10 KEYS FOR SUCCESS AT TCC

Stay on the track for success with these tips:

1. **Prepare for placement tests**
   A good score can save you time and money spent on developmental classes.

2. **Arrange computer access**
   You will need regular access to a computer to check your student email, manage online accounts, access Canvas, and complete college course work.

3. **Check your TCC email everyday**
   Your TCC-issued email account is our official means of communication with you.

4. **Know your program’s admission requirements**
   Your acceptance as a TCC student does not guarantee admission to some programs, including most health profession programs.

5. **Decide on your course of study with an academic advisor**
   Academic advisors and counselors are here to help you make the right choice for your academic and personal goals.

6. **Register early**
   Register early to ensure you get the classes that fit your schedule and keep you on track for graduation.

7. **Register for classes at the right campus**
   Pay attention to your course selections before you register and double-check that you’re picking classes on your intended campus.

8. **Familiarize yourself with each class attendance policy**
   Attendance requirements vary by course—and even “excused” absences may count toward attendance and put your grades in jeopardy.

9. **Study outside of the classroom**
   For each credit hour you take, you should expect to spend approximately 2-3 hours outside of class studying.

10. **Ask for help**
    Having trouble in a class? Need help with a personal issue? You have access to a variety of academic and support services—take advantage of them!
CHAPTER 1 ONLINE ACCOUNTS & RESOURCES
1 Student Portal—myTCC, SIS and Canvas
1 Look Up Your Username and Set Your Password
4 myTCC Login—Access to Student Information System (SIS)
5 Email
5 Canvas—Learning Management System (LMS)
5 How to Use the TCC Website

CHAPTER 2 PAYING FOR COLLEGE
7 Applying for Federal Student Aid
7 Scholarships
7 Military and Veteran Benefits
8 Domicile
8 How to View Your Tuition and Fee Charges
9 Payment Plan
10 Apply for Payment Plan in SIS Student Center
11 Payment Options
11 Tuition Deadlines
12 How to View Your Financial Aid Award
15 Financial Aid Offices

CHAPTER 3 REGISTERING FOR CLASSES
18 Determining When Class Begins and Ends
18 Tips for Building a Schedule Of Classes
18 Searching for Classes
21 Narrowing Your Search
23 Select a Class and Complete Enrollment
25 Need Help With SIS?
26 Additional Online Registration Tips
26 Registration Tips for Veterans Using GI Bill®
27 Understanding Class Section Codes
28 How Do I Find My Classroom? Chesapeake Campus
29 How Do I Find My Classroom? Norfolk Campus
30 How Do I Find My Classroom? Portsmouth Campus
31 How Do I Find My Classroom? Virginia Beach Campus
32 Enrollment Services Offices
CHAPTER 4  STUDENT SERVICES & RESOURCES

33 Academic and Career Success
  33 First Year Success
  33 Academic Counseling and Advising
  34 Academic Advisors
  35 Learning Assistance Centers and Tutoring
  37 Career and Employment Services

38 Computers
39 Computers for Student Success
39 TCC Help Desk
39 Libraries
40 Parking and Transportation
40 Stormcard—Student ID Card
41 Specialized Services
  41 Center for Military and Veterans Education
  41 Educational Accessibility
  42 TRIO—Open Door Project
  43 Intercultural Learning Center
  43 International Student Services

CHAPTER 5  ACADEMIC INFORMATION

45 Student Rights and Responsibilities
45 Attendance
46 Calculating Your GPA
46 Dean’s List, President’s Honor Roll, Phi Theta Kappa
46 Sharing Access to Your Educational Records

CHAPTER 6  CAMPUS SAFETY & SECURITY

47 Emergency Contacts
48 TCC Alerts
48 Escorts to and from Your Vehicle
48 Safety Tips

CHAPTER 7  CONTACT US

49 Information Center
49 Financial Aid Offices
50 Academic Counseling and Advising
51 Academic Deans and Divisions
53 Campus Provosts and Deans of Student Services
54 Center for Military and Veterans Education (CMVE)
One of the keys to success in college is staying informed. The best way to do that is online—through your student portal, student email, Canvas and the TCC website. Here are the online resources that you should be familiar with to make the most of your time at TCC.

**STUDENT PORTAL—myTCC, SIS AND CANVAS**

TCC’s Student Portal, also known as myTCC, provides single sign-on access to a variety of services such as the Student Information System (SIS), your student email, and the Canvas learning management system. SIS allows you to access your personal student information, find real-time schedule information, enroll in classes, pay for classes, obtain your final grades, request transcripts, check your financial aid awards and more. Canvas is the learning management system that you use to access course materials online.

**LOOK UP YOUR USERNAME AND SET YOUR PASSWORD**

1. Type the web address [www.tcc.edu](http://www.tcc.edu) to open the TCC homepage. At the top right corner of the window, click the **myTCC** button.

2. Click **Forgot Username** to look up your assigned username.
3. Type your information in the fields. Note the format of the birthdate. Then click Next.

A box will appear with your user name. Make note of this information for your records. You will need this information to access your student information during your time at TCC.

4. If you know your password, select I know my password. I can log in now. Click Next, then click the Return to Sign In page button.

If you do not know your password, select I do not know my password. I would like to reset it now. Click Next, then select an option for your temporary password to be sent to you.
When you receive your temporary password, click **Continue** to log in. Enter your username and your temporary password, then click the **Sign In** button. The box below will appear. Enter your temporary password and create a new password. Click **Submit**.

Make note of this information for your records. You will need this information to access your student information during your time at TCC.

5. You will be returned to the Sign In page. Enter your username and password. Click **Sign In**. This login is accepted by myTCC, SIS, Canvas and TCC email. Call 757-822-2457 for password or username assistance.
**myTCC LOGIN—ACCESS TO STUDENT INFORMATION SYSTEM (SIS)**

1. Type the web address [www.tcc.edu](http://www.tcc.edu) to open the TCC homepage. At the top right corner of the window, click the **myTCC** button. The myTCC login page appears.

![myTCC Login Page](image)

2. Click in the **My Username** box and type your username. If you have misplaced your username, refer to the section entitled *Look Up Your Username and Set Your Password*.

3. Click in the **My Password** box and type your password. If you have forgotten your username, refer to the section entitled *Look Up Your Username and Set Your Password*.

4. Click the **SIGN IN** button. The myTCC Portal page appears.

5. Click **VCCS SIS: Student Information System**. When the Self Service screen appears, notice the available options listed—this page is full of useful tools.
EMAIL

All students admitted to the college are automatically assigned a student email account provided through the Virginia Community College System (VCCS). New student email accounts are activated within 15 minutes of your application being processed.

College issued email accounts are used as the official means of communication with students, so you should check your VCCS email on a daily basis. To sign into your email account directly, visit signin.my.vccs.edu

Learn more about your student email at tcc.edu/email

CANVAS—LEARNING MANAGEMENT SYSTEM (LMS)

Canvas enables your instructors to provide you with digital course materials and allows you to easily communicate with each other, submit assignments, check course grades and submit course evaluations. Canvas is the hub used in hybrid and online course work. Canvas courses are available on the first day of your course. If myTCC is inaccessible you can access your Canvas courses at any time at vccs.instructure.com or download the Canvas Student app for Android or iOS.

Become proficient using Canvas by trying this fun and interactive tutorial: tcc.edu/canvas-orientation/story_html5.html

Need help? Canvas provides 24-hour student phone and chat support after login via the Help button on the Global Navigation menu. TCC also provides direct Canvas support—email canvas@tcc.edu or call (757) 822-1740 during business hours. View the Canvas Student Guide for Android or the Canvas Student Guide for iOS at: tcc.edu/student-services/canvas-support

HOW TO USE THE TCC WEBSITE

Find all the important information you need in one place at tcc.edu/students

This page connects you with upcoming events, points you to academic and career resources and shares the tuition and financial aid information you need. You can also find the Student Handbook, policies, campus resources and other important information.
As affordable as TCC is, you may be thinking, “Where am I going to get the money?” The fact is that there are a variety of ways to pay for college. Let us help you explore some of the options.

APPLYING FOR FEDERAL STUDENT AID

To help you reach your educational and career goals, TCC’s financial aid team will work closely with you to develop the plan that is best for you. You begin by completing the Free Application for Federal Student Aid, known as the FAFSA. You can submit your FAFSA as early as October 1 using prior-prior year data. In other words, if you are applying for financial aid for fall 2019, you can use your 2017 tax information.

April 1st of each year is TCC’s priority deadline for filing your FAFSA. TCC continually processes financial aid from April 1st through the end of the financial aid year. If you miss the April 1st deadline you may still apply for aid. The last day that a FAFSA application can be submitted for processing by the Department of Education is June 30th of that academic year.

Learn more about how it works at tcc.edu/financialaid

SCHOLARSHIPS

TCC and the TCC Educational Foundation offer tens of thousands of dollars in scholarships each year. These scholarships are often awarded in addition to other financial aid opportunities available to qualified students. Awards may be used for tuition, books and necessary supplies at TCC. Students who receive TCC Educational Foundation scholarship awards are eligible to receive no more than the cost of tuition, books and supplies for the indicated award period.

Find one that might be right for you at tcc.edu/scholarships

MILITARY AND VETERAN BENEFITS

TCC, through the Center for Military and Veterans Education (CMVE), assists students in utilizing active duty Tuition Assistance, veteran education benefits, as well as spouse and dependent benefits including Military Career Advancement Accounts (MyCAA). Many of these benefits pay tuition directly to the college.

For more information, visit www.tcc.edu/military/education-benefits

Students using Tuition Assistance or MyCAA must pay their fees; for tuition and fee rates visit www.tcc.edu/paying-for-tcc/tuition-fees
DOMICILE

To become eligible for in-state tuition, a student must establish by clear and convincing evidence that for a period of at least one year immediately prior to the first day of class, he or she was domiciled in Virginia and has abandoned any previous domicile, or that the person on whom the student is legally and financially dependent was domiciled in Virginia.

An overview of the basic requirements for demonstrating and/or establishing Virginia domicile is available at tcc.edu/domicile

For students using GI Bill® Chapter 30, 31, or 33, who reside in Virginia, but may not qualify as being domiciled in Virginia for the purposes of in-state tuition, see an admission/enrollment office on any campus for a Domicile Exception Application.

For active duty service members, their spouses and/or dependents, who do not have Virginia domicile, (Leave and Earnings statement does not have Virginia taxes taken out), see an admissions/enrollment office for a Domicile Exception Application.

HOW TO VIEW YOUR TUITION AND FEE CHARGES

To view your tuition and fee charges after registering for classes:

[Image of webpage with student center options selected and arrow pointing to finances tab]
The account inquiry will show itemized charges related to tuition and fees. Students can identify whether they are being charged out of state tuition rates or in-state tuition rates.

**PAYMENT PLAN**

Why pay a lot of money all at once, when you can make smaller payments? Pay your tuition and fees in up to four monthly installments with TCC’s payment plan, administered by Tuition Management Systems (TMS).

To sign up for the payment plan:

1. Register for your classes.
2. When the payment plan becomes available for your semester, enroll using these steps:
   a. Log on to myTCC (tcc.my.vccs.edu) and click on VCCS SIS Student Information System
   b. From Self-Service menu, click on Student Center
   c. Under Finances, click on Apply for Payment Plan
Learn more about the payment plan at tcc.edu/paymentplan
Manage your payment plan account at tcc.afford.com
PAYMENT OPTIONS

TCC offers a number of convenient options for paying your tuition. Whatever method you choose, be sure to pay your tuition and fees by the tuition deadline.

Payment plans must be set up before classes start.

ONLINE

Use SIS QuikPAY® to pay your tuition online by credit card (MasterCard and VISA only) or by eCheck using your checking or savings account.

1. Login to SIS
2. Click on Self Service
3. Click on Student Center
4. Click on Make a Payment
5. At the Specify Payment Details page, enter the credit card information (all fields on this page are required) and click on NEXT.
6. At the Specify Payment Amount page:
   - To pay specific charges, enter the amount you wish to pay in the Payment Amount Column. Click on Calculate Grand Total. Click on NEXT.
   - To pay all outstanding charges, click on Pay Charges. Click on NEXT.
7. Review the Confirmation page. If the information is accurate, click on Submit.
8. Be sure to print the Payment Result page for your records.

IN PERSON

Visit any campus business office to pay your tuition by cash, money order, check, VISA and MasterCard or debit card. Checks and money orders must be payable to “Tidewater Community College”. Tuition should be paid in the exact amount indicated.

BY MAIL

Checks or money orders payable to “Tidewater Community College” may be sent to one of the business offices. Be sure to include the student’s full name, address, student ID number and a phone number with the payment. Payments for books and supplies should be paid separately at the TCC Barnes & Noble bookstores.

If you need assistance, contact the TCC Information Center at 757-822-1122.

TUITION DEADLINES

Your tuition deadline depends on when you register for classes. Your classes will be dropped if tuition is not paid by the applicable deadline. For more information visit tcc.edu/paying-for-tcc/tuition-deadlines.
HOW TO VIEW YOUR FINANCIAL AID AWARD

The following section is used to explain how to access and view your Financial Aid.

1. After logging in successfully, click Student Center.

2. Click View Financial Aid.

Please note that all tuition and most fees are set by the State Board for Community Colleges and are subject to change each semester without prior notice.
3. If necessary, select the Aid Year you wish to view.

![Financial Aid SIS Production](image)

**Financial Aid**

**Select Aid Year to View**

Select the aid year you wish to view

<table>
<thead>
<tr>
<th>Aid Year</th>
<th>Institution</th>
<th>Aid Year Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Tidewater Community College</td>
<td>Federal Aid Year</td>
</tr>
</tbody>
</table>

Aid years listed indicate your access to eligibility information regarding your Financial Aid Application.

4. Under federal regulations, students can receive financial aid only for courses that apply toward their declared degree or certificate program. TCC has adopted the Financial Aid Course Audit (FACA), a new system that allows us to inform the student shortly after they register whether any of their course selections are ineligible for financial aid. Click View Course Eligibility to see whether any of your course selections are ineligible for financial aid.

![Financial Aid Course Audit](image)

You will see each course identified as eligible or ineligible for financial aid. As the sample enrollment indicates below, eligible courses will be marked with a green check. Ineligible courses will be marked with a red “x.” Courses that have not yet been evaluated will have a question mark. For more information visit [tcc.edu/FACA](http://tcc.edu/FACA)
5. Review your award summary. The award is shown as Amount Offered by term. This amount is based upon a student taking at least twelve credit hours. If a student takes fewer than 12 credits, their grant awards will be adjusted.
FINANCIAL AID OFFICES

Monday and Tuesday 8:30 AM to 6:30 PM
Wednesday, Thursday and Friday 8:30 AM to 5 PM

CHESAPEAKE
Pass Building, Room 175
1428 Cedar Road
Chesapeake, VA 23322
Phone: 855-308-5614

NORFOLK
Andrews Building, Room 1120
315 Granby Street
Norfolk, VA 23510
Phone: 855-308-5614

PORTSMOUTH
Building A, Room A130
120 Campus Drive
Portsmouth, VA 23701
Phone: 855-308-5614

VIRGINIA BEACH
Building B (Bayside), Room B205
1700 College Crescent
Virginia Beach, VA 23453
Phone: 855-308-5614

Financial aid help is available anytime by phone at 855-308-5614 and online at mysupport.tcc.edu
Tidewater Community College is committed to providing collegiate education and training to adults of all ages and backgrounds, helping them achieve their individual goals and contribute as citizens and workers to the vitality of an increasingly global community.

To promote such an environment all first time in college (FTIC) curricular students and/or re-admitted students are required to consult with an academic advisor prior to registering for courses their first term.

Additionally, all TCC students enrolled in curricula requiring a student development course are required to successfully complete a student development course (SDV 100, 101, or 108) within the first semester of enrollment.

Students who have attended other colleges should provide an unofficial transcript to their advisor for review.

All students using veteran education benefits should consult an academic advisor to ensure classes are part of the degree plan. According to the Department of Veterans Affairs, all veteran students must have previous education evaluated, to include military training. All veteran students and active duty service members will receive credit for health and physical education when transferring in military training.

During an active enrollment period, web registration is available 24 hours a day, 7 days a week. Walk-in registration and appointments are available to eligible students during TCC’s official business hours.
DETERMINING WHEN CLASS BEGINS AND ENDS

Classes are offered in different sessions, which determines when a class begins and when a class ends. For each session type, there are different dates to add or change a class, to drop a class for a tuition refund, and to withdraw from a class without academic penalty (receive a “W” grade). Refer to the section entitled Academic Calendar to find these important dates. A dynamic course has unique dates. To review any academic calendar, visit tcc.edu/academics/calendars

<table>
<thead>
<tr>
<th>CLASS SESSIONS</th>
<th>CLASS SESSION DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>REGULAR</td>
<td>16-Week Regular Session</td>
</tr>
<tr>
<td></td>
<td>Class runs the entire semester</td>
</tr>
<tr>
<td>TWELVE WEEK</td>
<td>12-Week Session</td>
</tr>
<tr>
<td></td>
<td>Class starts fourth week of semester</td>
</tr>
<tr>
<td>EIGHT WEEK 1</td>
<td>First 8-Week Session</td>
</tr>
<tr>
<td></td>
<td>Class runs for the first eight weeks of the semester</td>
</tr>
<tr>
<td>EIGHT WEEK 2</td>
<td>Second 8-Week Session</td>
</tr>
<tr>
<td></td>
<td>Class runs for the second eight weeks of the semester</td>
</tr>
<tr>
<td>DYNAMIC*</td>
<td>Class that does not fit into any of the categories above</td>
</tr>
</tbody>
</table>

*When searching for a class, pay attention to the various meeting dates, days and times

TIPS FOR BUILDING A SCHEDULE OF CLASSES

When it comes time to register, prepare a list of potential classes for your upcoming semester. A counselor or advisor can assist you with determining courses that meet your academic requirements.

After you’ve developed a list of courses, determine the range of dates and times for which you would like to schedule classes and the course delivery methods that fit your learning style—face-to-face courses, hybrid courses, online courses. To help ensure you stay on track for your degree or certificate, identify your most important class and build your semester schedule around it.

SEARCHING FOR CLASSES

1. After logging in successfully, under Self Service, click Class Search.
2. After ensuring that the correct Term is selected, follow the steps below to search and select classes:

   a. In the empty class Subject box, type the course subject abbreviation (example: ENG, PSY, or SDV) or, to see a listing of course subjects and their abbreviations, click select subject and then click select beside your desired option.

   b. Click on the Course Career drop-down list and then select Credit.

   c. Click on the Campus drop-down list and then select the campus for classes you wish to display. Leave blank to view college-wide course offerings.

   d. Click on the Mode of Instruction drop-down list and then select the mode of instruction you prefer. If you do not have a preference, do not make a selection.

   e. Click Search. You can narrow your search by clicking Modify Search, then click Additional Search Options, which is explained in the next section Narrow Your Search for a Class.

3. If you select a class that has more than 50 offerings or sections, the following message is displayed: “Your search will return over 50 classes, would you like to continue?” If you do not wish to narrow your search, click OK.
4. After clicking OK, a screen similar to the figure below displays that lists all of the class offerings/sections for the course subject, course number, and campus you selected (scroll to view all offerings/sections).

TIP TCC displays the status of a class as open for enrollment or closed. Typically, if a class is closed, the maximum number of students for the class has been reached or the class is only available for a special set of students. The status can change unpredictably throughout the enrollment period. The classes listed are open and have available seats.
NARROWING YOUR SEARCH

1. To narrow your class search to meet specific criteria, such as specific dates, times, or locations, click Additional Search Criteria. The example below displays a search for an ENG 111 class at the Norfolk Campus.

2. To narrow your class search to meet specific criteria, such as specific start times, end times, days of week, instructor, session, mode of instruction, or location, type the information or click on any drop-down list and select the appropriate criteria. Then click Search. See the example on the next page.
This example narrows the results to display ENG 111 courses offered by the Norfolk Campus that start at 7 a.m. or later, end before or at 1 p.m., on Mondays and/or Wednesdays, that are offered during the regular 16-week session, and that are lecture courses.

TIP To display afternoon and evening times, enter pm after typing the time or enter the time in the 24-hour military format. Ex: 1:00 pm = 1300

3. After clicking Search, a list of all the class offerings and sections for the criteria you entered or selected will appear. Scroll to see all course offerings and sections.
SELECT A CLASS AND COMPLETE ENROLLMENT

1. After finding the class that meets your criteria, click select.

2. Verify that the class is the one that you want, read the Enrollment Information, and then click NEXT to add the class to your Shopping Cart.
3. After clicking **NEXT**, a message similar to the figure below displays:

![Message: MTE 3 has been added to your Shopping Cart.]

4. To add the class to your schedule and complete the enrollment process, click **Shopping Cart**.

![ORACLE SIS PRODUCTION](image)

**Search for Classes**

**Search Results**

Tidewater Community College | 2016 Spring

The following classes match your search criteria: Course Subject: Math Essentials, Course Career: Credit, Show Open Classes Only: Yes, Instructor Last Name: contains 'STAFF', Campus: Norfolk

![Message: MTE 3 has been added to your Shopping Cart.]

5. The Shopping Cart screen will appear. To enroll in the class, click the **check box** to the left of the class you have selected and then click **enroll**.

![Add Classes to Shopping Cart](image)

**Add Classes to Shopping Cart**

Use the Shopping Cart to temporarily save classes until it is time to enroll for this term.
6. In the **Confirm classes** window, verify again that this is the class you have selected. To complete enrollment, click **Finish Enrolling**. Complete the enrollment process as soon as you have selected a class to be sure that you obtain one of the available seats.

*Note: During peak registration times, a class you have added to your shopping cart may no longer have seats available.*

![Shopping Cart Image]

### NEED HELP WITH SIS?

You can find a comprehensive list of SIS frequently asked questions, including how to drop a class, view your class schedule or request your transcript at [tcc.edu/sisfaq](http://tcc.edu/sisfaq)
ADDITIONAL ONLINE REGISTRATION TIPS

- If enrollment errors occur, a message will provide information that will tell you why that class cannot be added to your schedule.
- To return to your Shopping Cart, click Add Another Class.
- To remove a class in the Shopping Cart, click the check box to the left of the class you want to remove and click Delete.
- To enroll in a class with a required lab, search for the lecture class. A Select Laboratory Section window will display a list of available lab sections. In the left column, click the lab section option button. Then follow the steps to complete the enrollment process.
- To drop or swap classes, click on Student Center, click on Enroll, and then click on the appropriate tab under the Enroll tab.

REGISTRATION TIPS FOR VETERANS USING GI BILL®

- All developmental courses must have placement test results.
- Department of Veterans Affairs determines the monthly stipend based on the beginning and end dates of courses, and NOT just the total number of credits. 12 credits over a 16 week semester is full time. For other term sessions, consult a CMVE representative on campus.
- Chapter 33 (Post 9/11) GI Bill® must enroll in at least one in-person class to qualify for the housing allowance at the in-school rate. Students taking all online classes are paid at a different, lower rate. Hybrid and Independent study courses are considered online.
- All classes must be part of your program of study as per the academic advising report.
- All students using the GI Bill®, Chapters 30, 31, 33, 35, 1606 and the Virginia Military Survivors & Dependents Education Program (VMSDEP), MUST complete the online Enrollment Certification Request (ECR) each semester. This prevents classes from dropping for Chapter 33, Voc Rehab (31), and VMSDEP. It also informs TCC you wish to use your benefits for the current semster. The ECR is found at www.tcc.edu/ecr
- Students using active duty tuition assistance must have their TA approved 14 days prior to the start of class. Students must also pay their applicable fees as TA only covers tuition.

The Virginia State Approving Agency (SAA), is the approving authority of education and training programs for Virginia. Our office investigates complaints of GI Bill® beneficiaries. While most complaints should initially follow the school grievance policy, if the situation cannot be resolved at the school, the beneficiary should contact our office via email saa@dvs.virginia.gov
UNDERSTANDING CLASS SECTION CODES

Class section codes identify when a class is offered, the class delivery method and its location. This example of a course schedule listing for section DZ1B indicates that it is a day lecture class which does not require the purchase of textbooks and is held at the Virginia Beach Campus. Be careful not to schedule a class at one campus and a class immediately following at another campus or location. Verify the campus location each time; it’s the most common mistake made during the registration process.

<table>
<thead>
<tr>
<th>Course Subject</th>
<th>Course Number</th>
<th>Course Title</th>
<th>Section Number</th>
<th>Class Number</th>
<th>Days</th>
<th>Times</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG</td>
<td>111</td>
<td>College Comp I</td>
<td>DZ1B</td>
<td>38186</td>
<td>MTWF</td>
<td>7:00 am–7:50 am</td>
</tr>
</tbody>
</table>

First Letter or Number of the Section: DZ1B

Indicates when and delivery method

D  Day Class
N  Night Class (starts after 4:30 pm)
L  Laboratory Class
V  Compressed Video Class
O  Online Class
U  Dual Enrollment Class
S  Service Learning Class
W  Weekend Class—Friday Night, Saturday or Sunday
I  Independent Study Class
H  Hybrid Class—Online Class with a number of on-campus meetings
1  1st Four-Week Session (MTE)
2  2nd Four Week Session (MTE)
3  3rd Four-Week Session (MTE)
4  4th Four-Week Session (MTE)

Middle Letters or Number of the Section: DZ1B

Indicates "zero cost" textbooks for class and/or the simplified section number

Z  Students will not need to purchase any course textbooks and will need regular, reliable access to the Internet to view course materials.

# #  Numbers in the middle indicate the simplified section number.

Last Letter or Number of the Section: DZ1B

Indicates location of class or the campus offering the class for an online class

Campus Codes:
C  Chesapeake
N  Norfolk
P  Portsmouth
B  Virginia Beach

Off-Campus Codes:
When the section number ends in a numeral (0-9), the letter K, or a hyphen (-), the class is held at an off-campus site.

Confirm locations in the online class schedule (tcc.edu/schedule) a few days before class begins. Register for classes at military facilities only if you have access.
**HOW DO I FIND MY CLASSROOM?**

**CHESAPEAKE CAMPUS**

1428 Cedar Road, Chesapeake; VA 23322
757-822-5100

Room numbers 100-299 are in the **Pass Building** (i.e. 131)

Room numbers 401-413 are in **Building CT-2** (i.e. 407)

Room numbers 501-519 are in **Building CT-3** (i.e. 511)

Room numbers that are four digits and begin with 2 are in the **Whitehurst Building** (i.e. 2062)

Room numbers that are four digits and begin with 4 are in the **Academic Building** (i.e. 4101)

Classes with the number 9 in the section code i.e. D019 are held at the Regional Automotive Center, located at 600 Innovation Drive, Chesapeake, VA 23320.
HOW DO I FIND MY CLASSROOM?

NORFOLK CAMPUS

300 Granby Street, Norfolk, VA 23510
757-822-1198

The first number in the room number is the Building Number. The second number is the floor in that building; the entire number is the posted room number (i.e. 3215 is in the Walker Building, Second Floor).
HOW DO I FIND MY CLASSROOM?

PORTSMOUTH CAMPUS

120 Campus Drive, Portsmouth, VA 23701
757-822-2124

Each building at the Portsmouth Campus has a designated letter so the letter in each room number indicates the building for that classroom, the first number indicates the floor in the building (i.e. B226 is Building B, Second Floor)

Classes with the number 8 in the section code i.e. D018 are held at the Visual Arts Center, located at 340 High Street, Portsmouth, VA 23704.
HOW DO I FIND MY CLASSROOM?

VIRGINIA BEACH CAMPUS

VIRGINIA BEACH CAMPUS
1700 College Crescent, Virginia Beach, VA 23453
757-822-7100

Each building at the Virginia Beach Campus has a designated letter so the letter in each room number indicates the building for that classroom (i.e. E-133 is in Building E also known as the Lynnhaven Building). The exceptions to this are the Blackwater Building (Building C) which has classrooms designated CE or CW (i.e., CE-104 or CW-114) and the Science Building which has classrooms designated with two letters (JA-16, JB-35, JC-20, and JD-34).
ENROLLMENT SERVICES OFFICES

HOURS
Monday and Tuesday—8:30 AM to 6:30 PM
Wednesday, Thursday and Friday—8:30 AM to 5 PM

CHESAPEAKE CAMPUS
Pass Building, Room 175
1428 Cedar Road
Chesapeake, VA 23322
757-822-5117

NORFOLK CAMPUS
Andrews Building, Room 1120
350 Granby Street
Norfolk, VA 23510
757-822-1210 or -1265

PORTSMOUTH CAMPUS
Building A, Room A130
120 Campus Drive
Portsmouth, VA 23701
757-822-2192 or -2193

VIRGINIA BEACH CAMPUS
Building B (Bayside), Room B105
1700 College Crescent
Virginia Beach, VA 23453
757-822-7101
Community college students often balance a job, family and other responsibilities along with their academic work. And many students come to TCC as the first in their family to attend college. Learn more about our student services, and how we can help you succeed.

**ACADEMIC AND CAREER SUCCESS**

At TCC, a comprehensive team of academic advisors, professional tutors, and counselors is available to help you develop your academic strengths and tackle challenges. Take advantage of the rich variety of resources available to you as you make the most of your opportunities.

**FIRST YEAR SUCCESS**

Recognizing that most students need assistance as they transition to college, First Year Success (FYS) coordinators on each campus provide comprehensive orientations and support for new students and their families.

We encourage you to take advantage of this important resource as a first-year student. The FYS program consists of the following components:

- New Student Orientation
- Student Development Courses (SDV)
- Academic Counseling and Advising
- Career Advising
- Early Alert/Early Intervention Case Management
- Student Success Workshops and Seminars
- Case Management/Intrusive Advising

Participate in the FYS program and start your college career on the path that leads to success! Learn more at tcc.edu/admission/orientation

**ACADEMIC COUNSELING AND ADVISING**

Advisors address issues related to career, academic difficulty, time management and other obstacles that hinder student success. TCC advisors are on all four campuses, at the Regional Automotive Center and at the Visual Arts Center.

Plan to meet with an advisor at least once per semester, especially during your first few semesters at TCC and as you near graduation.
Academic advisors help you:

- consider possible careers and programs that might be a good fit
- choose courses that will satisfy your degree or educational goals
- address academic concerns or issues
- transfer smoothly to another college
- connect with TCC or other community resources to support your success

ACADEMIC COUNSELING AND ADVISING HOURS

*Monday and Tuesday—8:30 AM to 6:30 PM*
*Wednesday, Thursday and Friday—8:30 AM to 5 PM*

CHESAPEAKE CAMPUS
Pass Building, Room 141
Phone: 757-822-5125
Fax: 757-822-5134

NORFOLK CAMPUS
Martin Building, Suite 2506
Phone: 757-822-1534
Fax: 757-822-1247

PORTSMOUTH CAMPUS
Building A, Room 140
Phone: 757-822-2200
Fax: 757-822-2910

VISUAL ARTS CENTER
340 High Street
Portsmouth, VA 23707
Phone: 757-822-1820
Fax: 757-822-1800

VIRGINIA BEACH CAMPUS
Building B (Bayside), Room B207
Phone: 757-822-7211
Fax: 757-822-7346

Can't make it to campus? Taking classes online? You can also seek assistance through our e-Advising system. [forms.tcc.edu/e-advising](http://forms.tcc.edu/e-advising)
LEARNING ASSISTANCE CENTERS AND TUTORING

TCC Learning Assistance Centers offer free tutoring services with flexible schedules to serve your needs.

Trained tutors are prepared to help you succeed by providing one-on-one, peer and group tutoring in most subjects taught at the college, including chemistry, calculus, anatomy and physiology, English and history.

Students should review and attempt material before visiting the center. Tutoring is not a substitute for attending class.

CHESAPEAKE CAMPUS

Tutoring and Math Assistance: Academic Building, Room 4103
757-822-5157
Monday–Thursday, 9 AM–7 PM
Friday, 9 AM–1 PM
Saturday, 10 AM–2 PM

PORTSMOUTH CAMPUS

Tutoring and Math Assistance: Building A, Room 110
757-822-2709
Monday–Thursday, 9 AM–8 PM
Friday, 9 AM–3 PM
Saturday, 10 AM–2 PM

Writing Center: Building A, Room 113
757-822-1584
Monday–Thursday, 9 AM–7 PM
Friday, 9 AM–2 PM
Saturday, 9 AM–1 PM

NORFOLK CAMPUS

Learning Assistance: Walker Building, Room 3201
757-822-1383
Monday–Thursday, 9 AM–7 PM
Friday, 9 AM–1 PM
Closed Saturday and Sunday

Math Lab: Walker Building, Room 3201
757-822-1383
Monday–Thursday, 9 AM–7 PM
Friday, 9 AM–1 PM
Saturday, 9 AM–1 PM
Closed Saturday and Sunday
### Writing Assistance Center
- **Location:** Martin Building, Second Floor
- **Phone:** 757-822-1584
- **Hours:**
  - Monday–Thursday, **9 AM–7 PM**
  - Friday, **9 AM–1 PM**
  - Closed Saturday and Sunday

### VIRGINIA BEACH CAMPUS

#### Tutoring Lab:
- **Location:** Lynnhaven Building, Room E-122
- **Phone:** 757-822-7338
- **Hours:**
  - Monday–Thursday, **9 AM–8:30 PM**
  - Friday, **9 AM–2 PM**

#### Math Lab:
- **Location:** Lynnhaven Building, Rooms E-182, E-183, and E-184
- **Phone:** 757-822-7176
- **Hours:**
  - Monday–Thursday, **8 AM–7:45 PM**
  - Friday, **8 AM–3:45 PM**
  - Saturday, **9 AM–12:45 PM**

#### Foreign Language Lab:
- **Location:** Lynnhaven Building, Room E-180
- **Phone:** 757-822-7407
- **Hours:**
  - Monday and Wednesday, **2 PM–8 PM**
  - Tuesday and Thursday, **10 AM–4 PM**
  - Friday, **2 PM–7 PM**

#### Writing Center:
- **Location:** Lynnhaven Building, Room E-121
- **Phone:** 757-822-7170
- **Hours:**
  - Monday–Thursday, **9 AM–8 PM**
  - Friday, **9 AM–3 PM**
  - Saturday, **9 AM–1 PM**

#### Grammar Hotline:
- **Phone:** 757-822-7170
CAREER AND EMPLOYMENT SERVICES

There is a satisfying and rewarding career out there for all of us. However, trying to determine which career is the best fit for you can feel overwhelming. Your course work, faculty who are practitioners in their fields, and academic advisors are valuable resources as you embark on career planning. TCC has a Career Services Center with resources to help you prepare for a successful career, including career assessments, cover letter and resume help, job fairs and internship opportunities.

CAREER AND EMPLOYMENT SERVICES

Virginia Beach Campus
Building B, Room B112
757-822-7228
Monday and Tuesday
8:30AM–6:30PM
Wednesday–Friday
8:30AM to 5PM
Babi Brock, Coordinator
bbrock@tcc.edu
Wendy Buie, Academic and Career Counselor
wbuie@tcc.edu

COLLEGE WORK-STUDY PROGRAM

Federal Work-Study (FWS) program students can earn money, enhance employment skills and gain valuable work experience. A wide range of work study opportunities are open to TCC students. Most jobs are on TCC campuses, but a few community service opportunities are available at off-campus locations.

To be eligible for Federal Work-Study, you must be a current student enrolled in at least six financial aid eligible credits during the fall and spring. (12 credits total during the academic year). Eligibility for Federal Work-Study is determined by your financial need, based on your FAFSA application and meeting the Standards of Satisfactory Progress.

The Federal Work-Study program offers:

FLEXIBLE SCHEDULES
Work hours are scheduled around your class schedule, and you work no more than 20 hours a week.

QUICK COMMUTES
Most work-study jobs are right on your campus.

PRACTICAL AND MEANINGFUL WORK
Many students find work-study jobs related to their major or career interests.

STUDENT SUCCESS
Students have shown that students who work no more than 20 hours a week are more engaged with their college and often have higher grade-point averages.

The Department of Veterans Affairs also has a work study program for students using GI Bill® benefits. See any CMVE/VA Office for more information and an application.
COMPUTERS

Technology requirements can vary among courses. For example, in some courses you may have the option for remote proctoring of exams. IT and web design courses require more powerful computers with special software, but a history course may have minimal computer requirements. Basic technology requirements are common to all learning experiences. TCC recommends Canvas computer specifications and browser plug-ins linked on this page: tcc.edu/student-services/canvas-support

Don’t worry about having the right software. Once you are a student, you can download Microsoft Office 365 for free!

Call the IT Help Desk at 757-822-2457 for technical concerns including issues related to hardware and software or email helpdesk@tcc.edu.

COMPUTER LABS

TCC offers open computer labs on each campus for students’ use. These labs are closed when there are no classes and during semester and holiday breaks.

CHESAPEAKE CAMPUS  
Pass Building, Room LRC 161  
757-822-5160  
Monday–Thursday, 8 AM–9:45 PM  
Friday, 8 AM–6:45 PM  
Saturday, 9 AM–2:45 PM

NORFOLK CAMPUS  
Martin Building, Room 2502  
757-822-1430  
Monday, Tuesday and Thursday, 8:30 AM–7 PM  
Wednesday, 8:30 AM–9 PM  
Friday, 8:30 AM–3 PM  
Saturday, 9 AM–1 PM

PORTSMOUTH CAMPUS  
Building A, Room 240  
757-822-2314  
Monday–Thursday, 7:30 AM–9 PM  
Friday, 7:30 AM–7 PM  
Saturday, 9 AM–1 PM

VIRGINIA BEACH CAMPUS  
Information Technology and Business Division  
Computer Lab  
Advanced Technology Center, Room 208  
757-822-7267  
Monday-Thursday, 8 AM–9:45 PM  
Friday, 8 AM–6:45 PM  
Saturday, 9 AM–2:45 PM; Sunday, Closed

Joint Use Library, Second Floor  
757-822-7100  
Monday–Thursday, 7:30 AM–9 PM  
Friday, 7:30 AM–5 PM  
Saturday, 9 AM–5 PM
COMPUTERS FOR STUDENT SUCCESS

Run through the TCC Computer Club, Computers for Student Success refurbishes donated computers and gives them to deserving TCC students for a $25 processing fee. To be eligible you must:

- be a currently enrolled TCC student
- demonstrate financial need
- complete the online application form

Questions? Call 757-822-7742 or email TCCCompClub@gmail.com
Learn more or apply for a computer online at computers4studentsuccess.org

TCC HELP DESK

Having trouble accessing your account? Can’t connect to wifi? Call the Help Desk!

TCC Help Desk technicians are trained to help currently enrolled students troubleshoot computer issues. If your issue needs to be escalated, the Help Desk routes your support request to the appropriate support department.

To contact the Help Desk, email helpdesk@tcc.edu or call 757-822-2457.

TCC also has a dedicated Canvas Support team that can assist with questions pertaining to the Learning Management Software.

To contact Canvas Support, email canvas@tcc.edu or call 757-822-1470.

LIBRARIES

Need to print a document or just find a quiet place to study? Stop by the campus Learning Resource Center! The libraries offer services and consultations for research projects of all kinds and a variety of spaces for solitary or group work.

In addition to the online catalog, TCC’s libraries provide subject guides as well as in-person help. Our list of databases and journal finder tools can also help you find specific articles, datasets and more.

Get started today at libguides.tcc.edu
**PARKING AND TRANSPORTATION**

**PARKING AT CHESAPEAKE, PORTSMOUTH AND VIRGINIA BEACH CAMPUSES**

Parking decals and semester validator stickers for the Chesapeake, Portsmouth and Virginia Beach campuses are provided at no additional cost to students who have registered and paid for their classes.

To receive your free parking decal or the semester validator sticker you will need to have the following items:

- A printout of your class schedule
- A valid driver’s license
- Your Student ID number

Parking decals should be placed on the left rear bumper of the vehicle or the rear window, lower corner on the driver side.

**PARKING AT NORFOLK CAMPUS**

Students taking classes on the Norfolk Campus are required to purchase a City of Norfolk Garage Parking Pass. Parking passes may be purchased online or at the Norfolk Campus Business Office for $25.00 per semester per 40 entrances/exits.

If purchased online, students must pick up their pass from the Norfolk Campus Business Office. A separate online pass pick-up station will be available the week prior and the first week of classes. For more details, visit tcc.edu/norfolkparking

**AFFORDABLE TRANSPORTATION TO CAMPUS/HRT GOSEMESTER PASS**

Getting to class is easier thanks to TCC’s partnership with Hampton Roads Transit. TCC students can ride the bus, ferry and light rail at a significantly discounted cost with an HRT GoSemester Pass.

Learn more about passes and how to purchase yours at tcc.edu/hrt

**STORMCARD (STUDENT ID CARD)**

Your StormCard is more than just a student ID card. Your StormCard acts like a debit card. You choose a plan, add funds and use your card to make purchases on campus.

You can use your StormCard at a variety of places on campus. Want to make a purchase at Barnes & Noble at TCC? Use your StormCard. Need a quick snack between classes? Campus vending machines accept StormCard. On your lunch break? Campus food services locations accept StormCard. You can even use your StormCard to print copies at the library, once your free print allotment has expired. Don’t forget your ID card! You must display your student ID card at all times while on campus.

Learn more about StormCard at tcc.edu/stormcard
SPECIALIZED SERVICES

Life can be complicated. That’s why TCC offers an array of personal support services, along with programs for special populations.

CENTER FOR MILITARY AND VETERANS EDUCATION

The Center for Military and Veterans Education (CMVE) serves military-related students. Whether you are active duty, retired or a military dependent, we can help you identify your available benefits and walk you through the process of applying for and using them.

To learn more, visit tcc.edu/military

CMVE has Reserve Officer Training Course (ROTC) options available for students attending TCC. For more information, contact military@tcc.edu or call 757-822-7645.

CMVE has a Veterans Education Resource Initiative for Transition, Advising, and Success (VERITAS) employee. This employee is dedicated to assisting students with the transition to college. To contact the VERITAS staff, email VERITAS@tcc.edu

EDUCATIONAL ACCESSIBILITY

Students with disabilities are advised and supported by the Office of Educational Accessibility at TCC.

This office arranges appropriate accommodations in accordance with Section 504 of the 1973 Rehabilitation Act and the Americans with Disabilities Act Amended Act of 1990. All documentation is confidential and is not considered a part of the academic transcript.

Educational Accessibility counselors on every campus can provide services for students with the following disabilities:

- Specific learning disability
- Attention Deficit Hyperactivity Disorder
- Deaf/Hard of hearing
- Hearing loss
- Medical disability
- Psychological disability
- Head injury/traumatic brain injury
- Visual impairment

For more information visit tcc.edu/disability
EDUCATIONAL ACCESSIBILITY COUNSELORS

Deaf and hard of hearing individuals can reach TCC using Virginia Relay by dialing 711.

CHESAPEAKE CAMPUS  Elisabeth Jakubowski
Pass Building, Room 141
1428 Cedar Road
Chesapeake, VA 23322
ejakubowski@tcc.edu
Phone: 757-822-5127
Fax: 757-822-5134

NORFOLK CAMPUS  Tiffanny Putman
Martin Building, Suite 2518
315 Granby Street
Norfolk, VA 23510
tputman@tcc.edu
Phone: 757-822-1226
Fax: 757-822-1229

PORTSMOUTH CAMPUS  Ted Tyler
Building A, Room 142
120 Campus Drive
Portsmouth, VA 23701
ttyler@tcc.edu
Phone: 757-822-2200
Fax: 757-686-5173

VIRGINIA BEACH CAMPUS  Vickie Rogers
Bayside Building, Room B207
1700 College Crescent
Virginia Beach, VA 23453
vrogers@tcc.edu
Phone: 757-822-7216
Fax: 757-822-7346

TRIO—OPEN DOOR PROJECT

Offered on the Norfolk and Portsmouth campuses, this federally-funded program helps low-income, first-generation college students with academic performance while providing support services to keep them in school.

To be eligible for the Open Door Project you must:

- attend TCC’s Norfolk or Portsmouth campus
- be a citizen or permanent resident of the U.S.
- demonstrate academic need
- meet income eligibility criteria
- be a first-generation college student and/or a student with a documented disability
TRIO—OPEN DOOR PROJECT OFFICES

NORFOLK CAMPUS
Norfolk Student Center, Room 5309 *third floor*
757-822-1218
opendoor@tcc.edu
*Monday, Wednesday, Thursday and Friday, 8:30 AM–5 PM*
*Tuesday, 8:30 AM–6:30 PM*

PORTSMOUTH CAMPUS
Building A, Room 156
757-822-2211
opendoor@tcc.edu
*Monday - Friday, 8:30 AM–5 PM*

Learn more online at [tcc.edu/opendoor](http://tcc.edu/opendoor)

INTERCULTURAL LEARNING CENTER

Even if you never leave your home town, you will be living and competing in the global marketplace. Tidewater Community College can help you gain the important intercultural skills you need to succeed. The college’s Intercultural Learning Center is your resource for educational programs that address cultural competence, diversity and inclusion, and other critical skills that help promote student success. It also oversees the TCC Women’s Center and International Student Services.

Learn more at [tcc.edu/intercultural](http://tcc.edu/intercultural)

VIRGINIA BEACH CAMPUS
Princess Anne Building, Room 115
1700 College Crescent
Virginia Beach, VA 23453
757-822-7296
intercultural@tcc.edu

INTERNATIONAL STUDENT SERVICES

International Student Services provides admission assistance and immigration advising to all non-citizen applicants and students, including administration of the college’s F-1 program. The office also manages the college’s study abroad and exchange programs. Learn more at [tcc.edu/iss](http://tcc.edu/iss)

VIRGINIA BEACH CAMPUS
Princess Anne Building, Room 115
1700 College Crescent
Virginia Beach, VA 23453
757-822-7296
iss@tcc.edu
WOMEN’S CENTER

TCC’s Women’s Center offers comprehensive, specialized services to educate, empower and engage women so they can define, pursue and achieve their academic and personal goals.

The Women’s Center offers educational programs and services related to:

- Leadership development
- Career and professional development
- Personal development
- Healthy relationships bystander intervention and relationship violence prevention
- Gender equity
- Emergency assistance
- Campus and community resources and referrals

Special programs include:

**Women Inspiring Self-Empowerment (WISE)** — Engages students in a year-long program that prepares them for leadership and civic engagement with mentorship and service projects.

**Blackboard to Boardroom (B2B)** — An annual career and professional development conference that prepares students for life’s important transitions, including support for returning women and students transitioning from college to the workplace.

**STEM Promise Program** — Awards qualifying women and minority students tuition and fees for two full academic years at TCC. Learn more at tcc.edu/STEMpromise

CONTACT THE WOMEN’S CENTER

*Monday–Thursday, 9 AM–3 PM  
Friday, 9 AM–2 PM  
757-822-7296  
womenscenter@tcc.edu*

**CHESAPEAKE CAMPUS**
Pass Building, Room 194  
1428 Cedar Road  
Chesapeake, VA 23322  
757-822-5133

**PORTSMOUTH CAMPUS**
Student Center, Room E109  
120 Campus Drive  
Portsmouth, VA 23701  
757-822-2270

**NORFOLK CAMPUS**
Student Center  
Room 5306 (3rd floor)  
310 Granby Street  
Norfolk, VA 23510  
757-822-1140

**VIRGINIA BEACH CAMPUS**
Campus Building A (Princess Anne)  
Room A115  
1700 College Crescent  
Virginia Beach, VA 23453  
757-822-7296
STUDENT RIGHTS AND RESPONSIBILITIES

The reputation of the college and the community depends in large part upon the behavior of its students. Students enrolled at the college are expected to conduct themselves in a mature, dignified, and honorable manner. Students are subject to college jurisdiction while enrolled at the college. Equally, Tidewater Community College is also committed to academic integrity in all its practices. The college values intellectual integrity and a high standard of academic conduct.

Students at Tidewater Community College are expected to uphold expectations outlined in the college’s Student Discipline policy and the Code of Student Rights and Responsibilities. For complete and detailed information regarding student rights, expectations, college policy, and the judicial process, review the Code of Student Rights and Responsibilities and Student Disciplinary Procedures. For further information, visit tcc.edu/student-handbook

ATTENDANCE

Students should be present and on time for all scheduled class and laboratory meetings. Instructors do not have to admit students who arrive late. If students add classes or register after the first day of classes, the students are counted absent from all class meetings missed. Instructors may establish more stringent attendance policies. You are responsible for understanding the attendance requirements for each course in which you are enrolled.

ATTENDANCE CAN AFFECT YOUR ACADEMIC PERFORMANCE

If you are absent more than 15 percent of scheduled instructional time, your attendance may be defined as unsatisfactory. This calculation includes absences occurring during the add/drop period. When instructors determine student absences constitute unsatisfactory attendance, students may be withdrawn from courses. Students will receive W grades during the first 60 percent of courses. If students are withdrawn after 60 percent of courses, grades of F (or U in the case of developmental courses) will be assigned unless students can document mitigating circumstances. Students who are withdrawn from courses because of unsatisfactory attendance are not eligible for refunds of tuition and fees.

IF YOU HAVE TO MISS CLASS...

Notify your instructors in advance—if possible—when you need to miss class and make arrangements to make up any missed work. Students are responsible for contacting their instructors immediately upon their return to school and are responsible for making up all work missed.
CALCULATING YOUR GPA

Your grade point average (GPA) is calculated by dividing the total amount of grade points earned by the total amount of credit hours attempted. Your grade point average may range from 0.0 to 4.0. For example: A = 4.00 grade points. To determine your GPA, multiply the number of credits for each class by the number of points awarded for the grade received and divide the total number of grade points earned by the number of credits attempted. Credits that do not generate grade points, such as credits for developmental courses, are not included in the calculation of credits attempted.

DEAN’S LIST, PRESIDENT’S HONOR ROLL, PHI THETA KAPPA

DEAN’S LIST
Students who carry a minimum of 12 credit hours per semester will be included on the Dean’s List for each semester in which they earn grade point averages of 3.2 or higher.

PRESIDENT’S HONOR ROLL
Students who have earned a minimum of 20 hours of credit at the college will be included on the President’s Honor Roll for each semester that their cumulative grade point averages are 3.5 or higher.

PHI THETA KAPPA
Phi Theta Kappa (PTK) recognizes and encourages scholarship among associate degree students. The organization provides opportunities for the development of leadership and service, an intellectual climate to exchange ideas and ideals, lively fellowship for scholars, and stimulation of interest in continuing academic excellence.

Each campus maintains a chapter of Phi Theta Kappa. Interested students should contact their campus student activities office or visit ptk.org.

SHARING ACCESS TO YOUR EDUCATIONAL RECORDS

The Family Educational Rights and Privacy Act of 1974 (FERPA) states that you must authorize in writing the release of your educational records to a third party. To allow a third party (which includes your spouse, guardian, or parents) access to your educational records, complete the Consent to Release Educational Records Form available at tcc.edu/uploads/pdf/TCC-form-ferpa-consent-release-educational-records.pdf and return it to your campus Enrollment Services Office.
Tidewater Community College is committed to promoting a safe and secure environment. Because no college or university campus is isolated from crime, we have developed policies and procedures that are designed to ensure that reasonable measures are taken to protect people and property on the college’s campuses and other locations.

You should report criminal incidents or emergencies to your campus dean of student services, a security officer, or local police officer.

For more information please visit web.tcc.edu/security

### SAFETY AND SECURITY EMERGENCY CONTACTS

<table>
<thead>
<tr>
<th>Campus</th>
<th>Office</th>
<th>Mobile</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chesapeake Campus</td>
<td>757-822-5099</td>
<td>757-327-9940</td>
<td><a href="mailto:secureC@tcc.edu">secureC@tcc.edu</a></td>
</tr>
<tr>
<td>Portsmouth Campus</td>
<td>757-822-2707</td>
<td>757-592-7742</td>
<td><a href="mailto:secureP@tcc.edu">secureP@tcc.edu</a></td>
</tr>
<tr>
<td>Norfolk Campus</td>
<td>757-822-1201</td>
<td>757-327-9924</td>
<td><a href="mailto:secureN@tcc.edu">secureN@tcc.edu</a></td>
</tr>
<tr>
<td>Virginia Beach Campus</td>
<td>757-822-7038</td>
<td>757-327-9900</td>
<td><a href="mailto:secureVB@tcc.edu">secureVB@tcc.edu</a></td>
</tr>
<tr>
<td>Regional Automotive Center</td>
<td>757-822-5082</td>
<td>757-327-9899</td>
<td><a href="mailto:secureRAC@tcc.edu">secureRAC@tcc.edu</a></td>
</tr>
<tr>
<td>Suffolk-Workforce Solutions &amp; Trucking</td>
<td>757-822-2250</td>
<td>757-327-9942</td>
<td><a href="mailto:secureS@tcc.edu">secureS@tcc.edu</a></td>
</tr>
<tr>
<td>Visual Arts Center</td>
<td>757-822-1880</td>
<td>757-327-9907</td>
<td><a href="mailto:secureVAC@tcc.edu">secureVAC@tcc.edu</a></td>
</tr>
</tbody>
</table>

### ON-CAMPUS SECURITY
TCC provides uniformed Security Officers at each of its campus facilities 24 hours a day, seven days a week. You are encouraged to report any suspicious or criminal activity immediately to security on your campus. Don’t forget your ID card! You must display your student ID card at all times while on campus.

**TCC ALERTS**

TCC Alerts is an emergency notification system that allows the college to contact you during an emergency. Opt in, and you’ll be registered to receive urgent text messages to your cellphone, wireless device and email account. You’ll find out where to go, what to do, what to avoid, whom to contact, and other important information. Register online at alerts.tcc.edu

**ESCORTS TO AND FROM YOUR VEHICLE**

Our parking lots have good lighting and emergency call boxes for your safety. If you feel you need an escort to your vehicle for any reason, please contact campus security.

**SAFETY TIPS**

TCC has maintained a relatively safe and secure environment over the years. Nonetheless, to enhance their personal security, students should take the following common sense measures at all times:

- Don’t leave your computer, books, backpack or other property unattended.
- Lock all valuables in the trunk of your vehicle when on campus.
- Keep your car locked and secure while riding or parked.
- At night, park in well-lit areas and approach your car with your keys ready to enter.
- Inspect the area around your vehicle, including the back seat, before entering.
- Service your vehicle regularly to avoid breakdowns.
- Avoid strangers and hitchhikers.
- Always lock your bicycle.
- Don’t flash large amounts of cash or credit cards.
- When leaving school or work late, leave with a group.
- Walk directly and with purpose. Plan your route in advance. Use only well lit areas.
- If you’re being followed, do not go home. Go to the police station or the nearest public place.
- Report suspicious activity to college personnel, campus security and/or the police.
- Be realistic about your ability to protect yourself. An immediate reaction of yelling, hitting or biting may give you a chance to escape, but it may also lead to further harm.
INFORMATION CENTER

If you have general questions or need assistance with class registration or financial aid questions, contact the TCC Information Center or the TCC campus financial aid offices.

TCC INFORMATION CENTER  757-822-1122 or 800-371-0898
info@tcc.edu
Monday through Thursday 8:30 AM to 6:30 PM
Friday 8:30 AM–5 PM
Saturday 9 AM–1 PM

PRIMARY ADDRESS
Green District Administration Building
121 College Place
Norfolk, VA 23510-1938

FINANCIAL AID OFFICES

Monday and Tuesday 8:30 AM to 6:30 PM
Wednesday, Thursday and Friday 8:30 AM to 5 PM

CHESAPEAKE
Pass Building, Room 196
1428 Cedar Road
Chesapeake, VA 23322
855-308-5614

NORFOLK
Andrews Building, Room 1120
315 Granby Street
Norfolk, VA 23510
855-308-5614

PORTSMOUTH
Building A, Room A130
120 Campus Drive
Portsmouth, VA 23701
855-308-5614

VIRGINIA BEACH
Building B (Bayside), Room B205
1700 College Crescent
Virginia Beach, VA 23453
855-308-5614

For Financial aid help call 855-308-5614 or visit mysupport.tcc.edu
ACADEMIC COUNSELING AND ADVISING

If you are considering taking courses at TCC or have questions about getting started, please visit any of our advising centers to meet with an academic advisor or contact an e-advisor at E-Advisor@tcc.edu

Monday and Tuesday: 8:30 AM to 6:30 PM
Wednesday, Thursday and Friday: 8:30 AM to 5 PM

CHESAPEAKE CAMPUS Pass Building, Room 146
Phone: 757-822-5125
Fax: 757-822-5134

NORFOLK CAMPUS Martin Building, Suite 2506
Phone: 757-822-1534
Fax: 757-822-1247

PORTSMOUTH CAMPUS Building A, Room 140
Phone: 757-822-2200
Fax: 757-822-2910

VISUAL ARTS CENTER 340 High St.
Portsmouth, VA 23707
Phone: 757-822-1820
Fax: 757-822-1800

VIRGINIA BEACH CAMPUS Building B (Bayside), Room B207
Phone: 757-822-7211
Fax: 757-822-7346
ACADEMIC DEANS AND DIVISIONS

Academic deans can answer your questions about specific programs or classes.

CHESAPEAKE CAMPUS

**Dean of Humanities and Social Sciences**
Diane Ryan  
Phone: 757-822-5185  
Fax: 757-822-5054  
dryan@tcc.edu

**Dean of Science, Technology, Engineering and Mathematics**
Thomas Stout  
Phone: 757-822-5230  
Fax: 757-822-5155  
tstout@tcc.edu

**Regional Automotive Center Director**
Beno Rubin  
Phone: 757-822-5077  
Fax: 757-822-5186  
brubin@tcc.edu

NORFOLK CAMPUS

**Interim Pathway Dean of Business**
Nancy Prather-Johnson  
Phone: 757-822-2317  
nprather@tcc.edu

**Dean of Languages, Mathematics, and Sciences**
Kerry Ragno  
Phone: 757-822-1187  
Fax: 757-822-1189  
kragno@tcc.edu

PORTSMOUTH CAMPUS

**Interim Associate Dean of the Beazley School of Nursing**
Rita Bouchard  
Phone: 757-822-2329  
rbouchard@tcc.edu

**Interim Dean of Business, Public Services and Technology**
Peter Agbakpe  
Phone: 757-822-2301  
pagbakpe@tcc.edu

**Dean of Languages, Mathematics and Sciences**
Jenefer Snyder  
Phone: 757-822-2430  
Fax: 757-822-2184  
jsnyder@tcc.edu
PORTSMOUTH CAMPUS  
Interim Visual Arts Center Director  
Corinne Lilyard-Mitchell  
Phone: 757-822-1889  
cmitchell@tcc.edu

continued

VIRGINIA BEACH CAMPUS  
Dean of Engineering, Mathematics, and Industrial Technologies  
David Ekker  
Phone: 757-822-7197  
Fax: 757-822-7334  
dekker@tcc.edu

Pathway Dean of Health Professions  
Thomas Calogrides  
Phone: 757-822-7330  
Fax: 757-822-7623  
tcalogrides@tcc.edu

Pathway Dean of Computer Science and Information Technology  
William Clement  
Phone: 757-822-7373  
Fax: 757-822-7474  
w克莱ment@tcc.edu

Dean of Humanities  
Marcanne Andersen  
Phone: 757-822-7183  
Fax: 757-822-7308  
mandersen@tcc.edu

Dean of Natural Sciences  
Greg Frank  
Phone: 757-822-7261  
Fax: 757-822-7272  
gfrank@tcc.edu

Pathway Dean of Social Sciences and Public Services  
Joseph Fairchild  
Phone: 757-822-7207  
Fax: 757-822-7483  
jfairchild@tcc.edu
## CAMPUS PROVOSTS AND DEANS OF STUDENT SERVICES

Campus provosts oversee academic policies and activities campus-wide. Deans of student services work across departments to support students, handle student conduct concerns and address student grievances.

We’re here to help you be successful. Please let us know what we can do to make your time at TCC better; we’d love to hear from you!

<table>
<thead>
<tr>
<th>Campus</th>
<th>Provost</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHESAPEKE CAMPUS</td>
<td>James E. Edwards—Interim Provost</td>
<td>757-822-5201</td>
<td><a href="mailto:jeedwards@tcc.edu">jeedwards@tcc.edu</a></td>
</tr>
<tr>
<td></td>
<td>Kevin McCarthy—Interim Dean of Student Services</td>
<td>757-822-5192</td>
<td><a href="mailto:kmccarthy@tcc.edu">kmccarthy@tcc.edu</a></td>
</tr>
<tr>
<td>NORFOLK CAMPUS</td>
<td>Emanuel Chestnut—Interim Provost</td>
<td>757-822-1180</td>
<td><a href="mailto:echestnut@tcc.edu">echestnut@tcc.edu</a></td>
</tr>
<tr>
<td></td>
<td>Kia Hardy—Interim Dean of Student Services</td>
<td>757-822-1421</td>
<td><a href="mailto:khardy@tcc.edu">khardy@tcc.edu</a></td>
</tr>
<tr>
<td>PORTSMOUTH CAMPUS</td>
<td>Michelle W. Woodhouse—Provost</td>
<td>757-822-2241</td>
<td><a href="mailto:mwoodhouse@tcc.edu">mwoodhouse@tcc.edu</a></td>
</tr>
<tr>
<td></td>
<td>Dana M. Singleton—Dean of Student Services</td>
<td>757-822-2180</td>
<td><a href="mailto:dsingleton@tcc.edu">dsingleton@tcc.edu</a></td>
</tr>
<tr>
<td>VIRGINIA BEACH CAMPUS</td>
<td>Michael D. Summers—Provost</td>
<td>757-822-7122</td>
<td><a href="mailto:msummers@tcc.edu">msummers@tcc.edu</a></td>
</tr>
<tr>
<td></td>
<td>Marilyn R. Hodge—Dean of Student Services</td>
<td>757-822-7244</td>
<td><a href="mailto:mhodge@tcc.edu">mhodge@tcc.edu</a></td>
</tr>
</tbody>
</table>
**CENTER FOR MILITARY AND VETERANS EDUCATION (CMVE)**

**CMVE Info Center:**
757-822-7645 or 855-399-7480  
*Monday–Thursday, 8:30 AM–6:30 PM  
Wednesday–Friday, 8:30 AM–5:00 PM  
Saturday, 9:30 AM–1 PM*  
military@tcc.edu

**VIRGINIA BEACH CAMPUS**
**CMVE Main Office**
*Building D (Kempsville)*  
*1700 College Crescent*  
*Virginia Beach, VA 23453*  
*Phone: 757-822-7645*  
*Fax: 757-822-7710*

**CHESAPEAKE CAMPUS**
*George B. Pass Building*  
*1428 Cedar Road*  
*Chesapeake, VA 23320*  
*Phone: 757-822-5144*  
*Fax: 757-822-5014*

**NORFOLK CAMPUS**
*Andrews Building*  
*315 Granby Street*  
*Norfolk, VA 23510*  
*Phone: 757-822-1207*  
*Fax: 757-822-7650*

**PORTSMOUTH CAMPUS**
*Building A*  
*120 Campus Drive*  
*Portsmouth, VA 23701*  
*Phone: 757-822-2196*  
*Fax: 757-822-2136*

**TCC CMVE Military Base Representatives** assist students with applying to the college, academic advising, placement testing, applying for Tuition Assistance, domicile concerns and enrolling in classes. Naval Station Norfolk offers a variety of classes on base each term. Locations of CMVE staff include:

**NAVAL STATION NORFOLK**
*Navy College Office Annex*  
*Building CEP-87, Room 210*  
*Phone: 757-822-1681*

**JOINT EXPEDITIONARY BASE LITTLE CREEK/FORT STORY**
*Navy College Office*  
*1481 D Street, Building 3016, Room 252*  
*Phone: 757-363-3939*

**NAVAL AIR STATION OCEANA**
*Navy College*  
*Building 531, Room 100*  
*Phone: 757-491-4385*

**NAVAL MEDICAL CENTER PORTSMOUTH**
*Building 3 (Main Hospital)*  
*Days and hours vary.*