Technical College of the Lowcountry Dual Enrollment Handbook

2023-2024

Proudly Serving Public, Private, and Homeschools in South Carolina

Agape Christian Academy

At Home in the Lowcountry Homeschool Association

Battery Creek High School

Beaufort High School

Beaufort-Jasper Academy for Career Excellence

Bluffton High School

Bridges Preparatory School

Colleton County High School

The Complete Student

Community Bible Church Christian Academy

Cyber Academy of South Carolina

Grace Homeschool Association

Hampton County High School

Hardeeville Junior & Senior High School

Hilton Head Christian Academy

Hilton Head Island High School

Homeward Education Association

Hope Accountability Group

Island Academy of Hilton Head

May River High School

Lowcountry Homeschool Association

Lowcountry Montessori School

Odyssey Online Learning

Palmetto Homeschool Association

Polaris Tech Charter School

Ridgeland Secondary Academy of Excellence

Royal Live Oaks Academy of the Arts & Sciences

Thomas Heyward Academy

Thunderbolt Career & Technology Center

SC Association of Independent Homeschools

SC Connections Academy

SC Virtual Charter School

SC Whitmore School

Whale Branch Early College High School

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WANT TO BECOME A TCL DUAL ENROLLMENT STUDENT? START WITH OUR ADMISSIONS PROCESS!

Students must apply online, gain approval from their high school counselors, and submit required enrollment documents to start the dual enrollment process.

1. Apply online at www.tcl.edu/apply as a Dual Enrollment student. There is no fee to apply to Technical College of the Lowcountry.

☐ Click Apply Now, then Create Your Account and verify your email address.

☐ Select Admit Status - "Dual Enrollment High School Student."

☐ Enter your high school and expected graduation date. Under Program Choice, click "Other," then select first term you plan to attend. For Campus Location, choose the campus closest to your high school.

☐ Review the Image Release, Financial Liability, and Student Statements, click "I Agree" for each, then select "Submit" to finish your application.

2. Meet with your school counselor, then submit Dual Enrollment Agreement/FAFSA Waiver, Residency Verification, and FERPA Waiver forms.

☐ Beaufort County School District and Jasper County School District students must obtain their enrollment paperwork directly from their school counselors. These packets must be submitted to their school counselors for approval and signatures.

☐ Private, charter, and homeschool students must complete the Dual Enrollment Agreement/FAFSA Waiver, Residency Verification, and FERPA Waiver forms, then submit to your school counselor/homeschool association staff member for administrative approval and signatures.

☐ Forms – Visit www.tcl.edu/ecco-college-credit/, then select your county/school type to access required forms.

What Are My Options?

Dual Enrollment Opportunities for High School Students

High school students who have mastered the high school curriculum and are ready for college-level work may participate in the following dual enrollment opportunities at Technical College of the Lowcountry.

University Transfer Track

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

- Review courses required for their intended college major at TCL or other 4-year college or university in order to select the most appropriate courses;

- Check with the college they plan to attend to verify course transferability and the grade that must be earned;

- For more information about these options, see page 13.

Career and Technical Education (CTE) Track

Career and Technical Education programs are designed for students planning to enter careers in various areas of industry with critical workforce needs. Completion of these pathways offers students rapid entry into the workforce, and credits can be applied toward a Technical College of the Lowcountry certificate, diploma and/or Associate in Applied Science degree in the same field. Dual Enrollment students can complete their certificate or diploma at TCL prior to graduating high school as well as finish their Associate degree within one year of high school graduation. By completing a CTE program, students may enter the workforce with higher entry salaries than their peers with four-year degrees! Career and Technical Education programs for high school students include the following programs:

- Accounting
- Building & Construction
- Business Management & Administration
- Computer and Information Technology
- Culinary Arts
- Early Care and Education
- Entrepreneurship/Small Business
- Heating, Ventilation & Air Conditioning
- Law & Criminal Justice
- Plumbing

See page 15 in this handbook for more information about Career and Technical Education programs and determine if one of these pathways is right for you.

Dual Enrollment – FAQ

Who is eligible to participate in TCL's Dual Enrollment Program?

Students enrolled in public, private, or approved home-schooled programs that are in high school, have completed English 1 and Algebra 2, and maintain a 3.0 GPA for all high school coursework are eligible to participate in TCL's Transfer Track. Students who maintain a 2.5 GPA for high school coursework are eligible to participate in our Career and Technical Education (CTE) track. See page 6 for more information.

How much does it cost take a Dual Enrollment course?

High school students participating in Dual Enrollment are responsible for all current tuition, fees, textbooks, and course materials unless otherwise negotiated between the College and the local high school district. Fees resulting from schedule changes are also the responsibility of the student. Dual Enrollment students may qualify for financial support through the South Carolina Education Lottery Tuition Assistance Program (LTA) to offset a portion of the costs. To be eligible for LTA, students must meet the following criteria:

1. Be a US citizen or legal permanent resident (must present alien registration card at time of application)

2. Be a South Carolina resident for a minimum of one year (12 consecutive months) or be a qualified active duty military member or dependent.

3. Complete a Dual Enrollment Agreement/Free Application for Federal Student Aid (FAFSA) Waiver form. This form indicates that the student is a Dual Enrollment participant and must be completed and approved prior to registration. Costs will be covered only if this form is processed prior to the start of classes.

4. Maintain a minimum 3.0 GPA (Grade Point Average) and follow the Student Code of Conduct thereby never being involved in administrative suspension and academic or student misconduct.

What kinds of courses can I take?

Any available course the High School approves may be taken on any of the TCL campuses: Beaufort, New River, Culinary Institute of the South, and Hampton.

- Arts and Sciences transfer classes in English, humanities, mathematics, language, physical sciences and social sciences.
- Career Development and Technology courses: Business (Accounting, Entrepreneurship/Small Business, Medical Office Assistant) Pre-Health Sciences; Industrial Technology (Building Construction, HVAC, Plumbing); STEM (Computer and Information Technology); Criminal Justice and Law (Criminal Justice)

Successful completion means earning a grade of A, B, or C. All grades are posted on the student's official record at the completion of the course. Questions about pathways available to Dual Enrollment students? Connect with our Dual Enrollment team at dualenrollment@tcl.edu.

How do students earn both high school and college credit for the same course?

Prior to beginning a course, it is the student's responsibility to communicate with the high school regarding earning high school credit for college courses (only the high school has the authority to grant high school credit for college courses). TCL awards college credits for successfully completed college courses.

Where can I view available classes?

Students can use TCL's course search tool to view course offerings each semester. Visit www.tcl.edu/course-search to obtain a full list of our available classes.

How do I register for classes?

Once you have submitted your TCL application, met with your high school counselor to confirm you've met the eligibility requirements, and submitted your Dual Enrollment Agreement and Residency Verification forms to your school counselor, please attend your school's Registration Day event. If you are unable to attend the event, work with your counselor to submit your course request to Sara Cain, the Dual Enrollment Coordinator, at dualenrollment@tcl.edu.

- If you are a homeschool student, email your course request to dualenrollment@tcl.edu.
- Dual Enrollment students are NOT allowed to register themselves.

Where can I sign up for Dual Enrollment Orientation?

You can sign up at https://www.tcl.edu/ecco-college-credit/.

Where do I pick up my student ID and parking pass?

- Beaufort Campus: The HUB in Bldg. 2
- New River Campus: The HUB (Room 128)
- Hampton Campus: Student Services Office

How can I view my class schedule?

You can view your schedule by logging into your Navigate or Self Service account. Visit the Quick Links menu at tcl.edu to access either account.

If you are a home school student, you can contact Sara Cain, the Dual Enrollment Coordinator, at dualenrollment@tcl.edu to obtain a copy of your schedule.

How do I know where my classes are?

When you look at your class schedule, each class will have a building number and room number next to it, as well as days and times that it meets. For a campus map: https://www.tcl.edu/campuses-maps.

Who will the instructor be?

All instructors teaching TCL courses are approved full time or adjunct instructors of the College. If you are taking a course on a high school campus, the instructor may be a teacher from your school. However, that instructor meets the same requirements as if he/she were teaching at one of the TCL campuses.

Where can I order my books?*

You will reserve your textbooks through the TCL Course Ready* program. After registering for courses, you will receive an email to your TCL student email account within 2-4 weeks that prompts you to reserve your books. You can choose to have ebooks (available in Blackboard), have books shipped to you for a small fee, or pick up your books at the TCL College Store in Bldg. 12. Visit page 10 to learn more information about reserving textbooks through TCL Course Ready.

> *TCL's textbook program is currently under review and is subject to change. The Dual Enrollment handbook and the TCL Course Ready website will update as revisions are published.

Dual Enrollment – FAQ

What is the attendance policy?*

TCL expects that students will participate in all scheduled instructional classes and laboratory periods, regardless of the mode of delivery. To be successful in their courses, students are expected to be in class on time and to attend class meetings or laboratory periods regularly. Students are responsible for making up the work missed during any absence. An absence is defined as nonattendance for any reason, including illness, emergency, or official leave. If you arrive late to or leave early from class, you may be considered absent for that class.

Does a certain grade have to be earned?

Yes, to be successful in a TCL course means that you must earn a grade of A, B, or C. If you receive a D in a course, you will receive a passing grade which will be reflected on both your TCL and high school transcript, but D grades are NOT TRANSFERABLE to other colleges. If you receive an F in a course, you will not receive credit for the course at either TCL or your high school.

Note: Students who transfer to any college or university in South Carolina and who plan to take advantage of the LIFE Scholarship must maintain a 3.0 GPA for all college level coursework.

Where can I find my grades?

Students may check their academic progress in courses on Blackboard as percentages; however, official grades are only found in Self Service and Navigate. The final grades posted in Self Service and Navigate are letter grades. TCL awards both a letter and numeric grade to dual enrollment students taking college courses; however, only the letter grade will be visible on the official college transcript.

Can anyone else see my grades?

Final grades are released to high school counselors and administrators. If students want their records released to another party (e.g. a parent or guardian), students must complete a FERPA (Information Release) waiver form. Privacy of student educational records is regulated by the federal Family Educational Right to Privacy Act (FERPA). Visit page 18 to learn more information about the FERPA waiver form.

How do I order an official transcript?

Once you graduate from high school and continue your higher education at a university, you will need to request an Official TCL college transcript be sent to your designated university of choice. TCL uses Parchment to send transcripts. Order your transcript at https://www.tcl.edu/ student-services/student-records/transcripts/.

Do all college courses transfer to four-year colleges or universities?

TCL participates in a statewide articulation agreement that lists 86 specific courses that are guaranteed to transfer to the state's publicly supported colleges and universities. Career Development and Technology courses may be transferable to a related program of study. It is the decision of the receiving college or university to approve the transfer of credit. Visit the link below to view the full list of transferable courses:

https://www.sctrac.org/Student/List-of-Universally-Transferable-Courses-in-SC

Am I eligible for any financial aid?

High school students who take six or more credit hours in one semester may qualify for the South Carolina Lottery Tuition Assistance Program. Students enrolled in certain Career and Technical Education programs (e.g. Culinary or HVAC pathways) may be eligible to receive SC WINS funding.

Does dual enrollment impact future financial aid eligibility?

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

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

How do I pay my bill?

Students attending any public schools in Beaufort, Hampton, Jasper, or Colleton County school districts will not need to pay for courses. Students attending private or homeschools will need to access the Student Finance tab in Self Service in order to pay their bill each semester. Balances can be paid in full or paid via payment plan.

*TCL's Attendance Policy is currently under review and is subject to change. The Dual Enrollment Handbook and TCL's Policies & Procedures webpage will be updated asnew policies and procedures are published. See page 21 for more information.

DUAL ENROLLMENT ELIGIBILITY REQUIREMENTS

University Transfer Track

Students who plan to enroll in the University Transfer track must meet the following criteria:

- Students must hold a **3.0 GPA**.
- **English 1** must be completed with a B average or higher.
  - Students currently taking English 1 must provide a grade report reflecting a grade of B or above.
- **Algebra 2** must be completed with a B average or higher.

*NOTE: Beaufort County School District freshmen students must meet the 93 percentile PSAT requirement in order to participate per district guidelines.

Career and Technical Education (CTE) Track

Students who plan to enroll in the Career and Technical Education (CTE) track must hold a **2.5 GPA**.

If students do not meet the eligibility criteria for their preferred Dual Enrollment track, they must complete the following steps:

1. Meet with their school counselor and determine if Dual Enrollment is a possibility.
2. After obtaining school counselor approval, students must do one of the following:
   - Provide a Letter of Recommendation from a current or former teacher
     OR
   - Complete the Accuplacer Placement Test (see page 8 for more information)

TECHNICAL COLLEGE OF THE LOWCOUNTRY

Office of Recruitment & Admissions
921 Ribaut Road, P.O. Box 1288
Beaufort, SC 29902

Dual Enrollment Registration Checklist

❑ **COMPLETE THE ADMISSION PROCESS**
(see page 1 for instructions)

❑ **MEET WITH YOUR SCHOOL COUNSELOR AND CONFIRM ELIGIBILITY**
(see page 5 for more information)

❑ **SET UP YOUR TCL EMAIL ACCOUNT**
(see page 7 for more information)

> **STUDENTS MUST ATTEND CLASS AND/OR COMPLETE ONLINE COURSE ASSIGNMENTS DURING THE FIRST WEEK OR THEY WILL BE DROPPED FOR NONATTENDANCE.**

QUESTIONS? CONTACT:

Sara Cain
Dual Enrollment Coordinator
dualenrollment@tcl.edu | (843) 470-6046

Stephanie Mikell
Dual Enrollment Specialist - Hampton County
smikell@tcl.edu | (803) 398-0069

Giovanni Glover
Dual Enrollment Specialist - Whale Branch Early College High School
gglover@tcl.edu | (843) 466-2771

Taylor Welborn
Director of Recruitment & Admissions
twelborn@tcl.edu | (843) 466-2771

❑ **SUBMIT COURSE REQUESTS TO HIGH SCHOOL COUNSELOR OR TCL DUAL ENROLLMENT COORDINATOR**

✓ Dual Enrollment students may not register themselves. Tell your high school counselor which TCL courses you wish to take during course enrollment at your high school. Confirm your course choices with your school counselor.

✓ Search for courses by visiting tcl.edu, clicking the Quick Links menu at the top-right corner of the page, then selecting "Course Search."

✓ Verify your schedule by logging in to Navigate. Visit the Class Schedule tab to view your courses. If you see a mistake in your schedule, contact both your school counselor and dualenrollment@tcl.edu.

❑ **PAY TUITION & FEES** (see page 9 for more information)

❑ **OBTAIN STUDENT ID & PARKING DECAL IF NECESSARY** (see page 21 for more information)

❑ **RESERVE TEXTBOOKS AND OBTAIN OTHER REQUIRED MATERIALS** (see page 11 for more information)

❑ **COMPLETE BLACKBOARD ORIENTATION COURSE**
(see page 7 for more information)

❑ **REGISTER FOR AN IN-PERSON OR ZOOM ORIENTATION SESSION** (see page 7 for more information)

IMPORTANT DATES

Dates are for Primary Terms subject to change. Please refer to the Academic Calendar at www.tcl.edu.

	FALL 2023 SEMESTER	SPRING 2024 SEMESTER
Registration Deadline	**Monday, August 7**	**Monday, December 4**
Tuition Due*	**Monday, August 14**	**Thursday, January 4**
First Day of Class (online students should log in!)	**Wednesday, August 16**	**Monday, January 8**
Last day to **add** classes to an existing schedule	**Monday, August 7**	**Monday, December 4**
Last day to **drop** classes & remove tuition/fees	**Monday, August 21, 3:00 p.m.**	**Thursday, January 11, 3:00 p.m.**
Last day to **withdraw** from a course with a grade of W**	**Wednesday, December 6**	**Tuesday, April 30**

*Only applies to students who do not attend a school/district that will pay for their courses. Contact your school counselor to learn more about your school's payment policies.

**Students may withdraw from a class before the withdrawal date without affecting GPA. The course will appear on the college transcript with a grade of "W." Public, private, and charter school students must meet with their school counselors in order to withdraw from a course. Homeschool students must contact dualenrollment@tcl.edu to withdraw from a class.

Getting Started - Student Accounts & Orientation

YOUR TCL ACCOUNT PROCESS

After you submit your online Dual Enrollment Student application to Technical College of the Lowcountry, you will receive an acceptance email within 48-72 business hours. This initial contact is followed by a second email, which contains your admissions steps and instructions for setting up your TCL student email account.

SETTING UP YOUR TCL STUDENT EMAIL ACCOUNT

✓ Click on the Quick Links menu at www.tcl.edu

✓ Enter your email address and initial password:

Email Address - firstname.lastname@tcl.edu

Initial Password - TCL + last seven digits of your Social Security # + ! (e.g. TCL3456789!)

✓ Follow the instructions to create your new password. Write it here _____ or in a safe place. You will use your TCL email account to access all student accounts (Navigate, Self Service, Blackboard).

✓ Contact the TCL Help Desk for email help at support@tcl.edu or (843) 525-8344 if you require any email assistance. For more information about setting up your student email account, detailed instructions are available at https://www.tcl.edu/campus-life/social/student-email/.

USING YOUR NAVIGATE ACCOUNT

Navigate is TCL's hub for viewing your schedule, connecting with your Dual Enrollment representative, and scheduling appointments with TCL staff members. The Navigate App will be used by all students to schedule appointments with Admissions, Dual Enrollment staff, Tutoring services, and other support services. This will also be used to communicate with students about the onboarding process, class registration, grades, early alerts, and campus event announcements.

USING YOUR SELF SERVICE ACCOUNT

Self Service is TCL's online portal for students to access their personal account and academic information. Tabs are provided to help you find the information you need. Within each tab, you can view tuition, financial aid, course, and grade information. For technical or password assistance, contact the Help Desk at support@tcl.edu or (843) 525-8344.

DUAL ENROLLMENT ORIENTATION

IN-PERSON/ZOOM ORIENTATION SESSIONS

New Dual Enrollment students at Technical College of the Lowcountry are required to attend either an in-person or Zoom orientation prior to the start of their first semester. Visit https://www.tcl.edu/ecco-college-credit/ to view available dates and register for a session. Students are permitted to bring up to 2 guests to orientation.

BLACKBOARD ORIENTATION COURSE

In addition to attending a formal orientation session, Dual Enrollment students are required to complete the Blackboard Orientation course. This course is available in all students' Blackboard accounts and must be completed prior to the start of their first semester. The course will teach students how to navigate the Blackboard system, submit assignments, utilize ebooks and access codes, and more! Visit https://www.tcl.edu/blackboard-gateway/ and sign into your account using your TCL student email credentials. Refer to page 24 to view the Blackboard Orientation Course deadlines for the Fall 2023 and Spring 2024 semesters.

ACCUPLACER Placement Level Requirements & Testing Information

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

*Score requirements are subject to change. Visit www.accuplacer.org for practice tests.

Accuplacer Placement Level Requirements - English		
Course Level	Reading Minimum Required Score	English/Writing Minimum Required Score
ENG-101 (College Composition I)	249	249

Accuplacer Placement Level Requirements - Mathematics			
Course Level	Arithmetic Minimum Required Score	Quantitative Reasoning, Algebra, & Statistics (QAS) Minimum Required Score	Advanced Algebraic Functions (AAF) Minimum Required Score
MAT-110 (College Algebra)	250	250	200

TESTING INFORMATION

Students may take the ACCUPLACER placement test at the following TCL campuses:

BEAUFORT CAMPUS
(843) 470-8229
Building 2, Room 203
Monday-Thursday; appointment only.

NEW RIVER CAMPUS
(843) 470-6040
Room 128
Monday - Thursday, 8:30 a.m. - 3:00 p.m.

HAMPTON CAMPUS
(803) 398-0069
Room 105
Monday-Thursday; appointment only.

✓ Valid government-issued Photo ID required.

✓ Placement testing is free to all students.

✓ Students may choose to retest in subject area(s) in which they did not receive a qualifying score.

✓ Allow approximately 2 – 2 ½ hours for all three subject areas (45 minutes per subject test). Tests are untimed.

✓ Email Sara Cain, the Dual Enrollment Coordinator, at dualenrollment@tcl.edu for assistance.

✓ Electronic devices are not permitted in testing. You may leave all personal possessions and electronic devices locked in your car or utilize one of the lockers available at the testing locations.

For additional information about placement testing at TCL or how to prepare, visit https://www.tcl.edu/admissions/placement-testing/.

Paying for Courses

BELOW ARE THE CURRENT ACADEMIC YEAR TUITION RATES.

The 2023-2024 Dual Enrollment tuition rate is $80 per credit hour for students holding <u>in-state residency</u>. Tuition for one 3-credit hour course is $240, plus required fees and textbook costs*. Students who enroll in six or more credit hours (typically two courses) in the same semester may qualify for Lottery Tuition Assistance. If you qualify, the chart below shows the portion of your tuition costs per semester that Lottery Tuition Assistance will cover.

2023-24 Tuition & Fee Schedule for Beaufort, Colleton, Hampton, and Jasper Counties
(*SUBJECT TO CHANGE; INCLUDES TEXTBOOK COSTS)

Credit Hours	Total Tuition & Fees*	Amount of Lottery Tuition Assistance (LTA) Applied to Accounts *subject to change*	Estimated Tuition Balance after LTA
1	$217	n/a	$217
2	$334	n/a	$334
3	$451	n/a	$451
4	$568	n/a	$568
5	$685	n/a	$685
6	$802	$480	$322
7	$919	$560	$359
8	$1,036	$640	$396
9	$1,153	$720	$433
10	$1,270	$800	$470
11	$1,387	$880	$507
12	$1,504	$960	$544

*The tuition schedule above includes the following mandatory fees: $100 Student Fee, $15 per credit hour General Course Fee, and $22 per credit hour Bookstore Fee. Technology courses (i.e. Computer Science, laboratory science, etc.) require a $20 per credit hour Technology Course Fee instead of a General Course Fee. <u>Some courses require additional fees (e.g. advanced computer technology or lab science courses), so fee amounts may vary.</u>

Most university transfer courses are 3 credit hours; foreign language, lab science, or Calculus courses are typically 4 credit hours.

Students holding out-of-state residency will receive the current non-resident tuition rate of $445 per credit. Please contact the Dual Enrollment Coordinator at dualenrollment@tcl.edu to learn more about residency.

Paying Tuition and Fees - Homeschool, Private School, and Charter School Students Only**

✓ Students must pay the balance of tuition and fees or set up a payment plan by the posted deadline each semester.

✓ Payments may be made online from the Student Finance tab in Self Service or in person at the Beaufort or New River campuses. Balances due may be found by checking your Account Summary where pending financial aid amounts are shown. Always confirm that financial aid has been applied to your account before making payments.

Payment Deadlines – Please see Academic Calendar on page 24.

Refunds – Please see Academic Calendar on page 24.

Withdrawal Versus Drop – See page 17 for impact on tuition balance/payment.

**Charter school costs vary between individual schools. Please contact your school counselor to determine if you need to make a payment.

Dual Enrollment Financial Aid Information

South Carolina Lottery Tuition Assistance*

- ✓ Dual Enrollment students enrolled in 6 or more credit hours (typically two courses) in the same semester may qualify for the South Carolina Lottery Tuition Assistance Program.
- ✓ Students qualify based on state residency requirements, not financial need.
- ✓ Contact dualenrollment@tcl.edu for more information about Lottery Tuition Assistance.

* Lottery Tuition Assistance (LTA) Information

- State funded program awarded to South Carolina residents - students must hold in-state residency status in order to qualify
- Applies to cost of tuition only
- Must be enrolled in at least 6 credit hours per semester
- Does not cover Continuing Education classes or non-credit classes
- Award amount varies annually
- High School students do not need to complete the FAFSA

Federal Financial Aid

Dual enrollment students do not receive federal financial aid because they have not completed high school. However, success in dual enrollment courses may impact a student's eligibility to receive federal aid and other scholarships upon entry into college after high school. Students should strive to make at least a C or higher in college courses and complete all courses started at a 67% completion rate. A GPA below 2.0 and a completion rate of less than 67% may impact a student's ability to qualify for federal aid after high school graduation. **Contact the Dual Enrollment Office at dualenrollment@tcl.edu for more information.**

Textbooks & Other Materials

Dual Enrollment students reserve their textbooks through Technical College of the Lowcountry's Course Ready* program. Textbooks are included in students' total tuition balance each semester, so required textbooks are not purchased separately.

TCL's Course Ready Program*

- After registering for class, you will receive an email in your TCL student email account from TCL Course Ready. This email is typically sent about 3-4 weeks before the start of each new semester.

- Open the email, click Reserve My Books, then complete the ordering process. You can choose to pick up your textbooks at TCL's College Store (Beaufort campus, Bldg. 12), receive ebooks loaded directly into your Blackboard account, or have your textbooks shipped to your home for a small fee.

- Required textbooks will never request/require a payment, unless you choose to have your textbooks mailed to your home. TCL Course Ready will occasionally display optional materials for courses; any optional materials that students choose to purchase must be paid for out-of-pocket.

- After reserving your textbooks, you will receive an email 2-4 weeks later (depending on when your order was placed) confirming that your textbooks are ready for pick up OR have been sent via mail. Digital textbooks will automatically appear in Blackboard on the first day of the semester.

- At the end of each semester, students are required to return their textbooks to TCL's College Store. Textbooks are typically due on the last day of final exams. You can visit the College Store to return your textbooks or visit your TCL Course Ready account to download and print your return shipping label. If you do not turn in your textbooks on time, you will incur late fees. Schools/districts paying for students' tuition and textbooks are not responsible for late fees; students must pay any late fees out-of-pocket.

Questions about reserving/returning your textbooks? Contact our College Store at (843) 525-8303 for more information.

*TCL's textbook program is currently under review and may change prior to the start of the Spring 2024 semester. The Dual Enrollment handbook and the TCL Course Ready website will update as revisions are published.

Additional Materials - Lab Kits

Physical sciences courses require both a textbook and a lab kit. If you attend a school/district that is paying for you to attend TCL, your lab kit will be covered by your school/district. You will receive an email in your TCL student email account at the start of the semester notifying you to pick up your lab kit voucher from TCL's College Store. You are responsible for picking up your voucher and ordering your lab kit (kits take 5-7 business days to arrive by mail).

If you do not attend a school/district that will pay for your textbooks and other required materials, you are responsible for purchasing a lab kit voucher from TCL's College Store. Contact our College Store at (843) 525-8303 for assistance with your lab kit voucher.

Career and Major Exploration — Choosing Courses

Choosing the right dual enrollment courses depends on several factors: the student's intended college major, the college or university the student plans to attend, and the type of degree the student wants to achieve. Students who spend time exploring careers and comparing college and university programs will benefit from knowing program requirements and career expectations before they begin taking college courses.

Career Exploration

- Research to see if there is a need for the career you'd like, in a location you want to live, and at a salary you desire by exploring the U.S. Bureau of Labor Statistics Occupational Outlook Handbook.

- Technical College of the Lowcountry's Career Coach webpage provides students the opportunity to explore a variety of career paths. Through Career Coach, you can complete an assessment that determines the careers that best suit your interests/strengths, compare positions and salaries, and more! Visit https://www.tcl.edu/admissions/career-coach/ to access all Career Coach materials.

- Job shadow, volunteer or intern in fields that you think you may want to work. Real life experience is sometimes the best way to find out if a career field is right for you.

Major Exploration

- Compare degree programs, campus life, and other opportunities available at a variety of colleges and universities to make sure you choose a school that is right for you and your career goals. Even if a college has your favorite football team, it may not be the best place for pursuing your career field and major.

- Research the course requirements for your program of study by looking directly at the college or university website's degree program curriculum. Know what math you need and if you need a specific social science, foreign language, or other general education course requirement.

Dual Enrollment Course Selection for Successful Transfer

- Check websites or directly contact in-state colleges or universities that you wish to attend to find transfer equivalency agreements for TCL courses. You may also check transfer agreements at www.sctrac.org.

- If you plan to attend a private or out of state school, contact that college to see if it will accept transfer courses from TCL. Not all private or out-of-state colleges accept transfer courses from other institutions.

- Choose courses that will meet general education requirements and help you prepare for program requirements. Most colleges and universities require that students take general education courses in Communication/Literature, Humanities, Math, Science and Social Sciences.

Be in charge!

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

The South Carolina Transfer and Articulation Center (SCTRAC) is available at www.sctrac.org. Students may use SCTRAC to:

- Learn about South Carolina public colleges and universities.

- Compare programs and degrees offered.

- Discover how South Carolina public institutions award credit for Advanced Placement (AP) exams, International Baccalaureate (IB) exams, dual enrollment courses, and other college courses taken while in high school.

University Transfer Track

Is the University Transfer Pathway Right for You?

Enrolling in one of Technical College of the Lowcountry's University Pathway is an opportunity to work on your future goals now. Through this pathway, students learn skills and obtain college credits that allow them to reduce the amount of time spent earning a college degree after they graduate from high school. It also allows students to explore potential majors (e.g Arts, Sciences, Social Sciences) in a collaborative environment. Beginning this journey is a commitment in which students are expected to perform as any Technical College of the Lowcountry student and should consider each expectation below prior to enrollment.

Students should…

- Be prepared for the demands of college-level courses that require studying outside of class.
- Have a strong work ethic and be willing to commit the time and energy necessary to be successful in courses.
- Go to class, arrive on time, and adhere to all college policies for attendance.
- Communicate with instructors about any expected absences and keep up with assignments and tests.
- Use their TCL student email , Blackboard, and Navigate accounts for communications with instructors and college staff.
- Follow all college policies relating to student conduct and academic expectations and integrity.
- Meet all program requirements for successful progression in a chosen pathway.

Are You Ready to Commit and Take the Next Steps?
1. Discuss entering the pathway with a parent/guardian and high school counselor.
2. Attend the dual enrollment information session/Parent Night at your high school/TCL campus site prior to enrollment.
3. Complete TCL's online application at www.tcl.edu/apply - select Dual Enrollment application and indicate start date (i.e. Fall 2023)
4. Submit the following* to your school counselor (if you are homeschooled, submit directly to dualenrollment@tcl.edu):
   - Dual Enrollment Agreement & FAFSA Waiver
   - Residency Verification Form
5. Select your courses with your school counselor, then attend your high school's registration event. If you cannot attend the event, request that your school counselor email your course choices to dualenrollment@tcl.edu.
6. Attend an in-person Dual Enrollment Orientation session at your chosen campus (Beaufort, New River, Hampton, or Whale Branch Early College High School) prior to the start of the semester. If you cannot attend an in-person session, you must attend a Zoom orientation session.

*Some schools/districts may require additional documents to participate in Dual Enrollment. Obtain all additional forms from your school counselor.

**To view all University Transfer courses and options, visit https://www.tcl.edu/ecco-college-credit/ to view the Dual Enrollment Academic Catalog.

Contact the Dual Enrollment office at (843) 470-6046 or dualenrollment@tcl.edu for more information.

University Transfer Track

State Approved, Universally Transferable* Courses for SC Dual Enrollment Students

Per the South Carolina statewide articulation agreement, there are a total of 86 courses that are guaranteed to transfer among and between public colleges and universities in SC. Below is a list of the courses offered at Technical College of the Lowcountry that are covered by the articulation agreement.

University Course	Credit Hours	University Course	Credit Hours
ACC 101 - Accounting Principles I	3	HIS 101 - Western Civilization to 1689	3
ACC 102 - Accounting Principles II	3	HIS 102 Western Civilization Post 1689	3
ANT 101 - General Anthropology	3	HIS 201 American History to 1877	3
ART 101 - History and Appreciation of Art	3	HIS 202 American History 1877 - Present	3
ART 105 - Film as Art	3	MAT 110 - College Algebra	3
BIO 101 - Biological Science I	4	MAT 111 - College Trigonometry	3
BIO 102 - Biological Science II	4	MAT 120 - Probability and Statistics	3
BIO 210 - Anatomy and Physiology I	4	MAT 140 - Analytical Geometry and Calculus I	3
BIO 211 - Anatomy and Physiology II	4	MAT 141 - Analytical Geometry and Calculus II	3
BIO 225 - Microbiology	4	MUS 105 - Music Appreciation	3
CHM 110 - College Chemistry I	4	PHI 101 - Introduction to Philosophy	3
CHM 111 - College Chemistry II	4	PHI 110 - Ethics	3
ECO 210 - Macroeconomics	3	PSC 201 - American Government	3
ECO 211 - Microeconomics	3	PSY 201 - Introduction to Psychology	3
ENG 101 - English Composition I	3	PSY 203 - Human Growth and Development	3
ENG 102 - English Composition II	3	SOC 101 - Introduction to Sociology	3
ENG 201 - American Literature I	3	SOC 205 - Social Problems	3
ENG 205 - English Literature I	3	SPA 101 - Elementary Spanish I	4
ENG 208 - World Literature I	3	SPA 102 - Elementary Spanish II	4
GEO 101 - Introduction to Geography	3	SPC 205 - Public Speaking	3
GEO 102 - World Geography	3	THE 101 - Introduction to Theatre	3

*Universally transferable courses are only guaranteed to transfer among and between public institutions in South Carolina. It is the student's responsibility to ensure that all courses taken at TCL will transfer to their desired college or university. Visit the link included under the SC Transfer and Articulation Center blurb at the bottom of page 12 for more information.

**Students must earn a grade of C or higher in a course in order to guarantee credit transfer to another public college or university in SC.

***To view all available courses for past, current, and upcoming semesters, visit TCL's Course Search tool at https://selfservice.tcl.edu/Student/Courses.

Contact the Dual Enrollment office at (843) 470-6046 or dualenrollment@tcl.edu for more information.

Career and Technical Education (CTE)

Is a Career and Technical Education (CTE) Pathway Right for You?

Enrolling in one of Technical College of the Lowcountry's Career and Technical Pathways is a privilege. Students who meet the requirements for both the University Transfer track and the Career and Technical Education track may take certificate courses simultaneously with transfer courses. Through the CTE track, students begin learning skills and earning college credits that will enable them to enter high-demand and satisfying careers with great salaries in South Carolina. Beginning this journey is a commitment in which students are expected to perform as any Technical College of the Lowcountry student and should consider each expectation below prior to enrollment.

Students should…

- Want to pursue the pathway after high school at Technical College of the Lowcountry and as a career.
- Be prepared for the demands of college-level courses that require studying outside of class.
- Have a strong work ethic and be willing to commit the time and energy necessary to be successful in courses.
- Go to class, arrive on time, and adhere to all college policies for attendance.
- Communicate with instructors about any expected absences and keep up with assignments and tests.
- Use the College email and Navigate portal for communications with instructors and college staff.
- Follow all college policies relating to student conduct and academic expectations and integrity.
- Meet all program requirements for successful progression in a chosen pathway.

> **State-Funded Program**
>
> To develop a skilled workforce to benefit South Carolina's economy and communities, the State may potentially cover most/all tuition, textbooks and other program costs for students to participate in the pathways while in high school through the SC Workforce Industry Needs (WINS) Scholarship.
>
> High school students are able to take one or more technical program courses per year. Many students complete their program/certification before they graduate from high school!

Are You Ready to Commit and Take the Next Steps?

1. Discuss entering the pathway with a parent/guardian and high school counselor.
2. Attend the dual enrollment information session/Parent Night at your high school/TCL campus site prior to enrollment.
3. Complete TCL's online application at www.tcl.edu/apply - select Dual Enrollment application and indicate start date (i.e. Fall 2023)
4. Submit the following* to your school counselor (if you are homeschooled, submit directly to dualenrollment@tcl.edu):
   - Dual Enrollment Agreement & FAFSA Waiver
   - Residency Verification Form
5. Select your courses with your school counselor, then attend your high school's registration event. If you cannot attend the event, request that your school counselor email your course choices to dualenrollment@tcl.edu.
6. Attend an in-person Dual Enrollment Orientation session at your chosen campus (Beaufort, New River, Hampton, or Whale Branch Early College High School) prior to the start of the semester. If you cannot attend an in-person session, you must attend a Zoom orientation session.

*Some schools/districts may require additional documents to participate in Dual Enrollment. Obtain all additional forms from your school counselor.
**To view all University Transfer courses and options, visit https://www.tcl.edu/ecco-college-credit/ to view the Dual Enrollment Academic Catalog.

Contact the Dual Enrollment office at (843) 470-6046 or dualenrollment@tcl.edu for more information.

CTE Programs & Pathways

Career and Technical Education Programs & Pathways

Business & Industrial Technologies

- Building Construction Technician (Certificate)*

- Designing HVAC Systems (Certificate)"

- Plumbing (Certificate)*

- Residential Electrician (Certificate)*

- Accounting (Certificate)**

- Entrepreneurship (Certificate)

- Office Applications for Business & Industry (Certificate)**

Education & Professional Services

- Early Care and Education (Certificate)**

- Medical Office Assistant (Certificate)**

Computer & Information Technology

- A+ Computer Servicing (Certificate)**

- Programming (Certificate)**

- Webmaster (Certificate)**

- Cybersecurity (Pathway)

Criminal Justice & Law

- Criminal Justice & Law (Certificate)*

Culinary Arts & Hospitality

- Restaurant Cook Skills (Certificate)^

- Hospitality/Tourism Management (Certificate)^

LEGEND

* = can only be earned at the Beaufort campus

** = can be completed fully online

^ = available at Culinary Institute of the South

" = available at Beaufort campus and New River campus

Student Success Checklist

Once you are admitted as a student and registered for your classes, be sure to follow these steps for success:

❑ **ATTEND CLASS – Success begins with showing up!**
- ✓ You must attend the first week of class or you may be administratively dropped for nonattendance. This includes online classes – you should log in the first day.

❑ **READ THE SYLLABUS COMPLETELY**
- ✓ Your course syllabus contains essential information regarding due dates, course policies and expectations, and instructor's office hours. It is your responsibility to know and comprehend all information included in the syllabus.

❑ **PREPARE AND PARTICIPATE**
- ✓ Complete reading and other assignments before class so you are able to ask questions and participate in class discussions.

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

❑ **COMMUNICATE WITH INSTRUCTORS**
- ✓ Discuss concerns directly with your instructor right away. If your instructor is not available before or after class, make an appointment during office hours, by phone, or even an email chat. Please allow 24 hour professional window courtesy for an instructor response before a second contact is made.

❑ **SEEK TUTORING**
- ✓ Successful students seek tutoring as soon as they realize they need additional explanation and support. Don't hesitate to seek assistance at the Tutoring Center for any of your TCL courses.

❑ **DROP AND WITHDRAWAL – Know the difference!**
- ✓ Students may drop a course during the first week of the semester and it does not appear on the final college transcript, and tuition is removed/refunded (if the student paid out-of-pocket tuition costs)for that course – it is like the student was never in the course. If you know you don't plan to finish a course, drop before the deadline.
- ✓ Withdrawing from a course must be done before the end of the withdrawal period, about two-thirds into the semester. A withdrawal appears on a student's college transcript as a W and may impact future financial aid. Students should speak to their instructor prior to withdrawing from a course. If an instructor suggests that there is not a way to pass a course, a W is a better alternative than a failing grade on a college transcript. See withdrawal instructions on the bottom of page 6.
- ✓ Students should discuss with their high school counselors to determine how a withdrawal will affect their high school transcript.
- ✓ **Students who withdraw from a course will not receive a refund for the tuition and fees for that course.**

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

Top 10 Supporting Role Tips for Parents and Other Persons of Support

Students who are most successful have a variety of people in their lives who are willing to provide assistance, support, guidance and advice. If you have a student in your life who is taking college courses, consider these Supporting Role Tips to help your student succeed:

1. Give your students the opportunity to be in charge of the college process.

2. Provide advice, support, guidance and reminders. Then step back and let students make choices.

3. Recognize the difference between assisting students and "taking over."

4. Encourage your students to make their own phone calls, write emails, or speak in person to people of authority, including college instructors. They need this practice!

5. If there is a sign-in sheet, forms to complete, or online submissions to make, have your students complete them.

6. Choose constructive encouragement and advice when you recognize your students need guidance or motivation to follow through or give more effort.

7. Recognize that college staff are familiar with assisting young adults and teenagers. It is OK if students need to call back again and again before figuring out how to best ask their questions. This is part of learning.

8. Avoid taking over simply because you think you can do it faster or better.

9. Offer suggestions and support when your students are trying to solve problems.

10. Realize that soon your students will have no choice but to manage college (and life!) on their own, often hours away from you. It's a good thing and part of growing up!

Student & Parent Communication

Communicating with an instructor that you are just getting to know may be a bit tricky. Here are some guidelines you may want to take into consideration when sending an email:

• Introduce yourself preferably from your TCL email account and explain which class you are taking with the instructor and on which campus.

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

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

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

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

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

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

Primary Academic Contact:
dualenrollment@tcl.edu

Academic Escalation Contacts:

Dr. Frederick Cooper
Dean of Arts and Sciences
fcooper@tcl.edu or (843) 470-5950

Francine Marz
Dean of Culinary and Hospitality
fmarz@tcl.edu or (843) 305-8535

Karen Smith
Interim Dean of Business and Industrial Technologies
ksmith@tcl.edu or (843) 525-8328

Parent Communication – Family Education Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act of 1974, commonly known as FERPA, is a federal law that protects the privacy of student education records. For students in K-12 who are under the age of 18, parents and guardians may view their student's grades or progress at any time. However, for college students, grades, records, and information are protected by FERPA, which means only the student may access this information.

Because dual enrollment students are enrolled in courses that may affect their high school transcript and credits for graduation, TCL strongly recommends that our dual enrollment students complete the Student Information Release Authorization form, which serves as a FERPA waiver for parents as well as allows TCL to share student grades, records, and information with the student's high school. This form is available on TCL's Dual Enrollment web page.

Success Tips - Online Courses

Online courses are a popular option for college course delivery and offer both advantages and challenges. To be a successful student in an online course, we encourage you to consider the following as you plan your semester of learning.

❏ Orientation & Training

✓ Take advantage of Blackboard orientation and training to help you learn how to navigate Blackboard, the learning platform where you will access and submit assignments, post to discussions, check your grades, and work in groups. Technical College of the Lowcountry has provided links to Blackboard tips:
https://help.blackboard.com/Learn/Student/Ultra/Quick_Start
https://libanswers.tcl.edu/students/

❏ Attend class!

✓ You must attend class by participating the first week of class or you will be administratively dropped for nonattendance. You should log in the first day of class. Some courses may have an assignment due on day one! Log in at https://www.tcl.edu/blackboard-gateway/.

❏ Read the syllabus!

✓ The syllabus is the first material you should access in your online course. The syllabus will contain an overview of the course's content, a calendar featuring assignment due dates and material pacing, policies and procedures, your instructor's office location and contact information, and more! It is your responsibility to read the syllabus thoroughly and comprehend all course policies, procedures, and expectations.

❏ Communication

✓ Keep the lines of communication open with your instructors by sending an email the first week of the course to introduce yourself or making an appointment to meet them in person, if possible. Be aware if your instructors have specific office hours at a campus location, by phone, or through Zoom. The moment that you feel you need assistance, may miss a deadline, or have any issue arise, be sure to communicate directly with your instructors as soon as possible.

❏ Scheduling & Time Management

✓ One of the main benefits of online learning is the flexibility of scheduling. It is also one of the biggest challenges! Because you do not have a set time to meet in a classroom, it is your responsibility to set up your own schedule of learning. Create a routine by carving a special time to do all reading, studying and assignments for your online course and stick to it. Log in every day, even if it is just to check email messages and announcements. Be aware that Technical College of the Lowcountry instructors set their own schedules for due dates, so be sure to read the syllabus the first day of class to find out your due dates.

❏ Submitting Assignments

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

❏ Technology Back-up

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

MOST IMPORTANT: SUBMIT EARLY! Waiting until the deadline hour is not worth the risk of losing your Internet service, having your computer crash, or missing a deadline by seconds!

Student Support and Engagement

Dual Enrollment students have access to all campus student support and engagement services. For more information, visit tcl.edu and click on Student Services.

Disability Services

- TCL makes every effort to offer accommodations to students with documented disabilities. If you currently receive accommodations and/or other disability services at your high school, please contact Jamie Rivers at jnrivers@tcl.edu to discuss your options.
- You may contact our Disability Services main office by calling (843) 525-8219. Disability Services is located at the Beaufort campus in Building 2, Room 203.

Library

- Students have access to print and electronic resources, study rooms, librarian assistance, and technology assistance at the Beaufort and New River campuses.
- Students must have a TCL student ID to check out materials.
- Our Library offers a laptop loan program for all students. Students may request a laptop for the upcoming semester by visiting https://tcl.libwizard.com/f/laptops. Limited quantities of laptops are available and disbursed on a first-come, first-serve basis.
- Online library access available at https://www.tcl.edu/library/. For more information, contact the Beaufort campus library at (843) 525-8304; New River Campus library can be reached at (843) 470-6003.

Computer Labs

- Open computer labs are available in our Beaufort campus library. Computers are also available in the New River campus library. Library hours may be found at https://www.tcl.edu/library/.
- Computer labs are closed during breaks and holidays.

Tutoring Services

- Free one-on-one tutoring is available for math, biology, and computer science courses, as well as with writing assignments in all subject areas. Tutoring sessions are available in-person and online via Zoom.
- Students can submit paper drafts online for review and receive a tutor's feedback within three business days.
- Contact tutoringcenter@tcl.edu, the Math Lab (843-470-6051), or the Writing/Reading Lab (843-525-8221) for appointments.

Campus Security

- The Campus Security staff provides services to keep students and staff safe, including providing escorts to cars at night.
- Beaufort Campus, (843) 525-8301
- New River Campus, (843) 470-6006
- Hampton Campus, (843) 812-8262

Campus Store

- Pick up reserved books and purchase additional supplies/TCL gear online or at the Beaufort campus.
- (843) 525-8303, www.tcl.bncollege.com

Business Office (Tuition Payments)

- The Business Office can answer all questions about student bills and financial accounts.
  - » Beaufort Campus, (843) 525-8355
  - » New River Campus, (843) 470-6001
- Payments may be made through student Self Service accounts or at our Beaufort and New River campuses.

Student Support and Engagement

Parking

- Parking decals are required for students who drive to any TCL campus and must be displayed according to the directions provided by the Campus Security office.

- Two vehicles may be registered at no charge for dual enrollment students. Decals expire every two years. New decals may be obtained at any time during the school year.

- Parking decals are obtained by visiting the Beaufort or New River HUB offices. You will be given a vehicle registration form and are required to provide the following information:

  » Your last name

  » Your TCL ID Number (located in your Self Service account)

  » Driver's License Number & State

  » Vehicle Information (Make, Model, Year, Color, License Plate Number)

  » Vehicle Registration Information (expiration date)

- If you must temporarily drive another vehicle, you are required to obtain a parking decal as soon as possible.

- Students must park in student parking spaces, marked with white lines. Students may not park in visitor or employee parking. Handicap parking is available for students who provide Campus Security with documentation from a physician or medical facility.

MyLab Math

- Many instructors use MyLab Math as part of their courses. MLM resources include an electronic textbook, instructional videos and animations, and practice problems with online assistance.

- If your course uses MyLab Math, access it through the course's Blackboard page. Look for the MyLab Math link in the Tools & Materials menu.

- MyLab Math requires students to create a Pearson account in order to access assignments. Visit the Pearson link located in the Tools & Materials menu, then select Register. Create an account using your TCL student email address so that your MyLab Math information syncs to your Blackboard account. After creating your account, enter your MLM access code, which will be located in your course's Course Materials page in Blackboard.

Help Desk

- Assistance with TCL student email login, Blackboard issues, or other technology questions may be directed to (843) 525-8344 or support@tcl.edu.

Navigate Early Alerts

Each semester, Early Alerts are sent by instructors to alert you to academic concerns in your courses. If you receive an Early Alert in a course, contact your instructor for that class via your TCL student email to create an academic plan. After connecting with your instructor, meet with your school counselor to discuss your Early Alerts and academic plan.

- Access your Navigate account using the Quick Links menu at tcl.edu.

Student Health & Wellness

- Support is available for students to balance coursework, stressors of school and daily life, as well as social, emotional, or psychological concerns. Contact pcallis@tcl.edu to request a counseling session. Counseling sessions are free for TCL students.

Student IDs

- Students may choose to get a TCL ID in order to check out library books, use computer labs, and pursue other campus resources.

- IDs are obtained free of charge at the Beaufort and New River HUB offices. Students must provide their student ID number and/or photo ID to obtain a TCL ID.

Want more information about Student Services?

Visit
tcl.edu/student-services/

or contact us at

dualenrollment@tcl.edu

Continuing at TCL After High School Graduation

Use this checklist to seamlessly transition to Technical College of the Lowcountry after high school graduation.

☐ **APPLY ONLINE AT tcl.edu/apply**

✓ Dual enrollment students must apply to the college as a "First-Time Freshman" student in order to continue at Technical College of the Lowcountry in any term that begins after their high school graduation date. Applications are free to submit for all current or potential students!

✓ Please contact the Office of Admissions to learn detailed information about the admissions process. You can reach them via email at admissions@tcl.edu.

☐ **COMPLETE THE FREE APPLICATION FOR FEDERAL STUDENT AID (FAFSA)**

✓ Complete the application any time after October 1, 2022, for the 2023-2024 academic year at https://studentaid.gov.

✓ For assistance, schedule an appointment with a Financial Aid representative through Navigate. Appointments are held in-person at the Beaufort campus (Bldg. 2) or virtually via Zoom. Bring 2021 tax information for the student and anyone who claims the student as a dependent.

✓ Use TCL's Federal School Code: 009910

☐ **COMPLETE ONLINE ORIENTATION**

✓ To access New Student Orientation, visit https://www.tcl.edu/admissions/new-student-orientation/.

✓ Through online orientation, you will learn about academic expectations, student accounts, scheduling advising meetings, and more! Contact admissions@tcl.edu for more information about online orientation.

PROGRAMS OF STUDY

Arts
Arts, Humanities, Social Science (AD)
Associate in Arts (AD)
General Education & Business (AD)
Pre-Bachelor Teacher (AD)
Basic Art (C)
General Education (C)
General Education: Math & English Core (C)
Liberal Arts Core (C)

Building & Industrial
Building Construction Technician (C)
Commercial Refrigeration (C)
Construction Management (C)
Designing HVAC Systems (C)
Heat Pump (C)
Home Performance Technician (C)
Photovoltaic Technician (C)
Plumbing (C)
Residential Electrician (C)

Business Management & Accounting
Administrative Office Technology - Medical Office Assistant (AD)
Administrative Office Technology - Office Applications (AD)
Business Administration (AD)
Accounting (C)
Entrepreneurship/Small Business (C)
Logistics & Supply Chain Management (C)
Medical Office Assistant (C)
Office Applications for Business & Industry (C)

Culinary Arts & Hospitality
Baking & Pastry Arts (AD)
Culinary Arts Technology (AD)
Hospitality/Tourism Management (AD)
Baking & Pastry Arts (C)
Healthy Cooking & Baking (C)
Hospitality/Tourism Management (C)
Restaurant Cook Skills (C)

Health Sciences
Associate Degree Nursing - RN (AD)
Physical Therapist Assistant (AD)
Radiologic Technology (AD)
Surgical Technology (AD)
Practical Nursing - PN (D)
Massage Therapy (C)
Medical Assisting (C)

Education & Professional Studies
Early Care & Education (AD)
Cosmetology (D)
Early Childhood Development (D)
Child Care Management (C)
Early Childhood Development (C)

Law & Criminal Justice
Criminal Justice Technology (AD)
Criminal Justice Technology - University Transfer (AD)
Criminal Justice Technology - Pre-Police Academy (AD)
Paralegal (AD)
Advanced Pre-Police Academy (C)
Basic Pre-Police Academy (C)
Criminal Justice & Law (C)
Crime Scene Investigation (C)
Paralegal Specialist (C)
Pre-Academy Training (C)

STEM - Science, Technology, Engineering, & Mathematics
Associate in Science (AD)
Computer Technology (AD)
Industrial Electronics Technology (AD) Science & Math (AD)
A+ Computer Servicing (C)
Cybersecurity (C)
Introduction to Biotechnology (C)
Network Administrator (C)
Network Engineer (C)
Programming (C)
Webmaster (C)

Pathway Designations:

(C) Certificate

(D) Diploma

(AD) Associate Degree

Dual Enrollment Responsibilities, Policies, and Procedures*

STUDENT EXPECTATIONS & RESPONSIBILITIES

Dual Enrollment Students Are Responsible For the Following:

1. Checking their TCL student email and Blackboard accounts daily for up-dates. The Dual Enrollment office recommends checking both accounts at least twice per day.

2. Reserving textbooks and obtaining additional required materials in a timely manner. See page 11 for more information about textbooks and materials.

3. Attending class sessions and completing all assignments on time. Students must attend class and complete assignments by their due dates in order to maintain passing grades, as well as stay enrolled in their courses (see Attendance Policies* for more information).

4. Initiating and maintaining regular communication with their instructors and school counselors. This includes contacting their instructor via their TCL student email and Blackboard accounts, stopping by their counselor's office, etc.

5. Seeking help when struggling with classes. Students must contact their instructor about any difficulties to receive assistance and/or develop an academic plan. After connecting with their instructor, students must notify their school counselor about their difficulties. Students are strongly encouraged to connect with the Dual Enrollment team at dualenrollment@tcl.edu to seek academic other support services.

6. Displaying academic integrity and abiding by the Student Code for the South Carolina Technical College System. To access the Student Code, visit https://www.sctechsystem.edu/faculty-and-staff/policies-and-procedures/procedures/3-2-106.1.pdf.

7. Becoming familiar with the policies and procedures used at Technical College of the Lowcountry. Students are required to know and adhere to all policies and procedures. School policies and procedures* are located at https://www.tcl.edu/about-tcl/consumer-information/policies-procedures/.

Visit https://www.tcl.edu/about-tcl/consumer-information/policies-procedures/ to review all policies and procedures. *All TCL Policies and Procedures are currently under review and are subject to change. **Any revisions will be published on the link above. The Dual Enrollment Handbook will update as new policies and procedures are published.** Students are responsible for reviewing the updated policies and procedures as they are published.

TITLE IX POLICIES AND PROCEDURES

TITLE IX - SEXUAL HARRASSMENT AND DISCRIMINATION

Title IX is a federal law that prohibits discrimination on the basis of sex in any federally funded education program or activity. All federal agencies that provide funding for any education or training programs have new responsibilities in en-suring that their recipients comply with the nondiscrimination mandate of Title IX and its procedural requirements by establishing a method for receiving and re-solving sex-based discrimination complaints.

Title IX protects students, employees, applicants for admission and employment for all forms of sex discrimination, including discrimination based on gender identity or failure to conform to stereotypical notions of masculinity or femininity. All students are protected—regardless of their sex, sexual orientation, gender identity, part-or full-time status, disability, race, or national origin—in all aspects of a recipient's education programs and activities.

Confidentiality will always be maintained to the fullest extent possible. However, confidentiality of the allegation and identity of the complainant cannot be guaranteed because fairness to the individual accused must be considered, as well as the safety and welfare of all members of the college community and may require the disclosure of the allegation and identity of the complainant to the community. Visit https://www.tcl.edu/wp-content/uploads/Final-3-2-106.2-Procedure-Title-IX.pdf to read our full Title IX policy and procedures.

Title IX Coordinator
Rodney Adams, Associate Vice President for Student Services
radams@tcl.edu, (843) 525-8219
Beaufort Campus, Bldg. 2, Room 203

ATTENDANCE POLICIES*

Attendance - Face-to-Face & Online Courses

Students not physically attending class during the first ten calendar days from the start of the semester must be dropped from the class for NOT ATTENDING. Reinstatement requires the signature of the division dean.

Students who do not access their online class in Blackboard and complete all required attendance assignments within the first 10 days of the semester must be dropped from the class for NOT ATTENDING. Reinstatement requires the signature of the division dean.

TECHNICAL COLLEGE OF THE LOWCOUNTRY | **SACS COC**

2023-2024 Academic Calendar for Dual Enrollment Students

Primary (16-Week) Term Courses
Fall 2023: August 16 – December 6
Spring 2024: January 8 - April 30

	FALL 2023	SPRING 2024
Fall/Spring Registration Opens for Current Students	Monday, March 27	TBD
Fall/Spring Registration Opens for New Students	Monday, March 27	TBD
View your schedule in Navigate (Your TCL ID#, username, and log-in instructions are in your registration confirmation email from TCL)	Mid-July	Mid-November
Last Day to Register/Make Changes to Your Schedule	Thursday, August 10	Monday, December 4
Tuition Payment Deadline*	Thursday, August 10	Monday, December 4
Blackboard Orientation Deadline	Thursday, August 10	Thursday, January 4
New Semester Blackboard Courses Open for Students	Friday, August 11	Thursday, January 4
First Day of Classes	Wednesday, August 16	Monday, January 8
Deadline to review all course announcements & syllabi in Blackboard	Wednesday, August 16	Monday, January 8
Last day to drop classes & receive 100% refund** on tuition cost	Monday, Aug. 21, 3:00 p.m.	Thursday, Jan. 11, 3:00 p.m.
Last day to withdraw from classes & receive 50% refund** on tuition cost	Friday, Sept. 1, 11:00 a.m.	Friday, Sept. 1, 11:00 a.m.
Mid-Term Exams	October 2-6	February 19-23
Thanksgiving Break	November 22 - 24	N/A
Spring Break	N/A	March 6-10
Last Day to withdraw from a class and receive a grade of W***	Tuesday, Dec. 5, 11:00 a.m.	Friday, Apr. 26, 11:00 a.m.
Last Day of Classes	Wednesday, Dec. 6	Monday, Apr. 29
Final Exams	December 7-14	April 30-May 6

*Disbursement of financial aid for Dual Enrollment students can vary; the Dual Enrollment Coordinator will contact all students via email once financial aid has been applied to accounts. Students are encouraged to not pay their balance until receiving confirmation of financial aid disbursement. No late fees/penalties will occur if balance is not paid by deadline due to financial aid delay.

**Tuition refunds do not include fees and textbook costs.

***Withdraw Date: Students who withdraw from a course will not receive a refund for the tuition and fees for that course.

Students who withdraw from a course before the withdrawal deadline will receive a grade of W on their academic record. See page 17 for details.

TECHNICAL COLLEGE OF THE LOWCOUNTRY

ADMISSIONS

admissions@tcl.edu
BEAUFORT CAMPUS
Building 2 - HUB
(843) 525-8207

NEW RIVER CAMPUS
HUB - Room
(843) 525-8207

ACCESSIBILITY & DISABILITY SERVICES

jnrivers@tcl.edu
BEAUFORT CAMPUS
Building 2, Room
203(843) 525-8219

CAMPUS STORE

BEAUFORT CAMPUS
Building 12
(843) 525-8303

BUSINESS OFFICE

businessoffice@tcl.edu
BEAUFORT CAMPUS
(843) 525-8355

NEW RIVER CAMPUS
(843) 470-6001

HEALTH & WELLNESS

Counseling Services
pcallis@tcl.edu
(843) 525-8208
BEAUFORT CAMPUS
Building 2, Room 205

IT HELP DESK

support@tcl.edu

BEAUFORT CAMPUS
Building 12, Library
(843) 525-8344

NEW RIVER CAMPUS
Room 109

LEARNING SUPPORT

LIBRARY

ask@tcl.libanswers.com

BEAUFORT CAMPUS
(843) 525-8304

NEW RIVER CAMPUS
(843) 470-6003

TUTORING SERVICES

tutoringcenter@tcl.edu
Math Lab: (843) 470-6051
Reading/Writing Lab:
(843) 525-8221

BEAUFORT CAMPUS
Math Lab: Building 9, Room 101
Reading/Writing Lab:
Building 9, Room 127

NEW RIVER CAMPUS
Math Lab: Room 111-B
Reading/Writing Lab: Room 111-A

SECURITY

security@tcl.edu

BEAUFORT CAMPUS
(843) 525-8301

NEW RIVER CAMPUS
(843) 470-6006

security_nr@tcl.edu

HAMPTON CAMPUS
(843) 812-8262

STUDENT LIFE

Student Activities & Clubs

BEAUFORT CAMPUS
Building 12 - MacLean Hall
Student Center
(843) 525-8353

STUDENT RECORDS/ REGISTRAR

srecords@tcl.edu
BEUAFORT CAMPUS
Building 2 - Coleman Hall
(843) 525-8337

@T_C_L   facebook.com/goTCL   @tclcampus

Dual Enrollment Contacts:

Sara Cain
Dual Enrollment Coordinator

scain@tcl.edu | (843) 470-6046

Giovanni Glover
Dual Enrollment Specialist -
Whale Branch Early College High School
gglover@tcl.edu | (843) 466-2771

Stephanie Mikell
Dual Enrollment Specialist -
Hampton County
smikell@tcl.edu | (803) 398-0069

Taylor Welborn
Director of Recruitment & Admissions
twelborn@tcl.edu | (843) 466-2771

Office e-mail:

dualenrollment@tcl.edu

IT Help Desk for Student Accounts:

support@tcl.edu | (843) 525-8344

Webpage Address:

https://www.tcl.edu/ecco-college-credit/

PRIMARY CAMPUS LOCATIONS

Beaufort Campus
921 Ribaut Road, Beaufort, SC
(843) 525-8207

New River Campus
100 Community College Drive, Bluffton, SC
(843) 525-8207

Culinary Institute of the South
1 Venture Drive, Bluffton, SC
(843) 305-8575

Hampton Campus
54 Tech Circle, Varnville, SC
(803) 943-4262

ON-SITE LOCATIONS

Beaufort-Jasper Academy for Career Excellence
80 Lowcountry Drive, Ridgeland, SC
(843) 987-8107

Hardeeville Junior & Senior High School
150 Hurricane Alley, Hardeeville, SC
(843) 310-1898

Ridgeland Secondary Academy of Excellence
250 Jaguar Trail, Ridgeland, SC
(843) 489-8844

Thunderbolt Career & Technology Center
1069 Thunderbolt Drive, Walterboro, SC
(843) 782-4514

Whale Branch Early College High School
169 Detour Road, Seabrook, SC
(843) 466-2700

For directions to any of our primary campus locations, visit https://www.tcl.edu/about-tcl/campuses-maps/.