

# 2024-25 BRIDGE TO CLEMSON HANDBOOK



Class of '63  
**BRIDGE**  
TO CLEMSON UNIVERSITY

**TCTC**  
Tri-County Technical College

**CLEMSON**  
UNIVERSITY

## ADMISSIONS

### TRI-COUNTY TECHNICAL COLLEGE

Ruby Hicks Hall, Plaza • 646-1550

### CLEMSON UNIVERSITY

Transfer Admission Staff  
Sikes Hall, 105 • 656-2287

## BUSINESS OFFICE

### TRI-COUNTY TECHNICAL COLLEGE

Ruby Hicks Hall, 134 • 646-1798

## CAMPUS STORE

### TRI-COUNTY TECHNICAL COLLEGE

Student Success Center • 646-1823

## CAREER SERVICES

### TRI-COUNTY TECHNICAL COLLEGE

Career and Employability Resources,  
Ruby Hicks Hall, 180 • 646-1585

### CLEMSON UNIVERSITY

Center for Career and Professional  
Development,  
Hendrix Student Center, 316  
656-6000

## CLEMSON UNIVERSITY HOUSING & DINING

### CLEMSON UNIVERSITY

Mell Hall • 656-2295

## DIVISION OF ARTS AND SCIENCES

### TRI-COUNTY TECHNICAL COLLEGE

Division of Arts & Sciences  
Anderson Hall, 230 • 646-1425

## FINANCIAL AID

### TRI-COUNTY TECHNICAL COLLEGE

Ruby Hicks Hall, Plaza • 646-1650

## HEALTH SERVICES

### TRI-COUNTY TECHNICAL COLLEGE

Student Support  
Wellness Programs  
[wellness@tctc.edu](mailto:wellness@tctc.edu) • 646-1569  
Student Success Center, Ground Level

### CLEMSON UNIVERSITY

Redfern Health Center  
Appointment Line: 656-1541  
Health Information: 656-2234  
Counseling and Psychological  
Services: 656-2451

## LIBRARY, TUTORING, AND ACADEMIC SUPPORT SERVICES

### TRI-COUNTY TECHNICAL COLLEGE

Learning Commons  
Student Success Center, 3rd Floor  
Library • 646-1750  
Learning Commons Central Service  
Desk • 646-1367

### CLEMSON UNIVERSITY

Cooper Library • 656-3027  
Academic Success Center (ASC)  
656-6452

## REGISTRAR'S OFFICE/ STUDENT DATA CENTER

### TRI-COUNTY TECHNICAL COLLEGE

Ruby Hicks Hall, Plaza • 646-1600

## SAFETY AND SECURITY

### TRI-COUNTY TECHNICAL COLLEGE

Pickens Hall, 138  
[campuspolice@tctc.edu](mailto:campuspolice@tctc.edu) • 646-1800

### CLEMSON UNIVERSITY

Centennial Boulevard  
[police@clemsun.edu](mailto:police@clemsun.edu) • 656-2222

## STUDENT SUPPORT

### ACCESSIBILITY RESOURCE CENTER

Academic Accommodations and  
Support Resources  
[ARCenter@tctc.edu](mailto:ARCenter@tctc.edu) • 864-646-1563  
Student Success Center, Ground Level

### WELLNESS PROGRAMS

Personal Resources/Support,  
Counseling, Emergency Assistance,  
SC Thrive  
[wellness@tctc.edu](mailto:wellness@tctc.edu) • 646-1569  
Student Success Center, Ground Level

## STUDENT ENGAGEMENT

### TRI-COUNTY TECHNICAL COLLEGE

Student Activities, Student  
Government, Multicultural Services,  
and Community Standards

Student Success Center, Plaza Level  
646-1568

### CLEMSON UNIVERSITY

Clemson University Center for Student  
Leadership and Engagement

[csle@clemsun.edu](mailto:csle@clemsun.edu)

## TESTING CENTER

### TRI-COUNTY TECHNICAL COLLEGE

Ruby Hicks Hall, 170 • 646-1300



## Bridge Program Staff

### TRI-COUNTY TECHNICAL COLLEGE

Director, Bridge Programs  
Amy Jennings, [ajennin4@tctc.edu](mailto:ajennin4@tctc.edu)  
Anderson Hall, 168 • 646-1686

Coordinator, Bridge Programs  
Amy Cromer, [acromer6@tctc.edu](mailto:acromer6@tctc.edu)  
Anderson Hall, 168 • 646-1609

Coordinator, Bridge Programs  
Chris Maddox, [cmaddox@tctc.edu](mailto:cmaddox@tctc.edu)  
Anderson Hall, 168 • 646-1683

Coordinator, Bridge Programs  
Kelsey Newman, [knewman@tctc.edu](mailto:knewman@tctc.edu)  
Anderson Hall, 168 • 646-1683

Administrative Assistant  
Deniece Cantu, [dcantu@tctc.edu](mailto:dcantu@tctc.edu)  
Anderson Hall, 168 • 646-1681

Resource Specialist  
Kellen Alderman, [kalderman@tctc.edu](mailto:kalderman@tctc.edu)  
Anderson Hall, 168 – 646-1681

### CLEMSON UNIVERSITY

Director, Bridge to Clemson and  
Transfer Programs  
Mary Von Kaenel, Ph.D  
[mkaenel@clemsun.edu](mailto:mkaenel@clemsun.edu)  
Vickery Hall, 111B • 656-5276

Associate Director, Bridge to Clemson  
Program  
Alexa Richards, [atriant@clemsun.edu](mailto:atriant@clemsun.edu)  
Vickery Hall, 111D • 656-9922

Assistant Director, Bridge to Clemson &  
Supplemental Instruction  
Johan Hakansson,  
[jhakans@clemsun.edu](mailto:jhakans@clemsun.edu)  
Vickery Hall, 111E 656-1681

Associate Director, Transfer Programs  
Mickayla Crumley,  
[mickayc@clemsun.edu](mailto:mickayc@clemsun.edu)  
Vickery Hall, 111C 656-6256



## 2024 – 2025

# Bridge Student Handbook

THIS HANDBOOK BELONGS TO:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

This Bridge to Clemson Handbook contains information about Bridge program, Tri-County, and Clemson policies, resources, and services..

Have a great academic year!



Follow us on Instagram

@tctcedu  
@tctcsi

@clemsonuniversity  
@bridgetoclemson  
@ClemsonHome

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## WELCOME FROM THE PRESIDENT

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Dear Bridge to Clemson Students,

Welcome! I am pleased that you have chosen the Bridge to Clemson program at Tri-County Technical College as your first step in pursuing a degree from Clemson University.

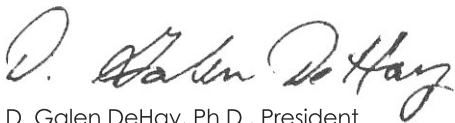
At Tri-County, student success is our number one priority. Whether courses meet in person or online, we are committed to providing an engaging educational experience that helps you to achieve your goals. You will have opportunities to interact and engage with not only the course content but with other students and instructors as well.

In addition to high-quality learning experiences, we offer a wealth of programs and services to assist you. You truly have the best of both worlds because you have access to services from both institutions: advisors, tutoring services, career planning, and transfer counseling. I encourage you to take advantage of all that Tri-County and Clemson have to offer to enrich your educational experience.

I also encourage you to get involved in the many activities that are offered on campus. Whether it is attending campus events, serving as a member of the Student Government Association, or participating in one of our many other student organizations and clubs, you will have ample opportunities to grow as an individual and as a student.

I look forward to seeing you on campus and wish you the best as you pursue your educational goals at both Tri-County and Clemson.

In your service,



D. Galen DeHay, Ph.D., President  
Tri-County Technical College



## ABOUT THIS HANDBOOK

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Welcome to the Bridge to Clemson (Bridge) program! Bridge is a unique first-year program designed to 1) prepare you academically for your continued education at Clemson University (Clemson) and 2) connect you to Clemson services and programs while enrolled at Tri-County Technical College (Tri-County). The purpose of this handbook is to provide you with 1) Bridge-specific information, policies, and procedures not included in the Tri-County Catalog, Clemson Undergraduate Catalog, and/or the Clemson Student Code of Conduct as well as 2) more detailed information regarding Bridge academic standards, programs, and services. Please read this handbook thoroughly to familiarize yourself with the community standards, expectations, and policies applicable to you as well as the services available to you as a Bridge student.

As a Bridge student, you need to be aware of the unique Bridge-specific policies and procedures that also apply to you, in addition to the Tri-County and Clemson policies and procedures. You are expected to comply with all Tri-County, Clemson, and Bridge policies and procedures during your Bridge year. Please read and become familiar with the Tri-County Catalog. The Catalog can be found online ([tctc.catalog.acalog.com](http://tctc.catalog.acalog.com)). It covers all Tri-County policies pertaining to students and provides information on financial aid, academic policies and procedures, academic support, counseling services, and student life. The Student Code for South Carolina Technical Colleges is included in the appendices of the Tri-County catalog; this Code applies to all Tri-County students, including Bridge students. Please note that when you completed the Bridge enrollment form, you gave permission to Tri-County and Clemson to release your enrollment status, academic standing, transcript, student conduct records, and any other educational records to the other institution. You also confirmed that, as a participant in the Bridge program, you understand that you are subject to both institutions' student codes of conduct.

Furthermore, please take the time to review Clemson's Undergraduate Catalog ([catalog.clemson.edu](http://catalog.clemson.edu)), Student Handbook ([clemson.edu/administration/student-affairs/student-handbook](http://clemson.edu/administration/student-affairs/student-handbook)), and Student Code of Conduct (included in the Clemson Student Handbook). Bridge students are subject to Clemson academic regulations as well as student policies and procedures.

Additionally, this handbook contains detailed information about student services available to you during your Bridge year. You may participate in any activities and services offered to Tri-County students, as well as many of the Clemson services and programs.

Best wishes for a successful Bridge year! Remember to use this handbook, the Tri-County and Clemson catalogs, the Bridge website ([tctc.edu/clemsonbridge](http://tctc.edu/clemsonbridge)) and all of the other resources available to you as a Tri-County and Bridge student. Collectively, these resources will provide you with the information you need for a successful first year and subsequent transfer to Clemson. If you have a question and do not know who to ask, a good place to start is the contact information listed inside the front cover of this handbook. Please know Bridge to Clemson staff is here to assist you as you pursue your educational goals.

## POLICY FOR STUDENT COMMUNICATION

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Tri-County and Clemson use e-mail to send official communications. The policy of both Tri-County and Clemson is to send official communication to students' official College or University e-mail addresses only (@tctc.edu and @g.clemson.edu).

Please check your Tri-County and Clemson e-mail accounts **daily**. Failure to check your e-mail on a daily basis may result in your missing vital information. Furthermore, we discourage you from forwarding your e-mail to a third-party e-mail address as there may be space limitations that prevent your receiving important messages if the mailbox becomes full.

In some cases, the College or University will contact students via phone. It is imperative to confirm your accurate cell phone number in your MyTCTC account for such purposes. As good practice, also make certain that your voicemail is setup and accepting messages to ensure receiving important communications.

Both Tri-County and Clemson have emergency notification protocols. As a Bridge to Clemson student, you are automatically enrolled in the College emergency notifications. The College sends emergency notifications via text, voicemail, and e-mail. Family members and persons of support can sign-up for College emergency communication online ([tctc.edu/campuspolice](http://tctc.edu/campuspolice)). Students and persons of support can register for the University emergency notifications (CU Safe Alerts) online ([clemson.edu/cusafety](http://clemson.edu/cusafety)).

# BRIDGE PROGRAM ACADEMIC POLICIES AND PROCEDURES

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## Bridge Academic Standards for Admission to Clemson

At the conclusion of the spring semester and each summer session, the Clemson University Office of Undergraduate Admissions staff reviews each Bridge student's Tri-County transcript to determine eligibility for admission to Clemson. As part of the review, a Bridge-specific summary of earned credits and grade point average (GPA) is calculated for each student. This summary is used to determine whether or not the student has met the minimum Bridge academic standards required for admission to Clemson.

To meet the minimum Bridge academic standards, you must earn 1) 30 Bridge-eligible transferable credits at Tri-County after high school graduation with a grade of C or better and 2) a 2.50 GPA on all Bridge-eligible credits attempted. These standards must be met by the conclusion of the final Tri-County summer session after your Bridge year. Bridge-eligible credits are defined as credits that are earned from 1) any Tri-County course that transfers to Clemson or 2) the two selected nontransferable LIFE scholarship-eligible courses, MAT 101 and MAT 102. MAT 101 and MAT 102 are the only nontransferable LIFE scholarship-eligible Tri-County courses that count in the calculation of a student's Bridge earned credits and GPA. Any credits earned in MAT 101 and/or MAT 102 will not transfer to Clemson. This may result in a student bridging to Clemson but being short on credits to meet second year status for processes like registration and athletic ticket prioritization.

In order for a course to be considered Bridge-eligible and transferable from Tri-County to Clemson, the following conditions must be met: 1) the course must have an established Clemson equivalent (specific course or transfer elective) and 2) the student must earn a grade of C or higher in the course. All Bridge-eligible and transferable courses are listed in the Student Academic and Advising Guide and all Clemson-accepted transferable courses are listed in the Clemson Transfer Credit Equivalency List (TCEL) provided online ([clemson.edu/admissions/tcel/](http://clemson.edu/admissions/tcel/)) by Clemson University Office of Undergraduate Admissions.

## Calculation of Bridge Earned Credit Hours and GPA

The following criteria are applied in the calculation of a student's Bridge earned credits and Bridge GPA.

1) The course work included in the calculation of a student's Bridge earned credits is limited to courses:

- a) listed in the *Student Academic and Advising Guide for Tri-County/Clemson course equivalencies, Clemson General Education requirements, LIFE Scholarship requirements and Tri-County/Clemson academic policies and resources*; and/or *Clemson Transfer Credit Equivalency List (TCEL)* as transferring to Clemson (as a course-for-course equivalent or transfer elective); or the two selected nontransferable LIFE scholarship-eligible courses (MAT 101 and MAT 102 only) in which the student enrolled;

**and**

- b) which the student completed during the Bridge year (defined as one or more of the summer sessions immediately following high school graduation (by Tri-County Bridge staff approval), fall semester, spring semester, and one or more of the summer sessions following the spring semester). Any credits awarded by Tri-County to a student during the Bridge year for a transferable course as the result of a passing score on a Tri-County exemption exam will count in the calculation of credits earned;

**and**

- c) in which a student earned a grade of C or higher or a grade of E (exemption).

2) The course work included in the calculation of the student's Bridge GPA is limited to courses:

- a) listed in the *Student Academic and Advising Guide* and/or the *TCEL* as transferring to Clemson (as a course-for-course equivalent or transfer elective) or as the two selected nontransferable LIFE scholarship-eligible courses (MAT 101 and MAT 102 only) that the student attempted and for which the student earned a grade;

**and**

- b) which the student enrolled in during the Bridge year (defined as one or more of the summer sessions immediately following high school graduation (by Tri-County Bridge staff approval), fall semester, spring semester, and one or more of the summer sessions following the spring semester).
- 3) If, during the Bridge year, a Bridge student chooses to repeat a Tri-County course that is transferable and/or one of the selected nontransferable, LIFE scholarship-eligible courses (MAT 101 and MAT 102 only), the highest grade earned in the course is used in the calculation of the student's Bridge GPA. Credits earned for the same course are only awarded once.
- 4) Earned credits **not** included in the calculation of a student's Bridge earned credits are:
- a) any credits earned at any college or university prior to high school graduation (including at Tri-County);
- or**
- b) any credits earned in any courses Clemson has designated as nontransferable (NCT) with the exception of the two selected nontransferable, LIFE scholarship-eligible courses (MAT 101 and MAT 102 only);
- or**
- c) any credits Clemson may award on the basis of Advanced Placement (AP) and International Baccalaureate (IB) examination scores;
- or**
- d) credits earned during the Bridge year for any course(s) in which a grade of D was earned;
- or**
- e) any duplicate credits awarded for the same Clemson course.

	Included in calculation of Bridge credits	Included in calculation of Bridge GPA
Transferable (Clemson equivalent or transfer elective) or the two selected nontransferable LIFE scholarship-eligible courses (MAT 101 and MAT 102 only) attempted at Tri-County during Bridge year and a grade of C or higher earned.	Yes	Yes
Transferable (Clemson equivalent or transfer elective) or the two selected nontransferable LIFE scholarship-eligible courses (MAT 101 or MAT 102 only) attempted at Tri-County during Bridge year and a grade of D earned.	No	Yes
Transferable (Clemson equivalent or elective) or the two selected nontransferable LIFE scholarship-eligible courses (MAT 101 or MAT 102 only) attempted at Tri-County during Bridge year and a grade of F earned.	No	Yes
Nontransferable (NCT) courses (except MAT 101 and MAT 102 only) attempted at Tri-County during Bridge year and any grade earned.	No	No
The highest grade earned for any transferable and/or the two selected nontransferable LIFE scholarship-eligible (MAT 101 AND MAT 102 only) course(s) repeated at Tri-County during Bridge year.	Yes (Credits earned only once for the same course)	Yes (Only highest grade calculated in GPA)
Transferable and nontransferable courses completed at Tri-County and/or other institution(s) prior to high school graduation of any earned grade.	No	No
Credit hours awarded based on AP and/or IB examination scores that Clemson may accept.	No	No

## Attending Summer School to Meet Bridge Academic Standards

Students who do not meet the Bridge academic standards at the conclusion of the spring semester have the option of enrolling in Tri-County summer semester courses in order to meet the standards by the conclusion of Tri-County's final summer session. While this grace period is an option, students are strongly encouraged to meet the Bridge standards for admissions at the conclusion of the spring semester in order to ensure a timely and smooth transition to Clemson with regard to fall course registration and financial aid processing. For more information about attending summer school to meet Bridge academic standards, please review the "Transitioning from Tri-County to Clemson" section on 19.

## Admission Appeal Process

The Bridge admission appeal process is the means by which Bridge students who do not meet the Bridge academic standards may request a second review of their first year academic credentials. Appeals are reviewed once a year, immediately after the conclusion of the final Tri-County summer school session. Appeals are considered and reviewed only for students who meet all of the following criteria:

- 1) earned 30 or more credits in transferable and/or selected nontransferable LIFE scholarship-eligible courses (MAT 101 and MAT 102 only) at the conclusion of the final Tri-County summer school session. Credits earned during any Tri-County summer session must be from transferable courses; and
- 2) earned a grade of C or higher in 30 or more credits in transferable or selected LIFE scholarship-eligible courses (MAT 101 and MAT 102 only); and
- 3) earned a cumulative Bridge GPA of 2.4 or higher; and
- 4) completed at least one transferable mathematics course (MAT 101 and MAT 102 do not meet this requirement), one transferable natural science with laboratory course, and one transferable English course.

To initiate the appeals process, a student must submit a

- 1) letter to the Clemson University Office of Undergraduate Admissions stating why the appeal should be granted; and
- 2) request to the Bridge to Clemson Program Director at Clemson University for a letter of support. Appeals submitted without this letter of support will **not** be considered.

Appeals are reviewed only at the conclusion of the final Tri-County summer school session. Appeals must be submitted by August 8, 2025 for consideration.

## Transferability of Coursework

The *Student Academic and Advising Guide* is distributed to all students at orientation. It contains important information pertaining to 1) Tri-County courses that count toward meeting the Bridge academic standards;

2) Tri-County mathematics and English course placement policies; 3) Tri-County courses that satisfy Clemson general education requirements; 4) Clemson Advanced Placement (AP) and International Baccalaureate (IB) credit policies; 5) LIFE Scholarship and LIFE Enhancement Scholarship eligibility requirements; and 6) Clemson and Tri-County academic advising and student success resources. The *Student Academic and Advising Guide* can also be accessed online ([tctc.edu/clemsonbridge](http://tctc.edu/clemsonbridge)).

Students should note that some transferable courses may not satisfy course requirements for a particular Clemson academic degree program. Furthermore, first year course requirements vary by degree program. To make satisfactory progress towards completing the requirements for your intended Clemson academic program, students are strongly encouraged to enroll only in equivalent Tri-County courses appropriate for their intended academic program. Becoming knowledgeable about course equivalencies, Clemson program-specific requirements, and Bridge academic standards is the student's responsibility. Students should limit enrollment to courses listed in the *Student Academic and Advising Guide* and refrain from enrolling in courses that do not transfer to Clemson. With the exception of the two selected nontransferable LIFE scholarship-eligible courses (MAT 101 and MAT 102 only), any credits and grades earned at Tri-County in nontransferable courses other than MAT 101 and MAT 102 will **not** count toward meeting the Bridge academic standards.



Before enrolling in any course, students should complete the following steps:

- 1) review and identify the first year (and, in some cases, second year) courses required for the Clemson academic program the student plans to pursue as outlined in Clemson's Undergraduate Catalog;
- 2) determine whether any college-level credits earned through AP, IB and/or dual enrollment will satisfy any course requirements for the intended academic program;
- 3) review the Student Academic and Advising Guide to identify the equivalent Tri-County courses for the Clemson required courses;
- 4) review the Tri-County course descriptions in the Tri-County Catalog to determine if there are any minimum Accuplacer level requirements or any mandatory pre-requisite courses for the Tri-County courses needed to complete to make progress in the intended Clemson academic program; and
- 5) ensure that each identified Tri-County course is a) transferable and b) satisfies a general education and/or program-specific requirement for the intended Clemson academic program.

For the most current list of transferable Tri-County courses and their corresponding Clemson course equivalents, review Clemson's TCEL ([clemson.edu/admissions/tcel](http://clemson.edu/admissions/tcel)).

### Dual Enrollment, AP, and IB Credits

Official transcripts for any dual-enrollment courses and official AP/IB exam score reports must be sent to Tri-County to enroll in the appropriate Tri-County courses during the Bridge year. Clemson will also require an official transcript and official score reports for dual enrollment, AP, and/or IB credits to get posted to the Clemson student record.

Students with earned dual enrollment credits should work closely with their faculty advisor when reviewing course requirements for their intended major at Clemson. Tri-County will award transfer credit for a dual enrollment course based on institution policy and guidelines. Similarly, Clemson awards transfer credit based on institution policy and guidelines. In some instances, transfer credit awarded by Tri-County and posted to the student's academic transcript may be different than the award Clemson will post when the student completes Bridge and transitions to Clemson.

AP and IB credits are awarded by Tri-County based on institutional policy and guidelines. Similarly, Clemson will award credit for AP and IB scores based on institutional policy and guidelines. Students should carefully review the AP and IB charts for Clemson to determine how AP or IB credits will be awarded for degree progress once the student completes the Bridge program and transitions to Clemson.

Students with AP scores for Biology should carefully review the Curriculum Worksheet for their intended major at Clemson. **Tri-County will award course credit for AP BIO scores differently than Clemson once a student has completed the Bridge program and transitioned to Clemson.** Students should follow Clemson's AP chart. The AP chart outlines which Biology courses Clemson will award based on the AP BIO score report submitted to Clemson by the College Board.

**It is the student's responsibility for reviewing and ensuring high school coursework (dual enrollment, AP, or IB coursework) transferability and earned credit through Clemson's approved course equivalents and credit charts, available online ([clemson.edu/admissions/tcel](http://clemson.edu/admissions/tcel)).**

### Life Scholarship-Eligible Courses

There are two nontransferable courses, MAT 101 and MAT 102, for which the grades and credits earned in these courses count in the calculation of a student's LIFE scholarship eligibility, including at Clemson. For this reason, these courses are also included in the calculation of a student's Bridge-specific earned credits and GPA. Nontransferable courses other than MAT 101 and MAT 102 are not included in the calculation of a student's 1) LIFE scholarship eligibility and 2) Bridge-specific GPA and credits earned summary. While LIFE scholarship eligibility is calculated for in-state students only, credits and grades earned for MAT 101 and/or MAT 102 are included in the calculation of a student's Bridge-specific earned credits and GPA regardless of a student's residency status.

## Exemption Credit

If, through the Tri-County exemption examination process, Tri-County awards a student credit for a Tri-County course, these credits count in the calculation of the student's total Bridge earned credits provided that 1) the course for which the credits were awarded transfers to Clemson, and 2) the credits were awarded after high school graduation.

## Repeating a Course

If a student chooses to repeat any course while enrolled at Tri-County, the student will only receive credit for the same course once. Only the highest grade earned in the course will be calculated in the student's GPA. For example, if a student earns a D in a three credit course in the fall semester and repeats the same course in the spring semester and earns a C, the C will be calculated in the GPA and the student will earn only three credits for the course. A student may therefore need to take an additional three credit course in the spring or summer semester to earn the 30 Bridge-eligible transferable credits required to meet the Bridge admissions requirements.

## Calculating Your Bridge GPA

The Bridge GPA Worksheet, accessible via the "Current Student Information" section of the Bridge website, assists students in calculating the credits and GPA required to earn the Bridge admissions requirements. While faculty and staff advisors can assist students with calculating their projected Bridge earned credits and GPA, **the student is ultimately responsible for knowing the total number of credits and GPA quality points needed at Tri-County to meet the Bridge admissions requirements to be eligible to enroll at Clemson for the subsequent fall semester.** Students should be aware of their course grades as the semester is on-going as well as their final, official course grades, available in MyTCTC, at the conclusion of each semester.

## Changing Your Academic Program (Major)

During the Bridge year, students may change their intended Clemson academic program (excluding the academic programs listed below) by completing the [online request form in the student's Slate portal](https://admissions.clemson.edu/account/login) (<https://admissions.clemson.edu/account/login>). Due to enrollment limitations, some Clemson academic programs are not available to Bridge students during their Bridge year. Students interested in one of the academic programs listed below need to request a change-of-academic program application from the appropriate department **after** enrolling at Clemson. **It is important to note that the opportunity to change into one of these academic programs upon enrollment at Clemson cannot be guaranteed.** The closed academic programs include Communication, Construction Science & Management, Health Science, Language and International Health, Nursing, and Sports Communication. Departmental contacts by college and major are listed in the *Student Academic and Advising Guide* and on the *Curriculum Major Worksheets*.

The following majors are subject to space restrictions, GPA restrictions, or departmental approval: Architecture, Education (all majors), Graphic Communication, Performing Arts (Audio, Music & Theatre), Pre-Business, Psychology (BA/BS), and Landscape Architecture to the list of majors subject to space restrictions and to contact admissions about for current availability. Students who are interested in changing their major into Architecture, Graphic Communication, or Psychology (BA/BS) are advised to contact the Clemson University Office of Undergraduate Admissions ([apply@clemson.edu](mailto:apply@clemson.edu)) to request information on current availability for these majors.

Education majors are open majors with Competitive Entry requirements. Curriculum worksheets for each Education major list the Competitive Entry requirements. Students pursuing a major in Education should plan to meet with College of Education academic advisers during the fall semester to review their status as they work to complete the Competitive Entry requirements. Students in an Education major who do not meet the Competitive Entry requirements by the end of their Bridge year will be required to change their major out of Education and into another open enrollment major at Clemson.

Performing Arts majors (Audio, Music, or Theatre) require departmental approval along with an audition. Students interested in a Performing Arts major should contact the departmental adviser listed in the *Student Academic & Advising Guide*.

The Pre-Business major now requires students to complete the following courses during their Bridge year, in order to remain in the major after completing the Bridge program and transitioning to Clemson: MAT 130, MAT 230, AND either ECO 210 OR ECO 211. Students who do not meet Bridge

requirements and do not successfully complete MAT 130, MAT 230, and one ECO course (210 or 211) will be required to change their major out of Pre-Business and into another open enrollment major at Clemson by the end of the Bridge year.

Closed major guides are available, along with the Curriculum Worksheets for all majors offered at Clemson, online ([tctc.edu/clemsonbridge](http://tctc.edu/clemsonbridge)) on the "Curriculum Worksheets" webpage.

## ACADEMIC ADVISING AND COURSE REGISTRATION

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Each Bridge student is assigned a Tri-County faculty advisor. Students must meet with their assigned Tri-County faculty advisor to be able to register for spring or summer semester courses at Tri-County. Assigned Tri-County faculty advisors are listed in MyTCTC as well as listed within the students' "Network" in Starfish. To ensure productive meetings with an assigned faculty advisor, students are encouraged to take the time to review and familiarize themselves with the requirements for their intended Clemson academic program and the corresponding Tri-County/Clemson course equivalencies. The *Curriculum Worksheet* for the student's intended major at Clemson is the best resource for this preparation. All important College dates and deadlines are listed on the College's academic calendar available online ([tctc.edu/calendar](http://tctc.edu/calendar)). The College sends campus announcements as reminders for specific information about course advising and registration dates.

In addition to the student's assigned Tri-County faculty advisor, Clemson academic advisors and Bridge to Clemson staff are also available to help students. Clemson academic advisors are full-time professional academic advisors. Students are encouraged to get to know their Clemson academic advisor. Students will have the opportunity to meet their advisor at different Bridge events during the academic year. Take note of the e-mail announcements about the advisor events. Bridge students are also able to connect with multiple Clemson academic advisors, particularly as they are deciding on possible degree programs and career paths. Clemson advisors can answer questions about the requirements for intended degree programs and serve as an additional resource person.

Also, the Bridge staff provide weekly drop-in advising. At drop-in advising, students can meet with a Bridge to Clemson staff member to get answers about Bridge requirements and policies. During drop-in advising, staff can also assist with changing academic programs and discussing course options. No appointment is required. Specific days, times, and locations of drop-in advising will be e-mailed to students each week. Bridge to Clemson staff at Clemson also provide advising by appointment. Students can click on the link provided by email each week or scan the QR code. The appointment booking system offers in-person, virtual, or phone appointments through Microsoft teams.

## STUDENT CODES OF CONDUCT

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### Tri-County

The Student Code for South Carolina Technical Colleges applies to all Tri-County students and can be found in the appendices of the Tri-County catalog. Student conduct policies, disciplinary procedures and sanctions, and Tri-County procedures for hearings and appeals are also in the appendices of the Catalog. The Code can be found online ([tctc.catalog.acalog.com](http://tctc.catalog.acalog.com)). The Code also includes information regarding the general rights of students, student government and organizations, and proscribed conduct. **The Code applies to all Bridge students while on the Tri-County campus, while participating in Tri-County-sponsored events and activities, and while living in Bridge designated housing.** Students are encouraged to familiarize themselves with this Code.

### Clemson

**The Clemson Student Code of Conduct applies to all Bridge students while on the Clemson campus, in Bridge designated housing, and beyond.** The Code is available online ([clemson.edu/studentaffairs/student-handbook](http://clemson.edu/studentaffairs/student-handbook)). If the Student Code for South Carolina Technical Colleges does not apply, the student is still subject to the Clemson Student Code of Conduct and may be adjudicated under its provisions. Students are encouraged to familiarize themselves with this Code.

### Title IX - Sexual Violence and Sexual Harassment

Both Tri-County and Clemson do not discriminate on the basis of race, color, age, religion, national origin, sex or disability in educational programs and activities as required by Title IX. Any questions regarding Title IX may be referred to Tri-County's Title IX Coordinator, Clemson's Title IX Coordinator

or to the Department of Education's Office of Civil Rights. Sexual Harassment and Sexual Violence refer to physical, written or verbal abuse, threats, intimidation, coercion, or any physical sexual act perpetuated against a person's will, or when a person is incapable of giving consent. Cases of alleged acts of sexual harassment or sexual violence will be addressed through the TCTC Title IX processes ([tctc.edu/title-ix](http://tctc.edu/title-ix)) or Clemson Title IX office ([Clemson.edu/title-ix](http://Clemson.edu/title-ix)).

## **CLEMSON UNIVERSITY HOUSING & DINING**

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One of the most valuable aspects of Bridge to Clemson is the unique residential living experience; Bridge students are required to live in designated housing on Clemson's campus. Students living in Anderson, Oconee, or Pickens counties may request to live at their permanent family address with their parent(s) or guardian(s) through a waiver request. Requests to live off-campus for other reasons, such as internships or other out-of-area activities, are not permitted during the Bridge year due to reduced access to academic and social supports.

Students living in Bridge designated housing on the Clemson campus are bound to the Clemson University Housing & Dining Contract and Addendum as well as the Clemson University Housing & Dining Rules and Regulations. For a copy of the contract and addendum or to review the rules and regulations, please log into the Clemson Home portal (from [housing.clemson.edu/bridge](http://housing.clemson.edu/bridge)). For more information, please visit [housing.clemson.edu/bridge](http://housing.clemson.edu/bridge) and the Clemson Home section of this Handbook, on page 23.

## **GETTING INVOLVED IN CAMPUS ACTIVITIES**

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Getting involved in campus life can add to the richness of the college experience. Students are strongly encouraged to explore the campus involvement opportunities available at both Tri-County and Clemson.

## **BRIDGE-SPECIFIC INVOLVEMENT OPPORTUNITIES**

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### **Community Council**

Community Council is a leadership opportunity within each residential community under the umbrella of the Residence Hall Association. This council is responsible for engaging residents in social programming, providing avenues for community advocacy, and opportunities for service.

### **Tiger Transitions Mentorship Program**

Tiger Transitions Mentorship Program (TTMP) is a recognized Clemson student organization for current Bridge to Clemson students. TTMP matches current Bridge to Clemson students (mentees) with former Bridge to Clemson students (mentors) who share similar goals, majors, interests. Mentors assist with connecting mentees to Clemson on-campus resources, transitioning to Clemson and learning about the Clemson campus and community. Besides mentorship, TTMP includes opportunities to connect with current Bridge to Clemson students and transfer students at Clemson through monthly social activities.

## **INVOLVEMENT OPPORTUNITIES AT TRI-COUNTY**

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As a Bridge student, you may participate in all organizations and extracurricular activities open to Tri-County students. Keep in touch with announcements and upcoming Tri-County events in MyTCTC and the Leading EDGE app. A list of Tri-County student organizations is available online ([tctc.edu/life-at-tctc](http://tctc.edu/life-at-tctc)).

## **INVOLVEMENT OPPORTUNITIES AT CLEMSON**

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As a Bridge student, you can participate in many Clemson activities and organizations.

### **Tiger Quest**

Tiger Quest is Clemson's online portal that connects students to Clemson student organizations. Through Tiger Quest, you can look for clubs and organizations in which you would like to get involved. Log in and register to set up a profile ([clemson.collegiatelink.net](http://clemson.collegiatelink.net)).

## **Intramurals**

All Bridge students are eligible to participate in Clemson's intramural sports program. You may join or form a team with Clemson students and/or with other Bridge students. To register for a Clemson intramural team, you need your Clemson username, e-mail address, and student ID number. All students must present their TigerOne card (student ID card) at all intramural events. Additional information about intramurals is available online ([clemson.edu/campus-life/campus-recreation](http://clemson.edu/campus-life/campus-recreation)) or via phone (864-656-3453).

## **Fike Recreation Center**

Bridge students also have access to the 200,000-square-foot Fike Recreation Center, Swann Fitness Center, Sloan Tennis Center, and several other outdoor athletic facilities. You must present your TigerOne card to use these facilities. For more information about Fike Recreation Center and other recreation opportunities, visit the website ([clemson.edu/campus-life/campus-recreation](http://clemson.edu/campus-life/campus-recreation)) or call (864-656-3453).

Students may choose to participate in Club Sports team activities at Clemson during their Bridge year. NOTE: Not all Club Sports teams allow Bridge students to compete at regional or national tournament or competition events. Each individual Club Sport is governed by a national organization that determines eligibility. It is the student's responsibility to review the individual Club Sport team rules and guidelines before the start of the fall semester.

## **Clemson Student Clubs and Organizations**

Bridge students may join most Clemson clubs or organizations as an associate/affiliate member, provided the organization's constitution allows associate/affiliate membership status. These organizations include service, professional, religious and special interest clubs. You must wait until your sophomore year when you are officially enrolled at Clemson to join any of the following Clemson organizations and/or teams: 1) Clemson undergraduate student government; 2) nationally affiliated social fraternities and sororities; 3) cheerleading squads; 4) Rally Cats; and 5) athletic teams competing in NCAA-sanctioned competition.

## **CUSG Transfer Council**

Transfer Council is a recognized Clemson student organization and is affiliated with Clemson University Student Government (CUSG). Transfer Council hosts a variety of social programs for Clemson's transfer and Bridge communities during the fall and spring semesters. The Bridge Committee, which is a subgroup of former Bridge students in Transfer Council, plan and host a variety of events to build community engagement and involvement opportunities for Bridge students. Bridge students can attend Transfer Council events and connect with members during their first year and are eligible to join Transfer Council upon admission to Clemson. Stay connected with Transfer Council on Instagram (@cusgtransfer).

## **Performing Arts Groups**

Bridge Students may participate in Clemson performing arts and musical groups such as Tiger Band, Pep Band, and choral groups. Some performing arts groups require an audition. Contact the director of the band or choral group you are interested in joining for more information. Tri-County courses that transfer to Clemson are available to students who participate in Clemson band and/or choral groups. Ask a Bridge to Clemson staff member for additional information.

## **Army or Air Force ROTC**

Membership in Clemson's Army or Air Force regiments is open to interested Bridge students. Visit the appropriate Airforce ([clemson.edu/business/departments/air-rotc](http://clemson.edu/business/departments/air-rotc)) or Army ([clemson.edu/business/departments/army-rotc](http://clemson.edu/business/departments/army-rotc)) websites for more information. Tri-County courses that transfer to Clemson are available for students who participate in Clemson Army or Airforce ROTC. Ask a Bridge to Clemson staff member for additional information.

## **Clemson Athletic Events and Tickets**

The Clemson Athletics Ticket Office will provide specific information to students regarding athletic events and tickets. For specific questions, please contact the Clemson Athletics Ticket Office via phone (864-656-2118). Be sure to indicate that you are a Bridge to Clemson student and have your Clemson student ID number (CUID) ready.

## SERVICES & PROGRAMS AVAILABLE TO BRIDGE STUDENTS

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Your academic success is of paramount importance to both Tri-County and Clemson. Therefore, both institutions provide academic success services and programs designed to foster student academic success. Taking advantage of these resources will help you have a successful year. As a Bridge student you have double the resources – be sure to make use of them!

### Accessibility Resource Center (ARC) at Tri-County

The Accessibility Resource Center assists students with existing or acquired medical or mental health diagnoses, or physical or learning disabilities to establish accommodations that allow for equitable access in the classroom and throughout the campus. Many of the students we serve come to us from the high school setting with 504 Plans or IEPs, and others come to use with notes from their medical providers or documentation.

We serve students with conditions such as (but not limited to):

- Chronic Medical Conditions
- Learning Disabilities
- Mobility Impacting Disabilities
- Mental Health Conditions
- Conditions that impact hearing or vision
- ADD/ADHD
- Temporary conditions due to illness or injury

Requesting accommodations and accessibility services can be done by filling out the *Initial Request For Accessibility Services* online form ([tctc.edu/ARC](http://tctc.edu/ARC)). We recommend that students request accommodations prior to the start of Fall semester, but accommodations can be requested at any time or as the need arises. Students can stop by the ARC office in the Student Success Center, Student Support Suite (SSC 120), Ground Level on the Pendleton campus or at the Front Desk at any community campus. Call (864-646-1563) or e-mail ([ARCcenter@tctc.edu](mailto:ARCcenter@tctc.edu)) the ARC with any questions.

### Learning Commons at Tri-County

A vibrant and active space, the TCTC Learning Commons integrates a range of key academic supports that, together, enhance and deepen the student learning experience at multiple levels and across the disciplines. From writing and research skills to learning strategies and tools, from critical information literacy to foundational content support and tutoring – the Learning Commons works to extend student's learning toolkit, helping them to think critically, communicate effectively, and connect richly in the classroom and beyond. Students are invited to come explore all of the many study spaces and support services available.

For the Learning Commons Central Service Desk, please contact 864-646-1750 or [library@tctc.edu](mailto:library@tctc.edu). For tutoring inquiries and appointments, please contact the Tutoring Service Desk at 864-646-1367 or [tutoringcenter@tctc.edu](mailto:tutoringcenter@tctc.edu).

### Supplemental Instruction

Supplemental Instruction (SI) is a free academic support resource offered for historically difficult courses, such as biology, chemistry, physics, and mathematics. SI sessions are held 2-3 times per week and are facilitated by trained students, known as SI Leaders. These students have previously earned an A in the course and now provide fellow students with guidance related to the topics and material covered in class through collaborative group activities. Integrating "what to learn" with "how to learn" makes Supplemental Instruction a fun and engaging way for students to improve their overall subject knowledge and study skills to achieve greater academic success. SI sessions are held in the Learning Commons on the third floor of Tri-County's Student Success Center, as well as the Lightsey Bridge Commons Student Center on Clemson's campus. Virtual Zoom sessions are also offered to help accommodate student's diverse schedules. Session details and reminders are e-mailed to students on a weekly basis, but the schedules can also be found online at <https://tricountysi.wixsite.com/siparticipants>, along with additional information about the SI Program itself, including how to apply for becoming an SI Leader for future semesters.

### Bridge Advising

Bridge to Clemson staff offer drop-in advising each week on the Tri-County Pendleton campus and appointment-based advising in 111 Vickery Hall on Clemson's campus. Advising may be provided virtually if circumstances dictate such. During these meetings, you can speak with a Bridge to Clemson staff member to get your questions about Bridge requirements and policies answered. Staff can also

assist you with changing your academic program (major) and discussing course options. The weekly Bridge advising schedule is included in the Bridge Buzz newsletter, emailed to students each week. Bridge to Clemson staff at Clemson also provide advising by appointment. Students can click on the link provided by email each week or scan the QR code. The appointment booking system offers in-person, virtual, or phone appointments through Microsoft teams.

### Academic Coaching

Academic Coaching is available to Bridge students who would like to enhance their foundational college success skills such as time management practices, study and note-taking strategies, exam preparation, and more. Upper-class and graduate-level Clemson students serve as coaches. Meetings with a coach may be weekly or bi-weekly, on Clemson's campus or via video call, and scheduled around the coach/coachee schedules. For additional information, visit the website (<https://tricountysix.wixsite.com/academic-coaching>).

### Academic Success Center at Clemson

The Academic Success Center (ASC) provides comprehensive academic success services such as tutoring and academic skills workshops. Visit the ASC website ([clemson.edu/asc](http://clemson.edu/asc)) or call the ASC (864-656-6452) for more information about the available services.

### Cooper Library at Clemson

In addition to Tri-County's library, Bridge students can also access all of the services available to undergraduate students at Clemson's Cooper Library. You can check out books and other materials from the Clemson library with your TigerOne card. See the Clemson libraries website ([libraries.clemson.edu](http://libraries.clemson.edu)) for more information.

### Bridge to Clemson Mandatory Meetings

Bridge staff provide mandatory meetings throughout the Bridge year. Typically, there is one mandatory meeting in the fall semester and one in the spring semester of the Bridge year. These mandatory meetings provide important information and reminders to Bridge students about program requirements, resources, upcoming events, and important deadlines. Bridge students are **required** to attend mandatory meetings. Failure to attend results in a hold on the student's account. Due to this requirement, the Bridge staff provides significant advance notice to students of the mandatory meeting dates, times, and locations. See the published mandatory meetings dates in the "Important Dates & Reminders" section of this Handbook.

### Crossover Week

Crossover Week is a week-long series of academic and social events for Bridge students during the spring semester. The purpose of Crossover Week is to provide Bridge students with additional support, advising, and Clemson resources as they prepare to transfer to Clemson. The Bridge staff partner with the Clemson Transfer Programs Office and student organizations to host a variety of events and activities within the Bridge residential communities as well as on the Tri-County and Clemson campuses.

### Transportation and Parking at Tri-County and Clemson

While classes are in session, transportation is provided Monday through Friday between Clemson and Tri-County Pendleton Campus. Detailed transit information is provided to all Bridge students at the start of the fall semester and is posted on the Bridge website ([tctc.edu/clemsonbridge](http://tctc.edu/clemsonbridge)). The most up-to-date transit information is available via the associated apps. Route maps, information, and app instructions are available online ([clemson.edu/campus-life/parking/transit/index.html](http://clemson.edu/campus-life/parking/transit/index.html)).

If you wish to bring a vehicle to Clemson and/or Tri-County, you must purchase a parking decal.

Tri-County parking decals may be purchased online in MyTCTC My Payments tab and picked up at the Campus Police office. Display the decal according to the directions provided by Campus Police. Tri-County parking decals are valid for one academic year. If temporary (6 weeks or less) accessible Tri-County parking is needed due to an injury or illness, please contact the Tri-County Accessibility Resource Center (ARC) via e-mail ([ARCcenter@tctc.edu](mailto:ARCcenter@tctc.edu)) or phone (864-646-1563). Visit the Campus Police website ([tctc.edu/campus-police/parking-and-traffic-regulations/](http://tctc.edu/campus-police/parking-and-traffic-regulations/)) for more information regarding parking regulations. To obtain a Clemson parking decal, visit the Clemson University Parking

& Transportation Services website ([clemsont.edu/parking](http://clemsont.edu/parking)). The Bridge residential parking permits are virtual permits. Your license plate number is your permit. Approved Bridge commuters receive a repositionable permit to place on your registered vehicle upon purchase. Please visit the Clemson University Parking & Transportation Services website ([clemsont.edu/parking](http://clemsont.edu/parking)) for additional information or changes announced during the summer.

**Please be advised that if you bring a vehicle to Tri-County and/or Clemson, you must comply with all Tri-County and Clemson parking policies.**

## Health Care Services at Clemson

Bridge students have access to all of the health care services delivered by Clemson's Redfern Health Center (RHC). RHC is an integrated outpatient facility comprised of four divisions: Medical Services, Counseling and Psychological Services, Health Promotion, and Healthy Campus.

MyHealth-e, a web-based portal ([clemsont.edu/campus-life/student-health/myHealth-e.html](http://clemsont.edu/campus-life/student-health/myHealth-e.html)), is also available to Bridge students. Enter your Clemson username and password to access MyHealth-e to:

- sign up for text message appointment reminders;
- view/print your bill; and
- send a secure message to the Redfern insurance office, nurse clinic, or women's clinic. Access "Messages" from the left navigation menu after logging into MyHealth-e. If you send a secure message, you should periodically log into MyHealth-e to check for a reply.

Redfern Health Center accepts private insurance for the pharmacy only. Itemized receipts are provided at checkout for other health care services.

If you need health insurance, Clemson offers a student health insurance plan at competitive premiums. For more information about the Student Health Plan, view the section, "Insurance and Billing," online ([clemsont.edu/redfern](http://clemsont.edu/redfern)). You may also contact the Student Insurance Office via phone (864-656-3561).

All students are required to submit a copy of their official immunization record to the Redfern Health Center no later than July 1. The official immunization record must include documentation of the following vaccines/screenings:

- MMR (measles, mumps, and rubella): for students born after 1956, two doses required after 12 months of age;
- Tdap (tetanus, diphtheria, and acellular pertussis): single dose required for all students age 64 or younger as of January 1, 2016;
- Meningococcal vaccine: dose of conjugate vaccine (Menactra, Menveo) required after 16th birthday for all students age 21 or younger as of January 1, 2016. (If initial dose received before 16th birthday, booster is required.) Students must present proof of vaccination, or may sign a waiver declining the vaccination; and
- Tuberculosis (TB) test: a T-SPOT or QUantiFERON GOLD is required of any student who has resided or traveled outside of the U.S. for more than two weeks within the last 5 or any student who has other TB risk factors or documented proof of screening performed in the U.S. within the past 12 months. TB screenings performed outside of the U.S. and PPD skin test will not be accepted. As of January 2016, all students are required to complete the Tuberculosis Risk Assessment. Students with a prior positive tuberculin screening must bring a copy of a chest X-ray report (translated in English), within the last three months. Students who are receiving treatment of tuberculosis should bring copies of all treatment records, including medical notes, laboratory reports, and X-rays.

A copy of the immunization documentation form and information about submission of the official immunization record are available online ([clemsont.edu/redfern](http://clemsont.edu/redfern)).

If you fail to complete the Redfern immunization requirements, your privileges to use Clemson facilities and services such as Fike Recreation Center and your Clemson e-mail account may be revoked. Additionally, you will **not** be admitted to Clemson University after your Bridge year until Redfern Health Center staff verifies that you have satisfied the immunization requirements, even if you have met the Bridge academic admissions standards.



## Career Exploration and Planning at Clemson

The Clemson Center for Career and Professional Development (CCPD), located on the 3rd floor of the Hendrix Student Center, offers interest inventories, resume reviews, search assistance, mock interviews, career fairs and other services to help students identify and pursue their career aspirations. You can drop by the Center any afternoon for a quick chat with a career counselor, or you can schedule an appointment for a more in-depth discussion. For a list of services and opportunities the Center provides, see the CCPD website ([clemson.edu/career](http://clemson.edu/career)).

## Clemson Student Id (CUID), Username, Email Address and Password

All Bridge to Clemson students are assigned a unique Clemson 1) student ID number (CUID), 2) username, and 3) e-mail address that they use beginning their Bridge year until they graduate from Clemson. In order to access your Clemson username, you must first complete the Clemson username authentication process. The Clemson University Office of Undergraduate Admissions provides instructions for authenticating your Clemson username to the e-mail address you provided on your Clemson application.

To activate your Clemson username, go to [myusername.clemson.edu](http://myusername.clemson.edu). You will need to provide the following information:

- 1) your Clemson ID (CUID), provided in your invitation letter from Clemson University Office of Undergraduate Admissions. (example format: C12345678)
- 2) your Clemson username activation code provided in the authentication e-mail from Clemson University Office of Undergraduate Admissions

Once you have activated your Clemson username and set-up your password, please close your browser completely. Then, re-open the browser and login to the iRoar portal ([iRoar.app.clemson.edu](http://iRoar.app.clemson.edu)).

Any time you wish to access a Clemson password-protected site such as Redfern Health Center, the laptop purchasing page, Tiger Quest, or TigerStripe, you need to enter your Clemson username and password. If you have problems with your Clemson username and/or password, contact the Clemson Computer and Information Technology (CCIT) customer support center via phone (864-656-3494).

You also have use of a Clemson email account. Your official Clemson email address is [username@clemson.edu](mailto:username@clemson.edu). In partnership with Google, Clemson offers students Google Apps for Education accounts. This account has already been created with your Clemson username. All you need to do is set up your account and password.

- Instructions for setting up your Google Apps for Education email account can be found online ([ccit.clemson.edu/support/new-to-clemson/email/](http://ccit.clemson.edu/support/new-to-clemson/email/).)
- If you would like to opt out of using Google Apps for Education and instead use another email service, instructions on how to do that are here: [ccit.clemson.edu/services/email-and-messaging/mail-forwarding/](http://ccit.clemson.edu/services/email-and-messaging/mail-forwarding/). You may forward your Clemson email to your Tri-County email address.

## College and University Identification Cards

Your TigerOne ID is your official Clemson University ID and your key to Campus including the following functions:

- Housing and Building Access
- Meal Plan, Paw Point, and TigerStripe
- Library checkout, Recreation center access, and Printing
- Delivery lockers, Post office pickup and more!

The TigerOne ID is now Mobile! To use the Mobile ID, simply hold the top of your iPhone near the contactless reader and watch your Mobile ID in action – no need to open the wallet or app! Note that on some Android devices the NFC may be on the back center of the phone. Supported devices include iPhones SE or 6S and higher running iOS version 12 or greater, Apple Watch version 1 and higher, and all Android devices that support the use of NFC.

1. After June 2nd, begin your TigerOne ID request by visiting our Online Office at <https://t1online.app.clemson.edu/credentials>. You will start by submitting your photo and selecting your credential type. Be sure to follow the photo submission requirements to avoid unnecessary delays!

- If you select the Android credential, please be sure that your Android device supports NFC in your settings. If your device does not support NFC, select "I do not have a supported device" to request a physical ID.
2. Once your photo has been approved, you will receive an email with further instruction on how to add the Mobile ID to your device. Please be sure to monitor your spam/junk folder if you do not receive the email in a few business days.

At Clemson University, students are eligible for their first ID at no charge. Both the Mobile ID and Physical ID are considered Official University IDs, and your initial selection is considered your first free ID. Information regarding how to purchase a secondary Mobile ID or Physical card after your initial selection can be found by visiting this web page: <https://www.clemson.edu/campus-life/tigerone/about/students.html>

Your mobile credential is used in a variety of ways, including as a digital access key within Clemson Home, for meal plan access, for the optional Tiger Stripe declining balance, as well as for access to Fike Recreation Center, Cooper Library, the Academic Success Center, and Clemson athletic events. You must complete the photo submission for your TigerOne digital credential by August 1.

If you have any questions, feel free to reach out to TigerOne by email [TigerOneCard@clemson.edu](mailto:TigerOneCard@clemson.edu).

Students will also have an official Tri-County student ID card. Tri-County student ID cards are available at the Welcome Center in Ruby Hicks Hall, next to TC Central. You must bring your license or a valid photo ID to receive your Tri-County ID card. Bridge students will obtain their Tri-County student ID card at Bridge orientation.

## Meal Plans and Dining Options

As a Bridge to Clemson student, your Clemson University minimum required meal plan includes 100 meal swipes and 250 Paw Points for use on the Clemson University campus. Your Clemson meal plan is not usable on the Tri-County campus and is structured in a manner to allow additional flexibility for Bridge to Clemson students. Students can select from any of the Unlimited plans or Block plans larger than the Block 100.

In addition to the Clemson University meal plan, students have additional dining options on both campuses. Tri-County offers Monday-Friday food options and an optional meal plan for purchase for breakfast and lunch in the TC Cafe. For additional dining information for the Tri-County campus, visit the website ([tctc.edu/cafe](http://tctc.edu/cafe)). Additional Paw Points are also available for purchase in the Clemson Home Portal throughout the semester for use at Clemson campus dining locations (retail, P.O.D. markets, and dining halls). If you have questions about your meal plan or additional options, please visit the Clemson Home website for new students ([housing.clemson.edu/welcome](http://housing.clemson.edu/welcome)).

You also have the option to open a Tiger Stripe account. Any funds you deposit in your Tiger Stripe account will be loaded on to your TigerOne card. Your TigerOne card then functions as a personal declining balance card at the Tri-County Campus Store, Tri-County Café, Clemson campus retailers, and local-area participating businesses and restaurants. For additional information about how to open a Tiger Stripe account and where Tiger Stripe is accepted, please visit the TigerOne website ([clemson.edu/tigerone](http://clemson.edu/tigerone)).

## Veteran and Military Dependent Resources at Tri-County

Tri-County does accept Veteran Affairs (VA) benefits. Students are required to apply for educational benefits and submit a *Certificate of Eligibility* (COE). The VA *Certification Request* Form is completed after registering for classes **each semester**. Both forms are to be submitted to TC Central, located in Ruby Hicks Hall on the Pendleton campus, or via e-mail ([veterans@tctc.edu](mailto:veterans@tctc.edu)). The tuition amount paid by the VA is determined by the student's entitlement percentage that is reflected on the student's *Certificate of Eligibility* form. All College correspondence will be through Tri-County e-mail. Each Chapter benefits have different rules and regulations. Please see the website ([tctc.edu/veterans](http://tctc.edu/veterans)) or TC Central staff for your specific VA benefits.

As a Bridge student, VA benefits do not cover the student's Clemson University Housing and Dining fees, as well as any Digital Course Content fees, exemption fees, registration fees, the Program nonrefundable advance deposit, late fees, penalty fees or campus fines, and thus must be paid by the associated deadlines and/or by payment deadlines listed on the Tri-County *Academic Calendar*. Students are responsible for reviewing their student bill and schedule for their tuition and fees balance.

For more information, review the website ([tctc.edu/veterans](http://tctc.edu/veterans)) and/or e-mail ([veterans@tctc.edu](mailto:veterans@tctc.edu)) – be sure to include your full name and TCTC T#).

Patriots' Place is a resource center specifically for our student veterans and active military. Located in Anderson Hall 109 on the Pendleton Campus, Patriot's Place offers a social and study area. Local community veteran support agencies are available throughout the academic year to provide access to available resources.

## **TRANSITIONING FROM TRI-COUNTY TO CLEMSON**

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### **Review of Bridge to Clemson Students' Tri-County Transcripts and Conduct Records**

At the conclusion of the spring semester and each summer session, the Clemson University Office of Undergraduate Admissions staff reviews each Bridge student's Tri-County transcript to determine eligibility for admission to Clemson. As part of the admissions review process, because Clemson is committed to maintaining a safe environment for all members of the Clemson community, the conduct record of all incoming transfer students, including Bridge to Clemson students, is reviewed to determine whether or not the student is in compliance with Clemson's community standards. The application of a Bridge student who was found responsible for violations of Tri-County, the Bridge to Clemson program, and/or Clemson policies, as well as any local, state or federal laws during the Bridge year is subject to further review. The student's conduct record is used in the review process to make a determination regarding the student's admission status.

Outstanding debt to either Tri-County or Clemson and/or any additional holds on a student's Tri-County account **will** result in a student's transcript being held until the debt and/or hold is satisfied. Once a financial obligation or hold is satisfied, Tri-County will release the student's transcript to Clemson within 3 business days.

If a student has a change of grade for any of their coursework at Tri-County for any reason, Tri-County will release the student's updated transcript to Clemson within 3 business days after the official grade change is processed by the Tri-County Registrar's Office/Student Data Center (RO/SDC). It is ultimately the responsibility of the student to contact the Tri-County Bridge Program Office to initiate an updated transcript request.

### **Meeting Bridge to Clemson Standards at the Conclusion of the Spring Semester**

Bridge students who meet the Bridge to Clemson admissions standards at the conclusion of the spring semester are guaranteed admission to Clemson for the subsequent fall semester. If you meet the Bridge admissions standards at the conclusion of the spring semester, you can expect to receive official written notification of your Clemson admission status in mid-to-late May. Information about registering for the required Clemson transfer orientation session is included in the acceptance letter from Clemson University Office of Undergraduate Admissions to admitted students.

### **Registration for Summer Courses at Clemson**

*(Applicable only for Bridge to Clemson students admitted to Clemson)*

Each year, a small percentage of Bridge to Clemson students request to enroll in summer courses at Clemson. If you meet the Bridge admissions requirements by the conclusion of the spring semester, you may enroll in Clemson summer courses (excluding Maymester) after you are officially admitted to Clemson. If you wish to enroll in summer courses at Clemson, please contact the Associate Director of Bridge to Clemson at Clemson during the spring semester to request that your Clemson entry term be changed from fall to summer. Information about registering for Clemson summer courses is sent via e-mail to students during the spring semester and discussed in the spring Bridge to Clemson mandatory meeting.

### **Registration for Summer Courses at Another College or University**

*(Applicable only for Bridge to Clemson students admitted to Clemson)*

If you are admitted to Clemson after the conclusion of the spring semester, you may enroll in summer courses at another college or university through specific pre-approval by Clemson. It is the student's responsibility to confirm that any course(s) the student desires to complete at another college or university will transfer to Clemson. Review the Clemson Transfer Course Equivalency List (TCEL) to ensure the transferability of any course(s). The TCEL can be accessed online ([clemson.edu/tcel](http://clemson.edu/tcel)). Students wishing to

enroll in summer courses at another college or university should contact the Associate Director of Bridge to Clemson at Clemson during the spring semester. Some colleges and universities require additional documentation from Clemson that coursework completed in the summer will transfer to Clemson.

The Clemson transfer credit award process begins with you requesting an official transcript from the institution you attended be sent to the Clemson University Office of Undergraduate Admissions (105 Sikes Hall, Clemson, SC, 29634). Once the Clemson University Office of Undergraduate Admissions receives a transcript, your coursework is reviewed. Only pre-approved coursework completed with a grade of C or better is evaluated for transfer to Clemson. Any coursework you complete at another institution that is determined to be transferable is posted to your Clemson student record after you enroll at Clemson.

### **Intended Clemson Academic Program (Major)**

Students who meet the Bridge admissions requirements are admitted to Clemson in the academic program 1) as recorded in their Bridge to Clemson invitation letter or 2) into which they changed during their Bridge year.

If students wish to change their academic program (major) during their Bridge year, they should follow the steps to submit their change of major request in the Bridge portal (Slate), at [admissions.clemson.edu/account/login](https://admissions.clemson.edu/account/login). During the Bridge academic year, students may submit a change of major into any open major listed in the Bridge Slate portal. Students should be aware that change of major requests are stopped effective on May 1, 2024. Requests to make a change to their major will be reviewed in mid-July 2024, when the change of major process reopens for all students or Bridge to Clemson student.

### **Transferring AP/IB and Dual Enrollment Credits to Clemson**

Clemson University Office of Undergraduate Admissions coordinates the process of transferring college-level credit for all admitted Clemson students, including Bridge to Clemson students. If you wish to transfer any AP, IB and/or dual-enrollment credits you earned prior to your Bridge year to Clemson, you must arrange to have your AP or IB score reports and/or an official transcript sent directly to Clemson University Office of Undergraduate Admissions, in addition to Tri-County. If you did not complete this during your enrollment season into Bridge to Clemson, be sure to do so prior to starting at Clemson, upon being admitted. After review, all transferable credits get posted to your Clemson student record.

### **Registering for Fall Semester Courses at Clemson**

In order to register for Clemson courses, you must first be officially admitted to Clemson and register to attend a transfer orientation session. Every admitted student is **required** to attend a Clemson transfer orientation session. At orientation, students meet with a Clemson advisor and register for fall semester courses. Therefore, you must do the following to register for Clemson courses: 1) meet the Bridge academic requirements and conduct standards (admissions requirements); 2) be officially admitted to Clemson; and lastly, 3) register and attend a Clemson transfer orientation session.

### **Sign-Ups for Clemson On-Campus Housing for Your Second Year**

Bridge to Clemson students are notified about the Clemson on-campus housing contract process during their Bridge year. If you are interested in continuing to live on campus for your second year, pay attention to Clemson Home communications in the residential communities and via e-mail. Housing for continuing students at Clemson is limited, so pay close attention to the deadlines and instructions. Students who sign a contract and select an assignment for the upcoming academic year during their Bridge year, please note: **If students do not meet the Bridge requirements at the conclusion of their spring semester, their completed contract and housing assignment for the subsequent academic year becomes may be cancelled.**

### **Clemson University Fraternity & Sorority Life (FSL) Recruitment in Your Second Year**

Bridge to Clemson students are not eligible for Clemson University Fraternity & Sorority Life (FSL) during their Bridge year. Admitted students are eligible to participate in FSL recruitment the following fall after their Bridge year as long as they are admitted prior to the prescribed date after their Bridge year set by FSL each year, typically mid to late July. This means students must be admitted at the conclusion of the spring semester of their Bridge year or at the conclusion of the summer sessions that end at least 3 business days prior to this deadline, typically Tri-County's MayTerm and B sessions. FSL will provide the exact date students must be admitted to Clemson by during the Bridge year. This will be announced

via official University e-mail, FSL programming with Bridge to Clemson, and presented in the Bridge to Clemson mandatory meetings. Each organization has a GPA requirement which may be higher than the 2.5 GPA required to meet Bridge requirements.

## **Not Meeting Bridge to Clemson Admissions Standards at the Conclusion of the Spring Semester**

Students who do not meet the Bridge to Clemson academic and conduct standards (admissions requirements) at the conclusion of the spring semester can remain eligible for admission to Clemson for the subsequent fall semester by enrolling in summer courses at Tri-County. If you meet the Bridge to Clemson admissions standards by the conclusion of Tri-County's final summer session, you are guaranteed admission to Clemson for the fall semester and are not required to reapply for admission to Clemson.

In order to register for Tri-County summer courses, you must first meet with your assigned Tri-County faculty advisor during the spring semester advising and registration period. Advising and registration dates are listed on the *Tri-County Academic Calendar* ([tctc.edu/calendar](http://tctc.edu/calendar)).

### **The contract with Clemson University Housing & Dining ends at the conclusion of the spring semester.**

However, if you require summer housing, housing is available at Clemson during most Tri-County summer sessions. Living in Clemson summer housing allows students to take advantage of helpful Clemson resources including the Cooper Library, the Academic Success Center (ASC), and the CAT bus. Additional services, such as recreation and health services access, is available to students staying at Clemson in the summer for an additional fee. Students wishing to reside at Clemson during the summer should work directly with the Associate Director for Transfer Programs at Clemson during the spring semester.

Bridge to Clemson students who are eligible for admission to Clemson at the conclusion of any Tri-County summer session are notified via official University e-mail (@clemson.edu). The e-mail also contains information about registering for one of the required Clemson transfer orientation sessions. A student cannot register for the Clemson transfer orientation until officially admitted to Clemson.

Eligibility to attend the Clemson transfer orientation sessions held in June, July, or August depends on when the student meets the Bridge admissions requirements during the summer semester sessions at Tri-County and is officially admitted to Clemson.

## **Not Meeting Bridge to Clemson Admissions Standards at the Conclusion of Summer**

If a student does not meet the Bridge to Clemson academic and conduct standards (admissions requirements) by the conclusion of the final Tri-County summer session, their Bridge offer and subsequent admission guarantee expires. The student may apply for transfer admission to Clemson for a future term of enrollment beginning with the spring semester following the Bridge year. If the student does not meet the Bridge academic requirements by the conclusion of Tri-County's final summer session, the student should review the Clemson University Office of Undergraduate Admissions information for transfer applicants online ([clemson.edu/admissions](http://clemson.edu/admissions)) to apply to Clemson University at a later date.

## **Withdrawal from Tri-County and/or the Bridge to Clemson Program**

We hope that Bridge to Clemson students succeed during their Bridge year. Unfortunately, circumstances – such as illness, a change in career goals, or making unwise decisions – may require a student to withdraw from the Bridge program and/or Tri-County.

If you need to withdraw from the Program and/or Tri-County, you must contact the Tri-County Bridge Programs Office (Anderson Hall 168) by telephone, email, or in person to initiate your withdrawal process. A Bridge Programs Office representative will assist you in completing the *Withdraw from Bridge Program* form. Students who are removed from University Housing due to misconduct will be withdrawn from the Bridge program. Students who withdraw or who are administratively withdrawn from the Bridge program are not eligible to live in University Housing. Clemson Home will notify the student of move-out procedures.

Students who withdraw from the Bridge program at any time during the academic year (fall, spring or summer) are not eligible to reapply for transfer admission to Clemson for the fall semester immediately following the Bridge year but may apply for transfer admission to Clemson for a future term of

enrollment beginning with the spring semester following the Bridge year.

Students who withdraw or are administratively withdrawn from all courses (0 credits) during the fall semester will be notified by Clemson Home of move-out procedures, as detailed above, as well as be required to complete a new Clemson Home Spring Only Contract to be eligible for a new assignment for the spring semester and meet with their assigned Bridge Success Coach. During this meeting, the student and Bridge Success Coach will discuss the student's eligibility to remain in the Bridge to Clemson program and make an academic plan by completing a Bridge Programs Academic Success Contract, if applicable.

Students who withdraw or are administratively withdrawn from all courses (0 credits) during the spring or summer semester will be notified by Clemson Home of move-out procedures, as detailed above, and be required to meet with their assigned Bridge Success Coach to discuss the student's eligibility to remain in the Bridge to Clemson program, and complete a Bridge Programs Academic Success Contract, if applicable.

### **Please Ask for Help**

The Bridge to Clemson program provides this handbook to familiarize you with the expectations and policies applicable to you and with the services available to you as a Bridge to Clemson student. Remember to use the Tri-County and Clemson catalogs and all of the other resources available to you as a Tri-County and Bridge to Clemson student. If you have any questions about Bridge to Clemson, Tri-County, or Clemson, please ask. If you have a question and do not know who to ask, the contact information listed on the inside front cover of this handbook is a good place to start!

### **Requesting a Transfer Packet from the Accessibility Resource Center (ARC)**

Students that receive accommodations through TCTC's ARC can request an *Accommodations Transfer Packet* to make requesting accommodations through Clemson's Student Accessibility Services (SAS) more seamless. The ARC works with SAS to included everything they need and the packet includes instructions on how to request accommodations at Clemson. Students need to email [ARCcenter@tctc.edu](mailto:ARCcenter@tctc.edu) at the end of their Spring semester to request a Transfer Packet from the ARC.



# CLEMSON <sup>®</sup> *home*

## **Live, Dine and Learn with Us!**

### **INTRODUCTION**

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Welcome to Student Life at Clemson University!

When you live on campus, the entire campus is your home away from home. The best part is, you don't have to leave your Clemson Home to experience some of the best things Clemson University has to offer.

Your backyard is where the Tigers play. Whether it's Death Valley, Littlejohn Coliseum, Doug Kingsmore Stadium or the Walker Golf Course, there's always something exciting going on in your backyard.

Our communities enhance your college experience by promoting academic success in your residential area. These programs provide experiences that extend from the classroom to the surrounding community.

Your safety is our #1 priority. All of Housing's multilevel buildings are equipped with sprinklers and life safety systems. The University has its own police force on duty 24 hours, seven days a week and its own fire department and EMS service.

Clemson has everything you need for academic success. When it's time to study, your personal library awaits and the Academic Success Center is there to meet all your academic needs. And your GPA is in good hands – a recent study shows that Clemson students living on campus have significantly higher GPAs than students who live off campus.

The benefits of living on campus are abundant! In addition, living on campus allows you the enjoyment of living near friends, convenient access to the dining halls, sporting events, library and campus organizations, as well as a staff available to ensure your campus experience is amazing.

Life on campus will definitely be one of your top Clemson Moments, and all of us in University Housing & Dining are excited to be part of your Clemson journey.

# Mark Your Calendar!

## Important Clemson University Housing & Dining Process

### 2025-2024 Housing & Dining Sign-Up Process\*

Clemson's Continuing Sign-Up process will occur in the Spring semester and is your opportunity to apply for housing for the next academic year. Space is limited, so pay attention to your e-mail and check the Housing and Dining website ([clemson.edu/housing/assignments](https://clemson.edu/housing/assignments)) for the latest information. Once it is time to sign up, you will go through a three-step process similar to the Bridge Housing process.

## Contractual Agreements

Your University Housing and Dining contract is legally binding so be sure you have read it as well as the Rules and Regulations. You are responsible for knowing and following all portions of these documents while utilizing University Housing and Dining at Clemson.

For a copy of your contract and addendum or to review the rules and regulations, please visit: <https://housing.clemson.edu/contracts>.

## COMMUNITY TECHNOLOGY

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### We have your tech needs covered!

We provide every resident with the following resources to make life on-campus more convenient and fun. Check the Technology Page ([clemson.edu/housing/tech](https://clemson.edu/housing/tech)) for more information.

#### Wireless Internet

All students have access to eduroam secure wireless internet throughout campus and in the residence halls. Residents also have access to ResMediaNet for connecting TVs, gaming consoles, streaming devices, etc.

#### Stream2 Internet TV

Stream2 is a streaming TV service provided to all on-campus residents. All it requires is an internet connection and supported device. Stream2 is available on iOS, Android, and Roku (wireless & wired connections). Coax connections are not available for television connections.

#### PaperCut Printing

Residents receive a quota of free printing credits at any of the PaperCut printers.

## LOADS OF FUN!

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#### Limitless Laundry

Clemson Home offers limitless laundry – feel free to use our washers and dryers at no charge, as often as you need. The community laundry facility is located in your community's Commons building and available 24/7. If you have any questions, visit [clemson.edu/housing/laundry](https://clemson.edu/housing/laundry).



# DINING PLAN

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## Block 100 + 250

- 100 Meal Swipes
  - An average of ~6 meals per week
  - Unused meal swipes expire at the end of each semester so they do not carry over to the next semester.
- 250 Paw Points
  - 250 Paw Points per semester
  - Paw Points are dining dollars that can be used at any dining location on-campus.
  - One Paw Point Equals One Dining Dollar
  - Paw Points will continue to roll forward from semester to semester until depleted or the student is unaffiliated with the University.

For everything you need to know about dining on-campus, please visit our website ([clemsun.edu/dining](http://clemsun.edu/dining)).

## Convenient and Flexible

Whether you grab a snack on your way to class or meet up with friends for a sit-down meal, Clemson Home Dining has the answer. Your meal plan is convenient, flexible, and loaded with options. Your meal plan includes access to dining locations all across campus with a range of menu offerings. You will get guaranteed value, and we have your nutritional needs covered!

## Health & Wellness

Food matters because we love to eat. Sitting down to enjoy our favorite foods can be the highlight of the day. But food matters even more because the foods we eat have a purpose. The food choices we make directly impact the energy and focus we need to reach our goals, every day and throughout our lives!

Discovering and choosing the right foods can propel you forward, help you succeed and keep you healthy. But for many of us, eating healthy is hard to do. It takes planning, it takes time—it even takes the creativity and courage to listen to new ideas, try new foods and open up to new flavors.

Our chefs and dietitian know how challenging eating healthy can be. But they also know that discovering healthy food can be fun, empowering and rewarding. So, we're here to help you discover what healthy food can do for you and to help you enjoy all the positive things that can happen when you start 'feeding your potential'.

## Dietary Restrictions

Do you have food allergies or intolerances? Our chefs have you covered. The True Balance station in Schilleter Dining Hall offers selections made with select allergen aware ingredients. Here you'll find delicious dishes made without the top 9 most common food allergens – eggs, milk, peanuts, tree nuts, shellfish, fish, soy, wheat, and sesame.

At The Dish at McAlister, located in Core Campus, the Naked Food station prepares dishes without the top 9 allergens. The Clean Eats station is also available with menu items that are prepared without any seasoning and in a designated allergen-friendly area. For more information, visit [clemsun.edu/dining](http://clemsun.edu/dining).

To see our daily menu offerings at these stations, nutritional solutions, ingredients, and allergen information, visit our menu page at [clemsun.campusdish.com/LocationsAndMenus](http://clemsun.campusdish.com/LocationsAndMenus).

For additional about our allergen solutions, please contact our Registered Dietitian by email at [nutrition@clemsun.edu](mailto:nutrition@clemsun.edu).

# Connect With Us!

Stay up-to-date on all of the latest information by connecting with us on social media!

**Instagram:** @clemsan\_home

**Facebook:** facebook.com/clemsonhome

**Twitter:** @clemsonhome

## **CRAM NOT:**

Cramming does not work. It commits information to your short-term memory.

## **LEARN TO SAY NO:**

Balance your social time with your study time.

## **STUDY IN STAGES:**

Study, but not more than two hours at a time. Take a break to let your mind think about other things. Upon returning to studying, take a couple of minutes to mentally review what you've just covered before heading to the next topic.

## **PRIORITIZE:**

List what you need to study each day. Prioritize and set time aside for the studying you need to do, and stick to your plan.



# Time Management

# LOGGING INTO MYTCTC

## Logging In

Follow these steps to log into MyTCTC for the first time.

### Step 1

Go to [account.tctc.edu](https://account.tctc.edu) to log in for the first time and create a new password. The username and temporary password are included in your acceptance letter. The temporary password is your Student ID (T#) and two-digit day of birth. For example, if your T# is T12345678 and your birthday is on the 5th, your temporary password would be T1234567805 (the T must be capitalized).

When creating a password, all green checkmarks must appear to ensure your password has met the required guidelines.

If you did not receive your acceptance letter or are unable to access your login credentials, contact the Recruitment, Admissions and Orientation Office at 864-646-1550.

### Step 2

Click the submit button. If your set-up was successful, you can then update the "My Info" page. Enter your cell phone number in the following format, 18641234567 and an alternate email address. Click the "Update" button at the bottom of the screen.

### Step 3

Go to [tctc.edu](https://tctc.edu) and click on "MyTCTC" in the bottom right corner. Select the Student/Staff/Faculty profile. Enter your username and created password to sign into MyTCTC.

**Please Sign In To Change Your Password  
Or Update Your Account Information**

Sign in

User Name:

Password:

Login

**Forgot your password?**  
Click Forgot your password if you have forgotten your password

**New Students:**  
Your initial password is your T-Number and two digit day of birth.  
For example, if your T-number is T12345678 and your birthday occurs on the 5th of the month, your initial password would be T1234567805

**Current Students:**  
If you missed your password expiration deadline, your expired password may still be used to login to this site. When asked for your old password you will use the same password that you just used to login.

Download the MyTCTC mobile app from your AppStore or Google Play by searching for "my.tctc.edu"



## Passwords

### Reset Forgotten Password

If you forget your password, go to [account.tctc.edu](https://account.tctc.edu) and click "Forgot Your Password" to reset the password. You will enter your username and then select if you would like the code to reset your password sent to your email or phone. Once you receive the code, enter it in and select your new password.

### Password Expiration

For security purposes you will be required to change your password every 195 days. You will receive email notifications at your [tctc.edu](mailto:tctc.edu) email address.

**NEED ASSISTANCE? Contact the IT Service Desk at 864-646-1779 or [servicedesk@tctc.edu](mailto:servicedesk@tctc.edu).**

## ADD TCTC EMAIL TO YOUR PHONE

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### iPhone

1. Go to Settings.
2. Go to Passwords & Accounts.
3. Select Add Account.
4. Select Exchange.
5. Enter the following information, which can vary slightly depending on the device and iOS version.
  - a.Email: username@tctc.edu (example: bsmith18@tctc.edu)
  - b.Server: exchange.tctc.edu
  - c.Domain: Leave blank. This is an optional field.
  - d.Username: tctc/username (example: tctc/bsmith18)
  - e.Password: Your MyTCTC password

#### NOTES:

Set Use SSL to ON.

Select the number of days to Sync.

Select the option for Fetch New Data. You may select Fetch, Push, or Manual. Link to article explaining the difference: <http://osxdaily.com/2013/01/15/get-email-faster-iphone-change-fetch-settings/>.

### Android

1. Go to Settings.
2. Go to Accounts (Backup and restore, smart switch).
3. Select Accounts.
4. Select Add Account.
5. Select Exchange or Microsoft Exchange.
6. Enter the following information, which can vary slightly by device. You may have to use the Manual Setup option.
  - a.Email: username@tctc.edu (example: bsmith18@tctc.edu)
  - b.Domain\username:tctc\username (example: tctc\smith18)
  - c.Exchange Server: exchange.tctc.edu
  - d.Password: Your MyTCTC password
  - e.Select Use secure connection (SSL)

#### NOTES:

Select the number of days to Sync.

Select the option for Fetch New Data. You may select Fetch, Push, or Manual. Link to article explaining the difference: <http://osxdaily.com/2013/01/15/get-email-faster-iphone-change-fetch-settings/>.

**NEED ASSISTANCE? Contact the IT Service Desk at 864-646-1779 or [servicedesk@tctc.edu](mailto:servicedesk@tctc.edu).**

# MYTCTC OVERVIEW

## Accessing MyTCTC

If you are having trouble logging into MyTCTC, refer to page 4 in your Orientation Guide or contact the IT Service Desk at 864-646-1779 or [servicedesk@tctc.edu](mailto:servicedesk@tctc.edu).

## Navigating MyTCTC

1. Access MyTCTC at [my.tctc.edu](http://my.tctc.edu), the MyTCTC mobile app, or go to [tctc.edu](http://tctc.edu) and click on MyTCTC in the bottom right corner.
2. Select the Student/Staff/Faculty profile.
3. After logging into MyTCTC, use the information and tiles below to help you find the tools and information you're looking for. In some cases, you may need to log in to the specific system or tool.
4. Check your email often for important College messages. You can also access email directly at [exchange.tctc.edu](http://exchange.tctc.edu).
5. View upcoming events.
6. Review student announcements.
7. Search for instructors' and staff contact information in the Employee Directory.
8. View the academic calendar (also included in your Orientation Guide) for each term.
9. Keep track of your financial aid status in the My Financial Aid file. Financial aid requirements will be listed as "unsatisfied" or "satisfied."
10. Once all requirements are "satisfied" check your Bill & Schedule to view your financial aid.
11. Review your Student Profile, which includes details on your academic major, transfer course credit and academic status. Your advisor will review this information with you during your advising appointment.
12. Make sure to also check for any holds on your account.
13. Review Degreeworks to check for transfer credit and degree progress.
14. Create your schedule in the My Registration tile.
15. Make an online payment, order your parking permit and review payment plan options in the My Payments tile.
16. Check your attendance in classes.
17. Update your Education Record Consent settings to identify whom you would like to grant access to your educational records.
18. Use Starfish to make online appointments and connect with your Success Coach in the My Success Network file.
19. Download Microsoft Office 365 for free, print materials on-campus and connect with campus resources such as, Tutoring Services and the Accessibility Resource Center in the Academic Resources file.
20. Use the Student Support Tile to access TCTC resources and manage accommodations through the Accommodate Portal



4



E-mail

5



Events

6



Student Announcements

7



Employee Directory

8



Academic Calendar

9



My Financial Aid

10



My Bill/Schedule

11



Student Profile

12



Holds

13



DegreeWorks

14



My Registration

15



My Payments

16



My Attendance

17



Education Record Consent

18



My Success Network

19



Academic Resources

# ADVISING

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## Student

Any time you meet with your advisor, be prepared to talk about scheduling and commitments. In order to be a successful student, keep in mind travel time, work schedules, healthcare or accommodation considerations, time to care for family, and time for homework/study groups. By thinking through your various time commitments, you and your advisor will be able to select appropriate courses that set you on the path to success.

- Discuss what you are interested in studying and doing for a career.
- Bring your Bridge program curriculum worksheet.
- Be an active learner by participating in the advising process and asking questions if you have concerns.
- Follow through with the actions identified in each advising session.

## Academic Advisor/Faculty Advisor

- Advises you on the courses you need for your educational plan and assists you with any educational plan change.
- Serves as a mentor in your academic division as you work toward your goals.
- Discusses adding, dropping, and/or withdrawing from courses.

## Success Coach

- Advises for first semester courses based on your goals and placement test levels.
- Develops an educational plan based on your career interests.
- Helps with first semester class registration.
- Provides information about important dates, available campus resources, and ways to navigate College successfully .
- Monitors your progress as you work toward completing your goals and offers assistance as needed.

## Bridge Program Staff

- Provides weekly walk-in academic support. The weekly schedule is emailed to you via Tri-County email.
- Answer questions about long-term curriculum progress after the Bridge year.
- Answer questions about changing your major.
- Collect major changes for Bridge students at weekly walk-in academic support.

# REGISTER FOR CLASSES

After meeting with an advisor, you will be able to create your schedule using Course Scheduler. When selecting your schedule, carefully consider all of your obligations, such as work, family, and travel time.

1. Open Google Chrome and log into MyTCTC (tctc.edu, MyTCTC is located in the bottom right corner)
  - If you have not logged in before, cannot remember your password, or have trouble logging in, turn to page 4 for instructions.
  - Still having trouble logging in? Contact the IT Service Desk at 864-646-1779.
2. Select "Register, Drop/Add, Withdraw from Classes" in the My Registration tile
3. Select your preferred term. Click Save and Continue.
4. Select your preferred campus. If you are interested in taking online courses, select "distance learning." Click Save and Continue.
5. As needed, update Course Status, Parts of Term, Instructional Modes, and Campus Options by selecting the drop-down arrow. Note: restricting instructional modes limits schedule results because all courses are not offered in every instructional mode.
6. Add desired courses by clicking the "Add Course" button. When the Add Course screen appears, click on Subject to select each course name (e.g., College Skills) and Course to select each course number (e.g., 103). Click "Add Course" after each subject and course number are selected, then the class will appear on the right in the Courses list. You can also quickly add all courses you were advised to take by your academic advisor by clicking on the DegreeWorks tab.



## 4 Tri-County Technical College

### Select Campus

Select All Campuses

Course Status: Open Classes Only  Term: Fall 2024

Course Delivery Options: All Course Delivery Options Selected  Parts of Term: All Parts of Term Selected

Campuses: 2 of 13 Selected

ID: T60227781

You are not currently eligible to register. You can still use the Schedule Planner and save your Registration Cart but you will not be able to register.

Instructions: Add desired courses and breaks, place checkmarks by the courses and breaks you want and click the Generate Schedules button!  
[View the Class Schedule](#)

### Courses

6

+ Add Course

### Breaks

+ Add Break

Add the courses you wish to take for the upcoming term.

Add times during the day you do not wish to take classes.

### Schedules

## Add Courses for Fall 2024

7. Once all possible class options are added to the Courses list, click on the Back button to return to the main page.
8. Optional: Use the "Add Break" button to indicate times that you do not wish to take classes. To add a break, (1) key in a Break Name, (2) select the Start and Stop times on the days you do not wish to take classes and (3) click the "Add Break" button.
9. Click "Generate Schedules" to view available scheduling options.
  - To view week at a glance: mouse over the magnifying glass.
  - To compare schedule options: check multiple schedule boxes and click "Compare."
  - To view detailed schedule information: Click "View." You can also click on the heart icon on the view screen to "favorite" a schedule.
10. Once you have reviewed your schedule options, click "View" next to the desired schedule option. Note: You are viewing a potential schedule only at this point and are not registered for classes.
11. Click "Send to Shopping Cart" at the top of the screen.
12. Review Shopping Cart for accuracy and Register. Confirm that you want to register this schedule by clicking "Continue".

## Shopping Cart for Fall 2024

Email Edit Cart Print Register

	Subject	Course	Section	Component	Instructor	Day(s) & Location(s)
	COL	105	018	Lecture	Not Assigned	
	Monday	Tuesday	Wednesday	Thursday	Friday	
8am						
8:15						
8:30						



## STUDENT BILL & SCHEDULE EXAMPLE:

Detail Code	Description	Charges	Payments	Balance
	<b>BEGINNING BALANCE</b>			<b>0.00</b>
TUI	Tuition - Out of County	4,505.94		
3600	Clemson Facility Fee	767.00		
3612	CU Housing	5076.00		
3613	CU Dining	1,522.00		
3702	BTC Reg Admin/Program Fee	400.00		
3740	Program Fee	70.00		
3971	Digital Course Content - HIS 201	50.00		
3976	Digital Course Content - BIO 114	75.00		
3995	Digital Course Content - MAT 140	125.00		
3606	BTC Advanced Payment		200.00	
8301	Life Scholarship		2,500.00	
8491	DLSTAU Direct Staff Loan - Unsub		2,721.00	
8495	DLPLUS - Direct Loan-Parent PLUS		4,789.00	
9121	Online Payment		1,830.91	
	Total Charges and Payments for Fall 2024	12,590.94	12,040.91	
	<b>ENDING BALANCE</b>			<b>\$550.03</b>
You may use your Student Account Credit Balance (including Financial Aid) in the Campus Store. To preview books for your schedule below, please visit <a href="http://ishoptctc.com">ishoptctc.com</a>				

## STUDENT BILL & SCHEDULE EXAMPLE:

Reg Status	CRN	Course	Title	Cr	Time	Days*	Session-Dates**	Instructor	Building/Room	Campus	Fees
RW	11261	BIO 101-051	Biological Science I Lab	0	04:05 pm-07:05 pm	R	Session A 08/19/24 – 12/2/24	Zachary Perdun	Fulp Hall 517	Pendleton Campus	
RW	11280	CHM 110-008	College Chemistry I	4	08:00 am - 9:25 am	TR	Session A 08/19/24 – 12/2/24	Bruce Herczogh	Fulp Hall 310	Pendleton Campus	Course Materials Fee \$50.00, Digital Course Content \$160.00, Packet Fee \$12.00
					07:17 pm - 08:45 pm	M	Session A 08/19/24 – 12/2/24		Fulp Hall 310	Pendleton Campus	
RW	11205	ENG 103-001	Accelerated Composition	3	08:00 am - 08:55 am	MWF	Session A 08/19/24 – 12/2/24	Matthew Simon	Oconee Hall 114	Pendleton Campus	Packet Fee \$12.00
RW	11250	BIO101-007	Biological Science I	4	09:35 am-11:00 am	TR	Session A 08/19/24 – 12/2/24	John Duke	Oconee Hall 100	Pendleton Campus	Course Materials Fee \$50.00 Packet Fee \$12.00
RW	12074	MAT 140-009	Anlytical Geometry and Cal I	4	11:10 am-12:05 pm	TR	Session A 08/19/24 – 12/2/24	Angela Ward	Oconee Hall 323	Pendleton Campus	
					11:15 am-12:10 pm	MW	Session A 08/19/24 – 12/2/24		Oconee Hall 323	Pendleton Campus	
RW	11014	PSY 201-004	General Psychology	3	12:20 pm-01:15 pm	MWF	Session A 08/19/24 – 12/2/24	Sheryl Attig	Oconee Hall 116	Pendleton Campus	Digital Course Content \$95.00
RW	11568	CHM 110-028	College Chemistry I Lab	0	12:45 pm-03:45 pm	R	Session A 08/19/24 – 12/2/24	Zachary Perdun	Fulp Hall 517	Pendleton Campus	

\*Days: M - Monday, T - Tuesday, W - Wednesday, R - Thursday, F - Friday

\*\* Sessions: A - Full Term

### PAYMENT OPTIONS:

**Enroll in Payment Plan:** Enroll in Payment Plan or make online payment (check, credit or debit card) \*separate payment links

**Pay in Person:** Pendleton Campus Cashier Office, Ruby Hicks Hall

**Pay By Mail:** TCTC, Attn: Cashier Office, PO Box 587, Pendleton SC 29670

QUESTIONS?	Office	Telephone	Email	Normal Hours***
<b>Schedule</b>	TC Central	864-646-1600	registrar@tctc.edu	Mon-Thur 7:30a-6:30p, Fri 7:30a-2p
<b>Financial Aid</b>	Financial Aid Office	864-646-1650	finaid@tctc.edu	Mon-Thur 8a-5p, Fri 8a-2p
<b>Account Balance</b>	Pendleton Cashier Office	864-646-1802	busof@tctc.edu	Mon-Thur 8a-5p, Fri 8a-2p

# CHANGE YOUR CLASS SCHEDULE

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## Drop versus Withdraw - Know the Difference!

### Drop

- DROP periods are the FIRST 5 days of a 14-week semester (but are not as long for terms of shorter lengths). Check the academic calendar in the Academic Calendars tile in MyTCTC or the academic calendar in this Orientation Guide.
- Dropped courses do not appear on your academic transcript.
- Students who drop a course by the drop date will receive a 100% refund for the tuition and fees of that course.
- To drop a class:
  1. Select the Register, Add/Drop, Withdraw from Classes link in the My Registration tile.
  2. Select "Current Schedule."
  3. Read and agree to TCTC's Financial Responsibility Agreement.
  4. Click on the "Drop or Withdraw from Classes" button.
  5. Using the drop-down menu, next to the course you wish to drop, select "Drop."
  6. Click "Save."

### Withdraw

- WITHDRAW periods occur AFTER the end of the drop period until the last day to withdraw in the session for which the class is offered. Check the academic calendar in the Academic Calendars tile in MyTCTC or the academic calendar in this Orientation Guide.
- Withdrawn courses are included on your academic transcript and receive grades of "W." Grades of "W" are not used in GPA calculations BUT MAY IMPACT YOUR FINANCIAL AID STATUS.
- Once the withdrawal date has passed, you will receive a final grade for the course.
- Students who withdraw from a course will not receive a refund.
- To withdraw from a class:
  1. Select the Register, Add/Drop, Withdraw from Classes link in the My Registration tile.
  2. Select "Current Schedule."
  3. Read and agree to TCTC's Financial Responsibility Agreement.
  4. Click on the "Drop or Withdraw from Classes" button.
  5. Using the drop-down menu, next to the course you wish to withdraw from, select "Student Withdrawal."
  6. Click "Save."
- If you need to withdraw from ALL courses, a "Withdrawal from College" form must be completed with a Financial Aid counselor and submitted to TC Central in Ruby Hicks Hall 105.

*Be sure to check your  
Bill and Schedule after any  
changes are submitted.*

## ARE YOU INTERESTED IN RETESTING FOR THE ACCUPLACER TEST?

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The best way to be prepared for any test is to practice the material as much as you can ahead of time. There are some really effective ways to do that from the comfort of your computer or smartphone. Pursue the options below to get started.

### MATH

- <https://accuplacer.collegeboard.org/student/practice>
- MyMathTest (purchase in Campus Store or [mymathtest.com](http://mymathtest.com))

### ENGLISH

- <https://accuplacer.collegeboard.org/student/practice>

### READING

- <https://accuplacer.collegeboard.org/student/practice>

### Questions?

- If testing accommodations are needed, students can request accommodations by contacting the Accessibility Resource Center at [ARCenter@tctc.edu](mailto:ARCenter@tctc.edu) or 864-646-1563.
- Go to [tctc.edu/placement](http://tctc.edu/placement) or contact the Testing Center at 864-646-1300 or [placement@tctc.edu](mailto:placement@tctc.edu).

If you cannot come to campus to test, please complete the form at [tctc.edu/placement](http://tctc.edu/placement) to request a voucher for virtual placement testing. The Testing Center will process your voucher request and you will receive instructions from an authorized Accuplacer testing vendor for arranging your test session. There is a fee for this service. You are encouraged to come to campus to test if possible.

## THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

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When a student is enrolled at TCTC, faculty and staff will be able to communicate only with the student about his or her educational record. Student educational records are confidential, and these records are not disclosed without the student's written consent as defined by the Family Educational Rights and Privacy Act or FERPA.

Students will need to complete the Education Record Consent online form, located in MyTCTC, in order to authorize a third party to discuss their academic information. More information can be found in the College Catalog at [tctc.edu/catalog](http://tctc.edu/catalog).

## ATTEND CLASSES

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Class attendance is crucial to student success. In addition to requiring attendance to promote academic success and effective workplace skills, the College must maintain compliance with all federal financial aid statutes regarding attendance.

- The College's official attendance policy is located in the College Catalog at [tctc.edu/catalog](http://tctc.edu/catalog).
- A student who accumulates more than the allowable number of absences during the semester will be withdrawn from the course.
- A student may not be absent from a course for more class meetings than are regularly scheduled in a two-week period during the Fall and Spring semesters. Courses that have more than six class meetings in a regularly scheduled week will have no more than six allowable absences. The number of allowable absences during the summer term or other sessions of varying length will be 10% of the total number of class meetings.
- Attendance in online courses will be determined by either students' submission of work or engagement in a scheduled online activity.

### PENDLETON CAMPUS

Ruby Hicks Hall Room 170  
Monday-Thursday  
8 a.m. to 3 p.m.\*

### ANDERSON CAMPUS

Room 221  
Friday 8 to 11 a.m.

### EASLEY CAMPUS

Room 206  
Tuesday 1:30 to 3:00 p.m.\*

### OCONEE CAMPUS/MAIN OFFICE

2<sup>nd</sup> and 4<sup>th</sup> Thursdays by  
appointment only.  
Call 864-613-1900.

\*Limited seats are available at each campus. A valid government issued photo ID is required for testing. Leave all personal possessions and electronic devices locked in your car. Electronic devices (i.e., calculators, cell phones, ear buds) are not permitted in the testing labs.

## LEARNING COMMONS

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The Learning Commons is located on the Pendleton Campus on the top floor of the Student Success Center. Learning Commons locations can also be found on the Anderson, Easley, and Oconee campuses. The Learning Commons Central Service Desk, [library@tctc.edu](mailto:library@tctc.edu), 864-646-1750

### HOURS

Mon – Thurs: 7:30 a.m. to 6:00 p.m., Friday: 7:30 a.m. to 2:00 p.m.

Unless otherwise posted

### SERVICES

#### Tutoring & Content Support

- One-on-one or small group assistance from qualified, professional tutors
- Content-specific support for most subject areas, from math and science to accounting and economics to social sciences and humanities.
- Writing across the disciplines with an emphasis on process, from topic and rough draft to final edits and bibliography
- The Learning Commons Tutoring Service Desk, [tutoringcenter@tctc.edu](mailto:tutoringcenter@tctc.edu), 864-646-1367

#### Learning Strategies & Academic Coaching

- Personalized consultations focusing on foundational skills and innovative learning techniques
- Evidence-based approaches to maximize returns on learning and studying
- Organizational & time management skills

#### Research Support & Critical Literacy

- Individual consultations and point-of-need support from skilled research professionals
- Focus on collegiate-level, scholarly information sources
- Guidance on critical understanding of information use

#### Academic Library Collection

- Robust, contemporary print collection and vast shared-content collection
- Over half-a-million digital resources – databases, journals, articles, news, and more
- Streaming film and media

### SUPPLEMENTAL INSTRUCTION (SI)

Supplemental Instruction (SI) is a series of peer-led weekly review sessions for traditionally difficult courses. SI is a collaborative partnership between Tri-County Technical College and Clemson University. Sessions are facilitated by a fellow student (SI Leader) who has previously taken the class and earned an A. Sessions are hosted virtually and in-person in the Student Success Center at Tri-County Technical College and the Lightsey Bridge Commons on Clemson's campus. Students are invited and welcome to attend sessions on either campus. To view the weekly session schedule and access additional information, visit our website at [tricountysci.wixsite.com/siparticipants](http://tricountysci.wixsite.com/siparticipants) and follow us on Instagram @tctcsi.

#### Supported subjects:

##### Fall

- BIO 101, 113
- CHM 110
- MAT 111, 120, 130, 137 & 140

##### Spring

- BIO 101, 102 & 114
- CHM 110 & 111
- MAT 111, 120, 130, 137, 138, 140, 141 & 230
- PHY 221

For more information contact Johan Hakansson at [jhakans@clermson.edu](mailto:jhakans@clermson.edu).

## STUDENT SUPPORT

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### Accessibility Resource Center

The Accessibility Resource Center assists students with existing or acquired medical or mental health diagnoses, or physical or learning disabilities to establish accommodations that allow for equitable access in the classroom and throughout the campus. Many of the students we serve come to us from the high school setting with 504 Plans or IEPs, and others come to us with notes from their medical providers or documentation. We serve students with conditions such as:

- Medical Diagnoses
- Learning Disabilities
- PTSD and Anxiety
- Physical Impairments
- Mental Health Diagnoses
- ADD/ADHD
- Hearing Impairments
- Vision Impairments
- TBI/Injury Related
- Long-term Covid-19 Impacts

Requesting accommodations and accessibility services can be done by filling out the [Initial Request For Accessibility Services](#) online form at [tctc.edu/ARC](http://tctc.edu/ARC). Students can also stop by our office in the Student Success Center, Student Support Suite (SSC 120), Ground Level on the Pendleton Campus or at the Front Desk at any community campus. Call 864-646-1563 or email [ARCcenter@tctc.edu](mailto:ARCcenter@tctc.edu) with any questions.

### Wellness Programs

Wellness Programs assists each individual in achieving a healthy level of well-being by caring for the "whole" self. TCTC encourages students to engage in campus opportunities such as programs, activities, and services that improve their wellness. Contact Wellness Programs for assistance with:

- Childcare Assistance
- Community Agency Resources/Referrals
- Counseling Resources (MyGroup)
- Emergency Assistance (Shelter, Food Pantry, Rent, Academic Supplies)
- Financial Aid Appeal Assistance
- Healthy Lifestyle
- Healthy Relationships
- Medical-Related Absences
- Motivational Counseling/Goal-Setting
- On-Campus Resources
- Personal Success Plans
- Prevention Programming
- Printed Resources and Information
- SC Thrive Applications

Make an appointment or request information by calling 864-646-1569 or send an email to [wellness@tctc.edu](mailto:wellness@tctc.edu). Students can also stop by our office in the Student Success Center, Student Support Suite (SSC120), Ground Level on the Pendleton Campus or at the Front Desk at any community campus. For more information, visit [tctc.edu/life-at-tctc/student-support](http://tctc.edu/life-at-tctc/student-support).

## CAREER AND EMPLOYABILITY RESOURCES

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- Personalized career planning, goal setting, and job-search strategies
- Seminars and workshops on interviewing, resume writing, and other employability skills
- Career information resources
- Local job listings for part-time and full-time work
- Work-based learning placements
- Information on local and regional employers

Students can stop by the Career and Employability Resources Office in Ruby Hicks Hall 180 on the Pendleton Campus. Services are available at the Anderson, Easley, and Oconee Campuses by appointment: 864-646-1577 or [careerresources@tctc.edu](mailto:careerresources@tctc.edu).

## LEADING EDGE EXPERIENCE

### What is the Leading EDGE Experience (LEE)?

The Leading EDGE Experience helps you stand out by enhancing learning in the classroom with out-of-class activities and experiences. The skills gained by participating in these events will set you apart from other graduates and job candidates.

You may join a campus organization, volunteer in the community, attend a Skillshop, or visit Career and Employability Resources to participate in a mock interview or resume review. These are a few examples of different Leading EDGE Experiences.

### It's easy to get started!

Download the TCTC EDGE app from your App Store or Google Play by searching for "TCTC EDGE." It's FREE! Find campus events, connect with other TCTC students, view your class schedule and campus maps! Keep track of your class schedule as well as club and organization happenings with the built-in agenda tool.

### POINTS

Earn points for every on campus event you attend. The more points accumulated, the greater the reward! Points carry over semester to semester.

### How to find the schedule of events:

**On campus:** Check out bulletin boards for posters

**Online:** Events file in MyTCTC; College calendar

**EDGE app:** Click on the campus tab, View all events

FOR MORE INFORMATION, STOP BY THE STUDENT ENGAGEMENT SUITE IN THE STUDENT SUCCESS CENTER (Room 208).

Points Earned	Recognition
10 points	TCTC Item
20 points	\$10 gift card
Submit Reflection Journal	
<b>BRONZE LEVEL ACHIEVED</b>	
30 points	TCTC Item
40 points	\$10 gift card
Submit Reflection Journal	
<b>SILVER LEVEL ACHIEVED</b>	
50 points	Movie Tickets
60 points	\$20 gift card
70 points	TCTC Item
Submit Reflection Journal	
<b>GOLD LEVEL ACHIEVED</b>	
80 points	\$25 gift card
90 points	TCTC Item
100 points & Submit Reflection Journal	
<b>TITANIUM LEVEL ACHIEVED</b>	

\*subject to available items; must submit reflection journal to move forward to next point level

## TCTC EXPERIENCES

### Skillshops

- Take advantage of fun, interactive sessions led by faculty, staff, and outside speakers on a variety of important topics that will help you get ahead in college and the real world!
- Topics range from financial management to having a competitive edge during job interviews.
- Learn the "soft skills" that play an important role in college and the workplace.

### Clubs and Organizations

TCTC has a variety of clubs and organizations for you to join. Whether you want to meet new people, expand your horizons, or just have a little fun, TCTC offers something for everyone. For a full list of clubs and organizations, visit [tctc.edu](http://tctc.edu), under Student Resources and select Clubs and Organizations.

### Multicultural Engagement Opportunities

Cultural activities are important aspects of the college experience and provide enrichment through guest speakers, music, food, and friends. Events are sponsored by the Enrichment Series Committee, International Student Association, Spanish Club, Multicultural Student Association, Men of Color, and SOLACE. Look for upcoming meetings and events on the TCTC EDGE app!

## Student Government Association

The Student Government Association (SGA) is an organization that actively supports cultural, social, and civic activities as it promotes the welfare of all students. Each TCTC student is automatically a member of the SGA. Meetings are held regularly on the Pendleton Campus and monthly at the Anderson, Easley, and Oconee Campuses. Meetings are open and all students are invited to attend. Stop by the Student Engagement Suite in the Student Success Center, Plaza Level for more information.

## Study Away

TCTC offers opportunities to visit and immerse yourself in history and culture through our study away programs. Our groups travel to Boston, Washington D.C., and Cuernavaca, Mexico! You can even earn college credit. For more information, stop by Student Engagement Suite in the Student Success Center, Plaza Level on the Pendleton Campus. You can also reach out to the following contacts for each program:

- Boston - Alex Eaton, [aeaton@tctc.edu](mailto:aeaton@tctc.edu) \*students can earn credit for HIS 201 and ENG 201
- Washington D.C. - Lara Wrightston, [lwrights@tctc.edu](mailto:lwrights@tctc.edu)
- Cuernavaca, Mexico - Trini Tumlin, [ttumlin@tctc.edu](mailto:ttumlin@tctc.edu)

## VETERAN RESOURCES

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- Student Veterans can use their VA Educational Benefits to attend TCTC. Obtain information online at [tctc.edu/veterans](http://tctc.edu/veterans), at TC Central located in Ruby Hicks Hall 105 on the Pendleton Campus, or via email at [veterans@tctc.edu](mailto:veterans@tctc.edu).
- Patriots' Place is the veterans' lounge in Anderson Hall 109 on the Pendleton Campus. It is designed to be a space where student veterans can connect with their peers and can focus on their studies in a comfortable environment. Patriots' Place is staffed by work study students during the semester.
- Student veterans are automatically eligible to join the College's chapter of Student Veterans of America (SVA). This group provides support, advocacy, and networking to improve student veterans' experience as active learners and as alumni.
- The College's Veteran Services and Military Affairs research guide is available online at [library.tctc.edu](http://library.tctc.edu). Direct additional questions or concerns to Travis Durham, Director of Student Engagement and Accountability at 864-646-1353 or at the Student Engagement Suite in the Student Success Center, Plaza Level, on the Pendleton Campus.

## MONEY MANAGEMENT CENTER

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"Let's Make Sense of Your Dollars!"

- Empowers you with tools to increase your financial knowledge and to be successful in college and beyond
- Information available on the following topics:  
budgeting, credit & credit cards, personal finance & debt management, loan management
- Contact [moneymgt@tctc.edu](mailto:moneymgt@tctc.edu) for information or to set up an appointment.

## MyGROUP STUDENT ASSISTANCE PROGRAM

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FREE, confidential, 24/7 professional counseling service to help TCTC students manage:

- Academic Stress
- Demands of Daily & Family Obligations
- Emotional Issues
- Personal Concerns
- Anger Issues
- Depression
- Grief & Loss Counseling

24-hour access to live support. Counseling available by phone, email, face-to-face or virtual sessions.

Resources are available online. Log on with the College's organization code and navigate through articles, links, interactive content, self-searches, self-assessments and more.

WEBSITE: [mygroup.com](http://mygroup.com) > My Portal Login > Work-Life

PASSWORD: guest

TOLL-FREE: 1-800-633-3353



# GET YOUR STUDENT ID AND PARKING DECAL

## Student IDs

- Student IDs are **mandatory** and required for checking out books in the library, using computer labs, and using financial aid in the Campus Store.
- You must provide a photo ID and have your TCTC Student ID number (T#) to obtain a Student ID.
- Student IDs are available at the Welcome Center located beside TC Central in Ruby Hicks Hall, Plaza Level, on the Pendleton Campus.
  - On the Anderson, Easley and Oconee campuses, student IDs are available at the Front Desk.
- The initial ID is free of charge. Replacement cards are \$5 each.



## Parking Permits

- Parking permits are **mandatory** for students, faculty, and staff who park at any TCTC campus.
- Parking permits are \$30 for a single vehicle and \$15 for each additional vehicle.
- Go to the My Payments tile in MyTCTC to order your permit.
  - Permits purchased online will be mailed to the address provided when the permit is ordered.
- Attach your parking permit on the driver's side rear window.
- All parking permits expire at the end of the summer term. New permit renewals begin in August each year.
- If you need to drive a different vehicle temporarily, go to the Campus Police Office on any campus to receive a temporary parking permit.
- If you are driving a recently purchased vehicle that has a temporary license plate (paper/plastic), please park in your designated parking zone (do not park in a visitor space). You may obtain your parking permit once you receive your permanent license plate.



# PARK ON CAMPUS

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## PARKING ZONES

### Student Parking

Students may park in any spaces marked with white lines (unless marked for special parking) or take advantage of the Mechanic Street parking and shuttle service (when available at the beginning of each term). More information will be provided in the Student Announcements file in MyTCTC.

### Employee Parking

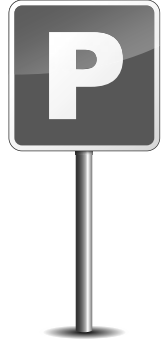
Employees may park in spaces marked with green lines or areas posted with signs indicating Faculty/Staff parking only.

### Visitor Parking

Visitor parking may not be used by enrolled students or College employees for any reason.

### Handicap Parking

- Handicap parking spaces are provided for vehicles that have a state permanent or temporary license plate or hang tag issued by the Department of Motor Vehicles. Persons issued permanent or temporary hang tags must still obtain a TCTC parking permit.
- Temporary accessible parking arrangements can be arranged for a limited time period. You must provide a physician's statement that request special parking is needed.
  - » Students must contact the Accessibility Resource Center: Lauren McClellan – 864-646-1563 or [ARCenter@tctc.edu](mailto:ARCenter@tctc.edu)



### Parking & Traffic Violations

- Tickets will be issued for any violation of SC traffic laws and TCTC traffic regulations.
- Students who fail to pay traffic citations will not be allowed to register for classes, obtain a transcript, or receive a diploma.
- Parking and traffic citations may be appealed by submitting a Ticket Appeals Request to the Director of Campus Police within 7 days of the citation date. The appeals form is available at [tctc.edu/campuspolice](http://tctc.edu/campuspolice) under Parking and Traffic Regulations.

### Vehicle Security

- The Campus Police staff is here for your benefit and safety.
- Campus Police monitors for suspicious activities but cannot always be certain such activities will be observed. Please do not leave valuables in sight. TCTC cannot guarantee the safety of parked vehicles or their contents and is not responsible for the loss or damage to any parked vehicle or its contents.
- Services provided by Campus Police are listed below (due to liability and safety issues, Campus Police does not change tires, perform vehicle repairs, or provide transportation to gas stations).
  - Jump starting your vehicle.
  - Unlocking your vehicle.
  - Escorting you to your vehicle if requested.

## VISIT THE CAMPUS STORE & CAFÉ

### Campus Store

- Stop by the Campus Store in the Student Success Center, Plaza Level on the Pendleton Campus for a great selection of textbooks, tablets, apparel, and supplies (textbooks and course materials are located on the Ground Level).
- You can also access the link to order your textbooks at the bottom of your Student Bill & Schedule in the Bill/Schedule tile in MyTCTC.
- Contact the Campus Store at 864-646-1824.



**REMEMBER:** *Generally, you can use remaining financial aid funds one week PRIOR to the FIRST DAY OF CLASSES through the first 2 weeks of classes.*

[bookstore.tctc.edu](http://bookstore.tctc.edu)

### Campus Café

- Visit the Café in the Student Success Center, Plaza Level on the Pendleton Campus for great food at reasonable prices. The Café is a convenient place to gather with friends, take study breaks, and relax. Vending machines are available on the Anderson, Easley, and Oconee Campuses.
- Meal plans are pre-paid accounts that can be used in the Café. You can use your financial aid to purchase a TCTC meal plan in the Campus Store during the first 2 weeks of each semester. TCTC meal plans can also be purchased with check, cash, or credit card during the semester at the Café. A minimum of \$75 is required to sign up. Meal plan purchases are nonrefundable.



## COMPUTER LABS

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- Open computer labs are available during normal business hours at the following locations:

Pendleton Campus	Monday –Friday	Pickens Hall 140
Pendleton Campus	Monday –Friday	Fulp Hall 301
Anderson Campus	Monday –Friday	AC 130
Easley Campus	Monday –Friday	EC 105

- Labs are closed during breaks and holidays.
- Assistive technology is available for many subjects.
- Need technology assistance? Contact the IT Service Desk at 864-646-1779 or [servicedesk@tctc.edu](mailto: servicedesk@tctc.edu).

## MICROSOFT OFFICE 365

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Office 365 is available at no cost to all students. Access Office 365 at [portal.office.com](http://portal.office.com) using your TCTC username and password or in the Academic Resources file in MyTCTC. You will be able to download Office applications such as Word, Excel, PowerPoint, and Outlook. If you need assistance, contact the IT Service Desk at 864-646-1779 or [servicedesk@tctc.edu](mailto: servicedesk@tctc.edu).

## PRINTING

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All students receive a starting print balance of \$10. Additional credit can be purchased in the Campus Store, at select vending machines on all campuses, or through [print.tctc.edu](http://print.tctc.edu). Students can also access WebPrint in the Academic Resources file in MyTCTC. All open labs have printers. Release your print job by logging into the printer with your username and password or Student ID number (T#). Print jobs can be released at any Sharp printer on any campus.

## FINANCIAL AID OPTIONS

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Financial Aid is any grant, scholarship, loan, or paid employment offered to help students meet college expenses. Not sure if you qualify? Start by completing the FAFSA (Free Application for Federal Student Aid) at [fafsa.gov](http://fafsa.gov).

### Free Aid

Pell Grant and Federal Supplemental Education Opportunity Grant – federal government grants for qualified students who demonstrate exceptional financial need

SC Need-Based Grant – SC state grant provided for students who demonstrate exceptional financial need

Lottery Tuition Assistance – state-funded program for SC residents

South Carolina Workforce & Industry Needs Scholarship (SCWINS) – state funded program for SC residents based on eligible majors

## LIFE Scholarship

Graduates of SC high schools can receive LIFE Scholarship if they earn at least a 3.0 high school GPA on the SC uniform grading scale. Determine eligibility by sending your final, official high school transcript and submitting a LIFE Scholarship affidavit available on our website: [tctc.edu/forms](http://tctc.edu/forms).

## Loans

Student and Parent Loans are provided by the US Department of Education via TCTC. Consider all other aid options before accepting a loan. The full loan amount plus interest must be repaid.

To request a student loan:

- Complete a Loan Affirmation form available on our website: [tctc.edu/forms](http://tctc.edu/forms).

To request a Parent PLUS Loan:

- Parents who meet credit check standards can borrow to help with their dependent child's educational expenses. Parents must complete the PLUS application at [studentloans.gov](http://studentloans.gov) using their FSA ID.
- Student and parent must complete and return the Federal Parent PLUS Loan Affirmation.

## Veteran's Educational Benefits

- Go to [vets.gov](http://vets.gov) and complete the online application to apply to use one of the Veteran's Benefits programs (e.g., Chapter 33/Post-9/11).
- Complete the VA Certification Form. This form must be completed each semester you wish to be certified. Certification forms should be picked up and returned to TC Central in Ruby Hicks Hall 105 or emailed to [veterans@tctc.edu](mailto:veterans@tctc.edu).

## Federal Work Study – Student Employment (EARN)

Program designed to give eligible students financial assistance for educational expenses along with workplace skills and experiences. Positions are available on and off campus. More information can be obtained at [tctc.edu](http://tctc.edu), under Life@TCTC and select Beyond the Classroom or by emailing [tccentral@tctc.edu](mailto:tccentral@tctc.edu).

## APPLY FOR FINANCIAL AID

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**Apply early! Complete the FAFSA (Free Application for Federal Student Aid) before EACH academic year. If you are interested in grants or loans, submitting a FAFSA is required. The FAFSA is also a requirement for SC Lottery Tuition Assistance.**

- Get your FSA ID at [fsaid.ed.gov](http://fsaid.ed.gov).
- If your parent's information is required on your FAFSA, you and your parent must obtain an FSA ID to electronically sign forms.
- Log in at [fafsa.gov](http://fafsa.gov). TCTC's school code is 004926. You'll need your personal and tax information. If possible, import your tax information using the Data Retrieval Tool.
- You can also complete the FAFSA by downloading the myStudentAid app on your smart phone. More information can be found at [tctc.edu/fafsa](http://tctc.edu/fafsa).
- If you need assistance filling out the FAFSA, TCTC offers FAFSA Fridays from 10am to 1pm in Ruby Hicks Hall, Room 211 on the Pendleton Campus.
- Once you submit your FAFSA, allow at least a week for TCTC to receive it.
- Check the status of your financial aid in the My Financial Aid file in MyTCTC. Once all requirements are satisfied, check your Bill & Schedule to view your financial aid.

## KEEP YOUR FINANCIAL AID

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Withdrawing from courses can result in owing money to TCTC or to the Department of Education. Before withdrawing from a course, stop by TC Central in Ruby Hicks Hall 105 on the Pendleton Campus or contact Financial Aid at [tccentral@tctc.edu](mailto:tccentral@tctc.edu) to discuss the impact on your financial aid.

There are requirements to continue receiving financial aid to pay for college. Meet all of the following guidelines to keep receiving financial aid!

### **Federal Financial Aid – meet all 3 requirements to remain in good standing:**

1. Minimum 2.0 institutional grade point average (GPA)
2. Minimum 67% cumulative completion rate - cumulative completion rate means you must successfully pass at least 67% of the courses you attempt
3. Maximum attempted hours – complete the program within 150% of the required hours (example: maximum 90 credit hours for 60 credit hour program,  $60 \times 1.5 = 90$ )

### **State Aid – 2 types:**

LIFE Scholarship: 30 college-level credits with a minimum 3.0 cumulative Life GPA during the freshman year

Lottery Tuition Assistance (LTA) and South Carolina Workforce & Industry Needs Scholarship (SCWINS): Minimum 2.0 cumulative GPA (FAFSA required)

### **Get Financial Aid Assistance**

In person: TC Central, Ruby Hicks Hall 105, Pendleton Campus

Email: [tccentral@tctc.edu](mailto:tccentral@tctc.edu) | Phone: 864-646-8282

## PAY YOUR TUITION

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### **Payment Options**

**Online:** My Payments tile in MyTCTC – Debit and credit card payments (all incur a 2.75% convenience fee) and e-check capability.

**In person:** Cash or check payments only; Cashier Window, Ruby Hicks Hall 134, Pendleton Campus

**Mail:** TCTC Business Office, PO Box 587, Pendleton, SC 29670

**Installment Payment Plans:** Enroll in a payment plan through the My Payments tile in MyTCTC.

- Payments may be made using debit or credit cards (incurring a 2.75% convenience fee) or e-check (no fee).
- Payment plans incur a \$30 non-refundable enrollment fee
- Contact the Business Office for more information at 864 646-8282, Option 2 or [busof@tctc.edu](mailto:busof@tctc.edu).

### **Understand Refund Procedure**

You should expect a refund if the final balance on your Bill & Schedule is a credit (indicated by a "negative" balance amount). Refunds are handled through BankMobile, a third party processor. You will receive a green envelope in the mail with instructions on setting up your refund preference. Failure to choose a preference or to update your address will result in a delay of processing the refund. The refund process will begin approximately three weeks after the semester begins and takes approximately two weeks to complete. You can check the status of your refund online at [RefundSelection.com](http://RefundSelection.com). Refund preference options:

#### **Deposit your refund into an existing bank account.**

- Provide your bank information to BankMobile
- Money available in 2 to 3 business days during the scheduled refund period

#### **Open and use a BankMobile Vibe checking account.**

- Fully functioning FDIC-Insured Checking Account
- Withdraw cash from Allpoint ATMs – available at the Pendleton and Easley Campuses
- Fee schedules available on BankMobile website
- Money available in 2 to 3 business days during the scheduled refund period

## TC CENTRAL

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Have questions about your next steps and not sure where to start? TC Central is your integrated services center for admission, financial aid, and student data. Our goal is to make the business of being a student as seamless as possible.

If you have any questions, any forms to submit, or if you don't know where to go with any issue that you might have, start in TC Central! We are here to serve you! Examples can include:

- Course Registration Support
- Changing your Major
- Residency Questions
- Holds on your Account
- Requesting a Transcript
- Submitting Financial Aid Requirements
- Completing your FAFSA
- And Many More!

Visit TC Central in Ruby Hicks Hall 105 on the Pendleton Campus:

Current Hours: Monday-Thursday 8:00 AM-5:00 PM & Friday 8:00 AM-2:00 PM

**TC Central Specialists: [tccentral@tctc.edu](mailto:tccentral@tctc.edu)**



# BLACKBOARD

Blackboard is the system used to access online courses and supplemental materials for many face-to-face and hybrid classes.

Blackboard can be accessed via:

1. Blackboard tile in MyTCTC (preferred)
2. [bb.tctc.edu](http://bb.tctc.edu)

When you access Blackboard, the first page you see is the login page:

After logging in, My Courses will be listed on the left-hand side.

All Campus Announcements



**Welcome to Base Navigation!**

Life is hectic and staying on top of your courses is not always easy, which is why you're going to enjoy using Base Navigation for Blackboard Learn! Base Navigation offers a new way to navigate your learning environment that will save you time and help you keep track of what's most important. Its sleek, personalized interface enables instant access to the information you need. It highlights what's new and what's due and offers valuable insights into your academic performance. From the moment you log in, you have access to core features in the list where your name appears. You can easily return to the list from wherever you are—even if you're in a course. The list peeks from behind the other layers you have open and when you select any link from the list, you see a global view across all your courses. We are excited about this upgrade and hope it makes your navigation that much easier.

If you have questions or need technical assistance, please contact the IT Service Desk at [ServiceDesk@tctc.edu](mailto:ServiceDesk@tctc.edu) or 864-646-1779.

Student Services

Accessibility Services
Starfish
Student Support Services
Technology Assistance
Tutoring Services



Clicking on a course name takes you into the course. Each course may be presented differently but there is always a navigation menu on the left and selected content on the right.

## Blackboard Tips

- Your login credentials (username and password) are the same as for MyTCTC [omit @tctc.edu from your email address for your username].
- Schedule an appointment with the Tutoring Center for help with Blackboard navigation: [tutoringcenter@tctc.edu](mailto:tutoringcenter@tctc.edu), 864-646-1367.
- If you need assistance, contact the IT Service Desk by phone (864-646-1779), by email ([servicedesk@tctc.edu](mailto:servicedesk@tctc.edu)), or by submitting a ticket in the IT Support file in MyTCTC.
- Video tutorials are available: [ondemand.blackboard.com](http://ondemand.blackboard.com)
- Final grades are not available in Blackboard but can be found in the MyTCTC Grades file in MyTCTC.
- Blackboard may not be available during some maintenance periods. A schedule is available through a link on the login page.



## STARFISH

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Starfish is designed to help you connect to resources at TCTC. It is also an early alert system that your instructors may use to caution you about academic concerns in your classes. Your instructors may flag you to let you know when you are doing well and when you can improve. It is important that you take action when you receive a flag by reaching out to a member of your Success Network.

Through Starfish, you can make appointments with:

- Instructors
- Your Success Coach
- Your Academic Advisor
- Tutoring Services



Learn more and access Starfish through the My Success Network or Blackboard tiles in MyTCTC.

## FLEX LABS

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- MATH FLEX LAB
  - » Free, individualized help from experienced instructors with Math 031, 032, 101, 102, and 150 Express Track.
  - » Assistance with ALEKS (math software)
  - » Assistance with navigating Blackboard, assignment clarifications, and submission troubleshooting.
  - » Quiet place to work and get the support you need
  - » Walk-in hours available Monday-Friday - no appointment is necessary: Reach out to Cathy Strasser at 646-1395 or [cstrass1@tctc.edu](mailto:cstrass1@tctc.edu) for current semester hours and location.
  - » Virtual appointments can be made through Starfish. For MATH Flex Lab Virtual appointments: Log into Starfish to see the available days/times. Schedule an appointment there. The available hours can be found in Starfish under Services: Math Flex Lab - Virtual.
- COL/ENG/RDG FLEX LAB
  - » Free, individualized help from learning assistants with the following classes:
    - RDG 032, RDG 100
    - COL 103, COL 105, COL 111
    - ENG 031, ENG 032, ENG 100, ENG 150
  - » Assistance with navigating Blackboard, assignment clarifications, and submission troubleshooting.
  - » Walk-in hours available Monday-Friday - no appointment is necessary: Reach out to Cathy Strasser at 646-1395 or [cstrass1@tctc.edu](mailto:cstrass1@tctc.edu) for current semester hours and location.

## ACADEMIC TERMS

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**Academic Calendar** – calendar that defines important enrollment dates and deadlines, such as add, drop, withdraw, and exam dates. Find academic calendars in the Academic Calendars file in MyTCTC and in this Orientation Guide. Refer to the academic calendars regularly throughout each semester.

**Academic Standing** – students are expected to maintain a 2.0 cumulative GPA to remain in Good Academic Standing.

**Academic Dismissal** – A student whose institutional GPA remains below a 2.0 at the end of the term of suspension will be dismissed from the College and will not be permitted to register again without approval of the Academic Appeals Committee.

**College Catalog** – publication that describes Tri-County policies and procedures, campus resources, academic program requirements, and course descriptions. The College Catalog is available online at [tctc.edu/catalog](http://tctc.edu/catalog).

**Corequisite** – course that must be taken at the same time as another course.

**Credit** – each course is worth 1-5 credits (most are 3). The amount of credit is based on the number of hours you spend in class and/or lab each week for the course.

**Drop & Add Period** – designated time after classes have started when students may adjust their schedules in the My Registration file in MyTCTC. Students may add classes during the first three instructional days and may drop classes during the first five instructional days of a 14-week semester. Add and drop periods vary for terms of shorter lengths. Students who wish to change sections of the same course or move from certain upper and lower English or math courses may be allowed to do so throughout the drop period. The add and drop periods are published on the academic calendar.

**Prerequisite** – course that must be taken before another course.

**SAP** – Satisfactory Academic Progress is a Financial Aid term that applies to the minimum standards that students must meet to maintain eligibility for federal financial aid including loans and PELL grants: (1) 2.0 cumulative GPA, (2) 67% completion rate of all attempted courses, and (3) degree completion within 150% of the credits required for the degree.

**Syllabus** – Outline or summary of policies and expectations for a course. A syllabus may include a schedule of test dates or important due dates, the course grading policy, the course attendance policy, the instructor's contact information, and a summary of course topics. You should refer to your class syllabus regularly throughout each semester.

**Term** – Portion of an academic year during which classes are held. The College's academic year is divided into 3 terms: fall semester, spring semester, and summer term.

**Withdraw (W)** – A student may withdraw from a course with a grade of "W" after the drop period but prior to the completion of 60% of the session for which the class is offered. A grade of "W" is not used in GPA calculations, earns no credit, and generates no grade points but may affect your financial aid. The last day to withdraw from a course is published on the academic calendar.

# STUDENT RIGHTS AND RESPONSIBILITIES

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## Community Standards

As a Tri-County student, it is your responsibility to be aware of the policies and procedures that apply to you. Enrolling at the College constitutes your agreement to abide by these policies and procedures. Please read and become familiar with the Tri-County Technical College Catalog (located at [tctc.edu/catalog](http://tctc.edu/catalog)). Policies are included that pertain to students and that provide information on financial aid, academic procedures, academic support, student life, and wellness resources.

## Unwelcome Behaviors in Our College Community

The full version of the Student Code for South Carolina Technical Colleges is included in the appendices of the College Catalog (located at [tctc.edu/catalog](http://tctc.edu/catalog) and a summary is contained below). The Code, which applies to all Tri-County students, sets forth individual student rights and responsibilities. The Code identifies behaviors that are not consistent with the values of our College community, including those specifically defined in Title IX related to alleged acts of sexual violence or sexual harassment. During your time of active enrollment, you will be responsible for upholding the Code on College property, at College-sponsored events, and while engaged in off-campus activities that may affect the College or our community.

## Academic Misconduct

Cheating      Plagiarism      Collusion      Fabrication

## General Misconduct

- Abuse of privilege of freedom of speech or assembly
  - » Obstruction or disruption of activity authorized or conducted by the College on or off campus
- Falsification of information and other acts intended to deceive
  - » Forgery; falsification; lying
- Actions which endanger students and the College community
  - » Weapons; explosives; arson or misuse of fire equipment; violence, threats, intimidation, harassment, or coercion; retaliation
- Infringement of the rights of others
  - » Theft; damage to property; bullying
- Other acts which call for discipline
  - » Drugs; alcohol; policy violations; law violations

## Title IX Misconduct

Retaliation      Sexual Harassment      Sexual Violence      Stalking

## Contact Information for Reporting a Title IX Concern

If you believe that you have witnessed or experienced sexual harassment, sexual assault, or retaliation stemming from such an incident please contact the College's Title IX Coordinator or Deputy Title IX Coordinator:

Dr. Mark Dougherty  
Dean of Students  
Title IX Coordinator  
Student Success Center 209  
864-646-1871 • [mdougher@tctc.edu](mailto:mdougher@tctc.edu)



# NOTES

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Tri-County Technical College

Tri-County Technical College  
7900 Highway 76  
Pendleton, SC 29670  
www.tctc.edu  
(864) 646-8361  
Toll free within 864 area code:  
1-866-269-5677  
TDD/Voice 1-800-735-2905

**Off Campus Parking: Mechanic**  
Street Lot (1/2 mile) Shuttle Service  
available during peak times

**TCTC is Tobacco Free**  
Includes all Campuses, Learning  
Centers, Buildings, Parking Lots,  
Vehicles, & Outdoor Areas.  
Includes all tobacco products and  
electronic cigarettes.

- ★ = Accessible Entrance
- ★ = Parker Auditorium
- ⬆ = Elevator
- E = On-Campus Emergency Phone
- B = Bike Rack
- ♿ = Handicap Parking

**PENDLETON CAMPUS DIRECTORY**

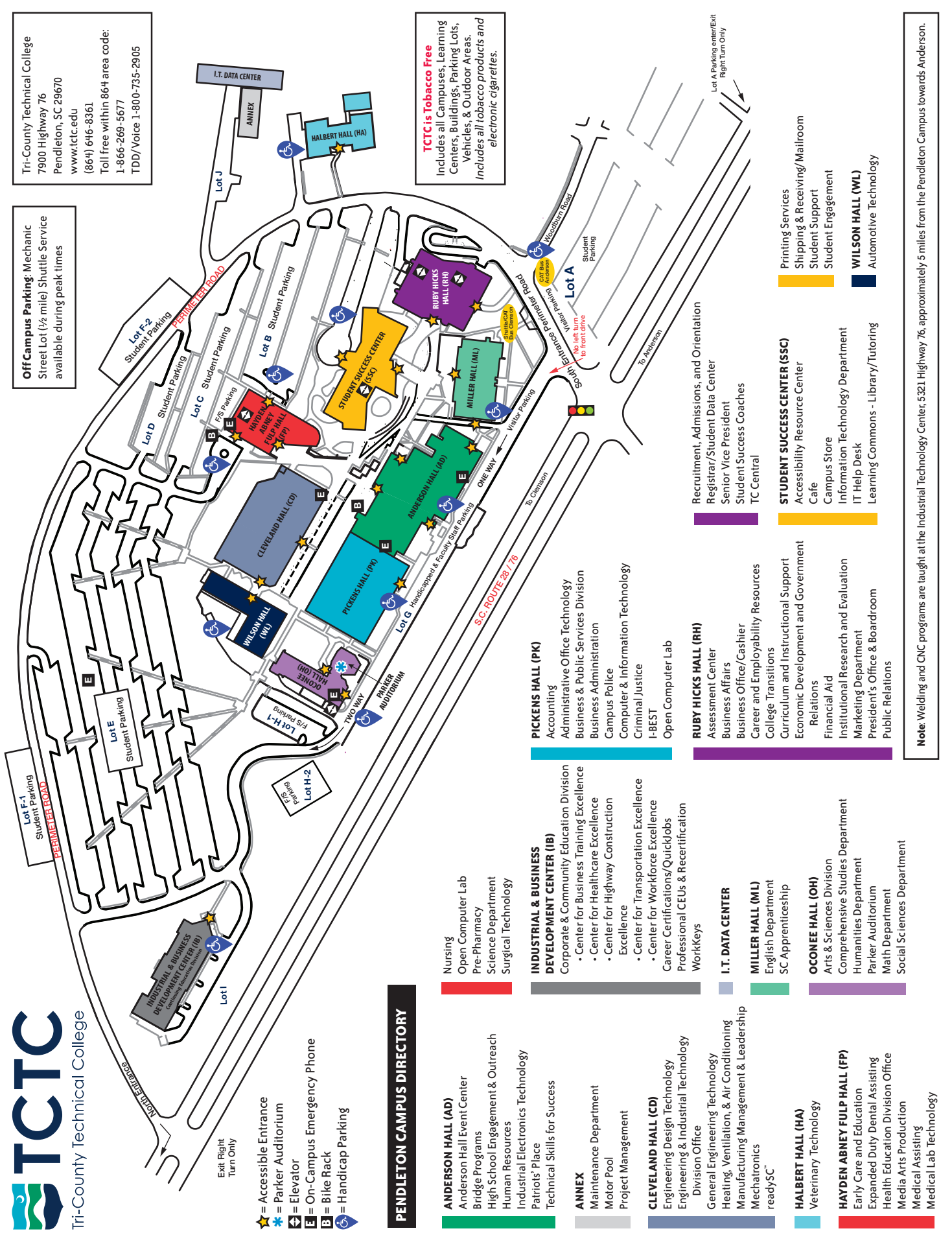
- ANDERSON HALL (AD)**  
Anderson Hall Event Center  
Bridge Programs  
High School Engagement & Outreach  
Human Resources  
Industrial Electronics Technology  
Patriots' Place  
Technical Skills for Success
- ANNEX**  
Maintenance Department  
Motor Pool  
Project Management
- CLEVELAND HALL (CD)**  
Engineering Design Technology  
Engineering & Industrial Technology  
Division Office  
General Engineering Technology  
Heating, Ventilation, & Air Conditioning  
Manufacturing Management & Leadership  
Mechatronics  
ready5C
- HALBERT HALL (HA)**  
Veterinary Technology
- HAYDEN ABNEY FULP HALL (FP)**  
Expanded Duty Dental Assisting  
Health Education Division Office  
Media Arts Production  
Medical Assisting  
Medical Lab Technology

- INDUSTRIAL & BUSINESS DEVELOPMENT CENTER (IB)**  
Nursing  
Open Computer Lab  
Pre-Pharmacy  
Science Department  
Surgical Technology
- PICKENS HALL (PK)**  
Accounting  
Administrative Office Technology  
Business & Public Services Division  
Business Administration  
Campus Police  
Computer & Information Technology  
Criminal Justice  
I-BEST  
Open Computer Lab
- RUBY HICKS HALL (RH)**  
Assessment Center  
Business Affairs  
Business Office/Cashier  
Career and Employability Resources  
College Transitions  
Curriculum and Instructional Support  
Economic Development and Government  
Relations  
Financial Aid  
Institutional Research and Evaluation  
Marketing Department  
President's Office & Boardroom  
Public Relations
- I.T. DATA CENTER**  
English Department  
SC Apprenticeship
- MILLER HALL (ML)**  
Arts & Sciences Division  
Comprehensive Studies Department  
Humanities Department  
Parker Auditorium  
Math Department  
Social Sciences Department
- OCONEE HALL (OH)**  
Arts & Sciences Division  
Comprehensive Studies Department  
Humanities Department  
Parker Auditorium  
Math Department  
Social Sciences Department

- PICKENS HALL (PK)**  
Accounting  
Administrative Office Technology  
Business & Public Services Division  
Business Administration  
Campus Police  
Computer & Information Technology  
Criminal Justice  
I-BEST  
Open Computer Lab
- RUBY HICKS HALL (RH)**  
Assessment Center  
Business Affairs  
Business Office/Cashier  
Career and Employability Resources  
College Transitions  
Curriculum and Instructional Support  
Economic Development and Government  
Relations  
Financial Aid  
Institutional Research and Evaluation  
Marketing Department  
President's Office & Boardroom  
Public Relations

- STUDENT SUCCESS CENTER (SSC)**  
Recruitment, Admissions, and Orientation  
Registrar/Student Data Center  
Senior Vice President  
Student Success Coaches  
TC Central
- STUDENT SUCCESS CENTER (SSC)**  
Accessibility Resource Center  
Cafe  
Campus Store  
Information Technology Department  
IT Help Desk  
Learning Commons - Library/Tutoring
- WILSON HALL (WL)**  
Automotive Technology

- STUDENT SUCCESS CENTER (SSC)**  
Recruitment, Admissions, and Orientation  
Registrar/Student Data Center  
Senior Vice President  
Student Success Coaches  
TC Central
- STUDENT SUCCESS CENTER (SSC)**  
Accessibility Resource Center  
Cafe  
Campus Store  
Information Technology Department  
IT Help Desk  
Learning Commons - Library/Tutoring
- WILSON HALL (WL)**  
Automotive Technology



**Note:** Welding and CNC programs are taught at the Industrial Technology Center, 5321 Highway 76, approximately 5 miles from the Pendleton Campus towards Anderson.



@BRIDGETOCLEMSON



@BRIDGETOCLEMSON

Class of '63

# BRIDGE

TO CLEMSON UNIVERSITY

