



## GUIDE TO STUDENT CONSUMER INFORMATION

In accordance with federal regulations set forth by the Higher Education Act of 1965, as amended, This guide contains a brief description of important information about Tri-County Technical College, financial assistance, graduation rates, campus security, student rights and responsibilities, and the Family Educational Rights and Privacy Act (FERPA).

### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

FERPA is a federal law designed to protect the privacy of education records, to establish the right of students to inspect and review their education records, and to provide guidelines for the protection of inaccurate and misleading data through informal and formal hearings.

Student academic and educational records are confidential and are maintained by the appropriate record custodian. These records are disclosed only with the student's written consent except as defined by FERPA. The written consent must: 1) specify the records to be released 2) state the purpose of the disclosure, 3) identify the party or parties to whom disclosure may be made, and 4) be signed and dated by the student

Students may obtain a copy of the College's policy regarding FERPA from the Registrar or the Dean of Corporate and Community Education.

The Tri-County FERPA policy Statement is available on the Registrar's website at [http://www.tctc.edu/Content/Student\\_Life\\_and\\_Services/Student\\_Records/FERPA.xml](http://www.tctc.edu/Content/Student_Life_and_Services/Student_Records/FERPA.xml)

### **VOTER REGISTRATION**

The Higher Education Act requires all postsecondary institutions to make a good-faith effort to distribute voter registration forms to each degree-or certificate-seeking student who attends classes on campus. South Carolina Voter Registration applications and additional information is

available at

[http://www.tctc.edu/Content/Student\\_Life\\_and\\_Services/Student\\_Records/Voter\\_Registration.xml](http://www.tctc.edu/Content/Student_Life_and_Services/Student_Records/Voter_Registration.xml)

### **FINANCIAL AID**

The Financial Aid Office is responsible for educating students about potential financial assistance available to degree seeking students and students in an eligible certificate program.

Descriptions of federal, state, institutional, and private sources of student aid, application procedures, eligibility criteria, methods of disbursement, terms and conditions of loans, budgeting calculators, Federal Work Study guidelines and job opportunities, FASFA verification, Veteran's education benefits, and Satisfactory Academic Progress standards are available online at

[http://www.tctc.edu/Financial\\_Aid.xml](http://www.tctc.edu/Financial_Aid.xml). The Financial Aid Office is located in Miller Hall on the Pendleton Campus.

Specific information about student responsibilities, criteria for selecting recipients and determining award amounts, a net price calculator, borrower rights and responsibilities for loans, entrance and exit counseling for federal Direct Loans, private loan information, drug conviction information, studying abroad, payment deadlines, the College's refund policy, returning Title IV aid, and the earned aid policy are available on the Financial Aid website at [http://www.tctc.edu/Financial\\_Aid/Consumer\\_Information.xml](http://www.tctc.edu/Financial_Aid/Consumer_Information.xml).

## **NET PRICE CALCULATOR**

An interactive, net price calculator provides an estimate of your out-of-pocket cost to attend Tri-County. The calculator can be accessed at

[http://etcdata.tctc.edu/vpba/financial\\_aid/netprice/npcalc.htm](http://etcdata.tctc.edu/vpba/financial_aid/netprice/npcalc.htm)

## **RETENTION, GRADUATION, AND MORE**

Detailed information on the retention and graduation rates of first-time, full-time students, as well as other relevant institutional information can be found in the National Center for Educational Statistics College Navigator website at

<http://nces.ed.gov/collegenavigator/?q=Tri-county+tech&s=all&id=218885>

## **PLACEMENT AND EMPLOYMENT INFORMATION**

Information on the placement of graduates can be found on the Institutional Data website at

[http://www.tctc.edu/Content/About\\_TCTC/Mission\\_Facts\\_and\\_Stats/Institutional\\_Data.xml](http://www.tctc.edu/Content/About_TCTC/Mission_Facts_and_Stats/Institutional_Data.xml)

Information on the types of employment obtained by graduates of Tri-County's programs can be found on the web pages of each program. A list of all the academic programs can be found at

[http://www.tctc.edu/Content/Academics/Prepare\\_for\\_a\\_Career.xml](http://www.tctc.edu/Content/Academics/Prepare_for_a_Career.xml)

## **DISABILITIES SERVICES**

The faculty and staff at Tri-County Technical College are dedicated to providing students with disabilities full access to programs and services by providing reasonable and effective accommodations that promote student independence. The Disability Services Coordinator is responsible for coordinating all services related to disabilities and serving as a resource for students, parents, faculty, and staff. Information is available at the Student Life and Counseling Office located in the Student Center on the Pendleton Campus, office suite 155; phone (864) 646-1564. Disability Services are available on all TCTC campuses. Meetings with the Disability Services Coordinator are also available on all campuses by appointment only.

## **INSTITUTIONAL DRUG AND ALCOHOL POLICY**

It is the policy of Tri-County Technical College to provide a drug free, healthful, safe and secure work and educational environment. Employees and students are required and expected to report to their work, class, or student activities in appropriate mental and physical condition to meet the requirements and expectations of their respective roles.

Detailed information can be found in the college catalog at [http://tctc.catalog.acalog.com/content.php?catoid=1&navoid=547#appendix\\_1](http://tctc.catalog.acalog.com/content.php?catoid=1&navoid=547#appendix_1)

## **STUDENT RESPONSIBILITIES**

Information on student responsibilities for conduct can be found in the college catalog at

[http://tctc.catalog.acalog.com/content.php?catoid=1&navoid=609#Student\\_Responsibilities](http://tctc.catalog.acalog.com/content.php?catoid=1&navoid=609#Student_Responsibilities)

## **COPYRIGHT INFRINGEMENT**

Tri-County's policy on copyright infringement can be found at <http://tcwebap1.tctc.edu:8001/1-8-1010.PDF>

Information on the acceptable use of campus technology can be found at <http://tcwebap1.tctc.edu:8001/4-4-1031.PDF>

## **CAMPUS SAFETY**

The Campus Safety Department works to provide a safe and secure environment for all students, employees, and visitors. The main office is located in 138 Pickens Hall on the Pendleton campus. Phone (864)-646-1800. Campus safety contact information can be found at

[http://www.tctc.edu/Content/About\\_TCTC/Maps\\_and\\_Contact\\_Info/Directories/Emergency.xml](http://www.tctc.edu/Content/About_TCTC/Maps_and_Contact_Info/Directories/Emergency.xml)

The Department publishes an annual safety report that can be found at

[http://www.tctc.edu/Content/Documents/About\\_TCTC/SecurityReport.pdf](http://www.tctc.edu/Content/Documents/About_TCTC/SecurityReport.pdf)

## **CATALOG RIGHTS**

A student admitted to a curriculum is granted the right to complete that curriculum as defined in the College catalog

at the time of initial enrollment in that curriculum unless the curriculum is discontinued at the College. More information can be found at <http://tcwebap1.tctc.edu:8001/3-2-1012.PDF>

### **ACADEMIC FREEDOM**

Tri-County Technical College holds to the premise that faculty and students have the right to pursue teaching and learning with full freedom of inquiry. Academic freedom and academic responsibility are inseparable. More information on academic freedom can be found at <http://tcwebap1.tctc.edu:8001/8-0-1010.PDF>

### **ALL COLLEGE POLICIES AND PROCEDURES**

A complete listing of all College policies and procedures can be found at <http://tcwebap1.tctc.edu:8001>

### **STUDENT GRIEVANCES/COMPLAINTS**

Tri-County Technical College is committed to resolving student grievances, complaints and concerns in a prompt,

fair and friendly manner. Information on complaints or grievances can be found at [http://www.tctc.edu/Content/Student\\_Life\\_and\\_Services/Student\\_GrievancesComplaints.xml](http://www.tctc.edu/Content/Student_Life_and_Services/Student_GrievancesComplaints.xml)