

PROCESS FOR ENROLLING TECH PREP STUDENTS AT TIDEWATER COMMUNITY COLLEGE

- A. An eligible student receives a Tech Prep Articulation Request Form from the high school counselor, or the Tech Prep Website (www.tcc.edu/techprep/)
- B. The student applies for admission to TCC. Please contact the TCC Enrollment Services Office where the student wishes to attend.
- C. The campus Enrollment Services Office must process the student's application before the student can enroll.
- D. The following must be completed before the student registers for class:
 - The student must take the TCC placement test (COMPASS).
 - The student must enroll in the Associate in Applied Science Degree at Tidewater Community College that corresponds with the Career and Technical Program taken in high school as outlined in the Tech Prep Articulation Agreement. Tidewater Community College will grant credit for articulated course provided that the student has:
 - achieved a grade of "A" or "B" on work completed in career and technical courses articulated with TCC;
 - enrolled at Tidewater Community College in a corresponding curriculum within two academic years after graduation from the participating schools.
completed twelve (12) credits at Tidewater Community College.
 - Using the Tech Prep Articulation Request Form, a current TCC curriculum guide sheet, a copy of the student's high school transcript, and a copy of the Tech Prep Articulation Agreement, the high school or TCC counselor will assist the student in determining the credits he/she may be eligible to receive through the articulation agreement.

NOTE: Content issues related to the articulated courses will be referred to the appropriate division chair. The awarded credit is based on the articulation agreement that was in effect at the time the student took the career and technical education courses in high school.

- E. Copies of the Tech Prep Articulation Request Form are forwarded to the TCC Tech Prep Coordinator on the Virginia Beach Campus for review.
- F. The Tech Prep Articulation Request Form will be returned to the TCC Records Office after it has been reviewed and approved/disapproved.
- G. The Records Office will award the articulated credit(s) to the student once the official high school transcript is received and verified. Any discrepancies will be forwarded back to the TCC Tech Prep Coordinator.