011</th>
<th>Fall 2014</th>
<th>Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Learning Center (Developmental Studies)</td>
<td>51%</td>
<td>70%</td>
<td>19 percentage points</td>
</tr>
<tr>
<td>Business Technology</td>
<td>58%</td>
<td>75%</td>
<td>17 percentage points</td>
</tr>
<tr>
<td>Humanities and Social Sciences</td>
<td>60%</td>
<td>74%</td>
<td>15 percentage points</td>
</tr>
<tr>
<td>Culinary Institute of Charleston</td>
<td>74%</td>
<td>87%</td>
<td>14 percentage points</td>
</tr>
<tr>
<td>Film, Media and Visual Arts</td>
<td>69%</td>
<td>82%</td>
<td>13 percentage points</td>
</tr>
<tr>
<td>Science and Mathematics</td>
<td>54%</td>
<td>66%</td>
<td>12 percentage points</td>
</tr>
<tr>
<td>Industrial and Engineering Technology</td>
<td>77%</td>
<td>88%</td>
<td>11 percentage points</td>
</tr>
<tr>
<td>Law-Related Studies</td>
<td>66%</td>
<td>76%</td>
<td>10 percentage points</td>
</tr>
<tr>
<td>Community, Family and Child Studies</td>
<td>74%</td>
<td>80%</td>
<td>6 percentage points</td>
</tr>
<tr>
<td>Health Sciences</td>
<td>85%</td>
<td>90%</td>
<td>5 percentage points</td>
</tr>
<tr>
<td>Aeronautical Studies</td>
<td>95%</td>
<td>97%</td>
<td>2 percentage points</td>
</tr>
<tr>
<td>Nursing (Nursing has used a compressed schedule since 2003)</td>
<td>83%</td>
<td>85%</td>
<td>2 percentage points</td>
</tr>
</tbody>
</table>
What is a compressed schedule?
In a compressed format, your fall or spring schedule is divided into shorter terms within the semester. For example, instead of taking four or five semester-long courses, a typical full-time student will take two or three 7-week courses at a time.

<table>
<thead>
<tr>
<th>Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term 1</td>
</tr>
<tr>
<td>7-week term</td>
</tr>
<tr>
<td>Break</td>
</tr>
<tr>
<td>1 week</td>
</tr>
<tr>
<td>Term 2</td>
</tr>
<tr>
<td>7-week term</td>
</tr>
<tr>
<td>Full Term</td>
</tr>
<tr>
<td>15-week term, includes a 1-week break</td>
</tr>
</tbody>
</table>

How much time will I spend in class in this compressed schedule?
You will spend the same amount of total time in the course as you would in a non-compressed schedule. Here is one example of a compressed class schedule for 15 credit hours.

<table>
<thead>
<tr>
<th>Course</th>
<th>Term 1 7-week term</th>
<th>Course</th>
<th>Term 2 7-week term</th>
</tr>
</thead>
<tbody>
<tr>
<td>Days</td>
<td>Time</td>
<td>Credit Hours</td>
<td>Days</td>
</tr>
<tr>
<td>MAT 101</td>
<td>MWF 8:00 a.m.-9:55 a.m.</td>
<td>3</td>
<td>MAT 102</td>
</tr>
<tr>
<td>HIS 102</td>
<td>MWF 10:15 a.m.-12:10 p.m.</td>
<td>3</td>
<td>ENG 102</td>
</tr>
<tr>
<td>ENG 101</td>
<td>TTH 11:30 a.m.-2:30 p.m.</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

Please note:
- Your timeframe to complete admission, financial aid, and disability requests is early. For more information, see page 6 of this book.
- Tuition payment is due prior to the first day of class.
- Drop/Add for Term 1 and Term 2 is three days, and students cannot add a course once that course has met. Students can change sections of the same course.
- Online courses can be added until 11:59 p.m. on the first day of Drop/Add. Staff will not be available to assist outside of normal business hours.
- The Registrar’s office will remove you from class if your instructor reports you as never-attended.
  - For online courses, students should log in to D2L, initiate communication with their instructor, and be actively engaged in an academic assignment to be counted as having attended.
  - For mixed-mode courses, students should attend the class lecture and/or log into each course in D2L, initiate contact with each instructor and actively engage in an academic assignment for each course.
- For students receiving financial aid assistance, there will be two financial aid refunds made—one per term. The refund amount will be pro-rated per term, based on credit hours and other factors. Enrollment determines when students can receive refunds for certain kinds of aid. Some students may not receive a refund for Term 1 and Term 2.
One surprising result was how great the increases were in certain areas including developmental studies and general education courses, the courses in which students typically have lower success rates.

“It seems counter-intuitive that these areas would have the greatest gains in success rates; however, that’s just what we have seen. Although we don’t know for certain, perhaps one factor is the level of focus students can devote to their courses when they’re taking only one or two courses at a time, as opposed to four or even five courses,” Almquist said.

In analyzing success data, TTC administrators have seen other improvements. For example, a greater percentage of students are returning from one semester to the next, enabling them to make forward progress toward completing their associate degree, diploma or certificate. After fall 2011, 77 percent of first-time students enrolled in courses for Spring Semester. In contrast, 87 percent of first-time students enrolled for fall 2014 returned for spring 2015.

“It makes sense to think that if students do well in their courses they are more likely to return and continue in their program of study,” Almquist said.

Robertson said, “This schedule change required a tremendous effort by faculty and staff over several years. However, we took this action to give our students every possible advantage for academic success. Student success was at the forefront of this decision, and we are greatly encouraged to see results that are even better than we had anticipated.”

TTC administration will continue to monitor the success rates each semester to follow the progress of students in compressed courses.
**Action Period**

**Step 1 to be seat-ready**

Spring 1 and Spring Full Action Period: Nov. 2-30
Classes begin Monday, Jan. 11.

<table>
<thead>
<tr>
<th>Admission</th>
<th>Financial Aid/Veterans Assistance</th>
<th>Disabilities Accommodations</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Submit application and pay fee.</td>
<td>• Complete and submit FAFSA at <a href="http://www.fafsa.gov">www.fafsa.gov</a>. (TTC’s school code is 004920).</td>
<td>• Request accommodations through the Disabilities Service office.</td>
</tr>
<tr>
<td>• Provide proof of legal presence in the U.S.</td>
<td>• Complete any loan requirements.</td>
<td>• Make appointment with a counselor.</td>
</tr>
<tr>
<td>• Provide proof of high school graduation or GED.</td>
<td>• Complete financial aid verification, if applicable.</td>
<td>• Provide any documentation requested.</td>
</tr>
<tr>
<td>• Provide official test scores or proof of college-level math and English.</td>
<td>• If VA, submit request for VA certification.</td>
<td>• Allow more time for cases requiring ordered materials or contracted services.</td>
</tr>
<tr>
<td>• If returning as a Re-Admit student, submit the Student Information Update form to the Registrar’s office.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

If you complete these steps during the Action Period you will have:

- College admission process completed
- Financial aid process completed before classes start
- Protection from losing your course schedule due to non-payment
- Credit for financial aid/VA use at the TTC Bookstore (if eligible)
- Disabilities accommodations in place

After the Action Period ends you can still submit materials (Dec. 1-Jan. 8), BUT the items listed above may not be in place for the start of Spring 1 and Spring Full classes.

Next Action Period (Spring 2): Jan. 25-Feb. 22
Classes begin Monday, March 14.

These processes require time to complete.

*Don’t wait until the end of the Action Period to start step 1 to being seat-ready!*
### Academic and Financial Aid Spring Semester 2016 Calendars

#### SPRING SEMESTER 2016

**Ongoing**
- New student orientation. Main Campus, Bldg. 500/Rm. 134; Berkeley Campus, Student Success Center, Rm. 111; Palmer Campus, Student Success Center, Rm. 226

**Oct. 26**
- Registration opens for all students. New students must make an appointment with an academic advisor to register.

**Jan. 5**
- Spring Semester Open Advising/Registration Day for all students. New students must see an academic advisor to register. (See page 23 for advisor locations.)

**Jan. 11**
- Spring Semester starts

**Jan. 11-Feb. 26**
- 2016-2017 TTC Foundation Scholarship application period (see page 12.)

**Jan. 18**
- Martin Luther King Jr. Holiday (College closed to the public)

**Feb. 2**
- Student Activity Period 10:45-11:45 a.m.

**Feb. 29**
- Midterm (Spring Semester)

**March 1-2**
- Makeup days for emergency closings

**March 1-11**
- Student Holidays (Administrative offices close at 5 p.m. on business days.)

**March 29**
- Student Activity Period 10:45-11:45 a.m.

**April 15**
- Last day to request student loans for Spring Semester 2016

**April 25-27**
- Book buy back, Berkeley Campus

**April 25-29**
- Book buy back, Main Campus

**May 1**
- Spring Semester ends

**May 5**
- Awards Program

**May 6**
- Graduation Ceremony

*Administrative offices remain open until 6 p.m. on all fee payment deadline dates. See page 8 for specific payment deadline dates.*

---

<table>
<thead>
<tr>
<th>SPRING 1</th>
<th>SPRING 2</th>
<th>SPRING FULL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dec. 1-14</td>
<td>March 1-18</td>
<td>Dec. 1-14</td>
</tr>
<tr>
<td>Jan. 4-15</td>
<td>Financial Aid recipients and Chapter 31 students who qualify may charge books in TTC. Bookstores to their student account using financial aid credit.</td>
<td>April 14-15</td>
</tr>
<tr>
<td>Jan. 8</td>
<td>List of courses cancelled due to low enrollment will be available at <a href="http://www.tridenttech.edu">www.tridenttech.edu</a> by 5 p.m.</td>
<td>Jan. 8</td>
</tr>
<tr>
<td>Jan. 10</td>
<td>Registration ends</td>
<td>Registration ends</td>
</tr>
<tr>
<td>Jan. 11</td>
<td>Classes begin</td>
<td>Jan. 11</td>
</tr>
<tr>
<td>Jan. 11-13</td>
<td>Drop/Add**</td>
<td>Jan. 11-15</td>
</tr>
<tr>
<td>Feb. 9</td>
<td>60 percent Financial Aid completion date (see page 18)</td>
<td>March 21</td>
</tr>
<tr>
<td>Feb. 16</td>
<td>Last day to withdraw</td>
<td>April 6</td>
</tr>
<tr>
<td>Feb. 26</td>
<td>Makeup tests and retests taken in the Testing Center must be completed prior to your last day of class.</td>
<td>April 28</td>
</tr>
<tr>
<td>Feb. 29</td>
<td>Classes end</td>
<td>May 1</td>
</tr>
<tr>
<td>March 1-2</td>
<td>Makeup days for emergency closings</td>
<td>May 2-3</td>
</tr>
</tbody>
</table>

**For restrictions about adding courses during Drop/Add, see page 15.
Students should register for the entire Spring Semester before the semester begins, Spring 1 AND Spring 2, as well as any Spring Full courses. New students must make an appointment with an academic advisor to register.

<table>
<thead>
<tr>
<th>REGISTRATION SCHEDULE AND PAYMENT DEADLINES</th>
</tr>
</thead>
<tbody>
<tr>
<td>If registering for any combination of Spring 1, Spring 2, and Spring Full courses during the dates below:</td>
</tr>
<tr>
<td>Oct. 26-Dec. 4</td>
</tr>
<tr>
<td>Dec. 4</td>
</tr>
<tr>
<td>Dec. 5-Jan. 8</td>
</tr>
<tr>
<td>Jan. 9-13 (See page 15 for restrictions about adding courses Jan. 11-13.)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Spring 2 only (if you are only enrolling for Spring 2)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oct. 26-March 9</td>
</tr>
<tr>
<td>March 10-11</td>
</tr>
<tr>
<td>March 12-16 (See page 15 for restrictions about adding courses March 13-16.)</td>
</tr>
</tbody>
</table>

**The rules have changed!**

Students who register after the second payment deadline of the semester (Jan. 8) should pay tuition due at the time of registration except if total registration for the semester is term 2 only. For students who are removed from the course roster for non-payment, there will be no reinstatement into classes after the class begins. There will be no reinstatement after the final payment deadline for the term. See page 15 for restrictions about adding courses during Drop/Add.

**Please Note:** Students will not receive a bill for tuition and fees via U.S. mail. Students should check TTC Express accounts in my.tridenttech.edu portal under Financial Information > Student Balance Due.

**CANCELLED COURSES**
When the college cancels a low enrollment course, students may choose another course or section. If a student is unable to find another course, the college will refund tuition paid, unless student is still enrolled full time. The list of cancelled courses will be available online at www.tridenttech.edu by 5 p.m. on Jan. 8 for Spring 1 and Spring Full and by 5 p.m. on March 11 for Spring 2.

**SENIOR CITIZEN REGISTRATION**
Senior citizens using the free tuition benefit may begin registering for classes on the last business day prior to the first day of classes each term up until the first class meeting. For online classes, students must be registered prior to 11:59 p.m. on the first day of the term. Submit the certification form and present your driver's license to the Business office before registering.

**PAYMENT DEADLINE INFO**
Once you have registered for classes, you need to pay your tuition and fees so that you can hit the ground running on the first day of classes. Students must pay tuition and fees for ALL registered courses by the due date listed. For example, if you register for Spring 1 and Spring 2 courses before Jan. 8, then payment is due by close of business on Jan. 8. Make your payment in the Business office during posted open hours or pay online. Students may also enroll in a payment plan by published deadlines. If payment is not made, or if you are not enrolled in a payment plan by the due date, your class schedule will be cancelled. See page 18 for more information.
SPRING SEMESTER REFUND SCHEDULE

<table>
<thead>
<tr>
<th>Spring 1</th>
<th>PLANNING AHEAD FOR MAYMESTER 2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Through Jan. 13</td>
<td>March 17........................ Registration opens for Maymester 2015. New students must make an appointment with an academic advisor to register.</td>
</tr>
<tr>
<td>Jan. 20-22</td>
<td>April 19-May 6 ..................... After the Action Period ends you can still submit materials, BUT admission, financial aid/VA and disabilities accommodations requests may not be in place for the start of Maymester classes.</td>
</tr>
<tr>
<td>After Jan. 22</td>
<td>May 9............................... Classes begin for Maymester. The college will continue to accept and process materials for later terms.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Spring 2</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Through March 16</td>
<td></td>
</tr>
<tr>
<td>March 17-21</td>
<td></td>
</tr>
<tr>
<td>March 22-24</td>
<td></td>
</tr>
<tr>
<td>After March 24</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Spring Full</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Through Jan. 15</td>
<td></td>
</tr>
<tr>
<td>Jan. 19-25</td>
<td></td>
</tr>
<tr>
<td>Jan. 26-Feb. 1</td>
<td></td>
</tr>
<tr>
<td>After Feb. 1</td>
<td></td>
</tr>
</tbody>
</table>

System availability may impact dates above.

PLANNING AHEAD FOR SUMMER 2016

<table>
<thead>
<tr>
<th>Steps to Enrollment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. If new to TTC, complete the admission application and submit it with the application fee during the Action Period for the term/semester in which you plan to enroll. Admission applications may be completed online at <a href="http://www.tridenttech.edu">www.tridenttech.edu</a>.</td>
</tr>
<tr>
<td>2. Apply for financial aid, starting with the Free Application for Federal Student Aid (FAFSA). Submit the FAFSA as early as possible during the Action Period for the term/semester in which you plan to enroll. TTC also has a number of campus-based scholarships (see pages 6, 11 and 12).</td>
</tr>
<tr>
<td>3. Within a few days of receiving your application, the Admissions office will send you a letter with account information to access my.tridenttech.edu for email and TTC Express. Be sure to log in, as updates and important announcements will only be available through these accounts (see pages 13 and 16). Complete the application requirements based on your Admit Type (see page 10). Take the TTC Placement Test if required (see page 14).</td>
</tr>
<tr>
<td>4. Attend Orientation or complete online orientation (see page 14).</td>
</tr>
<tr>
<td>5. Meet with an academic advisor to register (see pages 19-23). Purchase books (see page 24).</td>
</tr>
<tr>
<td>6. Pay tuition and fees by the posted due dates (see pages 8 and 18).</td>
</tr>
<tr>
<td>7. Attend class (see page 15).</td>
</tr>
</tbody>
</table>
Categories of Admission

**New Applicant:** Never applied to TTC or applied more than two years ago

**Previous Applicant:** Applied to TTC within the last two years. Do not complete the admission application. Complete an Application Update.

**Returning Student:** Taken classes at TTC since 1985 but not in the last three semesters

**Readmit Student:** Taken classes at TTC, but all courses were completed prior to 1985

---

### How to Get Started: Admission Information

<table>
<thead>
<tr>
<th>Admit Type</th>
<th>Application</th>
<th>Application Fee</th>
<th>High School Diploma/ Transcript</th>
<th>English Proficiency</th>
<th>Math Proficiency</th>
<th>Proof of Citizenship</th>
<th>Transient Permission</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First-time Freshman</strong></td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td><strong>Never attended college other than taking college courses while in high school</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>First-time Transfer</strong></td>
<td>Yes</td>
<td>Yes</td>
<td>Yes, if you have not completed an associate degree or higher</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td><strong>Attended another college and transferring to TTC</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Readmit</strong></td>
<td>No</td>
<td>No</td>
<td>Yes, if you have not completed an associate degree or higher</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td><strong>Not seeking a TTC degree, diploma or certificate</strong></td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>Yes – reading proficiency only*</td>
<td>Yes if planning to take math courses</td>
<td>Yes</td>
<td>Only if you are a transient student</td>
</tr>
<tr>
<td><strong>Nondegree</strong></td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

**High School Students Taking Course**

<table>
<thead>
<tr>
<th>Admit Type</th>
<th>Application</th>
<th>Application Fee</th>
<th>High School Diploma/ Transcript</th>
<th>English Proficiency</th>
<th>Math Proficiency</th>
<th>Proof of Citizenship</th>
<th>Transient Permission</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Dual Credit/ Early Admit application</strong></td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>Only if the requested courses require</td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

For detailed information about admission requirements, please see the application for admission after page 16 of this publication.

Applicants to TTC in the categories described below should apply for admission and meet the admission requirements published for nondegree students at TTC. Transient and Cross-Registration students must also provide course registration approval forms from their home institution.

**Transient Students:** Attending TTC to transfer credit back to your home institution.

**Audit Student:** Enrolling in credit course without earning any credit hours.

**Cross-Registration Student:** Enrolled as a student at Charleston Southern University, The Citadel, College of Charleston, or Medical University of South Carolina and also taking courses at TTC. There is no cross-registration during Summer Semester.

**Senior Citizen Student:** Enrolling as a legal S.C. resident who is over 60 years of age.

*Nondegree students* may meet the reading proficiency by submitting one of the following: SAT Critical Reading (480); ACT English (19); COMPASS Reading (42); Accuplacer Reading Comprehension (50), WorkKeys Reading for information sub-test (Level 4); proof of successful completion of a college-level English course; or an approved transient/cross-registration form/letter from another college. Reading test scores are good for five years from testing date. Nondegree students will have to provide evidence that they have completed prerequisites before registering for courses with prerequisites. Nondegree students do not qualify for financial aid.

*Note: Admission requirements are subject to change.*
When Will I Get My Refund Check?

You will be issued a refund for any excess amount after Drop/Add for each term, depending on your enrollment. (For direct deposit, see page 18.) To be eligible, you must:

- have sufficient funds to cover your tuition and any books or course materials charged to your student account,
- complete your share of financial aid processes within the date periods on page 6,
- have met financial aid standards of progress, and
- not be on financial aid probation.

Check release dates will be posted in the my.tridenttech.edu student portal.

What Do These Letters Mean?

**FAFSA:** Free Application for Federal Student Aid, online at www.fafsa.gov

**SAR:** Student Aid Report

You receive this after submitting your FAFSA. It shows TTC what types of aid you qualify for.

**TTC’s FA/VA office:** Trident Technical College’s Financial Aid/Veterans Assistance office

**MPN:** Master Promissory Note

Financial Aid Tips

- **Apply for financial aid early.** It can take several weeks to get approval.
- **Apply for financial aid online.** Approval is often sent in two to three weeks. SAR corrections are easier to make, too. Go to www.fafsa.gov.
- **Apply for financial aid every year.** To continue receiving financial aid, reapply each academic year (preferably in February).
- **You will not receive funds** until you complete all admission requirements, register for courses and the Drop/Add period ends.
- **Financial aid pays only** for classes required for graduation in your declared major. Nondegree and undecided students are not eligible to receive financial aid. Financial aid will not pay for previously passed courses that you are repeating for the third attempt.
- **Meet the standards of progress** to continue receiving aid. For more information, go to my.tridenttech.edu.

How Do I get a Student Loan?

1. Go to my.tridenttech.edu and log in.
2. Click on Financial Life and select My Financial Aid.
3. Scroll down to the box called Scholarships, Loans and Helpful Hints.
4. Click the tab How to Obtain a Federal Student Loan.

LIFE Scholarship

The LIFE Scholarship covers up to $2,350 for tuition costs with a $150 book allowance in both the Fall and Spring Semesters at a two-year college. To qualify, you must:

- Be a S.C. resident.
- Graduate from a S.C. high school with a cumulative minimum GPA of 3.0.
- Submit official S.C. high school transcripts to TTC’s Admissions office.
- Complete a LIFE Scholarship affidavit.

For more information, visit www.tridenttech.edu and search for “LIFE Scholarship.”
Financial Aid

What Types of Financial Aid Are Available?

You must be an eligible degree-seeking student to receive financial aid. Financial aid can be split into two main categories: financial aid that requires you to complete a FAFSA and financial aid that does not require a FAFSA. Because some scholarships require a FAFSA for consideration, a FAFSA is highly recommended. The FAFSA is available online at www.fafsa.gov.

Note: If you are a nondegree or undecided student, you are not eligible to receive any kind of financial aid.

<table>
<thead>
<tr>
<th>Financial Aid that REQUIRES completion of the FAFSA</th>
<th>Financial Aid that DOES NOT require completion of the FAFSA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal Grants</td>
<td>Scholarships – Trident Technical College and the TTC Foundation offer a variety of scholarships. More information about the scholarships can be found at <a href="http://www.tridenttech.edu/foundation/helping/fd_scholarships.htm">www.tridenttech.edu/foundation/helping/fd_scholarships.htm</a>.</td>
</tr>
<tr>
<td>• Pell Grants (FPELL)</td>
<td></td>
</tr>
<tr>
<td>• Supplemental Educational Opportunity Grants (FSEOG)</td>
<td></td>
</tr>
<tr>
<td>State Grants</td>
<td>Institutional Work-Study – Institutional work-study assignments are not based on financial need. You must complete a work-study application and assignments are based on availability.</td>
</tr>
<tr>
<td>• South Carolina Need-Based Grants (SCNBG)</td>
<td></td>
</tr>
<tr>
<td>• South Carolina Lottery-Funded Tuition Assistance (SCLTA)*</td>
<td></td>
</tr>
<tr>
<td>• Scholarships, including LIFE</td>
<td></td>
</tr>
<tr>
<td>Federal Work-Study</td>
<td>Veterans, Veteran’s Dependents and Service Personnel</td>
</tr>
<tr>
<td>Student Loans</td>
<td></td>
</tr>
</tbody>
</table>

*You are not required to complete the FAFSA to receive only S.C. lottery-funded assistance, if you meet certain additional eligibility requirements. You must complete a Lottery Tuition Assistance Waiver to see if you are eligible. This waiver form and additional information can be found at TTC’s website, www.tridenttech.edu. However, if you do not complete the FAFSA, you will not be eligible to receive any Title IV financial aid or loans.

More information about federal and state aid programs can be found on TTC’s website, www.tridenttech.edu/financialaid.htm.

Veterans Services

VETS Center

The VETS Center should be your first stop if you are active duty, prior service, Guard, Reserve or a veteran.

The VETS Center will assist veterans, spouses and dependents to apply for and understand their GI Bill benefits.

The VETS Center counselors will explain the admission process and assist in completing the Free Application for Federal Student Aid (FAFSA). They can provide confidential advisement, counseling and referral to other campus services.

The VETS Center is a quiet place to study, socialize and relax with other veterans. You can get help using the computer and navigating TTC’s portal and D2L. There are 10 computers, Internet, printing and space for tutoring. You can also use the fridge to store your lunch until lunchtime.

Don’t regret not taking advantage of the VETS Center. Make it your first stop.

The Main Campus VETS Center is in Bldg. 700/Rm. 201. Hours are Monday-Thursday, 8 a.m.-6 p.m., and Friday, 8 a.m.-2 p.m. Call 843.574.6882 for more information.

The VETS Center at Palmer Campus offers computers for use in Room 105-A. Call 843.722.5526.

Veterans Upward Bound (VUB)

VUB is a free pre-college program that helps eligible U.S. military veterans with improving their academic skills so they can transition to the college of their choice.

Eligibility requirements:
• Be a first-generation college student.
• Meet certain income guidelines.
• Have a discharge other than dishonorable.
• Be a tri-county resident.
• Not hold a four-year degree.

Program benefits:
• Veteran-only classes
• Assistance requesting military service records
• Referral to other veteran services
• Career development
• Tutoring services

VUB is located on Main Campus in Bldg. 700/Rm. 106. Call 843.574.6870.

Financial Aid/Veterans Assistance

Veterans Assistance is located in Bldg. 410/Rm. 102 on Main Campus.

Once you have visited the VETS Center on either Main or Palmer campuses, completed your paperwork and have your schedule, you should see FA/VA.

Here are some common VA questions:

I’m a Chapter 33 student. How do I get my housing allowance?

Chapter 33 students are eligible for the monthly housing allowance if pursuing training at a rate of more than 50 percent and enrolled in at least one in-residence course.

Are there any other benefits for students who are a dependant of a veteran?

Children of deceased or 100 percent disabled veterans, who were killed or disabled during military service, can attend any S.C. state-supported institution up until their 26th birthday and pay no tuition/fees. Applications for this benefit are available in the TTC VA office, or you may contact the South Carolina Governor’s Office at 803.647.2434.

(continued on next page)
Am I responsible for paying tuition and fees if I’m a veteran or dependent?
VA Chapters 30, 32, 35, 1606, and REAP – You should be prepared to pay your tuition, fees and book charges by the published deadlines each semester. The application and initial award process for these benefits can take up to three months.
Chapter 33 – You must provide the TTC VA office with a copy of your VA-VONAPP application, DD-214 or Certificate of Eligibility and complete the Chapter 33 Statement of Understanding Form. You will not have to pay your tuition and fee charges by the scheduled payment deadlines. However, if you do not have 100 percent eligibility status for Chapter 33, you will be responsible for the balance of tuition/fee charges after the VARO has submitted its payment to TTC.

Can I take a class that is not in my program of study but still receive my benefits?
VA will only allow payment for the courses that are required for graduation in the program of study in which you are applying for benefits and certified to the VA. Each semester you must submit a copy of your course schedule to the TTC VA office for your enrollment to be certified to the Department of Veterans Affairs.

If I am struggling in a class, how do I withdraw?
All withdrawals must be completed with a signature from the instructor and the last date of attendance. Always provide the TTC VA office with a copy of the withdrawal form so that the changes can be submitted to the VA in a timely manner to prevent overpayments. The withdrawal form must be signed by the instructor and have the last date of attendance.

How do I continue to maintain my benefits?
To continue receiving veterans educational benefits, you are required to meet the standards of progress for academic probation and suspension as outlined at www.tridenttech.edu.

Student Email

TTC student email accounts are set up within 10 days after you submit an admission application. To access your account, go to my.tridenttech.edu.

TTC uses the my.tridenttech.edu portal email as the standard communication system to send information to students such as:
- Financial aid status
- Emergency closings
- Calendar updates
- Veterans information
- Password changes for online registration (TTC Express)
- Student events
- Registration information
- College announcements
- Confirmation of online payment of tuition and fees

This free email service is available to all applicants and enrolled students. The college will often send information to your email account instead of mailing you a letter via U.S. mail.

Call 843.574.6WWW to get help for login/online services including my.tridenttech.edu, student email, TTC Express (online registration) and D2L (online and face-to-face courses).

Decisions About Your Major

Undecided vs. Uncertain

If you declare an undecided major, a college counselor is your advisor. An undecided major means you have not yet chosen an academic program, or you are unsure about earning either a certificate, diploma or four-year degree; or you have not yet chosen a career field. Your counselor will advise you about courses to take until you select an academic program. See the listing of advisors for undecided students on page 23.

After you select your academic program major, your TTC counselor will refer you to Orientation to receive the name of your academic program advisor.

If you have declared a major (any certificate, diploma or degree program) but remain uncertain about some of your academic, career and/or college goals, contact Counseling and Career Development Services at one of the following offices for assistance in determining your academic, career and/or college goals.

Main Campus, Student Center (Bldg. 410), Rm. 210, 843.574.6131
Berkeley Campus, Student Success Center, Rm. 111, 843.899.8079
Palmer Campus, Student Success Center, Rm. 226, 843.722.5516

Mount Pleasant Campus, Reception Area, 843.958.5810
TTC Online College
www.tridenttech.edu

If You Are Not Seeking a Degree
If you are nondegree-seeking but would like to explore your academic or career goals, contact Counseling and Career Development Services at one of the locations shown.

Nondegree-seeking students do not qualify for financial aid or veterans assistance. Transient students are declared nondegree-seeking and are not eligible for financial aid assistance.
Taking **Placement Tests**

**Do I Need to Take a Placement Test?**
If you do not submit qualifying SAT or ACT test scores, you may need to take the TTC Placement Test. Qualifying SAT and ACT scores are listed on the admission application (inserted after page 16).

TTC currently uses ACT’s COMPASS Test to determine placement and will be transitioning to College Board’s ACCUPLACER test during Spring Semester 2016. Test score requirements vary among programs of study. The test is computerized and not timed. You may schedule a TTC Placement Test at any campus by calling Testing Services (see page 2).

COMPASS scores for writing and reading are valid for five years from the date of testing; math COMPASS scores are valid for two years.

**Before the Test**
Before you take the TTC Placement Test, you may want to refresh your skills and learn more about the test at either www.act.org/compass/student or www.tridenttech.edu/testing_compass.htm.

More than 95 percent of students who visit these practice sites state the sites are helpful in preparing for the test. Be sure to brush up on your pre-algebra skills.

**After the Test**
Your next step is to go to Orientation for test score interpretation. If your TTC Placement Test scores do not meet your program’s required scores in English, math or reading, TTC’s Developmental Studies courses will help you improve your skills before you start your program of study. Developmental Studies courses are offered in The Learning Center on Main Campus and on Berkeley, Mount Pleasant and Palmer campuses at convenient times. Call 843.574.6378 for information.

**Credit by Examination**
Get credit for out-of-college experience. TTC offers the CLEP and DANTES (DSST) examinations. Both are national systems of credit-by-examination. Call Testing Services at 843.574.6438 for more information and to schedule a CLEP or DSST examination on Main Campus. To schedule a CLEP or DSST examination on Palmer Campus, call 843.722.5516.

**New Student Orientation**
Orientation is vital to your academic success, and students are expected to attend. At orientation, you will be assigned an academic advisor for your major, and you will learn about TTC and its services. This information will help you achieve your educational goals and have a positive experience at TTC.

You don’t have to wait for acceptance to TTC. You may go to orientation as soon as TTC processes your application (about five days after you submit your application and pay the $30 fee) and have test scores in TTC’s computer system or with you in a printed format.

Orientation Centers are open on Main and Palmer campuses Monday through Friday, on Berkeley Campus Tuesday through Thursday and on Mount Pleasant Campus on certain dates. No appointment is necessary. For orientation times, call the number of the Orientation Center you plan to attend, or visit www.tridenttech.edu and search for “Orientation.”

If you are unable to attend orientation in person or are taking online courses, please visit the my.tridenttech.edu portal for the link to online orientation.

- **Main Campus**, Orientation Center, Bldg. 500, Rm. 134, 843.574.6436
- **Berkeley Campus**, Student Success Center, Rm. 111, 843.899.8079
- **Palmer Campus**, Orientation Center, Rm. 226J, 843.958.5810
- **Mount Pleasant Campus**, Reception Area, 843.958.5810

**Public Safety Services**

**Public Safety Officers**
TTC employs state constables who are trained and certified police officers for the state of South Carolina. The Public Safety officers enforce all federal, state and local laws as well as the policies and procedures of the college. TTC’s Department of Public Safety shares concurrent jurisdiction with state and local law enforcement agencies.

**Public Safety Services**
The Jeanne Clery Disclosure of Campus Policy and Campus Crime Statistics Act requires TTC to collect and report crime statistics for crimes committed on campus, noncampus building or property, and public property reasonably contiguous to all campuses. The college policies and procedures relating to campus security and the annual crime statistics are published on Public Safety’s website, www.tridenttech.edu/publicsafety.htm.

In accordance with the S.C. Campus Sexual Assault Information Act, a copy of TTC’s sexual assault policy is available in the office of the vice president for Student Services (Bldg. 410, Rm. 220) and the director of Human Resources (Bldg. 940).

Rape Aggression Defense (R.A.D.) classes are offered throughout the year for female faculty, staff and students 16 years old and older. For more information, call Public Safety at 843.574.6053 or visit www.tridenttech.edu/publicsafety.htm.

While the college makes considerable efforts to ensure the safety and security of everyone on campus, it is your responsibility to take precautions to protect yourself.

Whenever a threat to students is determined, college officials will notify students in a timely manner to help you become aware and protect yourself.

Think and practice crime prevention. Report any crimes or emergencies to Public Safety immediately by calling 843.574.6911 (from a campus phone).

Non-emergency calls should be placed to 843.574.6053. Call boxes in parking lots may be used for emergency or non-emergency calls to Public Safety.
New Students  
**Certificate, Diploma, Degree or Undecided**  
(You are a new student if you have not completed credit courses at TTC.)  
- Attend orientation (see page 14). Meet an orientation leader and receive the name of the assigned advisor for each major you have declared. New students are not eligible to register online.  
- Make an appointment with your advisor and take your program evaluation from TTC Express.  
- If you cannot register early, you may register with an academic advisor on Jan. 5.

Continuing and Returning Students  
**Certificate, Diploma, Degree or Undecided**  
(You are a continuing student if you attend TTC currently or have attended within the last three semesters. You are a returning student if you have attended TTC before, but not within the past three semesters.)  
- You may self-advise and register online or at any of the four campuses, or you may make an appointment with your academic advisor to register. You should set up an academic plan with your academic advisor before self-advising.  
- If you cannot register early, you may register with an academic advisor on duty Jan. 5.

Nondegree Students  
(You are a nondegree student if you are not seeking a certificate, diploma or degree and you will not be assigned to an academic advisor.)  
- Any continuing or returning nondegree student can register online, as scheduled on page 8.  
- Register in person at the Orientation Centers on any campus or the Registrar’s office on Main Campus.  
- If you cannot register early, you may register Jan. 5.

You may drop (during Drop/Add) or withdraw (after Drop/Add) from classes online in your TTC Express account.

Cross-Registration Students  
(You are a cross-registration student if you regularly attend another consortium college: Charleston Southern University, College of Charleston, Medical University of South Carolina or The Citadel.)  
- Cross-registration students must complete the TTC admission application and cross-registration form before registering.  
- Register in person at the Registrar’s office on Main Campus or in the Admissions office on any of the other three campuses during scheduled registration.  
- If you cannot register early, you may register Jan. 5.

Pay by the Payment Deadline  
Be sure to pay the balance due for your tuition and fees by the payment deadline for the registration period or you will lose your course schedule (see page 8).

Drop/Add  
Drop/Add is the first three days of the term for Spring 1 and Spring 2 and the first five days of the term for Spring Full.  
- You may drop or add courses online through TTC Express in the my.tridenttech.edu student portal or in person with your academic advisor, in the Registrar’s office on Main Campus, or in the Admissions office on the other three campuses.  
- You can add a traditional (in-classroom) course if it has not met yet or if you are switching sections of the same course.  
- You can add online courses until 11:59 p.m. on the first day of Drop/Add. Staff will not be available to assist outside of normal business hours.

Drop/Add Restrictions  
- You can add an online course during the first three days of the term for Spring 1 and Spring 2 and the first five days of the term for Spring Full.  
- You can add online courses until 11:59 p.m. on the first day of Drop/Add. Staff will not be available to assist outside of normal business hours.

Attending Class  
The Registrar’s office will remove you from class if your instructor reports you as never-attended. For online and mixed-mode courses, you must log in to each online or mixed-mode course you are taking, initiate communication with your instructor, and be actively engaged in an academic assignment to be counted as having attended. For all other courses, you must be physically present in class to be counted as attending.

For the most up-to-date course information, visit course search or your TTC Express account at my.tridenttech.edu.

To get the courses you want, register early and pay by the first payment deadline.

Registration Definitions  
**Registration:** The period when continuing, returning, and new students who have met all admission requirements can register to attend classes. Registration can be done in-person or online.  
**Online registration:** Available through TTC Express in the my.tridenttech.edu portal. See pages 16-17. New students are not eligible to register online.  
**In-person registration:** After meeting with his or her academic advisor and establishing an academic plan, a student may register at the Registrar’s office on Main Campus, in the Student Success Centers on Berkeley and Palmer campuses, or at the registration desk at Mount Pleasant Campus.  
**Drop/Add:** The process by which enrolled students make changes to their original course schedule during the first few days of each term and still receive a 100 percent refund for a dropped class. See the Drop/Add section on this page for new restrictions about adding courses.

Cancelled Courses  
When the college cancels a low enrollment course, students may choose another course or open section. If a student is unable to find another course, the college will refund tuition. Cancelled course information will be available online at www.tridenttech.edu by 5 p.m. on Jan. 8 for Spring 1 and Spring Full and by 5 p.m. on March 11 for Spring 2. Students enrolled in cancelled courses will receive a notification email.

Student ID Cards  
Your student ID card allows you to use the library facilities at TTC and other area colleges and is required for Testing Services. Proof of registration and a picture ID are required to receive a new card or to revalidate an existing ID card. Student ID cards may be made or validated each semester for currently enrolled credit students through the Student Activities office on Main Campus, the Admissions office at Palmer Campus, the Student Success Center at Berkeley Campus, and the Reception Area at Mount Pleasant Campus.
Get Online, Not In Line

TTC Express accounts are set up within 10 days after you submit an admission application or complete a Student Information Update form. Once you have an account, go to my.tridenttech.edu to access your account information. When you are online, you can:

• Print enrollment verification certificates
• Register for classes
• See balance due
• Pay tuition and fees
• Drop/Add or withdraw from classes
• View application status
• View transcripts
• View grades/GPA
• Reset password for my.tridenttech.edu
• Print class schedule
• Check financial aid status
• View your academic program evaluation
• Apply for graduation
• Change your major

Online Registration

Am I eligible to register online?

Most currently enrolled students who are in good financial and academic status can register through the student portal, my.tridenttech.edu, in TTC Express. The following students are NOT eligible to register online:

• High school students, students on academic suspension or returning from suspension
• Students who owe college fees or Library (LRC) materials
• Students who have not attended TTC since 2005 will receive access to TTC Express through the my.tridenttech.edu student portal within 10 days after submitting a college application or completing a Student Information Update form.

How do I register online?

Go to my.tridenttech.edu (the student portal). You can find information about how to log in as well as instructions for changing your password. You use the same username and password to access my.tridenttech.edu for email, TTC Express and D2L coursework. Once logged into TTC Express, you can register for classes and access other information. See page 17 for a step-by-step registration guide.

What is Express Registration?

Choose Express Registration if you know the exact subject, course number and section number of your classes.

What is search and registration?

If you don’t know exactly what section you want to take, choose the search and registration option. TTC Express has a search function that allows you to look for courses in a way that makes sense for you. You can search by campus, day, time, term, instructor, subject, course number or other parameters.

Does TTC Express recognize prerequisites?

As you register for classes, the system automatically checks for course prerequisites. If you have not taken a required prerequisite, you will not be able to register for the course. In addition to the course prerequisites listed in the Catalog, many courses have a reading prerequisite that must be satisfied before registering for a course. Students may satisfy the reading prerequisite in different ways, including scores on a TTC Placement Test, SAT or ACT, or a transcript from another college showing credit.

Can I print a class schedule?

After you register, you can view and print your class schedule any time. Be sure to choose the appropriate term from the drop-down menu.

What else can I do online?

You can check the balance due on your account, pay tuition and fees, and conveniently add, drop or withdraw from classes with TTC Express. With the grade feature, you can see your grades as soon as they are posted as well as review your GPA. You can view transcripts and check your financial aid status online as well as change address and phone information.

Trident Technical College

Emergency Alert System (EAS)

Trident Technical College’s Emergency Alert System (EAS) is used to communicate vital information to students, faculty and staff as quickly and efficiently as possible during a crisis.

The Emergency Alert System (EAS) includes the following notification components:

1. EAS Mobile: Text and/or voice messages sent to a student’s mobile device/cell phone. Voice messages can also be sent to designated landline telephones. Students must opt in to receive messages. To subscribe, visit my.tridenttech.edu student portal and click on TTC EAS under TTC Bookmarks.

2. EAS Email: Alerts sent to email accounts. (Students are automatically registered to receive EAS email at their my.tridenttech.edu account upon registering for classes.) Students must opt in to have messages sent to a personal email account.

3. EAS Web: Alerts posted on TTC’s website (www.tridenttech.edu), student portal page (my.tridenttech.edu), and Facebook page.

4. EAS InfoLine: Recorded message alerts accessed by calling 843.574.6262, ext. 9091. A toll-free InfoLine, 877.869.7736, is activated when conditions warrant.

5. EAS Media: Alerts sent to local media outlets (radio, television, newspaper).

Quick Reference – TTC Public Safety
Emergencies: 843.574.6911 (6911 from a campus phone)
Non-emergencies: 843.574.6053
www.tridenttech.edu/publicsafety.htm

Call 843.574.6WWW to get help for login/online services including my.tridenttech.edu student portal, access to email, TTC Express (online registration) and D2L (online and face-to-face courses).
**PART 1 – ADMISSION APPLICATION INSTRUCTIONS**

**Have you ever taken academic classes at Trident Technical College?**

<table>
<thead>
<tr>
<th></th>
<th>YOU ARE CONSIDERED A:</th>
</tr>
</thead>
<tbody>
<tr>
<td>NO</td>
<td>NEW APPLICANT: Complete the admission application. Go to Part 2 for more instructions.</td>
</tr>
<tr>
<td>NO</td>
<td>PREVIOUS APPLICANT: DO NOT complete the admission application. Complete an Application Update form instead. For an Application Update form, go to <a href="http://www.tridenttech.edu">www.tridenttech.edu</a> and search for “admissions.”</td>
</tr>
<tr>
<td>NO</td>
<td>DUAL CREDIT or EARLY ADMISSION APPLICANT: DO NOT complete the admission application. Contact your high school guidance counselor about getting a Smart Start on your college career by taking classes for both high school and college credit. For more information go to the High School Programs office Web page at <a href="http://www.tridenttech.edu">www.tridenttech.edu</a> and search for “high school students.”</td>
</tr>
<tr>
<td>YES</td>
<td>RETURNING STUDENT: DO NOT complete the admission application. Complete a Student Re-Admit Form at <a href="http://www.tridenttech.edu">www.tridenttech.edu</a> &gt; Get Started &gt; How to Register &gt; Returning Students.</td>
</tr>
<tr>
<td>YES</td>
<td>CONTINUING STUDENT: DO NOT complete the admission application. To update your information or program of study, log on to your portal account (my.tridenttech.edu) to change your major using TTC Express.</td>
</tr>
</tbody>
</table>

**PART 2 – ADMISSION REQUIREMENTS**

Complete the following steps. Certain certificate and diploma programs may have different admission requirements. Please see the online college catalog for admission requirements for your desired program. Visit www.tridenttech.edu.

1. Complete application for admission.
2. Pay non-refundable $30 application fee.
3. Provide proof of high school graduation or completion of GED: If you have an associate degree or higher, you are not required to provide proof of high school graduation. You must submit an official copy of your high school transcript if you wish to be considered for the LIFE scholarship.
4. Provide proof of English proficiency: Submit one of the following:
   - SAT Critical Reading 480
   - SAT Critical Reading 480
   - ACT English 19
   - Completed English credits from a regionally accredited university
   - Qualifying scores on the TTC Placement Test
   - Proof of bachelor’s degree
5. Provide proof of math proficiency: Submit one of the following:
   - SAT Math 580
   - ACT Math 22
   - Completed math credits from a regionally accredited university
   - TTC Math Placement Test scores
   IMPORTANT NOTE: TTC Math Placement Test scores are valid for two years. All other scores are valid for five years.
6. Proof of United States citizenship or legal immigration status: See page 4 of this application for additional information.

**Special Admission Requirements**

**TRANSIENT STUDENTS** – You are considered a transient student if you plan to take classes at TTC to transfer back to an institution you currently attend. To be admitted as a transient student, you should: 1) complete the application; 2) pay the application fee; 3) provide proof of permission to take classes at TTC from the institution you currently attend.

**NONDEGREE** – You are considered a nondegree student if you do not plan to complete a diploma, certificate or degree program at TTC. Nondegree students are not eligible for financial aid. To be admitted as a nondegree student, you should: 1) complete this application; 2) pay the application fee; 3) provide proof of English proficiency.

**HEALTH SCIENCES AND NURSING** – You must meet all college admission requirements. Health Sciences and Nursing applicants must also meet specific program requirements. Admission to these programs is on a first-qualified, first-admitted basis. Admission to TTC does not guarantee admission into Health Sciences or Nursing programs. You must submit a separate application for Health Sciences and Nursing programs. Health Sciences applications are available in the Admissions office. You must also submit official transcripts from ALL colleges attended.
NOTICE OF NONDISCRIMINATION
Trident Technical College does not discriminate in admission or employment on the basis of race, gender, color, national or ethnic origin, age, religion, disability, marital status, veteran status, sexual orientation, gender identity or pregnancy.

CAMPUS SECURITY
Please visit www.tridenttech.edu/publicsafety.htm for information concerning: 1) crime prevention policies; 2) crime and related statistics; 3) TTC’s sexual assault policy.

CONFIDENTIALITY OF STUDENT RECORDS
TTC complies fully with the Family Educational Rights and Privacy Act of 1974. This law guarantees the privacy of student educational records and protects the student’s right to access those records. Visit www.tridenttech.edu and search for “FERPA” for more information regarding FERPA and how TTC complies with the law.

STUDENTS WITH DISABILITIES
You may qualify for accommodations due to a documented disability. If you think this applies to you, contact TTC’s Services for Students with Disabilities at 843.574.6131 or TTY 843.574.6351 or counseling.services@tridenttech.edu prior to taking the TTC Placement Test or beginning classes. Allow at least five working days after receipt of your documentation for evaluation of your request.

FINANCIAL AID AND VETERANS ASSISTANCE
Contact TTC’s Financial Aid office or go to www.tridenttech.edu/financialaid.htm for details about specific programs. These include S.C. Lottery Tuition Assistance (S.C. Lottery) and federal grants and loans. You can also learn about scholarships, veterans benefits and student employment.

Applicants must submit all required documentation by the published dates to have funds available at the start of class. You must declare an eligible major to be eligible for financial aid, state aid or veterans programs. You must also meet any additional financial aid/ or Veterans Assistance eligibility requirements. All financial aid programs require that you declare a major. To qualify for federal grants and loans OR for S.C. Lottery, you must complete a Free Application for Federal Student Aid (FAFSA). Visit www.fafsa.gov as soon as possible.

For more information on TTC Foundation scholarships, visit www.tridenttech.edu and search for “scholarships.” There are special transcript requirements for TTC scholarships.

The Student Employment Office has information about both on-campus and off-campus jobs.

MILITARY AND VETERAN STUDENTS
If you or your parent, guardian or spouse are on active duty in the U.S. Armed Forces or are a veteran, there may be special services available to you. On page 3 you will be asked for information that will help us determine your eligibility for these services. This information is not used for admission purposes.

PART 3 – OTHER INFORMATION

PART 4 – STEPS TO TAKE AFTER COMPLETING APPLICATION

• Attend an ORIENTATION session at any of our four campuses or complete orientation online at my.tridenttech.edu. Call Orientation Services for more information. 843.574.6436
• Complete a FAFSA, or contact FINANCIAL AID to ensure that your financial aid information is complete. 843.574.6110
• Contact your ADVISOR to schedule an appointment. Advisors are assigned after you complete orientation.

Complete the Transcript Request Form below to have your transcripts sent from your high school to TTC. Remove it and send it to your high school before submitting your application. Additional transcript request forms are available online at www.tridenttech.edu and search for “transcripts.”

TRANTIENT TECHNICAL COLLEGE

TRANSCRIPT REQUEST

PLEASE FORWARD A COPY OF MY TRANSCRIPT TO:
Trident Technical College
Office of Admissions, AM-M
P.O. Box 118067
Charleston, SC 29423-8067

NOTE TO SCHOOLS: Please attach this card to the transcript(s) before sending to Trident Technical College.

LEGAL NAME
Last __________________________ First __________________ M.I. ________

Prior Last Name (if different) ____________________________________________

Date of Birth _____/_____/______ SSN _______________________

School Attended _____________________________________________________________

Date of Attendance _________________________________________________________

Signature _________________________________________________________________
### PERSONAL INFORMATION

- **PREFIX**
  - [ ] Mr.
  - [ ] Ms.
  - [ ] Mrs.
  - [ ] Other

- **NAME**
  - LAST
  - FIRST
  - M.I.
  - SUFFIX

- **ADDRESS**
  - APT #
  - STREET or P.O. BOX
  - CITY
  - STATE
  - ZIP
  - COUNTY

- **PHONE NUMBERS**
  - Home
  - Cell
  - Work

- **SOCIAL SECURITY NUMBER**
  - _____ _____ - _____ - _____

- **DATE OF BIRTH**
  - _____/_____/______

- **ETHNICITY**
  - Are you Hispanic/Latino?
    - [ ] Yes
    - [ ] No
  - Please check any additional descriptions that characterize your race:
    - [ ] American Indian or Alaska Native
    - [ ] Asian
    - [ ] Black or African American
    - [ ] Native Hawaiian or other Pacific Islander
    - [ ] White

- **GENDER**
  - [ ] Male
  - [ ] Female

- **MILITARY**
  - [ ] Active-duty (branch)
  - [ ] Veteran (branch)
  - [ ] Dependent of an active-duty member of the U.S. Armed Forces

- **ANY PREVIOUS NAME(S)**
  - FIRST
  - M.I.
  - LAST

- **CREDIT CARD PAYMENT INFORMATION**
  - [ ] MasterCard
  - [ ] VISA
  - [ ] American Express
  - [ ] Discover

  - Card Number
  - Expiration Date

---

Section 6109 of the Internal Revenue Code requires you to give your correct SSN to persons who must file information returns with the IRS to report certain information. The IRS may also provide this information to the Department of Justice for civil and criminal litigation and to cities, states, and the District of Columbia to carry out their tax laws.

---

### EDUCATIONAL GOALS

- **START SEMESTER**
  - [ ] Fall
  - [ ] Spring
  - [ ] Maymester
  - [ ] Summer
  - Year 20__

- **STUDENT TYPE**
  - [ ] First-time freshman: have not attended college since leaving high school
  - [ ] Transfer: attended other colleges since leaving high school
  - [ ] Transient: plan to take courses at TTC to transfer back to institution you currently attend
  - [ ] Nondegree: not seeking a degree, diploma or certificate

- **CREDENTIAL SOUGHT**
  - [ ] Associate Degree
  - [ ] Certificate
  - [ ] Diploma
  - [ ] Undecided

- **ACADEMIC PROGRAM**
  - Career path (if required)

    (A full list of academic programs and career paths can be found in the On Course, Catalog or at www.tridenttech.edu.)

- **REASONS FOR ATTENDING TTC:** Check all that apply
  - [ ] Earn a two-year degree
  - [ ] Earn a certificate/diploma
  - [ ] Transfer to a four-year college
  - [ ] Learn skills for a new job
  - [ ] Learn skills to advance in job
  - [ ] Improve basic skills
  - [ ] Personal benefit
  - [ ] Undecided

---

### EDUCATIONAL BACKGROUND

Instructions: List all institutions that you have attended beginning with high school diploma or GED.

<table>
<thead>
<tr>
<th>INSTITUTION ATTENDED</th>
<th>DATES ATTENDED</th>
<th>DEGREE/DIPLOMA COMPLETED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>City</td>
<td>State</td>
</tr>
<tr>
<td>High School</td>
<td></td>
<td></td>
</tr>
<tr>
<td>College</td>
<td></td>
<td></td>
</tr>
<tr>
<td>College</td>
<td></td>
<td></td>
</tr>
<tr>
<td>College</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Have you taken the TTC Placement Test (COMPASS) in the last five years?
  - [ ] Yes
  - [ ] No

  Approximate Date ____________________ Location ________________
Tuition is based on residency. TTC determines residency based on S.C. law and Commission on Higher Education Regulations. Documents may be required to prove residency. Go to www.tridenttech.edu and search for “residency” for more information on residency.

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Does someone else provide more than 50% of your financial support?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Did someone else claim you on their income taxes the previous year?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Because you answered “yes” to EITHER or BOTH of the questions, your residency is based on the person providing 50% of your financial support and/or claiming you on their income taxes.

COMPLETE THIS COLUMN
Name and relationship of the person providing financial support and/or claiming you as a dependent for tax purposes:

Name/Relationship

<table>
<thead>
<tr>
<th>Is he or she:</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>A legal resident of South Carolina?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Effective Date</td>
<td>/ /</td>
<td></td>
</tr>
<tr>
<td>A full-time employee working in South Carolina?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Effective Date</td>
<td>/ /</td>
<td></td>
</tr>
<tr>
<td>Active duty, stationed in South Carolina?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Effective Date</td>
<td>/ /</td>
<td></td>
</tr>
</tbody>
</table>

Because you answered “no” to BOTH of the questions, your residency is based on yourself.

Are you:

<table>
<thead>
<tr>
<th>Are you:</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>A legal resident of South Carolina?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Effective Date</td>
<td>/ /</td>
<td></td>
</tr>
<tr>
<td>A full-time employee working in South Carolina?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Effective Date</td>
<td>/ /</td>
<td></td>
</tr>
<tr>
<td>Active duty, stationed in South Carolina?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Effective Date</td>
<td>/ /</td>
<td></td>
</tr>
</tbody>
</table>

The South Carolina Illegal Immigration Reform Act requires all public institutions of higher education to verify that all students are lawfully present in the United States. If you do not complete this section your application will not be processed until additional information is collected.

Are you a U.S. citizen? | Yes | No |
|----------------------|-----|----|

If YES, you MUST provide a copy of your valid driver’s license or state-issued ID card with this application and sign the statement below. If NO, answer the following questions.

What is your country of origin?

<table>
<thead>
<tr>
<th>What is your country of origin?</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Permanent Resident</td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ Visa – Visa Type/Immigration Status</td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ Deferred Action for Childhood Arrival (DACA)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

You must present your permanent resident, visa, passport, or other documentation to the international admissions coordinator at the Main Campus.

The South Carolina Illegal Immigration Reform Act S. C. Code Ann. §59-101-430 (2008) prohibits those unlawfully present in the United States from attending a public institution of higher education in South Carolina and from receiving a public higher education benefit. By signing this statement, you attest that you are a US citizen, a legal permanent resident in the United States, or non-citizen lawfully present in the United States. The college may require you to submit additional documentation that supports your claim. Any student providing false information may be subject to dismissal from the college. Any student who is found to be unlawfully present in the United States will be dismissed from the college. I fully understand and agree to abide by all of the above stated information related to the SC Illegal Immigration Reform Act. Further, I hereby certify under penalty of criminal sanctions pursuant to S.C. Code Ann. Section 8-29-10 (F) (2008) that I lawfully reside in the United States of America.

Print Name ____________________________ Signature ____________________________ Date ______________

Emergency Contact ____________________________ Phone _______ Relationship _______  

Have either of your parents earned a college degree? | Mother | Father | Both | Neither  

Do you give permission for the college to release directory information relative to your enrollment? | Yes | No  

Do you wish to release academic and personal information to anyone?* | Yes – Identify below | No  

*You may authorize the release of your information to anyone, including parents, spouse and employers.

<table>
<thead>
<tr>
<th>Name</th>
<th>Relationship</th>
<th>Date of Birth</th>
<th>Information released (circle)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Financial Aid</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Financial Aid</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Financial Aid</td>
</tr>
</tbody>
</table>

I certify that these responses are true to the best of my knowledge. I understand that any knowing falsification or failure to provide complete information hereon may result in disciplinary action including denial or dismissal after admission. I further realize that the falsification or alteration of the official school records I will provide TTC during the admission process is a violation of S.C. Code 16-13-15 and that TTC expressly reserves the right to report my violation of S.C. Law to the appropriate authorities.

Print Name ____________________________ Signature ____________________________ Date ______________

Return completed application to: Trident Technical College • Admissions Office, AM-M • P.O. Box 118067 • Charleston, SC 29423-8067 Telephone 843.574.6111, 877.349.7184 (toll free) • Fax 843.574.6483 • www.tridenttech.edu
Course Search and Online Registration: A Step-by-Step Guide

Go to TTC Express
2. Click the my.tridenttech.edu portal link on the home page.
3. Type your username and password sent to you in your acknowledgement letter from the Admissions office or re-admit letter from the Registrar's office. If you do not know your username or password, click the links for assistance.
4. Click Submit.

Important Note: After successfully logging in, you will have access to links that may display confidential information about your records. To uphold the security of your personal information, do not share your password with others who are not directly associated with your academic success.

Registration
If you are a currently enrolled student and have successfully completed three credit hours at TTC, you can register online. If you know your course and section number, you can go directly to Register for Sections then to Express Registration. If you do not know your course and section number, go to Register for Sections then to Search and Register for Sections.

Express Registration
1. From the TTC Express menu on the portal, click Registration.
2. Click Express Registration.
3. Using the drop-down arrow, select your subject area (ex. ENG).
4. Type in your course number (ex. 101)
5. Type in your section number (ex. 001)
6. Using the drop-down arrow, select the appropriate term (ex. 2015SF1)
7. Repeat steps 3-6 until you have entered all of your courses.
8. Click Submit.
9. TTC Express will take you to the Register and Drop Sections screen. You will make your final course selections on this screen. Review all of the courses and sections listed in the Preferred Sections.

Drop a Course Section
During the Drop Period, you can drop sections and may receive a 100 percent tuition refund.
1. From the TTC Express menu in my.tridenttech.edu, click Register and Drop Sections; course sections for which you are registered are listed at the bottom of the screen in the Current Registrations section.
2. Click the box under Drop for each course section you want to drop.
3. Click Submit.
4. TTC Express will take you to the Registration Results screen to view the course sections you dropped and the course sections for which you are still registered.
5. Click OK and look for your confirmation email.*

Withdraw from a Course Section
After the Drop period, you can withdraw from a course section and you will receive a grade of W on your transcript. Depending on the date of your withdrawal, a partial refund may or may not apply.
1. Complete steps 1-5 from Drop a Course Section.

*Warning: If you do not receive a confirmation email to your my.tridenttech.edu student email account, you have not completed your registration activity.

Bus Passes
Discounted CARTA bus passes are available to TTC students for $59.50. Passes are sold through the Main and Palmer campus bookstores while supplies last.
The passes are issued for January to June and July to December. Students may ride anywhere the regular buses go at any time during the semester. Students must show a validated TTC ID card when getting on a bus. Price is subject to change without notice.

Bus Passes

GRADUATION 2016
The 2016 Graduation Ceremony for Fall 2015, Spring 2016 and Summer 2016 graduates is Friday, May 6, 7 p.m., at the North Charleston Coliseum. A mandatory dress rehearsal will be held May 6, 5:30 p.m., at the Coliseum. Graduation applications are due Feb. 29, as are cap/gown and invitation/name card orders. For information, stop by TTC’s Registrar’s office or call 843.574.6322.
**Payment Options**

**In person:** Pay in person at one of TTC’s Business offices at Main, Berkeley, Palmer or Mount Pleasant campuses.

**Online/Payment Plan:** Use TTC Express in the my.tridenttech.edu portal to pay online or set up a payment plan. For more information about the payment plan, visit TTC Express or call 843.574.6124 or 6026.

**By mail:** At least five days before the fee payment deadline, mail your check to Trident Technical College, Attn: Business Office (BO-M), P.O. Box 118067, Charleston, S.C. 29423-8067. Your check must be in the Business office by the fee payment deadline and include the student's ID number.

**Payment Methods**

**Credit Cards:** You can use VISA, MasterCard, Discover or American Express in the Business offices and bookstores on all four TTC campuses and with TTC Express in the my.tridenttech.edu portal. When paying by credit card in person, you must have a valid picture ID and your name must be on the credit card.

**Checks:** When paying by check, you must have a picture ID.

**Financial Aid:** You will receive an electronic award letter through your TTC student email account (my.tridenttech.edu student portal) for any financial aid you are eligible to receive. The award is based on full-time enrollment and will be adjusted if you enroll in fewer than 12 hours. Your awards may cover all or a portion of your tuition costs. You will be issued a refund for any excess amount after Drop/Add for each term, depending on your enrollment.

If your financial aid does not cover all of your tuition, you must pay the difference by the registration payment deadline. See TTC Express, Financial Information, Student Balance Due screens.

If you are applying for veterans benefits, you must submit an enrollment form for each semester. This may be done electronically through your my.tridenttech.edu account.

**Third-Party Sponsor:** If an employer or sponsoring agency is paying a student's tuition, you must turn in signed authorization for tuition and fees by payment due date. Written authorization must be submitted each semester.

---

**Payment Procedures**

Payment must be received in the Business office and balance paid in full or you must be enrolled in a payment plan by published deadlines (see page 8). If payment is not made, or if you are not enrolled in a payment plan by the due date, your class schedule will be cancelled. To verify your tuition balance, go to the TTC Express menu in the my.tridenttech.edu portal. Once you log into your account, choose Financial Information, then Check Balance Due and then Make a Payment.

**Drop/Add:** If you officially drop your course(s) during Drop/Add, you will receive a 100 percent refund within four weeks of the drop date. (The Registration fee will not be refunded.) See the Refund Schedule (page 9).

**Returned Check Policy**

If your check to the college is returned for insufficient funds, you have 10 days to make full repayment including a service charge (in accordance with current law). You must pay by money order, cash or credit card in the Business office. You may be liable for court costs and fees, as well as the amount of the original check. Your classes may be cancelled for nonpayment.

**Refunds and Withdrawal Policies**

It is your responsibility to officially drop or withdraw from courses. Failure to do so may result in a grade of F on your permanent academic record.

If you decide to withdraw from a course, you can withdraw online (see page 15) or contact the Registrar’s office for the appropriate form. The refund policy is subject to change without notice.

Fees paid by VISA, MasterCard, Discover or American Express may be refunded by check or to the credit card used for payment. Financial aid refunds are made in accordance with federal Title IV regulations.

Financial aid recipients, please note that if you withdraw completely before 60 percent of the term or semester has occurred, you may owe money back to the federal government and TTC.

Electronic direct deposit available for student refunds: To have your refund check deposited directly into your bank account, sign up for Electronic Student Refund Checks. To register, go to the TTC Express menu in my.tridenttech.edu and click “Bank Information for Electronic Student Refund Checks.” Enter your bank routing number and your personal bank account number. (Contact your financial institution to be sure you are entering the correct information.) Please allow up to two business days for your financial institution to credit your account after TTC sends out checks. Questions? Please email refunds@tridenttech.edu.

---

**Important**

You will NOT receive a bill for tuition and fees via U.S. mail. Check your TTC Express account under Financial Profile, Balance Due.

---

**Spring Semester 2016 Tuition and Fees**

- **Tri-County Area Resident** $168.30 per credit hour
- **Out of Tri-County Area Resident** $186.72 per credit hour
- **Out of State Resident** $318.55 per credit hour

Tuition is subject to change.

New applicants must pay a $30 nonrefundable application fee.

Each student must pay a $15.45 nonrefundable registration fee per semester.

Certain courses have an additional required fee. See www.tridenttech.edu > Pay for College > Tuition and Payment.

**Residency**

TTC determines residency at the time of admission based on S.C. law and Commission on Higher Education regulations at www.che.sc.gov. Documents are required for proof of residency. To resolve your residency status, contact the Admissions office or sponsoring agency is paying a fee. Financial Aid recipients, please note that when fees are made in accordance with federal Title IV regulations.

Fees paid by VISA, MasterCard, Discover or American Express may be refunded by check or to the credit card used for payment. Financial aid refunds are made in accordance with federal Title IV regulations.

Financial aid recipients, please note that if you withdraw completely before 60 percent of the term or semester has occurred, you may owe money back to the federal government and TTC.

Electronic direct deposit available for student refunds: To have your refund check deposited directly into your bank account, sign up for Electronic Student Refund Checks. To register, go to the TTC Express menu in my.tridenttech.edu and click “Bank Information for Electronic Student Refund Checks.” Enter your bank routing number and your personal bank account number. (Contact your financial institution to be sure you are entering the correct information.) Please allow up to two business days for your financial institution to credit your account after TTC sends out checks. Questions? Please email refunds@tridenttech.edu.

---

**Returned Check Policy**

If your check to the college is returned for insufficient funds, you have 10 days to make full repayment including a service charge (in accordance with current law). You must pay by money order, cash or credit card in the Business office. You may be liable for court costs and fees, as well as the amount of the original check. Your classes may be cancelled for nonpayment.
Choosing the Right Courses: Academic Advising

Academic advising is the key to:
• Planning your course of study
• Choosing the right classes
• Reaching your educational and career goals
• Easier registration

To make an academic advising appointment:
• Call today to make your appointment.
See list of academic advisors below.

Register online or make an appointment with your academic advisor early to ensure a class schedule that best meets your needs.

See pages 26-29 for maps.

Program | First Letter of Student’s Last Name | Advisor | Campus or Bldg./Room | Phone
--- | --- | --- | --- | ---
AERONAUTICAL STUDIES
Aircraft Maintenance Technology | (A-G) | Mr. Coombs | B/166J | 843.899.8038
(H-N) | Mr. Christenson | B/166G | 843.899.8010
(O-U) | Mr. Douglas | B/166D | 843.899.8096
(V-Z) | Mr. Burbage | B/166K | 843.899.8036

Aircraft Assembly | (A-L) | Mr. Kamenicky | 920/816D | 843.820.5004
(M-Z) | Mr. Conklin | 920/816C | 843.574.6862

Aircraft Avionics Technology | (A-M) | Mr. Salcedo | B/166H | 843.899.8028
(N-Z) | Mr. Morton | B/166E | 843.899.8043

ADMINISTRATIVE OFFICE TECHNOLOGY
Office Administration, Medical Office Specialist | (A-L) | Dr. Boroski | 100/177 | 843.574.6931
(M-Z) | Ms. Yates | 200/135 | 843.574.6146

BUSINESS TECHNOLOGY – MAIN
Accounting | (A-G) | Mr. Bartley | 200/113 | 843.574.6001
(H-M) | Ms. Gordon | 200/129 | 843.574.6031
(N-T) | Ms. Middlebrook | 200/131 | 843.574.6080
(U-Z) | Ms. Robinson | 200/114 | 843.574.6724

Professional Accountancy Certificate | | | | |
Bookkeeping Certificate | | | | |
General Business | (A-E) | Mr. Dale | 200/111 | 843.574.6174
(F-J) | Mr. Scott | 200/116 | 843.574.6640
(K-O) | Mr. Goodman | 200/120 | 843.574.6648
(P-T) | Mr. Lippe | 200/133 | 843.574.6762
(U-Z) | Mr. Szymanski | 200/112 | 843.574.6072

Management | (A-G) | Mr. Milligan | 200/121 | 843.574.6354
(H-M) | Mr. Ross | 200/117 | 843.574.6653
(N-R) | Mr. Snyder | 200/130 | 843.574.6364
(S-Z) | Mr. Long | 200/119 | 843.574.6673

BUSINESS TECHNOLOGY – PALMER
Business and Management | Dr. Button | P/210D | 843.722.5570
Computer Technology | Ms. Joiner | P/249 | 843.722.5524
<table>
<thead>
<tr>
<th>Program</th>
<th>First Letter of Student's Last Name</th>
<th>Advisor</th>
<th>Campus or Bldg./Room</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMMUNITY, FAMILY AND CHILD STUDIES</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Child and Youth Studies Department</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Early Care and Education</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Child Care Management Career Path Associate Degree and Certificate</td>
<td>Ms. Zeaser-Sydow</td>
<td>200/153B</td>
<td>843.574.6529</td>
<td></td>
</tr>
<tr>
<td>Child Care Professional Career Path Associate Degree</td>
<td>Ms. Misuraca</td>
<td>200/149</td>
<td>843.574.6529</td>
<td></td>
</tr>
<tr>
<td>School-Age and Youth Development</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Career Path, Associate Degree and Certificate</td>
<td>Mr. Latham</td>
<td>200/162</td>
<td>843.574.6529</td>
<td></td>
</tr>
<tr>
<td>Special Education Career Path Associate Degree and Certificate</td>
<td>Ms. Misuraca</td>
<td>200/149</td>
<td>843.574.6529</td>
<td></td>
</tr>
<tr>
<td>Early Childhood Development Diploma and Certificate</td>
<td>Mr. Latham</td>
<td>200/162</td>
<td>843.574.6529</td>
<td></td>
</tr>
<tr>
<td>Infant and Toddler Development Certificate</td>
<td>Ms. Jones</td>
<td>200/160</td>
<td>843.574.6529</td>
<td></td>
</tr>
<tr>
<td>T.E.A.C.H. Credential</td>
<td>Ms. K. Greene</td>
<td></td>
<td></td>
<td>1.866.845.1555</td>
</tr>
<tr>
<td>Human Services Department</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Human Services</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Addictions/Substance Abuse Career Path Associate Degree</td>
<td>(A-F)</td>
<td>Ms. Miller</td>
<td>200/153A</td>
<td>843.574.6529</td>
</tr>
<tr>
<td>Human Services Generalist Career Path Associate Degree</td>
<td>(G-L)</td>
<td>Dr. Fleming</td>
<td>200/163</td>
<td>843.574.6529</td>
</tr>
<tr>
<td>(M-R)</td>
<td>Mr. Kashdan</td>
<td>200/151</td>
<td>843.574.6529</td>
<td></td>
</tr>
<tr>
<td>(S-Z)</td>
<td>Ms. Hewitt</td>
<td>200/165</td>
<td>843.574.6529</td>
<td></td>
</tr>
<tr>
<td>COMPUTER INFORMATION SYSTEMS</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Computer Technology</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(A-B)</td>
<td>Mr. Brady</td>
<td>920/602C</td>
<td>843.574.6084</td>
<td></td>
</tr>
<tr>
<td>(C-D)</td>
<td>Ms. Green</td>
<td>200/228</td>
<td>843.574.6022</td>
<td></td>
</tr>
<tr>
<td>(E-F)</td>
<td>Ms. Fogle</td>
<td>200/136</td>
<td>843.574.6458</td>
<td></td>
</tr>
<tr>
<td>(G-I)</td>
<td>Ms. Stuhr</td>
<td>200/138</td>
<td>843.574.6498</td>
<td></td>
</tr>
<tr>
<td>(J-K)</td>
<td>Ms. Chambles</td>
<td>200/227</td>
<td>843.574.6428</td>
<td></td>
</tr>
<tr>
<td>(L-M)</td>
<td>Ms. Cothran</td>
<td>200/226</td>
<td>843.574.6917</td>
<td></td>
</tr>
<tr>
<td>(N-R)</td>
<td>Mr. Gable</td>
<td>200/125</td>
<td>843.574.6418</td>
<td></td>
</tr>
<tr>
<td>(S-U)</td>
<td>Mr. Jackson</td>
<td>200/122</td>
<td>843.574.6941</td>
<td></td>
</tr>
<tr>
<td>(V-Z)</td>
<td>Ms. Vaseashta</td>
<td>200/132</td>
<td>843.574.6165</td>
<td></td>
</tr>
<tr>
<td>CULINARY INSTITUTE OF CHARLESTON – MAIN</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Culinary Arts</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(A-C)</td>
<td>Chef Black</td>
<td>920/120B</td>
<td>843.820.5090</td>
<td></td>
</tr>
<tr>
<td>(D-F)</td>
<td>Chef Branton</td>
<td>920/120F</td>
<td>843.820.5075</td>
<td></td>
</tr>
<tr>
<td>(G-I)</td>
<td>Chef Barickman</td>
<td>920/120K</td>
<td>843.820.5081</td>
<td></td>
</tr>
<tr>
<td>(J-N)</td>
<td>Chef Vagasky</td>
<td>P/153C</td>
<td>843.720.5607</td>
<td></td>
</tr>
<tr>
<td>(O-S)</td>
<td>Chef Mitchell</td>
<td>920/120H</td>
<td>843.820.5092</td>
<td></td>
</tr>
<tr>
<td>Baking and Pastry</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(A-M)</td>
<td>Chef Gronert</td>
<td>920/1201</td>
<td>843.820.5076</td>
<td></td>
</tr>
<tr>
<td>(N-Z)</td>
<td>Chef Wilson</td>
<td>P/153A</td>
<td>843.722.5567</td>
<td></td>
</tr>
<tr>
<td>Sports and Health Nutrition</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(A-Z)</td>
<td>Chef Morgan</td>
<td>920/112J</td>
<td>843.820.5079</td>
<td></td>
</tr>
<tr>
<td>Hospitality and Tourism Management</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(A-G)</td>
<td>Ms. Agnew</td>
<td>920/120N</td>
<td>843.820.5093</td>
<td></td>
</tr>
<tr>
<td>(H-M)</td>
<td>Ms. Buzzelli</td>
<td>P/183B</td>
<td>843.722.5548</td>
<td></td>
</tr>
<tr>
<td>(N-S)</td>
<td>Mr. Hallman</td>
<td>920/120J</td>
<td>843.820.5077</td>
<td></td>
</tr>
<tr>
<td>(T-Z)</td>
<td>Mr. Rex</td>
<td>920/120L</td>
<td>843.820.5069</td>
<td></td>
</tr>
<tr>
<td>CULINARY INSTITUTE OF CHARLESTON – PALMER</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Culinary Arts</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(A-C)</td>
<td>Chef Stefanelli</td>
<td>P/183C</td>
<td>843.722.5549</td>
<td></td>
</tr>
<tr>
<td>(D-F)</td>
<td>Chef Vagasky</td>
<td>P/153C</td>
<td>843.720.5607</td>
<td></td>
</tr>
<tr>
<td>Baking and Pastry</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hospitality and Tourism Management</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(A-G)</td>
<td>Ms. Agnew</td>
<td>920/120N</td>
<td>843.820.5093</td>
<td></td>
</tr>
<tr>
<td>(H-M)</td>
<td>Ms. Buzzelli</td>
<td>P/183B</td>
<td>843.722.5548</td>
<td></td>
</tr>
<tr>
<td>DESIGN AND CONSTRUCTION</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Engineering Design Graphics</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(A-I)</td>
<td>Mr. Crafts</td>
<td>700/120A</td>
<td>843.574.6179</td>
<td></td>
</tr>
<tr>
<td>(J-S)</td>
<td>Mr. K. Lang</td>
<td>700/120H</td>
<td>843.574.6504</td>
<td></td>
</tr>
<tr>
<td>(T-Z)</td>
<td>Ms. Whetsell</td>
<td>700/120L</td>
<td>843.574.6168</td>
<td></td>
</tr>
<tr>
<td>ELECTRICAL AND AUTOMATED TECHNOLOGIES</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Construction and Industrial</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(A-Z)</td>
<td>Mr. Luhrs</td>
<td>920/754G</td>
<td>843.574.6553</td>
<td></td>
</tr>
<tr>
<td>Automation and Industrial</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(A-Z)</td>
<td>Mr. Adkisson</td>
<td>700/120E</td>
<td>843.574.6271</td>
<td></td>
</tr>
<tr>
<td>ELECTRICAL LINE WORKER</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mr. Mussoni</td>
<td>700/120P</td>
<td>843.574.6676</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENGINEERING TECHNOLOGY AND ENGINEERING TRANSFER</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Civil Engineering Technology and Certificate Programs</td>
<td>(A-Z)</td>
<td>Dr. Altman</td>
<td>700/120J</td>
<td>843.574.6464</td>
</tr>
<tr>
<td>Electronics Engineering Technology, Electrical Engineering Transfer and Basic Electronics Journeyman I Certificate</td>
<td>(A-M)</td>
<td>Mr. Snelgrove</td>
<td>700/120K</td>
<td>843.574.6161</td>
</tr>
<tr>
<td>Mechanical Engineering Technology and</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mechanical Engineering Transfer</td>
<td>Mr. Fulford</td>
<td>700/120Q</td>
<td>843.574.6116</td>
<td></td>
</tr>
<tr>
<td>ENVIRONMENTAL TECHNOLOGY</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(A-K)</td>
<td>Dr. Gautreaux</td>
<td>300/320</td>
<td>843.574.6903</td>
<td></td>
</tr>
<tr>
<td>(L-Z)</td>
<td>Mr. Reed</td>
<td>300/342</td>
<td>843.574.6472</td>
<td></td>
</tr>
</tbody>
</table>
Program | First Letter of Student’s Last Name | Advisor | Campus or Bldg./Room | Phone
--- | --- | --- | --- | ---
**FILM, MEDIA AND VISUAL ARTS**
Commercial Graphics Associate Degree
Animation Career Path ...........................................................................(A-Z) ..............................................Mr. Sidletskey ........................................950/252B ........843.574.6406
Graphic Design Career Path ...................................................................(A-I) ..............................................Ms. Rosenbrook ........................................200/224 ........843.574.6675
............................................................................................................(J-R) ..............................................Mr. Wallace ........................................500/123 ........843.574.6695
..............................................................................................................(S-Z) ..............................................Ms. Frye ........................................950/223 ........843.574.6185
Digital Media Career Path ......................................................................(A-Z) ..............................................Ms. Augustine ........................................200/222 ........843.574.6654
Photography Career Path ........................................................................(A-L) ..............................................Ms. Leighton ........................................500/125 ........843.574.6149
.............................................................................................................(M-Z) ..............................................Mr. E. Sheppard ........................................500/124 ........843.574.6944
Media Arts Production Associate Degree
Film Production Career Path .................................................................(A-L) ..............................................Mr. Wilson ........................................950/231C ........843.574.6344
.............................................................................................................(M-Z) ..............................................Ms. Pryce ........................................950/252H ........843.574.6431
Post Production Career Path .................................................................(A-I) ..............................................Mr. Bradley ........................................950/252G ........843.574.6841
..............................................................................................................(J-P) ..............................................Ms. Pryce ........................................950/252H ........843.574.6431
..............................................................................................................(Q-Z) ..............................................Mr. Seale ........................................950/252C ........843.574.6519
TV and Media Production Career Path ....................................................(A-I) ..............................................Mr. Bradley ........................................950/252G ........843.574.6841
..............................................................................................................(J-P) ..............................................Mr. Grimes ........................................950/252D ........843.574.6739
..............................................................................................................(Q-Z) ..............................................Mr. Seale ........................................950/252C ........843.574.6519
Art Foundations Certificate ..................................................................(A-Z) ..............................................Mr. Grimes ........................................950/252D ........843.574.6739
Basic Digital Production Certificate .......................................................(A-Z) ..............................................Mr. Grimes ........................................950/252D ........843.574.6739
Computer Animation and Advanced Computer Animation Certificates ...Mr. Sidletskey ........................................950/252B ........843.574.6406
Computer Graphics Certificate .................................................................Ms. Frye ........................................200/223 ........843.574.6185
Digital Media Software Certificate ............................................................Ms. Augustine ........................................200/222 ........843.574.6654
Digital Photography Certificate .................................................................Ms. E. Sheppard ........................................500/124 ........843.574.6944
Film Production and Advanced Film Production Certificates...............(A-Z) ..............................................Ms. Pryce ........................................950/252H ........843.574.6431
Illustration Certificate ............................................................................Mr. Wall 252C ........843.574.6695
Multimedia Design Certificate .................................................................Ms. Augustine ........................................200/222 ........843.574.6654
Photography Certificate ..........................................................................Ms. Augustine ........................................200/222 ........843.574.6654
Online Media Production Certificate .......................................................(A-Z) ..............................................Mr. Grimes ........................................950/252D ........843.574.6739
Post Production Certificate .....................................................................(A-I) ..............................................Mr. Bradley ........................................950/252G ........843.574.6841
..............................................................................................................(J-P) ..............................................Ms. Pryce ........................................950/252H ........843.574.6431
..............................................................................................................(Q-Z) ..............................................Mr. Seale ........................................950/252C ........843.574.6519
TV and Media Production Career Path .....................................................(A-Z) ..............................................Mr. Seale ........................................950/252C ........843.574.6519
**HEALTH SCIENCES**
Health Sciences office (Main Campus) .....................................................630/206 ........843.574.6255
A.S. Health Sciences Prep .........................................................................Ms. Stockmaster ........................................630/102K ........843.574.6040
Emergency Medical Technology ...............................................................Mr. Lee ........................................P/214A ........843.722.5533
..............................................................................................................Mr. Boone ........................................P/214B ........843.722.5571
Expanded-Duty Dental Assisting/Dental Hygiene ........................................Ms. Jarrett ........................................630/106C ........843.574.6295
..............................................................................................................Ms. Bodiford ........................................630/102E ........843.574.6450
..............................................................................................................Ms. Copeland ........................................630/102A ........843.574.6218
..............................................................................................................Dr. Jennings ........................................630/102D ........843.574.6449
..............................................................................................................Ms. Moten ........................................630/102F ........843.574.6447
...............................................................................................................Ms. Walters ........................................950/177B ........843.574.6402
..............................................................................................................Ms. Griffith ........................................630/102D ........843.722.5542
..............................................................................................................Ms. White ........................................630/102C ........843.574.6103
..............................................................................................................Ms. Donaldson ........................................630/202A ........843.574.6476
..............................................................................................................Ms. Manto 630/202E ........843.574.6067
..............................................................................................................Ms. Dantzler ........................................B/146 ........843.899.8003
..............................................................................................................Ms. Crawford ........................................630/232 ........843.574.6900
..............................................................................................................Ms. Snipe ........................................630/230 ........843.574.6481
..............................................................................................................Ms. Geddis ........................................630/102B ........843.574.6413
..............................................................................................................Ms. Fischer ........................................630/206C ........843.574.6480
..............................................................................................................Dr. Bondurant ........................................630/209 ........843.574.6091
..............................................................................................................Ms. Gentry ........................................630/206D ........843.574.6077
..............................................................................................................Ms. Benton ........................................630/102C ........843.574.6191
..............................................................................................................Mr. McGee ........................................630/202B ........843.574.6101
..............................................................................................................Ms. Piorkowski ........................................630/206E ........843.574.6023
..............................................................................................................Dr. Kerwin ........................................B/186A1 ........843.899.8011
..............................................................................................................Ms. Hobbs ........................................B/186A2 ........843.899.8086
...............................................................................................................Ms. Gentry ........................................630/206 ........843.574.6255
**HUMANITIES AND SOCIAL SCIENCES AND ASSOCIATE IN ARTS, TRANSFER**
Please call your assigned Associate in Arts (A.A.) advisor. Transfer students are assigned advisors by the Orientation Center staff. (See information about new student orientation on page 14.) Transfer students are assigned advisors based on your planned major at the prospective four-year institution to which you plan to transfer. Other information about transfer programs can be found in the Humanities and Social Sciences section under Academic Programs and Sites in the my.tridenttech.edu student portal. For general questions about the Associate in Arts/Transfer programs, please also use the telephone numbers listed here.

<table>
<thead>
<tr>
<th>Campus or Bldg./Room</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Berkeley Campus 100/111</td>
<td>843.574.6034</td>
</tr>
<tr>
<td>Palmer Campus 630/206</td>
<td>843.574.6255</td>
</tr>
<tr>
<td>Mount Pleasant Campus 630/206</td>
<td>843.574.6255</td>
</tr>
<tr>
<td>Main Campus 630/206</td>
<td>843.574.6255</td>
</tr>
</tbody>
</table>

21
<table>
<thead>
<tr>
<th>Program</th>
<th>First Letter of Student’s Last Name</th>
<th>Advisor</th>
<th>Campus or Bldg./Room</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>INDUSTRIAL TECHNOLOGY – MAIN</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Air Conditioning/Refrigeration Mechanics</td>
<td>(A-Z)</td>
<td>Mr. Baker</td>
<td>800/801F</td>
<td>843.574.6182</td>
</tr>
<tr>
<td>Automotive Technology</td>
<td>(A-L)</td>
<td>Mr. Varella</td>
<td>800/801L</td>
<td>843.574.6184</td>
</tr>
<tr>
<td>Horticulture Technology and Certificates</td>
<td>(A-Z)</td>
<td>Mr. Bertaussi</td>
<td>620/108</td>
<td>843.574.6278</td>
</tr>
<tr>
<td>Industrial Maintenance Mechanics</td>
<td>(A-Z)</td>
<td>Mr. Elliot</td>
<td>800/801H</td>
<td>843.574.6577</td>
</tr>
<tr>
<td>Machine Tool Technology</td>
<td>(A-Z)</td>
<td>Mr. Moore</td>
<td>800/801I</td>
<td>843.574.6175</td>
</tr>
<tr>
<td>Welding</td>
<td>(A-Z)</td>
<td>Mr. Vann</td>
<td>400/101</td>
<td>843.574.6139</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Mr. Stallsmith</td>
<td>400/101</td>
<td>843.574.6530</td>
</tr>
<tr>
<td>INDUSTRIAL TECHNOLOGY – BERKELEY</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cosmetology–Associate Degree, Diploma and Certificate</td>
<td>(A-L)</td>
<td>Ms. Cotton</td>
<td>B/186Y</td>
<td>843.899.8088</td>
</tr>
<tr>
<td></td>
<td>(M-T)</td>
<td>Ms. Frederick</td>
<td>B/166B</td>
<td>843.899.8051</td>
</tr>
<tr>
<td></td>
<td>(U-Z)</td>
<td>Ms. Ott</td>
<td>B/186W</td>
<td>843.899.8050</td>
</tr>
<tr>
<td>Cosmetology–Nail Associate Degree and Certificate</td>
<td></td>
<td>Mr. Gottemoeller</td>
<td>B/166A</td>
<td>843.899.8033</td>
</tr>
<tr>
<td>INDUSTRIAL TECHNOLOGY – PALMER</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cosmetology–Nail Certificate</td>
<td></td>
<td>Mr. Gottemoeller</td>
<td>P/161B</td>
<td>843.937.5356</td>
</tr>
<tr>
<td>LAW-RELATED STUDIES</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Division of Law-Related Studies office</td>
<td></td>
<td></td>
<td></td>
<td>843.574.6890</td>
</tr>
<tr>
<td>Criminal Justice</td>
<td>(A-G)</td>
<td>Mr. Williams</td>
<td>200/216</td>
<td>843.574.6897</td>
</tr>
<tr>
<td></td>
<td>(H-M)</td>
<td>Mr. Allen</td>
<td>200/210</td>
<td>843.574.6893</td>
</tr>
<tr>
<td></td>
<td>(N-S)</td>
<td>Mr. Whitaker</td>
<td>200/201</td>
<td>843.574.6835</td>
</tr>
<tr>
<td></td>
<td>(T-Z)</td>
<td>Ms. Childs</td>
<td>200/209</td>
<td>843.574.6949</td>
</tr>
<tr>
<td>Homeland Security Management</td>
<td></td>
<td>Mr. Williams</td>
<td>200/216</td>
<td>843.574.6897</td>
</tr>
<tr>
<td>Paralegal Associate Degree</td>
<td>(A-G)</td>
<td>Ms. Utsey</td>
<td>200/212</td>
<td>843.574.6892</td>
</tr>
<tr>
<td></td>
<td>(H-M)</td>
<td>Ms. Urbanic</td>
<td>200/219</td>
<td>843.574.6896</td>
</tr>
<tr>
<td></td>
<td>(N-Z)</td>
<td>Mr. Bowler</td>
<td>200/204</td>
<td>843.574.6894</td>
</tr>
<tr>
<td>Paralegal Certificate</td>
<td></td>
<td>Mr. Ungaro</td>
<td>200/208</td>
<td>843.574.6891</td>
</tr>
<tr>
<td>NETWORK SYSTEMS MANAGEMENT</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Network Systems Management</td>
<td>(A-D)</td>
<td>Mr. Richburg</td>
<td>920/602N</td>
<td>843.574.6608</td>
</tr>
<tr>
<td></td>
<td>(G-K, T-Z)</td>
<td>Mr. Browning</td>
<td>920/602Q</td>
<td>843.574.6471</td>
</tr>
<tr>
<td></td>
<td>(L-N)</td>
<td>Ms. Davis</td>
<td>920/602P</td>
<td>843.574.6951</td>
</tr>
<tr>
<td></td>
<td>(O-R)</td>
<td>Mr. Schupbach</td>
<td>920/602A</td>
<td>843.574.6677</td>
</tr>
<tr>
<td></td>
<td>(E, F, S)</td>
<td>Mr. Woodside</td>
<td>920/602M</td>
<td>843.574.6606</td>
</tr>
<tr>
<td>NURSING</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pre-nursing Students</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dale Barnett</td>
<td></td>
<td></td>
<td></td>
<td>970/105E</td>
</tr>
<tr>
<td>Current Nursing Students (New and Current)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Please review the information posted in the student nursing portal.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Main Campus</strong></td>
<td></td>
<td></td>
<td></td>
<td>970/105</td>
</tr>
<tr>
<td><strong>SCIENCE AND MATHEMATICS AND ASSOCIATE IN SCIENCE, TRANSFER</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Please call your assigned A.S. advisor. Associate in Science/Transfer students are assigned advisors by the Orientation Center staff. (See information about new student orientation on page 14.) Transfer students are assigned advisors based on the prospective four-year institution to which you plan to transfer. For general questions about the Associate in Science/Transfer programs, please use the telephone numbers listed here.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Main Campus</strong></td>
<td></td>
<td></td>
<td></td>
<td>970/105</td>
</tr>
<tr>
<td>Biological Sciences</td>
<td></td>
<td></td>
<td></td>
<td>970/326</td>
</tr>
<tr>
<td>Berkeley Campus</td>
<td></td>
<td></td>
<td></td>
<td>B/109</td>
</tr>
<tr>
<td>Palmer Campus</td>
<td></td>
<td></td>
<td></td>
<td>P/102</td>
</tr>
<tr>
<td>Engineering Transfer</td>
<td></td>
<td></td>
<td></td>
<td>See listing under Engineering Technology.</td>
</tr>
<tr>
<td>THE LEARNING CENTER</td>
<td></td>
<td></td>
<td></td>
<td>920/211</td>
</tr>
<tr>
<td>Developmental Studies</td>
<td></td>
<td></td>
<td></td>
<td>920/211</td>
</tr>
<tr>
<td>Berkeley</td>
<td></td>
<td></td>
<td></td>
<td>B/186D</td>
</tr>
<tr>
<td>Palmer</td>
<td></td>
<td></td>
<td></td>
<td>P/226</td>
</tr>
<tr>
<td>UNDECIDED STUDENTS</td>
<td></td>
<td></td>
<td></td>
<td>See page 13.</td>
</tr>
<tr>
<td>Main Campus</td>
<td>(A-C)</td>
<td>Mr. Morea</td>
<td>410/210</td>
<td>843.574.6131</td>
</tr>
<tr>
<td></td>
<td>(D-G)</td>
<td>Ms. McNaughton</td>
<td>410/210</td>
<td>843.574.6131</td>
</tr>
<tr>
<td></td>
<td>(H-K)</td>
<td>Ms. McCall</td>
<td>920/211</td>
<td>843.574.6131</td>
</tr>
<tr>
<td></td>
<td>(L-O)</td>
<td>Mr. Orgel</td>
<td>410/210</td>
<td>843.574.6131</td>
</tr>
<tr>
<td></td>
<td>(P-R)</td>
<td>Ms. Smalls</td>
<td>410/210</td>
<td>843.574.6131</td>
</tr>
<tr>
<td></td>
<td>(S-U)</td>
<td>Ms. Rivers</td>
<td>410/210</td>
<td>843.574.6131</td>
</tr>
<tr>
<td></td>
<td>(V-Z)</td>
<td>Ms. Middleton</td>
<td>410/210</td>
<td>843.574.6131</td>
</tr>
<tr>
<td>Berkeley Campus</td>
<td>(A-Z)</td>
<td>Ms. Bland</td>
<td>B/111</td>
<td>843.899.8008</td>
</tr>
<tr>
<td>Palmer Campus</td>
<td>(A-M)</td>
<td>Mr. Morrison</td>
<td>P/226</td>
<td>843.722.5516</td>
</tr>
<tr>
<td></td>
<td>(N-Z)</td>
<td>Ms. Mouzon</td>
<td>P/226H</td>
<td>843.722.5516</td>
</tr>
</tbody>
</table>
Open Advising/Registration Jan. 5

On Jan. 5 staff will be in the buildings listed below to assist you in locating an academic advisor. (See pages 19-22 to determine which department a particular program falls under.) Mount Pleasant Campus students can check in at the Reception Area for advisor locations or call 843.958.5810.

<table>
<thead>
<tr>
<th>Program</th>
<th>Campus or Bldg./Rm.</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting</td>
<td>200/102</td>
<td>843.574.6252</td>
</tr>
<tr>
<td>Aircraft Maintenance</td>
<td>B/166</td>
<td>843.899.8036</td>
</tr>
<tr>
<td>Aircraft Assembly</td>
<td>920/816D</td>
<td>843.820.5004</td>
</tr>
<tr>
<td>Aircraft Avionics Technology</td>
<td>B/166H</td>
<td>843.899.8028</td>
</tr>
<tr>
<td>Associate in Arts</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Main Campus</td>
<td>100/111</td>
<td>843.574.6034</td>
</tr>
<tr>
<td>Berkeley Campus</td>
<td>B/109</td>
<td>843.899.8048</td>
</tr>
<tr>
<td>Palmer Campus</td>
<td>P/102</td>
<td>843.722.5535</td>
</tr>
<tr>
<td>Associate in Science</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Main Campus</td>
<td>300/303</td>
<td>843.574.6015</td>
</tr>
<tr>
<td>Berkeley Campus</td>
<td>B/109</td>
<td>843.899.8077</td>
</tr>
<tr>
<td>Palmer Campus</td>
<td>P/156</td>
<td>843.722.5535</td>
</tr>
<tr>
<td>Administrative Office Technology</td>
<td>100/177</td>
<td>843.574.6931</td>
</tr>
<tr>
<td></td>
<td>200/135</td>
<td>843.574.6146</td>
</tr>
<tr>
<td>Biological Sciences</td>
<td>970/326</td>
<td>843.574.6771</td>
</tr>
<tr>
<td>Business and Management</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Main Campus</td>
<td>200/102</td>
<td>843.574.6252</td>
</tr>
<tr>
<td>Palmer Campus</td>
<td>P/210D</td>
<td>843.722.5570</td>
</tr>
<tr>
<td>Community, Family and Child Studies</td>
<td>200/150</td>
<td>843.574.6529</td>
</tr>
<tr>
<td>Computer Information Systems</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Main Campus</td>
<td>200/102</td>
<td>843.574.6252</td>
</tr>
<tr>
<td>Palmer Campus</td>
<td>P/249</td>
<td>843.722.5524</td>
</tr>
<tr>
<td>Cosmetology</td>
<td>B/186Y</td>
<td>843.899.8088</td>
</tr>
<tr>
<td>Culinary Institute of Charleston</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Culinary Arts, Main Campus</td>
<td>920/120B</td>
<td>843.820.5090</td>
</tr>
<tr>
<td>Culinary Arts, Palmer Campus</td>
<td>P/183C</td>
<td>843.820.5090</td>
</tr>
<tr>
<td>Hospitality/Tourism Management, Main Campus</td>
<td>920/120F</td>
<td>843.820.5090</td>
</tr>
<tr>
<td></td>
<td>J, L, N</td>
<td>843.820.5090</td>
</tr>
<tr>
<td>Hospitality/Tourism Management, Palmer Campus</td>
<td>P/183B</td>
<td>843.820.5090</td>
</tr>
<tr>
<td>Design and Construction</td>
<td>800/801</td>
<td>843.574.6156</td>
</tr>
<tr>
<td>Early Care and Education</td>
<td>200/150</td>
<td>843.574.6529</td>
</tr>
<tr>
<td>EMT-Paramedic</td>
<td>P/214A</td>
<td>843.722.5533</td>
</tr>
<tr>
<td>Engineering Technology</td>
<td>800/801</td>
<td>843.574.6156</td>
</tr>
<tr>
<td>Environmental Technology</td>
<td>300/320</td>
<td>843.574.6081</td>
</tr>
<tr>
<td>Esthetics</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Palmer Campus</td>
<td>P/161A</td>
<td>843.722.5503</td>
</tr>
<tr>
<td>Film and Media Arts</td>
<td>950/231</td>
<td>843.574.6852</td>
</tr>
<tr>
<td>Health Sciences</td>
<td>630/206</td>
<td>843.574.6255</td>
</tr>
<tr>
<td>Horticulture Technology</td>
<td>620/108</td>
<td>843.574.6278</td>
</tr>
<tr>
<td>Human Services</td>
<td>200/150</td>
<td>843.574.6529</td>
</tr>
<tr>
<td>Industrial Technology</td>
<td>800/801</td>
<td>843.574.6156</td>
</tr>
<tr>
<td>Law-Related Studies</td>
<td>200/208</td>
<td>843.574.6890</td>
</tr>
<tr>
<td>Massage Therapy</td>
<td>P/214D</td>
<td>843.722.5542</td>
</tr>
<tr>
<td>Nail Technology</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Berkeley Campus</td>
<td>B/166A</td>
<td>843.899.8033</td>
</tr>
<tr>
<td>Palmer Campus</td>
<td>P/161B</td>
<td>843.937.5356</td>
</tr>
<tr>
<td>Network Systems Management</td>
<td>920/602A</td>
<td>843.574.6677</td>
</tr>
<tr>
<td>Nondegree</td>
<td>920/602N</td>
<td>843.574.6608</td>
</tr>
<tr>
<td>Nursing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Main Campus</td>
<td>970/105</td>
<td>843.574.6138</td>
</tr>
<tr>
<td>Palmer Campus</td>
<td>P/106A</td>
<td>843.722.5545</td>
</tr>
<tr>
<td>The Learning Center (Developmental Studies courses)</td>
<td>920/211</td>
<td>843.574.6378</td>
</tr>
<tr>
<td>Berkeley Campus</td>
<td>B/141</td>
<td>843.899.8087</td>
</tr>
<tr>
<td>Palmer Campus</td>
<td>P/226</td>
<td>843.722.5516</td>
</tr>
<tr>
<td>Undecided</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Main Campus</td>
<td>410/210</td>
<td>843.574.6131</td>
</tr>
<tr>
<td>Berkeley Campus</td>
<td>B/111</td>
<td>843.899.8079</td>
</tr>
<tr>
<td>Palmer Campus</td>
<td>P/226</td>
<td>843.722.5516</td>
</tr>
<tr>
<td>Veterinary Technology</td>
<td>B/186A1</td>
<td>843.899.8011</td>
</tr>
<tr>
<td>Visual Arts</td>
<td>500/122</td>
<td>843.574.6852</td>
</tr>
<tr>
<td>Welding</td>
<td>400/101</td>
<td>843.574.6139</td>
</tr>
</tbody>
</table>

B = Berkeley  P = Palmer  100, 200, etc. = Main
**Get Involved!**

Enrich your learning experience by participating in one of 38 TTC student organizations. These organizations offer academic, professional and community activities. Student and organization achievements are recognized annually at the Awards Day ceremony. Call the Student Activities office at 843.574.6012 for more information.

- Alpha Mu Gamma
- American Society of Civil Engineers
- Association of Information Technology Professionals
- Association of Paramedic Education and Training
- Champions for Change
- Clemente Coalition
- Criminal Justice Student Association
- Fitness Lifestyle Initiative
- Hospitality and Culinary Student Association
- International Club
- Japanese Anime Educational Club
- Lex Artis Paralegal Society
- Lowcountry Aviation Maintenance Association
- Pharmacy Technician Association
- Phi Theta Kappa Honor Society
- Physical Therapy Assistants
- Radiologic Technology Association
- Respiratory Care Association
- Roots and Shoots
- Society for Dental Assisting
- Society for Medical Assistants
- Society for Medical Laboratory Technology
- Society of Broadcasters
- South Carolina Black Student Association
- Student Accounting Association
- Student American Dental Hygienists’ Association
- Student Nurses Association
- Student Occupational Therapy Assistants
- Support of Children, Youth and Families
- Terra Bella Society
- TTC Gospel Choir
- TTC Transfer Scholars
- Trident Times Student Newspaper
- Unified Club Council
- United Students Association
- Veterans Voice
- Vet Tech Club
- Video Gaming Appreciation Club

**Hit the Books!**

Trident Technical College’s Campus Bookstore has everything you need for your classes, with locations on three campuses and online ordering. Order books online with your financial aid or any major credit card and arrange for home delivery or pickup at TTC’s Main Campus. Please allow an additional 48 hours for processing for textbooks that are only available at Berkeley or Palmer campuses. Visit us online at http://bookstore.tridenttech.edu.

**Textbooks – new and used**
- Electronics – laptops, cameras, tablets and accessories
- Backpacks
- Office supplies
- Notebooks and binders
- Lab supplies
- Snacks
- TTC clothing and gift items

**Return Policy:** The return policy is three business days from the date of purchase or two days after the start of a class.

**Main Campus**
Monday-Thursday • 8 a.m.-6 p.m.
Friday • 8 a.m.-1 p.m. • 843.574.6578
Campus Bookstore Bldg. 950

**Berkeley Campus**
Monday-Thursday • 8 a.m.-5 p.m.
Friday • 8 a.m.-1 p.m.
843.899.8064 • Rm. 110

**Palmer Campus**
Monday-Thursday • 8 a.m.-6 p.m.
Friday • 8 a.m.-1 p.m. • 843.720.5604
Rm. 141

*Mount Pleasant Campus*
Monday-Thursday • 8 a.m.-6 p.m.
Friday • 8 a.m.-1 p.m.
843.574.6122
*Students must first order online; delivery will be made to Mount Pleasant Campus for pickup.

---

**On the Rack**

TTC has bicycle racks throughout Main Campus and on Palmer Campus for the energy and fitness-conscious!

*Lock your bikes at:*
- Student Center (Bldg. 410, north side)
- Engineering Technology Building (Bldg. 700, front)
- Health Sciences Building (Bldg. 630, front)
- Breezeway (between General Education and Science and Math buildings, Bldgs. 100/300)
- General Education Building (Bldg. 100, outside Public Safety)
- Science and Math Building (Bldg. 300, rear, near Library, Bldg. 510)
- Palmer Campus (right and left of the main building)

Please do not lock your bikes to light poles, gas valves, trees, door frames or other structures.
Mission Statement

Mission
Trident Technical College serves as a catalyst for personal, community and economic development by empowering individuals through education and training.

Vision
Trident Technical College’s vision is to be the leading force for educational opportunity and economic competitiveness in the communities we serve.

Values
- Student success
- Teaching excellence
- Individual worth
- Diversity and inclusion
- Integrity
- Safety
- Academic freedom
- Accountability
- Creativity
- Continuous improvement
- Lifelong learning

Role and Scope
Trident Technical College is a public, two-year, multi-campus community college that provides quality education and promotes economic development in Berkeley, Charleston and Dorchester counties.

An open-door institution of higher education, the college serves approximately 16,000 traditional and nontraditional curriculum students who have a wide variety of educational goals, from personal enrichment to career development to university transfer. To help students meet their goals, TTC offers university transfer associate degrees and applied technical associate degrees, diplomas and certificates. The curriculum includes programs in arts and sciences, aeronautical studies, agriculture, business, computer technology, engineering technology, health sciences, hospitality, industrial technology, and public service. TTC students draw on knowledge from a broad range of disciplines to develop the communication and critical thinking skills that are fundamental to lifelong learning.

TTC further promotes economic development through continuing education courses; customized education and training for business, industry and government; and a variety of employment training programs.

TTC is committed to being accessible and responsive to community needs. To foster student success, TTC provides developmental education and comprehensive student services. In addition to traditional instruction, TTC’s flexible course offerings and alternative delivery methods, including online instruction, enable more members of the community to pursue higher education.


Academic Dishonesty
Copying another person’s work, using notes during an exam or collaborating with others on work turned in as your own is dishonest and is a violation of the Student Code. This is unacceptable behavior that the college will not tolerate. If you cheat or plagiarize, you will be subject to disciplinary action. For details, read the Student Code section of the Catalog.

Student Rights and Responsibilities
You are encouraged to view the Catalog and to review the Student Handbook online. These publications contain valuable information including the college’s Drug-Free Environment policies, Student Code and Grievance procedures, confidentiality of student records, academic dishonesty policies and other student services plus names and phone numbers of college personnel who can provide information and academic advice. The Catalog and Student Handbook are available online at www.tridenttech.edu.

Equal Opportunity Statement
It is the policy of Trident Technical College that no discrimination on the grounds of race, color, disability, religion, gender, sexual orientation, age, marital status, veteran status, gender identity, pregnancy, or national or ethnic origin will exist in any area of the college. In compliance with Title IX of the Education Amendments of 1972 and section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, Trident Technical College offers access and equal opportunity in its admission policies, academic programs and services, and employment to individuals with disabilities. No otherwise qualified person will be denied access or opportunity on the basis of a disability. Chandra Fripp Vick is the college’s Title IX Coordinator for employees and students. The Title IX Coordinator oversees compliance with all aspects of sexual violence, sex/gender harassment, discrimination, and misconduct policy. Chandra Fripp Vick can be reached at Trident Technical College, Bldg. 900, Rm. 128J, or 843.574.6843.

Support for Students with Disabilities
The college assists any student with a documented disability during the admission process and while attending classes, including assistance in obtaining reasonable accommodations for instructional activities, and academic, career and personal counseling. Most services are free, and confidentiality is maintained in accordance with college policy and state and federal law. For information, call 843.574.6131 or TTY (hearing impaired) 843.574.6351.

Sexual Harassment
TTC’s Sexual Harassment and Related Unprofessional Conduct policy and procedure are available in the campus libraries and in the offices of vice presidents, deans and directors. For more information, read the Catalog, Student Handbook or contact Pamela Brown, Student Center (Bldg. 410), Rm. 210, Main Campus, 843.574.6246.

Proof of U.S. Citizenship
The South Carolina Illegal Immigration Reform Act of 2008 (S.C. Code Ann.59-101-430) prohibits unlawful individuals in the U.S. from receiving the benefit of public higher education and prohibits unlawful individuals from attending any public higher education institution in South Carolina. This reform act requires all public institutions of higher education in South Carolina to verify that all students are lawfully present in the U.S. Students and applicants who are not U.S. citizens must submit appropriate documentation to TTC’s Admissions office to verify authenticity through the Department of Homeland Security’s Student Exchange Visitors Information System (SEVIS) or Systematic Alien Verification for Benefits (SAVE) database.

For more information, please call 843.574.6910, email ImmigrationAct@tridenttech.edu or visit www.tridenttech.edu and search for “Immigration Act.”
Students may park in any lot except those designated as faculty/staff parking. Parking is prohibited at entrances and along perimeter roads and thoroughfares.

<table>
<thead>
<tr>
<th>Bldg.</th>
<th>Bldg. Area</th>
<th>Room #</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>100</td>
<td>General Education Building</td>
<td>175</td>
<td>Human Education and Social Sciences Division Office 111/Public Safety 127/Student Study Lounge</td>
</tr>
<tr>
<td>200</td>
<td>Business Technology Building</td>
<td>102/Community Family and Child Studies Division Office 150/Law-Related Studies Division Office 208</td>
<td></td>
</tr>
<tr>
<td>300</td>
<td>Science and Math Building</td>
<td>303/Math 350B</td>
<td>Science and Mathematics Division Office</td>
</tr>
<tr>
<td>400</td>
<td>Welding Building</td>
<td>210</td>
<td>Student Center Admissions 110/Financial Aid and Veterans Assistance 210/Registrar’s Office 110/Services for Students with Disabilities 210/Spot Cafe and Lounge/Student Activities and Student Identification Cards 130/Testing 202/TTC Express Technical Support 126</td>
</tr>
<tr>
<td>410</td>
<td>Student Center</td>
<td>216</td>
<td>Nursing Division Office 105/Vending and Student Lounge 210</td>
</tr>
<tr>
<td>420</td>
<td>Educational Opportunity Center Building</td>
<td>134</td>
<td>Center 134</td>
</tr>
<tr>
<td>430</td>
<td>Scholars Network Building</td>
<td>137</td>
<td>Library Academic Resource Center 137</td>
</tr>
<tr>
<td>500</td>
<td>Communications Technology Building</td>
<td>112</td>
<td>Orientation Center 134</td>
</tr>
<tr>
<td>510</td>
<td>Library Academic Resource Center</td>
<td>137</td>
<td>Library Academic Resource Center 137</td>
</tr>
<tr>
<td>600</td>
<td>Facilities Management Building</td>
<td>605</td>
<td>Vending and Lounge 610</td>
</tr>
<tr>
<td>620</td>
<td>Horticulture Building</td>
<td>615</td>
<td>Student Center Admissions 110/Financial Aid and Veterans Assistance 210/Registrar’s Office 110/Services for Students with Disabilities 210/Spot Cafe and Lounge/Student Activities and Student Identification Cards 130/Testing 202/TTC Express Technical Support 126</td>
</tr>
<tr>
<td>630</td>
<td>Health Sciences Building</td>
<td>115</td>
<td>Health Sciences Division Office 206/Vending and Student Lounge</td>
</tr>
<tr>
<td>640</td>
<td>Music Building</td>
<td>78</td>
<td>Music Building</td>
</tr>
<tr>
<td>700</td>
<td>Engineering Technology Building</td>
<td>78</td>
<td>VETS Center 201/Veterans Upward Bound 106</td>
</tr>
<tr>
<td>800</td>
<td>Industrial Technology Building</td>
<td>810</td>
<td>Industrial and Engineering Technology Division Office 801/Student Study Lounge 805/Vending and Lounge 810</td>
</tr>
<tr>
<td>900</td>
<td>Administration Building</td>
<td>822</td>
<td>Administration Building</td>
</tr>
<tr>
<td>910</td>
<td>Continuing Education Center</td>
<td>822</td>
<td>CE Information 142/CE Registration 102</td>
</tr>
<tr>
<td>920</td>
<td>Complex for Economic Development</td>
<td>816</td>
<td>Aeronautical Studies Division Office 816/College Center 107/Computer Center 740/Culinary Institute of Charleston Division Office 112D/The Learning Center 211/Relish Restaurant 301/Vending and Student Lounge 307, 822</td>
</tr>
<tr>
<td>940</td>
<td>Administration and Training Building</td>
<td>800</td>
<td>Information Center 300/Recruiting and Student Employment Services 300</td>
</tr>
<tr>
<td>950</td>
<td>TTC Bookstore</td>
<td>115</td>
<td>TTC Bookstore 104/Film, Media and Visual Arts Division Office 231/The InterTech Group Wellness Center 117/TTC Cafe 116 and Student Lounge 115</td>
</tr>
<tr>
<td>970</td>
<td>Nursing and Science Building</td>
<td>115</td>
<td>Nursing Division Office 105/Vending and Student Lounge 210</td>
</tr>
</tbody>
</table>

**Smoke-Free Buildings Policy**

All buildings at TTC are smoke-free. Smoking is prohibited at building entrances. Designated smoking areas are provided outdoors under gazebos and where ash urns exist. Smokers must properly dispose of cigarette/cigar remains in ash urns.

**Firearms Policy**

The carrying of firearms onto the premises or property owned, operated or controlled by TTC is prohibited, except as prescribed by S.C. Code of Law §16-23-420.
First Floor
1. Admissions Suite – Room 121
   Veterans Assistance – Room 122
   Financial Aid – Room 122
   Dean’s Office – Room 127
2. Student Lounge – Room 105
3. VETS Center – Room 105A
4. College Transfer Information
   Resource Center (TIRC) – Suite 102
5. Academic Hub – Suite 102
6. Developmental Studies Faculty
   Offices – Suite 106
7. Educational Opportunity Center –
   Room 112
8. Emergency Medical Technology Lab –
   Room 135
9. Bookstore/Business Office –
   Room 141
10. Public Safety – Room 145
11. CIC Faculty/Adjunct Offices –
    Suite 153
12. Clemente Center – Room 146
13. Science and Math Faculty Offices/
    Math (tutoring) – Suite 156
14. Esthetics Lab – Room 158
15. Biological Sciences Lab – Room 160
16. Amphitheater – Room 182
17. Culinary Institute of Charleston
    (CIC)/181 Palmer Dining Room –
    Room 181

Second Floor
A. Library – Room 229
B. Adjunct Faculty Center Office – Suite
   210A
   Business Technology Faculty Offices
   – Suite 210D
   Dr. Mary Ann Kohli, Clemente
   Program Director – Room 210C
   Community, Family and Child Studies
   (CFCS) Faculty/Adjunct Office –
   Room 212
   Health Sciences Faculty/Adjunct
   Offices – Suite 214
C. Student Success Center/Counseling/
   Disability Services/Learning
   Assistance/Testing Services –
   Room 226
D. Orientation Center – Room 226J
E. Nail Technology Lab – Room 239
F. Massage Therapy Lab – Room 232
G. Computer Center – Room 252
1. Student Success Center, Orientation Center, Admissions, Registrar, Financial Aid, Testing Services – Room 111
2. Bookstore – Room 110
3. Dean’s Office – Room 109
4. Public Computer Center – Room 106C
5. Library – Room 105
   Math\(^3\) (tutoring) – Room 105B
6. Courtyard Café – Room 103
7. Live Oak Conference Center – Room 101
8. Public Safety Offices – Room 181
9. Aircraft Maintenance Classroom – Rooms 175 D and E
10. Aircraft Maintenance/Avionics Lab – Rooms 163, 165 and 167
11. Cosmetology Lab – Room 159
12. Nail Technology Lab – Room 158
13. Esthetics Lab – Room 151
14. Computer Lab – Room 144
15. Developmental Studies Lab – Room 141
16. Biological Sciences – Room 185
17. CNA Lab – Room 150
18. Veterinary Technology Building

**Berkeley Campus**

1001 S. Live Oak Dr. (Highway 17-A) • Moncks Corner
29461
843.899.8000

Emergency Phone
Mount Pleasant Campus
1125 John Dilligard Lane, Mount Pleasant, SC 29464 • 843.958.5810
Directions: From Hwy. 17, turn onto Ira Rd. (into Wando Crossing shopping center); left at intersection; when road ends, take a right and immediate left into TTC parking lot. (Note: There is no access from Hungryneck Blvd.)

Wando High School
1000 Warrior Way, Mount Pleasant, SC 29466 • 843.574.6533

Summerville Site
at Trolley Road
449 Old Trolley Rd., Summerville, SC 29483 • 843.574.2585

Mount Pleasant Campus and TTC Site Maps

Dorchester County
QuickJobs Training Center
5164 E. Jim Bilton Blvd., St. George, SC 29477 • 843.563.5269

West Ashley High School
4060 W. Wildcat Blvd., Charleston, SC 29414 • 843.574.6061

St. Paul’s Parish Site
5231 Hwy. 165, Hollywood, SC 29449 • 843.323.3800
Key to Understanding Class Modes

TTC Online College

TTC offers a variety of nontraditional course delivery methods designed to make college classes available to individuals who, for a variety of reasons, may not be able to attend traditionally scheduled classes.

On the first day of the term, go to www.ttconlinecollege.com and select D2L Courses. A link to login instructions will be posted there. Some courses have unique technology requirements. If you have specific course questions, email the person listed as the course contact. For technical questions, visit www.tridenttech.edu/onlinehelp.htm.

Mixed Mode Courses

Mixed Mode courses combine traditional classroom learning with online instruction and/or other media. Because the classroom time is significantly less than that required in a traditional course, Mixed Mode offers a convenient alternative for some students.

The amount of material covered in a Mixed Mode course is the same as that in a traditional course. The difference is that a substantial portion of the coursework is completed outside of the classroom, using Web-based instruction or other forms of media.

You must attend scheduled class meetings. When planning your schedule, please note the course dates and times to avoid conflicts with other courses.

Textbooks

You can purchase your textbooks in person at the TTC Bookstore or online. Visit http://bookstore.tridenttech.edu for more information or to order online. Please note: Financial aid is accepted at the TTC Bookstore only during the open charge period. If you are charging books against financial aid, please see those dates on p. 7 to ensure that you are purchasing your books during the open charge period.

All Courses

If you are enrolled in a course, you can access Desire2Learn (D2L) approximately one week before the first day of class. During this week, you will need to log in to D2L through the student portal, my.tridenttech.edu. During this one-week period, you will have access only to 1) My Home News and 2) your D2L email. You will not have access to your courses or course content until the first day of class. Click on the envelope icon (“Email Alert”) in the top white banner to see if your instructors have sent you any emails regarding your courses. Also, please read and follow directions outlined in the “News” sections. Please review the D2L student tutorial videos to familiarize yourself with the D2L software. You can access D2L from my.tridenttech.edu.

Help Desk

For help with:
- D2L
- my.tridenttech.edu portal
- my.tridenttech.edu email
- TTC Express
  www.tridenttech.edu/onlinehelp.htm
  843.574.6WWW

For help with:
- TTC Online College
  TTCOnlineCollege@tridenttech.edu
  www.TTCOnlineCollege.com
  843.574.6002
# Programs of Study

## Associate Degrees

- Accounting
- Administrative Office Technology
- Aircraft Maintenance Technology
- Associate in Arts
- Associate in Science
- Civil Engineering Technology
- Commercial Graphics
  - **Career Paths in:** Animation, Digital Media, Graphic Design, Photography
- Computer Technology
  - **Career Paths in:** Computer Programming, Information Systems Specialist
- Culinary Arts Technology
  - **Career Paths in:** Baking and Pastry, Sports and Health Nutrition
- Dental Hygiene
- Early Care and Education
  - **Career Paths in:** Child Care Management, Child Care Professional, Infant and Toddler School-Age Care and Youth Development
- Special Education
- Electronics Engineering Technology
- Emergency Medical Technology
- Emergency Medical Technology (Advanced Placement Option)
- General Business
  - **Career Paths in:** Customer Service, International Business, Marketing, Small Business/Entrepreneurship
- General Technology
  - **Career Paths in:** Air Conditioning/Refrigeration Mechanics, Automotive Technology, Avionics Maintenance Technology, Cosmetology, Electrical Line Worker
- Environmental Safety and Health Technology
- Environmental Technology
- Expanded Duty Dental Assisting
- Industrial Maintenance Mechanics
- Massage Therapy
- Medical Assisting Clinical Manager
- Machine Tool Technology
- Pharmacy Technician
- Sustainable Technology
- Welding
- Health Information Management
- Homeland Security Management

## Horticulture Technology
- Hospitality and Tourism Management
- Human Services
  - **Career Paths in:** Addictions/Substance Abuse Generalist, Management
- Mechanical Engineering Technology
  - **Career Path in:** Manufacturing and Assembly Media Arts Production
  - **Career Paths in:** Film Production, Post Production
- Medical Laboratory Technology Nursing (ADN)
  - Nursing (LPN to ADN Option), Nursing (Accelerated Option)
- Occupational Therapy Assistant Paralegal
- Physical Therapist Assistant Radiologic Technology
- Respiratory Care
- Network Systems Management
- Veterinary Technology

## Diplomas

- Early Childhood Development
- Expanded Duty Dental Assisting
- Medical Assisting Pharmacy Technician
- Practical Nursing (PN)

## Certificates

- A+/Network+ Technician Addictions/Substance Abuse Advanced Baking and Pastry Advanced Beverage Service Management
- Advanced Cake and Chocolate
- Advanced Computer Animation
- Advanced Emergency Medical Technician
- Advanced Film Production
- Air Conditioning/Refrigeration Mechanics
- Aircraft Assembly Technology
- Aircraft Maintenance Airframe
- Aircraft Maintenance General
- Aircraft Maintenance Powerplant
- Arboriculture Management
- Architectural Design Graphics
  - Architectural Design Graphics II
- Art Foundations
- Artisanal Foods
- Athletic Field Maintenance
- Automatic Transmission Repair Specialist
- Automotive Brakes and Alignment Specialist
- Automotive Engine Performance Specialist
- Automotive Engine Repair Specialist
- Automotive Servicing
- Avionics Maintenance Technology
- Baking and Pastry
- Basic Digital Production
- Basic Electronic Journeyman I
- Basic Industrial Work Skills
- Basic Machining and CNC Fundamentals
- Bookkeeping
- Business Information Systems
- Certificates in Transfer Engineering
- Chemical Engineering Transfer – University of South Carolina
- Civil Engineering Transfer – The Citadel
- Civil/Mechanical Engineering Transfer – University of South Carolina
- Electrical Engineering Transfer – The Citadel
- Electrical Engineering Transfer – University of South Carolina
- Mechanical Engineering Transfer – The Citadel
- Child Care Management
- Cisco Certified Network Associate
- Computer Aided Design I
- Computer Aided Design II
- Computer Animation
- Computer Game Design
- Computer Graphics
- Computer Network Technician
- Construction Management
- Corporate Quality
- Cosmetology
- Crime Scene Investigation
- Criminal Justice: Corrections
- Criminal Justice: Law Enforcement
- Culinary Arts
- Culinary Manager
- Customer Service
- Cybersecurity Database
- Digital Media Software
- Digital Photography
- e-Commerce
- Early Childhood Development
- Edible Crops
- Electrical Line Worker: Advanced
- Electrical Line Worker: Third Class
- Electrician: Automated Controls
- Electrician: Construction
- Electrician: Industrial
- Emergency Management and Protection
- Emergency Medical Technician
- Engineering Design Graphics
- Environmental Safety and Health Technology
- Environmental Technology
- Esthetics
- Event Management
- Film Production
- Fitness Specialist
- Food and Beverage Operations
- Golf Course Maintenance
- Horticultural Sustainability
- Hotel Operations
- Illustration
- Industrial Mechanic
- Infant and Toddler Development
- International Business
- Internet Programming
- Landscape Design
- Landscape Management
- Leadership Development
- Linux Systems Administration
- Massage Therapy
- Medical Office Specialist
- Medical Record Coder
- Microcomputer Business Applications
- Microcomputer Expert User
- Microcomputer Programming
- Microsoft Network Systems Administration
- Mobile Application Programming
- Multimedia Design
- Nail Technology
- Network Security
- Online Media Production
- Paralegal
- Paramedic
- Pharmacy Technician
- Photography
- Post Production
- Pre-Nursing
- Professional Accountancy
- Professional Writing
- Radio Production
- Restaurant Cooks
- School-Age and Youth Development
- Small Business/Entrepreneurship
- Special Education
- Sports and Health Nutrition
- Surveying
- Sustainable Technology
- Transportation and Logistics
- Virtualization and Cloud Computing
- Website Design
- Welding Gas Metal Arc and Flux Cored Arc
- Welding Gas Metal Arc and Flux Cored Arc Advanced
- Welding Gas Tungsten Arc
- Welding Gas Tungsten Arc Advanced
- Welding Shielded Metal Arc
- Welding Shielded Metal Arc Advanced

---

**Effective January 2015, Trident Technical College’s Nursing Division will no longer accept applications for the ADN, CNA-PN and CNA-ADN programs. This does not affect students already admitted for Fall 2015. Students are encouraged to apply to the PN or ADN programs.**
Be Seat-Ready on Day One!

Being seat-ready means you have completed all of these necessary steps and you can take your seat in the classroom on the first day of class, ready to focus on your studies.

1. Complete all financial aid, admissions and disability accommodations steps during the Action Period (see p. 6).
2. Attend orientation.
3. Register for courses.
4. Drop or add courses within guidelines by deadline.
5. Pay tuition.
7. Attend class.

For more information, visit www.tridenttech.edu/_files/pdf/Seat_Ready_Spring2016.pdf.

Payment Plan Available

Sign up online for a payment plan and spread out your tuition payments. For more information, log in to TTC Express through the my.tridenttech.edu portal.

D2L Login Help

TTC’s system for online and face-to-face courses is called Desire2Learn, or D2L.

To access D2L, go to my.tridenttech.edu and log in. Click on the D2L link in the portal to enter.

If you have trouble logging in after following the login instructions, email StudentD2LHelp@tridenttech.edu for technical support.

success starts here

And funding your full- or part-time education starts with lottery-funded tuition assistance (LTA). In fact, S.C. LTA can reduce your TTC tuition by more than half. Unlike other forms of tuition assistance, LTA is not based on need. You just need to meet a few requirements and complete a few steps.

Eligible full-time students can receive $1,200* in LTA per semester for the 2015-16 academic year.

To qualify you must:
• Complete the Free Application for Federal Student Aid (FAFSA) form. Visit www.fafsa.gov.
• Be a U.S. citizen or a permanent resident.
• Be a legal resident of South Carolina.
• Be enrolled as a degree-seeking student in at least six credit hours for the semester.
• Make satisfactory academic progress.
• Not be a recipient of the HOPE, LIFE or Palmetto Fellows scholarships.

For more information, visit www.tridenttech.edu or call 843.574.6111.

*Amount as of Fall 2015. Amount subject to change. Calculations are based on S.C. resident taking 12 credit hours.

Call 843.574.6000 for lottery information.

Search for Courses Online

To see the most current course offerings, go online and use the course search tool. Use the Course Search link at www.tridenttech.edu, or if you have applied to the college and have a my.tridenttech.edu account, you can search for courses in TTC Express under the Registration link in the student portal. Course offerings are no longer printed in the On Course publication; however, this publication will continue to provide other essential information to assist with the registration process.