

ENROLLMENT

You may enroll online using the Student Information System www.tcc.edu/sis to take courses at TCC, use the touchtone telephone enrollment system 757-822-2000, come in person to any campus or off-campus enrollment site, or mail in your materials by the deadline listed in the TCC Schedule of Classes. If you are currently enrolled and in good academic and financial standing at the college, you may see your counselor or academic advisor prior to the enrollment period.

Students with academic blocks on their records because they are on academic suspension or dismissal may NOT register until granted readmission. Students with administrative blocks on their records—holds due to unpaid library charges, financial aid overpayments, or other student debts to the college—may NOT register until their record is cleared.

If you add a class or register after the first day of classes, you are counted ABSENT from ALL the class meetings you miss.

Complete enrollment procedures are outlined in the TCC Schedule of Classes published each semester, and assistance is available on each campus.

Online Enrollment

The SIS enables you to access information and perform a number of functions over the Internet. Eligible students can register online, add or drop classes, check their schedules, find open sections of classes, and pay tuition and fees using MasterCard and VISA.

Your SIS entry also contains your personal information: address, financial aid and payment history, unofficial transcript, and transfer credit evaluation.

Touchtone Enrollment

The touchtone enrollment system (formerly IVR) enables you to perform a number of functions, from enrollment to checking dates, from any touchtone phone. Take advantage of the system's special security feature that allows you to choose your PIN number.

You can enroll for your classes using touchtone. Later, you can add and drop courses. The system also provides information on course availability in case your first choice is not available. Once you have registered, you can use an approved credit card to pay your tuition by touchtone.

The touchtone registration system also provides easy access to general and personal information. You can review your address, your class schedule, tuition, and fees. Also available is general college information: graduation application deadlines, computer competency graduation requirements, and other important announcements.

CHAPTER 2

Enrollment/Registration Information

Academic Load

The full-time course load is 12 or more credit hours of coursework in a semester or summer session. Talk to a counselor about taking an academic load that will be compatible with your work schedule, family responsibilities, health, and other obligations. As a rule, one credit hour of course work requires at least two hours of study outside of class each week.

If you wish to take more than 18 credit hours of course work, you must obtain the approval of the campus provost or designee.

If you have received an academic warning or are on academic probation, you may be required to take a reduced course load for the next semester.

Minimum Enrollment Requirement for Classes

Each course is offered on condition of adequate enrollment. The college reserves the right to cancel or discontinue any course offered, either because of inadequate enrollment or for any other reason deemed appropriate by the college.

Auditing a Course

To audit a course—attend class without taking examinations or receiving credit—you must obtain the permission of the appropriate academic dean or designee on the campus where the course is taught. You must then register for the course and pay the regular tuition.

To change the status of a course from audit to credit, you must complete the change by the end of the add period. To change the status of a course from credit to audit, you must complete the change by the official last day for withdrawal from a class without academic penalty. Contact Enrollment Services for assistance.

Courses you are auditing are NOT counted as part of your academic load when full-time or part-time status is reported to the Financial Aid Office or to an external party such as the Social Security Administration, an employer, health insurance carrier, the Immigration and Naturalization Service, or the Department of Veterans Affairs.

CHANGE OF ENROLLMENT/REGISTRATION

Any action you take after your initial enrollment is a “change of enrollment”. You must always follow established procedures for making any changes in your program after enrollment. A change is not official until you have carried out the appropriate procedures, either online, through the touchtone system, in person, or by providing written permission to a representative who acts for you. Consult a counselor or an academic advisor when changing enrollment to prevent any problem with your permanent college records, your financial aid status, or your veterans benefits.

Types of Changes

Adding a course means enrolling in a new course during the add period published in the TCC Schedule of Classes. You may need special permission from the provost or designee to add a course after the first meeting.

Dropping a course means you have officially left a course ON or BEFORE the last day to drop for a tuition refund published in the TCC Schedule of Classes. Enrollment in the course will not appear on your college record, and you will not receive a grade for it.

Withdrawing from a course means officially leaving the course AFTER the refund period. Enrollment in the course will appear on your college record, and you will receive a grade for it. The college reserves the right to withdraw a student for just cause.

The deadlines for adding and dropping courses and withdrawing without academic penalty from regular session courses are published every semester in the TCC Schedule of Classes and the college calendar. Contact Enrollment Services for the last date to withdraw from special session courses. For information on how your grades may be affected by these actions, read the following sections.

Course Withdrawal

You may withdraw from a course without academic penalty during the first 60 percent of a session and receive a grade of W (withdrawal). The last day to withdraw without academic penalty from regular session courses is published in the TCC Schedule of Classes. Contact Enrollment Services for the last day to withdraw from special session courses. After that date, if you withdraw or are withdrawn from a course, you will receive a failing grade of F or U.

Exceptions to this policy may be made ONLY when initiated by the instructor and approved by the academic dean; ONLY if you are able to document mitigating circumstances; and ONLY if you were making satisfactory progress in the course.

Do not stop attending college without officially withdrawing from all your classes. Failure to properly withdraw from college may result in the assignment of F or U grade(s) to your permanent record. Please see a counselor or an academic advisor to consider your options before withdrawing from college.

Effective Date of Official College and Course Withdrawal

When you withdraw from a class or from the college, your official withdrawal is effective on the date it is processed by the college, not the date of the last class you attended, unless the two dates are the same. If you are withdrawn from a course, your official withdrawal date is the last day you attended class, as reported by your instructor.