

# Enrollment Checklist



## Admissions

### APPLICATION

Complete an application for admission, available at [tctc.edu/apply](https://tctc.edu/apply).

- If you need a paper application, contact Recruitment, Admissions, and Orientation at 864-646-1550 or [admissions@tctc.edu](mailto:admissions@tctc.edu).

Submit a nonrefundable application fee.

- **By Mail.** Send your check or money order to TCTC Business Office, PO Box 587, Pendleton SC 29670. Be sure to include your full name AND date of birth when sending application fee in the mail to ensure that we are applying fee to correct student.
- **In Person** Pay at the Pendleton Campus Cashier's Office in Ruby Hicks or the front desks at the Anderson, Easley, or Oconee campuses. **Check or cash only for all in-person payments.**

### TRANSCRIPTS

Submit a final, official high school transcript from an accredited or approved institution or official high school equivalency score report.

- Graduating high school seniors will be admitted pending receipt of final, official high school transcript but must submit the final, official transcript prior to the deadline posted on the enrollment calendar.

Submit final, official college transcripts for all previously attended colleges or universities.

- Transcripts for all prior college coursework must be received and evaluated for all institution types, regardless of dates of attendance or level of success at the previous institution.
- Official, college transcripts showing completion of a college associate's or higher degree from an accredited college or university may be submitted in lieu of an official high school transcript.
- Returning students who have not attended within the past year must submit an application and meet the current admissions requirements.
- To send official transcripts electronically, please e-mail to [transcript@tctc.edu](mailto:transcript@tctc.edu). To send via the US Postal Service, mail to Tri-County Technical College, PO Box 587, Pendleton SC 29670.

### ASSESSMENT

Provide satisfactory placement test scores (Assessment writing, reading and math taken within the past three years) or college transcripts showing an earned "C" or better in math and English coursework.

- Practice questions and additional information is available at [tctc.edu/placement](https://tctc.edu/placement).
- Walk-in testing is available on all of our campuses. Please visit [tctc.edu/placement](https://tctc.edu/placement) for the most current schedule. A photo ID is required for all placement testing.
- If you need special accommodations for testing, contact our Accessibility Resource Center at 864-646-1564.

## Finances

### FINANCIAL AID

Apply for financial aid.

- Start at [studentaid.gov](https://studentaid.gov). Use TCTC code 004926.
- Submit all financial aid requirements by the priority date noted on the academic calendar to ensure your award is processed in time to pay for classes. The academic calendar is available at [tctc.edu/calendar](https://tctc.edu/calendar) or in your MyTCTC.

### PAYMENTS

**Pay tuition by the due date.** TCTC does not mail paper bills. You may review your bill through your MyTCTC. Not paying on time will result in the loss of your schedule. Other options for tuition payment include:

- **Online** through MyTCTC using e-checks, credit cards or debit cards.
- **In Person** at the Pendleton Campus Cashier's Office in Ruby Hicks or the front desks at the Anderson, Easley, or Oconee campuses, Cash or Checks Only. **Payments made with credit/debit cards must be paid online.**
- **By Mail** sending checks to TCTC, Attention: Business Office, P.O. Box 587, Pendleton, SC, 29670. NOTE: Payments must be received by the payment due date, not simply mailed.
- **Through an interest-free monthly payment plan** and you can choose to have your monthly payment automatically drafted from your bank account or debit/credit card. Information is available in MyTCTC or by calling the Business Office at 864-646-8282, option 2.

# Enrollment Process

## MYTCTC

Log in often to MyTCTC, your portal for important personalized information.

- Initial login information is included in your acceptance letter.
- Details regarding financial aid, course planning, registration and more is communicated through MyTCTC.
- MyTCTC also provides access to your college e-mail, which is Tri-County's official and primary means of communication with students.

## ORIENTATION, ADVISING, REGISTRATION

- Orientation is mandatory at Tri-County. Go to [tctc.edu/orientation](http://tctc.edu/orientation) to learn more.

## STUDENT ID

Obtain your TCTC student ID.

- Tri-County Technical College student identification cards are mandatory and are required to access the following services: checking out books in the library, using the computer labs, accessing specific buildings and using financial aid in the Campus Store.
- Student IDs are valid for one academic year and are available to all students.
- Student IDs are available through the Welcome Center on the Pendleton Campus in Ruby Hicks Hall. IDs are also made at the front desks of our community campuses. Call for details and times.  
Anderson: 864-260-6700  
Easley: 864-220-8888  
Oconee: 864-613-1900

## PARKING

Parking permits are mandatory.

- Parking permits are \$30. Parking permits are purchased online by visiting the MyPayments tile in MyTCTC and selecting "Pay for Permits & Tickets," or by visiting [permitsales.net/tctc](http://permitsales.net/tctc).
- Once payment is received and cleared, students can pick up their parking permit at any Campus Police location. If a student wishes to use Financial Aid to purchase a parking permit, they will select the cash option when ordering, and contact the TCTC Business Office to request the payment be applied. For all cash sales, no permit will be issued until cash is received in the business office. In the interim, a temporary pass is available to be printed that is valid for 5 days.
- The parking permit is to be displayed according to the directions provided by the Campus Police Office. Parking permits expire at the end of the Summer term.
- Handicap parking spaces are provided for vehicles that have a state permanent or temporary license plate or hangtag issued by the Department of Motor Vehicles.
- Temporary handicap permits can be issued by Student Support Services for a short term. You must provide a physician statement that states special parking is needed.

## TEXTBOOKS

Order textbooks by:

- visiting the Campus Store in person on the Pendleton Campus
- ordering online at [Bookstore.tctc.edu](http://Bookstore.tctc.edu) for purchase or rent (selected titles) and receive them via in-store pickup, Community Campus pickup, or home delivery.

## ATTEND

Attend and Get Involved!