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2019 – 2020
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 Twitter
@tctcedu
@bridgetoclemson
@clemsonhome
@clemsonuniv

Follow us on Instagram
@bridgetoclemson
@clemson_home
@clemsondining
@clemsonuniversity

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WELCOME FROM THE PRESIDENT

Dear Bridge to Clemson Students:

Welcome! We are pleased you have chosen the Bridge to Clemson program at Tri-County Technical College as your first step in pursuing a degree from Clemson University. Our goal is to provide you with an outstanding educational experience that will prepare you for a successful transition to Clemson.

Through our first decade, we have a proven record of success. Students who meet the Bridge requirements and transfer to Clemson for their sophomore year graduate at approximately the same rate as the traditional Clemson freshman. So, we are confident we are providing a strong foundation for Bridge students. Through this partnership with Clemson, we have created 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. We hope that you will celebrate this year with us by taking advantage of all that we have to offer to enrich your educational experience.

We encourage you to use your time in the Bridge program to become successful, well-rounded college student by getting involved in the many activities that are offered. 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.

We wish you the same success that many others before you have experienced in the Bridge to Clemson program. As your president, I promise to do all I can to assist you on the journey ahead.

Best wishes,

D. Galen DeHay
President
Tri-County Technical College
# Check Important Dates

## Fall 2019 Enrollment Calendar

<table>
<thead>
<tr>
<th>EVENT/DEADLINE</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advising for Currently Enrolled Students for Fall 2019</td>
<td>Monday, Feb 25</td>
</tr>
<tr>
<td>Registration Opens for Currently Enrolled Students for Fall 2019</td>
<td>Monday, Mar 25, Opens at 8:00am</td>
</tr>
<tr>
<td>Enrollment Process Begins for New, Returning, and Transfer Students for Fall 2019</td>
<td>Monday, Apr 1, Includes orientation, advising and registration for classes</td>
</tr>
<tr>
<td>Registration Opens for Transient &amp; Non-Degree Students for Fall 2019</td>
<td>Friday, Apr 19</td>
</tr>
<tr>
<td>Financial Aid Priority Processing Date</td>
<td>Thursday, July 11, Students with incomplete files after July 11 must make payment arrangements prior to August 13. See &quot;Payment Due&quot; details below.</td>
</tr>
<tr>
<td>Residency Priority Date</td>
<td>Tuesday, Aug 6, In order for residency status to be evaluated before the tuition due date, the residency packet must be submitted to the residency officer (Ruby Hicks Hall, Plaza Level, Pendleton Campus) no later than Aug 6. Applications after Aug 6 through the last day of add for Session A will still be considered. However, the student must pay out-of-state tuition prior to Aug 13. If in-state residency is then granted, the student will receive a refund of the tuition difference.</td>
</tr>
<tr>
<td>Admissions Deadline</td>
<td>Thursday, Aug 8, To be admitted, Admissions must receive before the close of business: application, available at tctc.edu/apply; application fee of $30; 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; submit a final, official high school transcript from an accredited or approved institution or official high school equivalency score report (Note: 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 listed); submit final, official college transcripts for all previously attended colleges or universities (Note: 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.) Returning students who have not attended within the past year must submit an application and meet the current admissions requirements.</td>
</tr>
<tr>
<td>Payment Due; Student Schedules Deleted for Nonpayment</td>
<td>Tuesday, Aug 13, Students will lose their schedules if payment arrangements are not made by this date. Payment for additional credit hours or schedule changes made after Aug 13 must be paid by Aug 19, by 6:30pm. Additional credit hours or schedule changes after Aug 19 must be paid by Aug 21 at 6:30pm. Students with incomplete financial aid files must enroll in the college’s payment plan by the payment due date or pay in full by cash, check or credit card. Students may pay online under Step 6 of the eTC Get Set tab. Students re-registering for classes due to schedules cancelled for nonpayment will be assessed a registration fee of $40. This fee does not apply to schedule changes (adds and/or drops) made during this time.</td>
</tr>
<tr>
<td>Payment Plans</td>
<td></td>
</tr>
<tr>
<td>Enroll online by August 1 $0 down and 4 payments: August – November</td>
<td></td>
</tr>
<tr>
<td>After August 1 – 25% down and 3 payments: September – November</td>
<td></td>
</tr>
<tr>
<td>Eligible Senior Citizens May Register for Fall 2019 Tuition-Free Courses</td>
<td>Friday, Aug 9 - Friday, Aug 16</td>
</tr>
<tr>
<td>Last Day To Register (ALL STUDENTS)</td>
<td>Friday, Aug 16, 2:00pm</td>
</tr>
<tr>
<td>Last Day For Change of Major</td>
<td>Tuesday, Aug 20, 6:30pm</td>
</tr>
</tbody>
</table>

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Eligible Senior Citizens May Register for Fall 2019 Tuition-Free Courses

Last Day To Register (ALL STUDENTS)

Last Day For Change of Major
## Fall 2019 Academic Calendar

**SESSION DATES**

- **Session A:** Monday, Aug 19 - Tuesday, Dec 10
- **Session B:** Monday, Aug 19 - Tuesday, Oct 1
- **Session C:** Monday, Oct 7 - Thursday, Nov 21
- **Session I:** Monday, Aug 19 - Tuesday, Oct 8
- **Session J:** Thursday, Oct 10 - Wednesday, Dec 11

<table>
<thead>
<tr>
<th>DEADLINE/EVENT</th>
<th>DATE</th>
<th>TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>First day of class (Session A/B/I)</td>
<td>Aug 19 (M)</td>
<td></td>
</tr>
<tr>
<td>Last day to add classes (Session B/I)</td>
<td>Aug 20 (T)</td>
<td></td>
</tr>
<tr>
<td>Last day to add classes (Session A)</td>
<td>Aug 21 (W)</td>
<td></td>
</tr>
<tr>
<td>Last day to drop classes (Session B/I) - See NOTE below</td>
<td>Aug 21 (W)</td>
<td></td>
</tr>
<tr>
<td>Last day to drop classes (Session A) - See NOTE below</td>
<td>Aug 23 (F)</td>
<td>2:00 pm</td>
</tr>
<tr>
<td>Labor Day (College Closed)</td>
<td>Sep 2 (M)</td>
<td></td>
</tr>
<tr>
<td>Last day to withdraw from classes (Session B) - See NOTE below</td>
<td>Sep 11 (W)</td>
<td></td>
</tr>
<tr>
<td>Summer 2019 Incomplete Grade (Sessions A/C)</td>
<td>Sep 16 (M)</td>
<td></td>
</tr>
<tr>
<td>Last day to withdraw from classes (Session I) - See NOTE below</td>
<td>Sep 17 (T)</td>
<td></td>
</tr>
<tr>
<td>Last day of class (Session B)</td>
<td>Sep 30 (M)</td>
<td></td>
</tr>
<tr>
<td>Spring: Advising for Currently Enrolled Students begins</td>
<td>Oct 1 (T)</td>
<td></td>
</tr>
<tr>
<td>Exams (Session B)</td>
<td>Oct 1 (T)</td>
<td></td>
</tr>
<tr>
<td>Grades due (Session B)</td>
<td>Oct 2 (W)</td>
<td>9:00 am</td>
</tr>
<tr>
<td>Last day of class (Session I)</td>
<td>Oct 7 (M)</td>
<td></td>
</tr>
<tr>
<td>First day of class (Session C)</td>
<td>Oct 7 (M)</td>
<td></td>
</tr>
<tr>
<td>Exams (Session I)</td>
<td>Oct 8 (T)</td>
<td></td>
</tr>
<tr>
<td>Last day to add classes (Session C)</td>
<td>Oct 8 (T)</td>
<td></td>
</tr>
<tr>
<td>Last day to drop classes (Session C) - See NOTE below</td>
<td>Oct 9 (W)</td>
<td></td>
</tr>
<tr>
<td>Grades due (Session I)</td>
<td>Oct 9 (W)</td>
<td>9:00 am</td>
</tr>
<tr>
<td>First day of class (Session J)</td>
<td>Oct 10 (Th)</td>
<td></td>
</tr>
<tr>
<td>Last day to drop classes (Session J) - See NOTE below</td>
<td>Oct 14 (M)</td>
<td></td>
</tr>
<tr>
<td>Fall Break</td>
<td>Oct 14 (M) - Oct 15 (T)</td>
<td></td>
</tr>
</tbody>
</table>

**DEADLINE/EVENT**

<table>
<thead>
<tr>
<th>DEADLINE/EVENT</th>
<th>DATE</th>
<th>TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring: Registration Opens for Currently Enrolled Students (Opens at 8:00am)</td>
<td>Oct 16 (W)</td>
<td></td>
</tr>
<tr>
<td>Last day to add classes (Session J) - See NOTE below</td>
<td>Oct 16 (W)</td>
<td></td>
</tr>
<tr>
<td>Last day to withdraw from classes (Session A) - See NOTE below</td>
<td>Oct 17 (Th)</td>
<td></td>
</tr>
<tr>
<td>Spring: Enrollment Process begins for New, Returning, and Transfer Students</td>
<td>Oct 24 (Th)</td>
<td></td>
</tr>
<tr>
<td>Spring Graduation Application Deadline</td>
<td>Oct 25 (F)</td>
<td></td>
</tr>
<tr>
<td>Last day to withdraw from classes (Session C) - See NOTE below</td>
<td>Nov 1 (F)</td>
<td></td>
</tr>
<tr>
<td>Faculty/Staff Professional Development Day (No Classes)</td>
<td>Nov 5 (T)</td>
<td></td>
</tr>
<tr>
<td>Fall 2019 Incomplete Grades (Session B)</td>
<td>Nov 6 (W)</td>
<td></td>
</tr>
<tr>
<td>Fall 2019 Incomplete Grades (Session I)</td>
<td>Nov 11 (M)</td>
<td></td>
</tr>
<tr>
<td>Last day to withdraw from classes (Session J) - See NOTE below</td>
<td>Nov 11 (M)</td>
<td></td>
</tr>
<tr>
<td>Last day of class (Session C)</td>
<td>Nov 20 (W)</td>
<td></td>
</tr>
<tr>
<td>Exams (Session C)</td>
<td>Nov 21 (Th)</td>
<td></td>
</tr>
<tr>
<td>Grades due (Session C)</td>
<td>Nov 22 (F)</td>
<td>9:00 am</td>
</tr>
<tr>
<td>Spring: Registration Opens for Transient and Non-Degree Students</td>
<td>Nov 26 (T)</td>
<td></td>
</tr>
<tr>
<td>Thanksgiving Holiday (No Classes)</td>
<td>Nov 27 (W)</td>
<td></td>
</tr>
<tr>
<td>Thanksgiving Holiday (College Closed)</td>
<td>Nov 28 (Th) - Nov 29 (F)</td>
<td></td>
</tr>
<tr>
<td>Last day of class (Session A)</td>
<td>Dec 3 (T)</td>
<td></td>
</tr>
<tr>
<td>Exams (Session A)</td>
<td>Dec 4 (W) - Dec 10 (T)</td>
<td></td>
</tr>
<tr>
<td>Last day of class (Session J)</td>
<td>Dec 10 (T)</td>
<td></td>
</tr>
<tr>
<td>Exams (Session J)</td>
<td>Dec 11 (W)</td>
<td></td>
</tr>
<tr>
<td>Grades due (Session A/J)</td>
<td>Dec 12 (Th)</td>
<td>9:00 am</td>
</tr>
</tbody>
</table>

**NOTE:**
- **Drop Date:** Students who drop a course by the drop date will receive a 100% refund for the tuition and fees of that course and the course will be removed from their academic record. **Withdrawal Date:** Students who withdraw from a course after the drop date will not receive a refund for the tuition and fees for that course. Students who withdraw from a course before the withdrawal deadline will receive a grade of W on their academic record.

*Please reference the TCTC procedure 7-2-1012.1 for full details pertaining to refunds based on Drop and Withdraw deadlines.*
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 Announcements, 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, in addition to the Tri-County and Clemson policies and procedures, also apply to you. 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 at http://tctc.catalog.acalog.com/. It covers all Tri-County policies pertaining to students and also 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 Appendices 3 and 4 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 code of conduct.

Furthermore, please take the time to review Clemson’s Undergraduate Catalog (http://catalog.clemson.edu/), Student Handbook (www.clemson.edu/administration/student-affairs/student-handbook/), and Student Code of Conduct (www.clemson.edu/studentaffairs/student-handbook/code-of-conduct/student_code_of_conduct.pdf). Bridge students are subject to Clemson academic regulations and student policies and procedures.

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, 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 staff are here to assist you as you pursue your educational goals.

POLICY FOR STUDENT COMMUNICATION

Tri-County and Clemson faculty and staff, including Bridge to Clemson staff, use email to send official communications. The policy of both Tri-County and Clemson is to send official communication to students’ official @tctc.edu and @clemson.edu addresses only.

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

At the conclusion of the spring semester and each summer session, the Clemson University Admissions staff review 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 credit hours 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 2.5 GPA on all Bridge-eligible credits attempted. These standards must be met by the conclusion of the final Tri-County summer session of 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.

In order for a student to transfer any credits earned in a Tri-County course 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.

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, 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 grade point average 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, 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 credit hours are
   a) any credits earned at any two-year or four-year 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 AP and/or 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.

<table>
<thead>
<tr>
<th>Condition</th>
<th>Included in calculation of Bridge 30 earned credit hours</th>
<th>Included in calculation of Bridge 2.5 earned GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transferable (Clemson equivalent or transfer elective) or the two selected nontransferable LIFE scholarship-eligible courses (MAT 101 and MAT 102 only) courses attempted at TCTC during Bridge year and a grade of C or higher earned</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Transferable (Clemson equivalent or transfer elective) or the two selected nontransferable LIFE scholarship-eligible courses (MAT 101 or MAT 102 only) attempted at TCTC during Bridge year and a grade of D earned</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>Transferable (Clemson equivalent or elective) or the two selected nontransferable LIFE scholarship-eligible courses (MAT 101 or MAT 102 only) attempted at TCTC during Bridge year and a grade of F earned</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>Nontransferable (NCT) courses (except MAT 101 and MAT 102 only) attempted at TCTC during Bridge year and any grade earned</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Use 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 TCTC during Bridge year (Credits earned only once for the same course)</td>
<td>Yes</td>
<td>Yes (Only highest grade calculated in GPA)</td>
</tr>
<tr>
<td>Transferable and nontransferable courses completed at TCTC and/or other institution(s) prior to high school graduation and a grade of C or higher earned</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Credit hours awarded based on AP and/or IB examination scores that Clemson may accept</td>
<td>No</td>
<td>No</td>
</tr>
</tbody>
</table>
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 school courses in order to meet the standards by the conclusion of Tri-County’s final summer session. While attending summer school is an option, students are strongly encouraged to meet the Bridge academic standards 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 page 20.

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 freshman-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 Office of Undergraduate Admissions stating why the appeal should be granted; and

2) letter of support from the Clemson University Bridge Program Director. 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.

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 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 at www.tctc.edu/clemsonbridge.

Please be advised 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 Announcements;

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 score 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 1) transferable and 2) 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, visit www.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.

**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 credit hours 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 credit hours 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 credit hours 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 semester to earn the 30 credit hours required to meet the Bridge academic requirements.
Calculating Your Bridge-Specific GPA

There is a worksheet on the Bridge website that can assist students in calculating the credits and GPA required to earn the Bridge academic requirements. This worksheet can be accessed at www.tctc.edu/clemsonbridge. 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 quality points needed at Tri-County to meet the Bridge academic requirements to be eligible to enroll at Clemson for the subsequent fall semester.

changing Your Academic Program

During the Bridge year, students may change their intended Clemson academic program (excluding the academic programs listed below) by completing a Bridge change-of-academic program form. 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 studies, health science, nursing, production studies (audio), professional golf management, and sports communication. Several majors in the College of Education have a competitive entry process. Those majors are early childhood education, elementary education, and special education. For more information about the competitive entry process, students must meet with a Bridge or Clemson Education adviser. Closed major guides are available at www.tctc.edu/clemsonbridge within the “Curriculum Major Worksheets” webpage.

ACADEMIC ADVISING AND COURSE REGISTRATION

Each Bridge student is assigned a Tri-County faculty advisor. Students must meet with their Tri-County faculty advisor to be able to register for spring semester or summer semester classes at Tri-County. Assigned Tri-County faculty advisors are listed in the “Get Set” tab in eTC under the “Identify my academic advisor” link as well as listed within Starfish in the students’ “Network.” 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. All important College dates and deadlines are listed on the College’s academic calendar available at https://www.tctc.edu/programs/academic-calendar/. Reminders for specific information about spring course advising and registration dates and procedures is emailed to all students.

In addition to the student’s assigned Tri-County faculty advisor, Clemson academic advisors and Bridge 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 visits to Tri-County and the Lightsey Bridge Commons Bridge Student Center. Clemson advisors can answer questions about the requirements for intended degree programs and serve as an additional resource person.

Also, weekly drop-in advising is offered for students. At drop-in advising, students can meet with a Bridge 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 emailed weekly to students.

STUDENT CODES OF CONDUCT

Tri-County

The Student Code for South Carolina Technical Colleges applies to all Tri-County students and can be found in Appendix 3 of the Tri-County catalog. Student conduct policies, disciplinary procedures and sanctions, and Tri-
County procedures for hearings and appeals can be found in the Appendix of the Catalog. The Code can be found at 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 can be found at www.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 adjudicated through the Student Code Procedures for Addressing Alleged Acts of Sexual Violence and Sexual Harassment as found in the Appendix 4 of the Tri-County College Catalog and at Clemson at https://www.clemson.edu/campus-life/campus-services/access/title-ix/index.html.

**Clemson University Housing & Dining**

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 our rules and regulations, please log into the Clemson Home portal (from https://housing.clemson.edu/bridge). For more information, please visit https://housing.clemson.edu/bridge and the Clemson Home section of this Handbook, on page 24.

**GETTING INVOLVED IN CAMPUS ACTIVITIES**

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**

**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.

**Bridge Leadership Academy**

Bridge Leadership Academy is a leadership development program designed to equip program participants with leadership skills to serve the greater Clemson community and to allow for advancement in professional, social, and academic settings.
INVolVEMENT OPPORTUNITIES AT TRI-COUNTY

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 on the eTC portal and the Leading Edge app. A list of Tri-County student organizations can be found at https://www.tctc.edu/life-at-tctc/beyond-the-classroom/.

INVolVEMENT OPPORTUNITIES AT CLEMSON

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

Tiger Quest

Tiger Quest is Clemson’s online portal that connects Bridge 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 at https://clemson.collegiatelink.net/.

Intramurals

All Bridge students are eligible to participate in Clemson’s intramural sports program. You may join a team with Clemson students or form your own team with other Bridge students. To register for a Clemson intramural team, you need your Clemson username, email address and student ID number. All students must present their TigerOne card (student ID card) at all intramural contests. For more information about intramurals, visit http://www.clemson.edu/campus-life/campus-recreation/ or call (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, visit http://www.clemson.edu/campus-life/campus-recreation/ or call (864) 656-3453.

Clemson Student Clubs and Organizations at Clemson

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, sports, 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.

Performing Arts Groups

You may participate in Clemson performing arts and musical groups such as Tiger Band, Pep Band, and choral groups. Some performing arts groups require that students pass 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.

Army or Air Force ROTC

Membership in Clemson’s Army or Air Force regiments is open to interested Bridge students. Visit www.clemson.edu/cbbs/departments/air-rotc/ or www.clemson.edu/cbbs/departments/army-rotc/ for more information. Tri-County courses that transfer to Clemson are available for students who participate in Clemson Army or Airforce ROTC.
Clemson Athletic Events/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 at (864) 656-2118. Be sure to indicate that you are a Bridge to Clemson student.

SERVICES AND PROGRAMS AVAILABLE TO BRIDGE STUDENTS
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.

Accessibility Resource Center (ARC) at Tri-County
Tri-County is dedicated to providing full access to programs and services to students with disabilities through the provision of reasonable and effective accommodations that promote student independence. The ARC coordinates all disabilities-related services and serves as a resource for students, parents, faculty, and staff. If you think that you may have a disability but have never been tested, please contact the ARC. The ARC Staff can assist you with identifying helpful resources. Although Tri-County provides assistance in identifying appropriate testing, Tri-County does not endorse any specific agency or practitioner. The ARC is located in the Student Success Center. Visit www.tctc.edu/arc or call 864-646-1564 for more information.

Tutoring Center at Tri-County
The Learning Commons and Tutoring Center are open to all Tri-County students, including those enrolled in online classes. The Tutoring Center is available to students who need tutoring in mathematics, sciences and additional subjects, or those who could benefit from using supplementary materials in those disciplines. Materials include instructional CDs and videotapes, textbooks, solution manuals, and computer software. The Lab also offers graphing calculator assistance. Students can also get help with writing assignments for any class, use the computers in the Center for research and word processing, or study in the Center between classes.

Students may make appointments for tutoring by 1) coming to the Tutoring Center, 2) calling 646-1367, or 3) emailing tutoringcenter@tctc.edu. Appointments are not required, but appointments take precedence over drop-ins. Hours for the Tutoring Center change each semester. For a current schedule of the Tutoring Center hours, visit www.tctc.edu/tutoring.

Supplemental Instruction
Supplemental instruction (SI) is provided for historically difficult first-year courses such as biology, chemistry, calculus, and physics. Clemson upper-class students serve as SI leaders. These students previously earned an A in the course and now provide students with guidance related to the topics and material covered in class. If you are enrolled in an SI-supported course, consider attending SI. The schedule for supplemental instruction is emailed to students on a regular basis and is available at the Learning Commons in the Student Success Center on the Tri-County Pendleton campus and in the Lightsey Bridge Commons Bridge Student Center on the Clemson campus.

Weekly Drop-In Advising
Drop-in advising is offered for students each week at the Student Success Center on the Tri-County Pendleton campus and in the Lightsey Bridge Commons Bridge Student Center on the Clemson campus. At drop-in advising, you can meet with a Bridge 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. No appointment is required. Specific days, times, and locations of drop-in advising will be emailed weekly to students.
Academic Success Center at Clemson
The Academic Success Center provides comprehensive academic success services such as tutoring and academic skills workshops. Visit www.clemson.edu/asc/ or call (864) 656-6452 for more information about the services offered through the Academic Success Center.

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. Visit https://libraries.clemson.edu/ for more information about Cooper Library.

Transportation and Parking at Tri-County and Clemson
While classes are in session, transportation is provided Monday through Friday between Clemson and Tri-County. Detailed transit information is provided to all Bridge students at the start of the fall semester and is posted on the Bridge website at www.tctc.edu/clemsonbridge.
If you wish to drive your car to Clemson and/or Tri-County, you must obtain a parking decal. To obtain a Tri-County parking decal, pay the parking fee in the Campus Store and provide a valid driver’s license, a copy of your vehicle registration, and a printed copy of your class schedule. Display the decal according to directions provided by the Campus Police Office. Tri-County parking decals expire at the end of the summer term. Visit https://www.tctc.edu/campus-police/parking-and-traffic-regulations/ for more information.
To obtain a Clemson parking decal, visit https://www.clemson.edu/campus-life/parking/ or the Clemson parking services office on the ground floor of the University Union. Display the decal according to directions provided by the Parking Services office.
Please be advised that if you park a vehicle at 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 found at http://www.clemson.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 go to https://www.clemson.edu/campus-life/student-health/ and view the section “Insurance and Billing.” You may also contact the Student Insurance Office at (864) 656-3561.
All Clemson and Bridge 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.


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 email 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 standards.

Career Exploration and Planning at Clemson
The 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, visit https://career.sites.clemson.edu.

Clemson Student ID (CUID#), Username, Email Address and Password
All Bridge students are assigned a unique Clemson 1) student ID number (CUID #), 2) username, and 3) email 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 activation process. The Clemson admission office sent instructions for activating your Clemson username to the email address you provided on your Clemson admission application.

To activate your Clemson Username, go to http://myusername.clemson.edu. You will need to provide the following information:

1) your Clemson ID (CUID) - Provided in your admissions decision letter (example format C12345678)
2) your Clemson Username Activation code: provided in the email sent by the Admissions office

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 at: https://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 CCIT customer support center at 864-656-3494.

You also have use of a Clemson email account. Your official Clemson email address is 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 here: http://ccit.clemson.edu/support/new-to-clemson/email/
• If you’d like to opt out of using Google Apps for Education and instead use another email service, instructions on how to do that are here: http://ccit.clemson.edu/services/email-and-messaging/mail-forwarding/. You may wish to forward your Clemson email to your Tri-County email address.

Bridge Student Identification Card
The TigerOne card is a Clemson University identity tool as well as your official student ID card. It is the property of Clemson University. The card should be in your possession at all times and presented upon request to any Clemson, Tri-County and/or Bridge official. The TigerOne card is non-transferable and may not be altered in any way.

The TigerOne card is more than just an ID card. The card is used in a variety of ways including as a key within Clemson Home, for meal plan access, for personal TigerStripe declining balance card, as well as for access to Fike Recreation Center, Cooper Library, the Academic Success Center, and Clemson sporting events.

Students will also have a TCTC ID card for TCTC Campus resources. TCTC ID cards are available at the Campus Police Office.

Meal Plans and Dining Options
As a Bridge student, in addition to your Clemson University required meal plan, you have additional dining options. Tri-County offers a Monday-Friday meal plan for breakfast and lunch. For additional dining information for the Tri-County campus, please visit https://www.tctc.edu/life-at-tctc/student-services-and-support/college-cafe/. Beyond your required meal plan, Clemson Home allows you to purchase additional Paw Points. If you have questions about your meal plan or additional options, please visit https://housing.clemson.edu/bridge/.

You also have the option to open a TigerStripe account. Any funds you deposit in your TigerStripe account will be loaded on to your TigerOne card. Your TigerOne card then functions as a personal debit card at the Tri-County Campus Store, Tri-County Café, Clemson, and local-area participating businesses and restaurants. For additional information about how to open a TigerStripe account and where TigerStripe is accepted, please visit www.clemson.edu/campus-life/campus-services/tigerone/.

TRANSITIONING FROM TRI-COUNTY TO CLEMSON

Review of Bridge Students’ Tri County Transcripts and Conduct Records
At the conclusion of the spring semester and each summer session, the Clemson University Admissions staff reviews each Bridge student’s Tri-County transcript to determine eligibility for admission to Clemson. Additionally, because Clemson is committed to maintaining a safe environment for all members of the Clemson community, the conduct record of all incoming freshmen and transfer students, including Bridge 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, Bridge 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 will result in a student’s transcript being held until all debt is satisfied with both institutions.

Meeting Bridge Standards at the Conclusion of the Spring Semester
Bridge students who meet the Bridge academic standards at the conclusion of the spring semester are guaranteed admission to Clemson for the subsequent fall semester. If you meet the Bridge academic 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 a Clemson orientation session is included in the acceptance letter sent by Clemson University Admissions to admitted students.
Not Meeting Bridge Academic Standards at the Conclusion of the Spring Semester

Students who do not meet the Bridge academic and conduct standards at the conclusion of the spring semester can remain eligible for admission to Clemson for the subsequent fall semester by enrolling in summer school courses at Tri-County. If you meet the Bridge academic standards by the conclusion of Tri-County’s final summer school 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 school courses, you must first meet with your assigned Tri-County faculty advisor during the spring semester advising and registration period. Summer school advising and registration dates can be found on the Tri-County academic calendar at https://www.tctc.edu/programs/academic-calendar/.

The contract with Clemson University Housing & Dining ends at the conclusion of the spring semester. However, if you require summer school 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, and the CAT bus. Students wishing to reside at Clemson during the summer should work directly with the Associate Director for Transfer Academic Programs at Clemson.

Bridge students who are eligible for admission to Clemson at the conclusion of any Tri-County summer session are notified via email to the student’s Clemson email address. The email also contains information about registering for one of the required Clemson transfer orientation sessions held in June, July, or August. A student cannot register for 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 at Tri-County.

Not Meeting Bridge Academic Standards at the Conclusion of Summer School

Students who do not meet the Bridge academic standards at the conclusion of the final summer school session may apply for transfer admission to Clemson for a future term of enrollment beginning with the spring semester following the Bridge year. If you do not meet the Bridge academic requirements by the conclusion of Tri-County’s final summer session, please review the Clemson University Admissions information for transfer applicants at https://www.clemson.edu/admissions/undergraduate/ to apply to Clemson University at a later date.

Intended Clemson Academic Program

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

If, after being admitted to Clemson, a student wishes to change their academic program, the student may request a change by 1) visiting the Admissions help desk during the transfer orientation session attended or 2) by sending a request in writing to cuadmissions@clemson.edu. If a student wishes to change their academic program after enrolling at Clemson, the student must request a change of academic program with the appropriate department. It is important to note that the opportunity to change into one of the closed academic programs cannot be guaranteed to any Clemson and/or Bridge student.

Transferring AP/IB and Dual Enrollment Credits to Clemson

Clemson University Admissions coordinates the process of transferring college-level credit for all admitted Clemson students, including Bridge 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 Admissions, in addition to Tri-County. 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 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; 2) be officially admitted to Clemson; 3) register for a Clemson orientation session; and 4) attend a Clemson orientation session.

Registration for Clemson On-Campus Housing for Your Second Year

Bridge 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 email. Please Note: Students who sign a contract and select an assignment during the fall semester of their Bridge year for the upcoming academic year must meet the Bridge requirements at the end of their spring semester. Those who do not meet the Bridge requirements at the end of their spring semester are no longer eligible to live in on-campus housing. Their completed contract and housing assignment become null and void.

If the Bridge student satisfies the Bridge requirements during the summer session(s) at Tri-County and wants to live on campus, a new contract is required, and assignments are based on availability.

Registration for Summer Courses at Clemson

(Applicable only for Bridge students admitted to Clemson)

Each year, a small percentage of Bridge students request to enroll in summer school at Clemson. If you meet the Bridge academic requirements by the conclusion of the spring semester, you may enroll in Clemson summer school courses (excluding Maymester) after you are officially admitted to Clemson. If you wish to enroll in summer school at Clemson, please contact the Associate Director of Bridge 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 school courses is sent electronically to students during the spring semester.

Registration for Summer Courses at Another College or University

(Applicable only for Bridge students admitted to Clemson)

If you are admitted to Clemson after the conclusion of the spring semester, you may attend summer school at another college or university through specific pre-approval by Clemson. It is your responsibility to confirm that any course(s) you wish to complete at another college or university will transfer to Clemson. Please review the Clemson Transfer Course Equivalency List (TCEL) to ensure the transferability of any course(s) in which you plan to enroll. The TCEL can be accessed at virtual.clemson.edu/groups/tcel/. Students wishing to enroll in summer school at another college or university should contact the Associate Director of Bridge at Clemson during the spring semester.

Some colleges and universities require documentation from Clemson that course work completed in the summer will transfer Clemson.

The Clemson transfer credit award process begins with you requesting that an official transcript from the institution you attended be sent to the Clemson University Admissions Office, 105 Sikes Hall, Clemson, SC, 29634. Once the transcript is received by the Clemson University Admissions office, your course work is reviewed. Only course work completed with a grade of C or better is evaluated for transfer to Clemson. Any course work you complete at another institution that is determined to be transferable is posted to your Clemson student record after you enroll at Clemson.
Withdrawal from Tri-County and/or Bridge
We hope that Bridge students succeed during the Bridge year. Unfortunately, circumstances – such as illness, making unwise decisions, or a change in career goals – may require a student to withdraw from Bridge and/or Tri-County. If you need to withdraw from Tri-County, you must see the Tri-County Bridge Programs Office (Anderson Hall 168) to initiate your withdrawal process. Students who withdraw from the Bridge to Clemson 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 are not eligible to live in on-campus housing. Clemson Home will notify the student of move-out procedures.

Please Ask for Help
This handbook is intended to familiarize you with the expectations and policies applicable to you and with the services available to you as a Bridge 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 student. If you have any questions about Bridge or about Tri-County or Clemson, in general, 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!
Introduction

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.
**IN THEORY...**

**EXPLORE.**
Self Exploration: Identify a sense of purpose through exploration of interests and abilities as well as establish individual values, ethics and beliefs.

**CONNECT.**
Living in Community: Meaningfully interact and form positive relationships with different individuals to create authentic, respectful and supportive communities.

**ENGAGE.**
Intellectual Engagement: Find value in becoming a lifelong learning through utilizing resources and applying knowledge in meaningful interactions with faculty, staff and peers.

**LEAD.**
Global Citizenship: Recognize capacity for leadership and action to create positive, sustainable change that impacts the community and the world.

Our learning goals start with exploring one’s own values and identities. We believe that before our residents go out into the world as citizens, they must first know who they are as individuals.

Our curriculum starts internally and builds outward, helping residents learn to connect to others and the external world.
IN PRACTICE...

ACQUIRED THROUGH CAPITALIZATION OF TEACHABLE MOMENTS

**Self-Exploration**
Identify a sense of purpose through exploration of interests and abilities as well as establish individual values, ethics and beliefs.

- Community Dialogues
- Welcome Week Activities
- Events and initiatives put on by RAs
- Intentional Conversations with RAs

**Intellectual Engagement**
Find value in becoming a lifelong learner through utilizing resources and applying knowledge in meaningful interactions with faculty, staff, and peers.

- Faculty in Residence and Faculty Friend Program
- Living-Learning Communities
- Events planned by RAs and capus partners that support academic success

**Living in Community**
Meaningfully interact and form positive relationships with different individuals to create authentic, respectful and supportive communities.

- Roommate Agreements
- Community events and socials
- Community agreements
- Outdoor recreation trips

**Global Citizenship**
Recognize capacity for leadership and action to create positive, sustainable change that impacts the community and the world.

- Participation in Community Council and Residence Hall Association
- Peer Dialogue facilitation
- Solid Green and Eco-Reps
- Applying to be an RA

SEQUENCED LEARNING IN THE RESIDENCE HALLS

We selected these learning goals by asking professional staff, campus partners, Resident Assistants, and students who live on campus what they believe they learn while living on campus. Utilizing a curriculum does not necessarily mean creating additional experiences, but rather taking advantage of the learning experiences we already know our students have access to.

Each of the goals have multiple experiences that are integrated into yearly campus events. In addition, RAs and professional staff are expected to utilize educational strategies, such as billboard creating, event planning, or intentional interactions.

Beyond each of the learning goals, we have sequence learning outcomes that address how to proactively plan educational strategies based on time of year. Because of the sequenced learning outcomes, first year communities focus heavily on Self-Exploration and Living in Community, while upper class communities spend more time engaging their students around Intellectual Engagement and Global Citizenship.
IN PRACTICE...

THROUGH THE LENS OF REM

We encourage RAs and full time staff, to always think of opportunities “through the lens of REM.” Teachable moments are everywhere, even seemingly trivial interactions. Learning can occur in a variety of places including:

- Helping a resident with a lost key
- Talking to a student about getting involved on campus
- Having a conversations about high school experiences
- Picking up trash in the hallway

Beyond teachable moments, we encourage staff to take a curricular approach to event planning. Social and educational events start with what we want our students to learn, and then focus on the strategies that support that kind of learning.

Curricular Approach to Planning Events

What do I want my student to learn?  
What situations/environments would help my students learn this?  
What event do I want to have?

WHY? HOW? WHAT?

Oops, let me add a learning outcome!  
What will my student experience by participating?  
What event do I have to leave?

Traditional Approach to Planning Events
COMMUNITY PLANS

Our RAs use intentional interactions called Tiger Talks to help professional staff track learning opportunities and building and campus wide trends.

Professionals utilize data to plan proactively to meet the communities’ needs.

After the first eight weeks of school, RAs build a Sociogram that highlights semester-long trends and relationships between their residents. Together, communities use a SWOT analysis that examines where the unique students living in that unique community are at with their learning. They use a Sociogram and SWOT information to plan for the rest of the year.

After the SWOT Analysis, professional staff have the opportunity to present community trends and their planned educational strategies for their community for the rest of the year to housing and campus partners.
Mark your calendar!

Important Clemson University Housing & Dining Dates

Move-In Day

- Saturday, Aug. 17, 2019

Move-In Day Appointment

- Following room selection, specifically sometime between June 10 and Aug. 4, you will need to log in and select an appointment. There are a limited number of appointments per time slot so please plan accordingly.

Move-Out Day

- Thursday, April 30, 2020

2020-2021 Housing & Dining Sign-Up Process*

- Step One: Sign Up
  - Oct. 1-Oct. 17
  - Sign Your Contract and Addendum
  - Agree to the Rules and Regulations
  - Update Contact Information
  - Select a Meal Plan (optional)
  - Create and Confirm Your Roommate Group (optional)
  - And much more…

- Step Two: Time Slot Notification
  - Oct. 18
  - Your assigned time slot for room selection will be sent to your Clemson University email account on the evening of Oct. 18

- Step Three: Pick Your Place
  - Oct. 22-24
  - Evenings beginning at 5 p.m. (Eastern Time)
  - Room Selection

*It is important to note, in the event of unforeseen circumstances, sign-up dates may be modified and without advanced notice. Check your Clemson University email account and Housing & Dining’s website for the most up-to-date information.

Contractual Agreements

For a copy of your contract and addendum or to review the rules and regulations, please visit: https://housing.clemson.edu/bridge/.
Community Tech Guides

we have your tech needs covered!

We provide every resident with the following resources to make life on-campus more convenient and fun. In addition, each resident will receive their own HBO Go and MAX Go accounts for the academic year.

calhoun courts

Tech Support Quick Reference

Wireless (eduroam)
eduroam is the secure wireless network used by Clemson and many other campuses. Log in with your username@tigermail.clemson.edu and your Clemson password. Don’t forget to put @tigermail.clemson.edu on the end of your username or you will not connect!

Resmediant
Resmediant allows you to connect your TVs, gaming consoles, Roku, Apple TVs, etc. to wireless. Visit cct.clemson.edu/wireless for instructions and to find out more.

Make Sure You’re Connected!
Check that your mobile devices are connected to eduroam to save on data charges. Your device may use data between buildings around campus, but it should re-connect automatically when in signal range. Tips for optimizing your mobile device to use less carrier data can be found at cct.clemson.edu/wireless.

Philo Internet TV
IPTV streaming services are available by using the Philo app on your computer, mobile device, Roku and Apple TV devices. Specific instructions for connecting your device is available by searching for “TV Channel Lineup” at cct.clemson.edu/wireless.

Coax Cable TV
Cable TV services over traditional coax are available in this residence hall. To utilize this service, you must have a digital TV with a built-in QAM-Z tuner, along with a coax cable. Please verify with the television manufacturer that your television supports QAM signals. Once connected, set your digital TV to “cable” and scan for all channels. Assistance with coax cable TV service is available from the housing office by calling 864-361-2000.

Ethernet Jacks
Devices connected to Ethernet ports in your residence hall room will need to be registered on the Clemson network each year. Once the device is connected, browse to http://network.clemson.edu to complete this registration. If you are having issues with Ethernet ports in your room, please send an email to HELP@clemson.edu with the port description, room number and your contact information.

Pawprints
PawPrints allows students to print at 40+ PawPrints printers located around campus. Each semester all students are given a quota of funds that can be used for printing and plotting services. You can even print from your mobile device and pick up on this way to class. Find instructions, required software, locations and more at cct.clemson.edu/pawprints.
Tech Support Quick Reference

Wireless (eduroam)
eduroam is the secure wireless network used by Clemson and many other campuses. Log in with your username@clemson.edu and your Clemson password. Don’t forget to put @clemson.edu on the end of your username or you will not connect!

Running your own Wi-Fi access point is a violation of your housing contract and interfere with eduroam access for those nearby.

Resmedianet
Resmedianet allows you to connect your TVs, gaming consoles, Roku, AppleTVs, etc. to wireless. Visit cct.clemson.edu/wireless for instructions and to find out more.

Make Sure You’re Connected!
Check that your mobile devices are connected to eduroam to save on data charges. Your device may use data between buildings around campus, but it should re-connect automatically when in signal range. Tips for optimizing your mobile device to use less carrier data can be found at cct.clemson.edu/wireless.

Philo Internet TV
IPTV streaming services are available by using the Philo app on your computer, mobile device, Roku and Apple TV devices. Specific instructions for connecting your device is available by searching for “TV Channel Lineup” at clemson.edu/housing-dining.

Coax Cable TV
Cable TV services over traditional coax are available in this residence hall. To utilize this service, you must have a digital TV with a built-in QAM-Z tuner, along with a coax cable. Please verify with the television manufacturer that your television supports QAM signals. Once connected, set your digital TV to ‘cable’ and scan for all channels. Assistance with coax cable TV service is available from Apogee Campus by calling 864-377-4151 anytime.

Ethernet Jacks
Devices connected to Ethernet ports in your residence hall room will need to be registered on the Clemson network each year. Once the device is connected, browse to https://netreg.clemson.edu to complete this registration. If you are having issues with Ethernet ports in your room, please send an email to ithelp@clemson.edu with the port description, room number and your contact information.

PawPrints
PawPrints allows students to print at 40+ PawPrints printers located around campus. Each semester all students are given a quota of funds that can be used for printing and plotting services. You can even print from your mobile device and pick up on the way to class. Find instructions, required software, locations and more at cct.clemson.edu/pawprints.

Have questions? Need help?
Want to report a problem?

If: help@clemson.edu

support@clemson.edu

(864) 656-3494

ocit.clemson.edu
Loads of Fun!

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, contact Housing & Dining Maintenance at 864-656-5450.

Laundry Service

University Laundry provides Bundled Service (wash n' fold) and a Campus Cleaners (dry cleaning) for students, faculty and staff. With more and more being demanded of students, it may just be the smartest thing you register for this year. The program insures efficiency and can save 120 hours of valuable time. Laundry packages are offered by weight; 10, 20 and 30 pounds per week.

Dining Plan

For everything you need to know about dining on-campus, please visit clemson.edu/housing-dining/bridge.

Block 175 + 125

- 175 Meal Swipes
  - An average of ~11 meals per week
  - Unused meal swipes expire at the end of each semester so they do not carry over to the next semester.
- 125 Paw Points
  - 125 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 after 18 months of inactivity.

For more information, visit: clemson.edu/housing-dining/bridge

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 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 dietitians 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’.

Healthy for Life

Do you have food allergies or intolerances? Our chefs have you covered. The True Balance station in Schilletter Dining Hall offers selections made with select allergen aware ingredients. Here you’ll find delicious dishes made without 7 of the top 8 most common food allergens – eggs, milk, peanuts, tree nuts, shellfish, soy and gluten.

At the Fresh Food Company, located in Core Campus, the Gluten Solutions station prepares selections without wheat or gluten containing ingredients.

To see our daily menu offerings at these stations, nutritional solutions, ingredients, and allergen information, visit our menu page at clemson.campusdish.com/LocationsAndMenus.

For additional about our allergen solutions, please contact our Registered Dietitian by email at nutrition@clemson.edu.

connect with us!

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

Twitter: @clemsonhome
Facebook: facebook.com/clemsonhome
Instagram: @clemson_home
LEARN TO SAY NO:
Balance your social time with your study time.

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

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.
**Important Dates & Reminders**

The following are Bridge to Clemson program events and reminders beyond the Tri-County academic calendar. The Tri-County academic calendar is where you find important dates and deadlines such as adding, dropping, or withdrawing from a course, semester payment deadlines, semester final exam weeks, etc. The Tri-County academic calendar can be found here: https://www.tctc.edu/programs/academic-calendar/

Weekly walk-in academic support is provided by Bridge to Clemson staff to help with program, academic, and other questions. The weekly walk-in schedule is provided via email weekly.

**July**

- Redfern immunizations records deadline – July 1
- AP/IB score reports DUE to Tri-County and Clemson for any 2019 AP/IB tests (see the Enrollment Checklist for addresses). Use the yellow handout from orientation to make changes to your class schedule based on AP/IB scores, as well as any AP/IB score reports and/or dual enrollment transcripts not turned in prior to the June 1st deadline.

**August**

- Clemson University Housing & Dining move-in – August 17
  - Assigned move-in times will be sent from Clemson University Housing & Dining (see the Enrollment Checklist for more info)
- MANDATORY Convocation at Clemson University – August 18
- First year student photos at Clemson University – August 18 (see your Tri-County and Clemson emails for more information)
- MANDATORY Community Meetings – August 18 (see your Tri-County and Clemson emails for more information)
- Kick-Off Clemson – August 18-27 (see the website for more info: https://www.clemson.edu/accepted-students/kick-off-clemson/)
- First day of fall semester classes – August 19
- See the Tri-County academic calendar for add/drop deadlines
  - Add = add a new course to your course schedule
  - Drop = remove a course from your schedule with no grade and receive a refund
  - Withdraw = remove a course from your schedule with a grade of “WD” and do not receive a refund
September

• Labor Day holiday (no classes) – September 2
• Fall semester MANDATORY meetings – September 23-27 (see your Tri-County and Clemson emails for more information)
• Aspire workshops (see your Clemson email for more information)
• Bridge Leadership Academy (BLA) (see your Tri-County and Clemson emails for more information)

October

• Fall break (no classes) – October 14-15
• Meet with your assigned faculty advisor to prepare for spring registration (see the Tri-County academic calendar for spring registration dates and deadlines)
• Aspire workshops (see your Clemson email for more information)
• Bridge Leadership Academy (BLA) (see your Tri-County and Clemson emails for more information)

November

• Tri-County Professional Development Day (campus closed) – November 5
• Meet with your assigned faculty advisor to prepare for spring registration, if not yet done so (see the Tri-County academic calendar for spring registration dates and deadlines)
• Thanks-for-Giving (see your Tri-County and Clemson emails for more information)
• Aspire workshops (see your Clemson email for more information)
• No classes – November 27
• Thanksgiving break (campus closed) – November 28-29

December

• Final exams – December 4-10
• Winter break (campus closed) – December 24-December 31
Important Dates & Reminders

January

- Winter break (campus closed) – January 1
- First day of spring semester classes – January 6
- MLK Day holiday (Tri-County CLOSED) – January 20
- See the Tri-County academic calendar for add/drop deadlines
  - Add = add a new course to your course schedule
  - Drop = remove a course from your schedule with no grade and receive a refund
  - Withdraw = remove a course from your schedule with a grade of “WD” and do not receive a refund

February

- Tri-County Professional Development Day (Tri-County CLOSED) – February 18
- Spring semester MANDATORY meetings – February 24-28 (see your Tri-County and Clemson emails for more information)
- Meet with your assigned faculty advisor to prepare for summer/fall registration (see the Tri-County academic calendar for spring registration dates and deadlines)

March

- Spring break (no classes, limited office hours on both campuses) – March 16-20
- Meet with your assigned faculty advisor to prepare for summer/fall registration, if not yet done so (see the Tri-County academic calendar for spring registration dates and deadlines)

April

- Final exams – April 22-28
- Meet with your assigned faculty advisor to prepare for summer/fall registration, if not yet done so (see the Tri-County academic calendar for spring registration dates and deadlines)
**Important Dates & Reminders**

**May**

- Clemson University Admissions letters USPS mailed by mid-May
- MANDATORY Clemson orientation for Bridge crossers will be in June, July, and August (actual dates provided at the spring mandatory meetings and in the April e-newsletter). Instructions will be enclosed in the Clemson University Admissions acceptance letter once admissions requirements for Bridge to Clemson are met (including through the grace period of summer after your Bridge year).
- Need help with last minute changes to your summer schedule? Contact your assigned faculty advisor, the Division of Arts and Sciences (Oconee Hall 103), or the Bridge to Clemson staff.

**June**

- Need help with last minute changes to your summer schedule? Contact your assigned faculty advisor, the Division of Arts and Sciences (Oconee Hall 103), or the Bridge to Clemson staff.
- Plans changed and want to stay at Tri-County? You must complete a change of plan and bridge program withdrawal form in the Tri-County Bridge Programs Office (Anderson Hall 168).

**July**

- Need help with last minute changes to your summer schedule? Contact your assigned faculty advisor, the Division of Arts and Sciences (Oconee Hall 103), or the Bridge to Clemson staff.
- Plans changed and want to stay at Tri-County? You must complete a change of plan and bridge program withdrawal form in the Tri-County Bridge Programs Office (Anderson Hall 168).

**August**

- Bridge year has concluded – August 1
- Plans changed and want to stay at Tri-County? You must complete a change of plan and bridge program withdrawal form in the Tri-County Bridge Programs Office (Anderson Hall 168).
Advising

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, 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.
Logging Into Your eTC Account

Logging In

To log into eTC for the first time: (if you already created your password and accessed your account, skip to Step 4)

STEP 1
Log into account.tctc.edu

Using the username and Temporary Password included in your acceptance letter. The temporary password is your T-Number (T#) and two-digit day of birth. For example, if your T-Number (T#) is T12345678 and your birthday is on the 15th, your initial password would be T1234567815 (the T must be capitalized).

STEP 2
Once you login you will be asked to change your password. Select the Change Password Tab at the top of the screen.

Guidelines for Creating a New Password

• Choose a password that is at least 10-16 characters long
• Think of a phrase you'll remember
• Capitalize at least one letter (there needs to be at least one lower case letter, too)
• Add at least one number
• Add at least one special character from this list: ! # % ^ - + { } / ? _
• Example: Ilove2eatpizza!
• All green checkmarks must appear to ensure your password has met the necessary guidelines

STEP 3
Click on the submit button. If your set-up was successful, you will now be on the “My Info” page. Enter your mobile phone number in the following format, 18641234567, and an alternate email address. Click on the “Update” button at the bottom of the screen.

STEP 4
Go to the TCTC homepage (tctc.edu) and click on eTC in the bottom right corner. Enter your username and created password to sign into your eTC account.

Passwords

RESET FORGOTTEN PASSWORD

If you forget your password at any time, you can go to account.tctc.edu and click on “Forgot Your Password” link to reset your 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 email address that the expiration date is near.

If you have any questions, contact the Service Desk at servicedesk.tctc.edu or 864-646-1779
Register for Classes

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

1. Pull up the Internet (Google Chrome is the preferred browser).

2. Login to eTC (if on the main TCTC website, the eTC link is located in the lower right hand corner in red)
   - If you have not logged in before, cannot remember your password or have trouble logging in, turn to page 62.
   - Still having trouble logging in? Contact the IT Service Desk at 864-646-1779 or servicedesk@tctc.edu.

3. Go to the Get Set tab in your eTC and click on Course Scheduler

4. Select your preferred campus.

5. If needed, change Course Status, Parts of Term, and Term.

6. Select the course(s) you want to take by using the “Add Course” button.
   - Make sure to review your advising sheet and the courses your advisor recommended before you begin registering

7. Optional: Use the “Add Break” button to indicate times that you are unable to take classes.

8. Click “Generate Schedules” to view available schedule options:
   1. Week at a glance: mouse over the magnifying glass
   2. Compare schedules: check multiple boxes and click “Compare.”
   3. Detailed schedule information: click “View” next to the schedule you would like to review
   4. You can “favorite” schedules by selecting the heart icon from the “View” screen

9. Once you have reviewed your scheduling options, select “View” next to the schedule you want. Then click “Send to Shopping Cart” at the top of the screen and click “OK” if the following message is displayed, “this schedule will now be transferred to the Shopping Cart and the Schedule Planner will close. Do you want to continue?”
10. Select the term for registration and click “Continue.”

11. Select the “Plans” tab and click, “Add All.” The preferred class schedule should then show in the bottom right corner as “Pending.” Then click “Submit” to register. You should then see the “Save Successful” message displayed.

12. Once you have successfully registered for your courses, return to the Get Set tab and in Box 4 you will see your “Student Bill and Schedule.”
   • Click on “Student Bill and Schedule” and select the term for registration. Then click “run report.”
   • Make sure to print this page. Once you click print, you will be prompted to enter your username and password again (same as your eTC login).

13. Go to the printer in the computer lab to pick up your Student Bill and Schedule (take your yellow sheet to the printer which includes your T#).
   • When logging in at the printer, choose “ID Number” and enter your T# when prompted.
   • Click “print all” and grab your Student Bill and Schedule.
   • Make sure to sign out of eTC before leaving the computer lab, close all internet browsers on your computer and take all your materials with you.

Additional registration information & waitlist procedures are located on the eTC Get Set tab: Box 4, Registration Instructions (PDF) link. If registration errors occur and you need assistance, stop by TC Central on the Pendleton Campus in Ruby Hicks Hall 105, call 864-646-1600, or email registrar@tctc.edu. As a reminder, you will need to make an appointment with your assigned faculty advisor during the advising period for each term, to get course recommendations and to have your registration access entered.
### Student Bill & Schedule Example:

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<thead>
<tr>
<th>Detail Code</th>
<th>Description</th>
<th>Charges</th>
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<th>Balance</th>
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<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>3612</td>
<td>CU Housing</td>
<td>618255.00</td>
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<td>3613</td>
<td>CU Dining</td>
<td>1,810.00</td>
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<tr>
<td>3702</td>
<td>BTC Reg Admin/Program Fee</td>
<td>400.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3804</td>
<td>Parking Decal</td>
<td>30.00</td>
<td></td>
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<tr>
<td>3900</td>
<td>Packet Fee</td>
<td>36.00</td>
<td></td>
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<tr>
<td>3922</td>
<td>Course Materials Fee</td>
<td>100.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3946</td>
<td>Digital Course Content</td>
<td>160.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3949</td>
<td>Digital Course Content</td>
<td>95.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3606</td>
<td>BTC Advance Payment</td>
<td></td>
<td>750.00</td>
<td></td>
</tr>
<tr>
<td>8301</td>
<td>Life Scholarship</td>
<td></td>
<td>2,500.00</td>
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</tr>
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<td></td>
<td><strong>Total Charges and Payments for Fall 2019</strong></td>
<td>11,394.94</td>
<td>3,250.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>ENDING BALANCE</strong></td>
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<td></td>
<td>8,144.94</td>
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**Title IV Authorization Financial Aid (FA) Information:**

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Status</th>
<th>Satisfied?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Use FA for Non-Institutional Charges (Bookstore, Parking Decal, etc.)</td>
<td>Approved</td>
<td>Yes</td>
</tr>
</tbody>
</table>

You may use your Student Account Credit Balance (including Financial Aid) in the Campus Store. To preview books for your schedule below, please visit www.ishoptctc.com
### Student Bill & Schedule Example:

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

*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***

Schedule TC Central 864-646-1600 registrar@tctc.edu Mon-Thur 7:30a-6:30p, Fri 7:30a-2p

Financial Aid Financial Aid Office 864-646-1650 finaid@tctc.edu Mon-Thur 8a-5p, Fri 8a-2p

Account Balance Pendleton Cashier Office 864-646-1802 busof@tctc.edu Mon-Thur 8a-5p, Fri 8a-2p

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## Change Your Class Schedule

### 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 at www.tctc.edu/programs/academic-calendar/.
- 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. Click on the “Register, Drop/Add, and Withdraw from Classes” link under Box 4 on the eTC Get Set tab.
  2. Select the term and click “Continue.” In the bottom right corner, select “Drop” from the pull down menu of the class(es) you want to drop and click “Submit.”

**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 at www.tctc.edu/programs/academic-calendar/.
- 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. Click on the “Register, Drop/Add, and Withdraw from Classes” link under Box 4 on the eTC Get Set tab.
  2. Select the term and click “Continue” in the bottom right corner, select “Student Withdrawal” and click “Submit.”.
- 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. You must first come to the Bridge Programs Office in Anderson Hall 168.

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

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 on the eTC Learn tab under the Attend Classes section.
- A student who accumulates more than the allowable number of absences during the semester will be withdrawn from the course.
- The attendance policy requires the instructor to withdraw a student who is absent 14 consecutive calendar days (including weekends and holidays, unless there is an extended College scheduled break of 5 or more days) before the last date to withdraw with a grade of W. If the attendance violation occurs after the withdrawal date, the student will receive a final grade in the course.
- Pay close attention to the attendance information included in the course syllabus, communicate with your instructor if you have to be absent, and track your attendance using the My Attendance Records link on the eTC Learn tab.
Financial Aid Options

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.

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

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.

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.

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 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 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.

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, under Life@TCTC and select Beyond the Classroom or by emailing tccentral@tctc.edu.
Apply for Financial Aid

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.
- 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. 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.
- 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 on the eTC My Dashboard tab. Red highlighting indicates missing requirements. Once all requirements are complete, check your Bill & Schedule to view your financial aid.

Keep Your Financial Aid

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 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 X 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): Minimum 2.0 cumulative GPA (FAFSA required)

Get Financial Aid Assistance

In person: TC Central, Ruby Hicks Hall 105, Pendleton Campus, Monday – Thursday 7:30 am – 6:30 pm and Friday 7:30 am – 2 pm
Email: tccentral@tctc.edu
Phone: 864-646-1650
Pay Your Tuition

Payment Options

**Online:** eTC Get Set tab, Box 6

**In person:** Business Office, Ruby Hicks Hall 134, Pendleton Campus

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

**Flexible Payment Plans will be available:**

- Contact the Business Office for more information at 864-646-1802 or 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. You must select your preference to generate or process the refund. Failure to choose a preference or to update your address will result in a delay of processing the refund. You can check the status of your refund online at www.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

**Receive a paper check in the mail.**

- Paper check mailed via US mail from BankMobile
- Money available in 5 to 7 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
Student ID Cards

- TCTC ID cards 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 card.
- Student IDs are available through Campus Police on the Pendleton, Anderson, Easley, and Oconee Campuses. On the Pendleton Campus, the office is located in Pickens Hall 138.
- The initial card is free of charge. Replacement cards are $5 each.

Parking Decals

- Parking decals are mandatory and required for students, faculty, and staff who drive to any TCTC campus.
- Parking decals are $30 and you can register up to 2 vehicles. Pay on the eTC Get Set tab Box 6, at the Business Office (located in Ruby Hicks Hall 134), or at the Campus Store, located in the Student Success Center on the plaza level at the Pendleton Campus. On the Anderson, Easley, and Oconee Campuses, parking decals can be purchased on the eTC Get Set tab Box 6 or at the Front Desk and picked up at Campus Police.
- To obtain your decal, take your receipt, driver's license, vehicle registration, and TCTC student ID number (T#) to the Business Office or Campus Store.
- Display your decal according to the directions provided by Campus Police.
- All parking decals expire at the end of the summer term. New decal renewals begin in August of each year.
- If you need to drive a different vehicle temporarily, write on a piece of paper “Temporary Vehicle” and include your issued decal number (e.g. Temporary Vehicle 180123). Place the paper on your dashboard in a visible location.
- If you are driving a recently purchased vehicle that has a temporary license plate (paper/plastic), please park in your designated parking space.
- Do not park in visitor or any other space marked reserved or blocked off.
- Tickets will not be issued to vehicles with temporary tags unless illegally parked. You may obtain your packing decal once you receive your permanent license plate.
Park on Campus

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 your TCTC Student Announcements in your eTC account.

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 is strictly enforced. To help eliminate unauthorized vehicles from parking in handicap parking spots, please register your handicap tag or placard with Campus Police.
- Under special circumstances, you may obtain a temporary handicap parking permit, which will be valid for a period not to exceed 30 days. These permits will only be given to students, faculty, and staff who provide Campus Police with documentation from a physician or medical facility stating that special parking is required.

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 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.
- Instructions for ordering textbooks can be found online on the eTC Get Set tab under Box 7.
- Contact the Campus Store at 864-646-1824.

**REMEMBER:**

You can use remaining financial aid funds beginning one week PRIOR to the FIRST DAY OF CLASSES through the first 2 weeks of classes.

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 meal plan in the Campus Store during the first 2 weeks of each semester. 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.

ishopTCTC.com
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 we cannot help you, we will connect you with someone who can. We are here to serve you.

Visit TC Central in Ruby Hicks Hall 105 on the Pendleton Campus:
Current Hours: Monday – Thursday 7:30 am – 6:30 pm & Friday 7:30 am – 2:00 pm

TC Central Specialists
tccentral@tctc.edu
Wellness Programs

Wellness is a lifestyle that 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:

- Motivational Counseling/Goal-Setting
- Personal Success Plans
- Personal Issues/Counseling (REACH)
- Healthy Relationships
- TC Cares (Behavioral Support)
- Academic Suspension Counseling
- Financial Aid Appeal Assistance
- Transition to College
- Medical - Related Absences
- Prevention Programming
- Community Agency Resources/Referrals
- On-Campus Resources
- Emergency Assistance (Shelter, Food, Rent)
- Healthy Lifestyle
- Printed Resources and Information
- SC Thrive Applications

To make an appointment, call 646-1569 or 646-1605 or come by the Student Success Center, Student Support Suite, Ground Level on the Pendleton Campus.

Accessibility Resource Center

The Accessibility Resource Center assists students with existing or acquired physical, medical, psychological, 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.

We serve students with conditions such as:

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

Requesting accommodations and accessibility services can be done by filling out the Initial Request For Accessibility Services online form at tctc.edu/ARC. Students can also stop by our office in the Student Success Center, Student Support Suite (SSC 125), Ground Level on the Pendleton campus or at the front desk at any community campus. Call 864-646-1564 or email ARCenter@tctc.edu.
Veteran Resources

- The College can accept and process VA/GI Bill monies through the Financial Aid Office and the Student Data Center. Student Veterans can get information from these offices through TC Central, located in Ruby Hicks Hall 105 on the Pendleton Campus.
- 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 to all students on the College’s Library website (library.tctc.edu). Additional questions or concerns can be directed to the Coordinator of Community Standards at (864) 646-1682 or sjaeschk@tctc.edu.

Money Management Center

“Let’s Make Sense of Your Dollars!”
- Empowers you with tools to be financially literate and successful in college and beyond
- Information available on the following topics: budgeting, credit & credit cards, personal finance & debt management, loan management
- Contact moneymgmt@tctc.edu for information or to set up an appointment.

REACH Student Assistance

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

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

24-hour access to live support available by phone, email, face-to-face, and SMS text, as well as by eSessionCONNECTSM technology for instant access to online counseling.

Resources are available online. Log on with the College’s username and password (see below), and navigate through articles, links, interactive content, self-searches, self-assessments and more.

WEBSITE: http://reachworklifepowerflexweb.com
USER NAME: REACH-TCTC  PASSWORD: Student
TOLL-FREE: 1-855-691-4941
Learning Commons

- Free help from qualified tutors and librarians
- Individual and collaborative study spaces
- Pendleton Campus: Student Success Center, Top Level, 864-646-1750
- Satellite locations at Anderson, Easley, and Oconee Campuses

Library Services

- Access to print and digital resources online at library.tctc.edu
- Must have a photo ID to check out materials
- Contact us at library@tctc.edu

Tutoring Services

- Tutoring is available in math, science, economics, Spanish, writing, and more
- Academic coaching on topics like study skills and time management
- More information and resources available online at tctc.edu/tutoring
- Contact us at tutoringcenter@tctc.edu

Supplemental Instruction (SI)

- Review sessions for traditionally difficult courses
- SI student leaders have already completed the courses with high grades
- Weekly review sessions for ACC 101; BIO 101, 102, 113, 114; CHM 110, 111; MAT 111, 120, 130, 140, 141, 230; PHY 221
- SI schedules are posted in classrooms and in the Learning Commons and sent via email to students in SI-supported courses
- More information? Gretchen Waugaman at gretchw@clemson.edu, Twitter: TCTC_SI, Instagram: tctcsi
Math + Lab

- Free, individualized help from experienced instructors with Math 031, 032, 101, 102, and 150 Express
- Assistance with ALEKS (math software)
- Assistance with navigating Blackboard
- Quiet place to work and get the support you need
- Drop by Oconee Hall 319 on the Pendleton Campus – no appointment required
- Hours: Monday - Thursday 9 am - 5pm; Friday 9am - 12pm

MyLabsPlus

Many instructors use MyLabsPlus (MLP) as part of their courses. There are numerous valuable resources available in MLP to help you learn. For instance, find the electronic version of your text, videos and animations that you can view, sample homework problems to practice, as well as online assistance with how to work these problems. It is a great tool to aid in your learning. If your course uses MyLabsPlus, you can access your MLP course through Blackboard. Look for the MyLabsPlus Bridge link.
Leading EDGE Experience

Set Yourself Apart!

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. Stop by Student Engagement in the Student Success Center, Plaza Level to sign up and learn more about your Leading EDGE Experience.

Find out about events and programs through the TCTC EDGE app, social media, campus TV monitors, posters around campus, and the College calendar in eTC.

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.

Career and Employability Resources

- 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

Available Monday-Thursday, 8:00am - 5:00pm and Fridays, 8:00am - 2:00pm on the Pendleton Campus, Ruby Hicks Hall 180. Services are available at the Anderson, Easley, and Oconee Campuses by appointment: 864-646-1577.
TCTC Experiences

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, under Life@TCTC and select Beyond the Classroom.

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 Anderson, Easley, and Oconee Campuses. Meetings are open and all students are invited to attend. Stop by Student Engagement 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, contact Lori Morrissette at lmorriss@tctc.edu or stop by Student Engagement 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
- Washington D.C. - Lara Wrightston, lwrights@tctc.edu
- Cuemavaca, Mexico - Trini Tumlin, ttumlin@tctc.edu

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, and SOLACE. Look for upcoming meetings and events on the TCTC EDGE app!

Honors Program

- The Honors Program offers the opportunity to join a “community of scholars” where students share common aspirations and drive.
- The Honors Program will engage you in ways that move beyond the textbook and basic content. You’ll gain a heightened understanding of topics through deeper and more learner-centered experiences. Common approaches include: debate, field trips, externships, collaborative research, and workshops.
- Honors courses help you develop research skills and demonstrate high-level cognitive skills, including: analysis, synthesis, and evaluation. You’ll be encouraged to demonstrate creativity, connect material across disciplines, and become an independent thinker.
- Students enrolled in any Associate degree program are invited to apply. Students must meet specific eligibility requirements.
- Are you up to the challenge? Contact Amy Borders at aborders@tctc.edu or find more information at tctc.edu, under Programs and select Other Learning Experiences.
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:

1. bb.tctc.edu (preferred)
2. tctc.edu (bottom right corner)
3. eTC Learn tab

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

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

Clicking on a course name takes you into the course. Each course may be laid out 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 eTC [do not include full email address (@tctc.edu), only username].
- Schedule an appointment with Tutoring Services for help with Blackboard navigation.
- If you need assistance, contact the Service Desk by phone (864-646-1779), by email (servicedesk@tctc.edu), or by submitting a ticket on the eTC Get Connected tab under My Services.
- Video tutorials are available: ondemand.blackboard.com/students.htm
- Final grades are not available in Blackboard but can be found under View Grades on the eTC Learn and Succeed! tabs.
- Blackboard may not be available during some maintenance periods. A schedule is available through a link on the login page.
## Computer Labs

- Open computer labs are available at the following locations and times:

<table>
<thead>
<tr>
<th>Location</th>
<th>Schedule</th>
<th>Room/Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pendleton Campus</td>
<td>Monday – Thursday 7:30 am – 8 pm Fridays 7:30 am – 2 pm</td>
<td>Pickens Hall 140</td>
</tr>
<tr>
<td></td>
<td>Monday – Thursday 7:30 am – 6 pm Fridays 7:30 am – 2 pm</td>
<td>Fulp Hall 301</td>
</tr>
<tr>
<td>Anderson Campus</td>
<td>Monday – Thursday 7:30 am – 6:30 pm Fridays 7:30 am – 2 pm</td>
<td>AC 130</td>
</tr>
<tr>
<td>Easley Campus</td>
<td>Monday – Thursday 8 am – 6 pm Fridays 8 am – 2 pm</td>
<td>EC 122</td>
</tr>
<tr>
<td>Oconee Campus</td>
<td>Monday – Thursday 8 am – 6 pm Fridays 8 am – 2 pm</td>
<td>OC 116</td>
</tr>
</tbody>
</table>

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

## DegreeWorks

How can you stay on track toward completing your degree if you can’t see where you’re going? DegreeWorks, TCTC's degree audit system, will help show you the way!

- Refer to DegreeWorks regularly to monitor your progress and find courses you still need to complete.
- Work with your academic advisor to create an academic plan to follow.
- Find links to DegreeWorks on the eTC Get Set and Succeed! tabs.
eTC Account

Accessing eTC

If you are having trouble logging in to eTC, refer to page 9 in your Orientation Guide or contact the Service Desk at 864-646-1779 or servicedesk@tctc.edu.

Navigating eTC

1. Access eTC at etc.tctc.edu.
2. After logging into eTC, you'll be on the WELCOME-MESSAGE CENTER tab. The email icon is located to the far right of the tab names. Check your email often for important College messages. You can also access email directly at exchange.tctc.edu.
3. On the WELCOME-MESSAGE CENTER tab, you'll find a calendar of upcoming events and student announcements. Under the “Directories” section, you can search for instructors’ contact information and student email addresses. Also view academic calendars (pages 4-7 in your Orientation Guide) for each term and exam schedules.
4. Use the MY DASHBOARD...
5. The **GET SET** tab has helpful links such as, Consent to Release Educational Records (Box 1), DegreeWorks to check transfer credit and degree progress (Box 3), Course Scheduler for class registration (Box 4), Business Office for online payment and payment plan options (Box 6), and the Campus Store for textbook information (Box 7).

6. The **GET CONNECTED** tab links you to TCTC resources and support, such as Tutoring Services and Accessibility Services. Use Starfish to make online appointments. Under My Services, download Microsoft Office 365 for free! You can also access Office 365 at portal.office.com using your eTC username and password.
7. The **LEARN** tab provides links to Blackboard, Library Services, and other academic resources. Use the My Attendance Records link to check your attendance in classes.

8. The **SUCCEED!** tab has information about graduating, viewing final grades, transferring, and how to access your transcripts.

With these tips, you’re well on your way to navigating eTC!

To log in, go to **eTC.tctc.edu**
**TCTC EDGE App**

Download the FREE TCTC EDGE app from your App Store or Google Play by searching for “TCTC EDGE”. Find campus events, information, 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. Campus resources are available at your fingertips. It’s your key to getting involved on campus!

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**Microsoft Office 365**

Office 365 is available at no cost to all students. Access Office 365 at portal.office.com using your TCTC username and password or on the eTC Get Connected tab. 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.

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**Printing**

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. All open labs have printers. Release your print job by logging into the printer with your username and password or student identification number (T#). Print jobs can be released at any Sharp printer on any campus.

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**Starfish**

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. Through Starfish, you can make appointments with instructors, your academic advisor, your success coach, and Tutoring Services. Access Starfish on the eTC Get Connected tab or in Blackboard.
**iPhone**

1. Go to Settings.
2. Go to Passwords & Accounts.
3. Select Add Account.
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 eTC 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\bsmith18).
   c. Exchange Server: exchange.tctc.edu
   d. Password: Your eTC 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/.

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**NEED ASSISTANCE?**
Contact the IT Service Desk at 864-646-1779 or servicedesk@tctc.edu.
**Academic Terms**

**Academic Calendar** – calendar that defines important enrollment dates and deadlines, such as add, drop, withdraw, and exam dates. Find academic calendars on the eTC Welcome-Message Center tab and pages 4-7 in your Orientation Guide. You should 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.

- **Warning** – Students previously in Good Standing who fall below the minimum institutional 2.0 Grade Point Average (GPA) requirement will be placed on Warning for the next term of enrollment. Students who achieve a 2.0 institutional GPA or higher at the end of the Warning term are placed back in Good Standing.

- **Probation** – Students on Warning Standing for the preceding semester and whose institutional GPA does not meet the minimum 2.0 GPA requirement will be placed on Probation for the next term of enrollment. Students who achieve a 2.0 institutional GPA at the end of Probation term are placed back in Good Standing.

- **Suspension** – Students whose institutional GPA does not meet the minimum 2.0 GPA requirement at the end of the probation term will be placed on Suspension and will not be permitted to register for the following academic term. Please refer to the TCTC College Catalog for more information.

**College Catalog** – publication that describes Tri-County policies and procedures, campus resources, academic program requirements, and course descriptions. The College catalog is available online on the eTC Get Set tab, Box 3.

**Co-requisite** – 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 on the eTC Get Set Tab, Box 4. 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.

**Pre-requisite** – 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 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.
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 on the eTC Get Set tab, Box 3). 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 on the eTC Get Set tab, Box 3 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:

Marci Leake
Assistant Vice President for Human Resources
Title IX Coordinator
Anderson Hall 206
(864) 646-1790 • mleake1@tctc.edu

Linda Jameison
Assistant Vice President for Student Support and Engagement
Student Success Center, Ground Level, Office 123
(864) 646-1562 • ljameiso@tctc.edu
Policy Acknowledgement Form

I, (printed name of student)______________________________________________ have read the Bridge to Clemson Handbook and agree to all terms for the entire academic year (Fall, Spring, and Summer Semesters).

I hereby acknowledge that I have received, read, and understand each of the following policies in their entirety. Also, I agree to all of the terms and conditions outlined for the 2018-2019 academic year.

- Bridge to Clemson Policies and Procedures
- Clemson University Housing & Dining Contract and Addendum
- Clemson University Housing & Dining Rules and Regulations
- Clemson University Student Code of Conduct
- Tri-County Technical College Student Code of Conduct

I further understand and acknowledge that while enrolled in the Bridge to Clemson program, violations of either Code and/or Clemson University Housing & Dining policies could impact my TCTC student status, Clemson University Housing & Dining eligibility, and Clemson admission status.

Further, as agreed upon in my completed Enrollment Form submitted with my $750 non-refundable advance deposit, I already provided an electronic signature giving permission, under the Family Educational Rights and Privacy Act (FERPA), to TCTC and Clemson to release my enrollment status, academic standing, transcript, student conduct records, and any other educational records to the other institution for the duration of my enrollment at TCTC for the purposes of administering the Bridge to Clemson program and Clemson to release my transcript to TCTC through my second year of enrollment at Clemson for the purposes of reverse transfer.

__________________________________________________________________
Signature of Student

Date