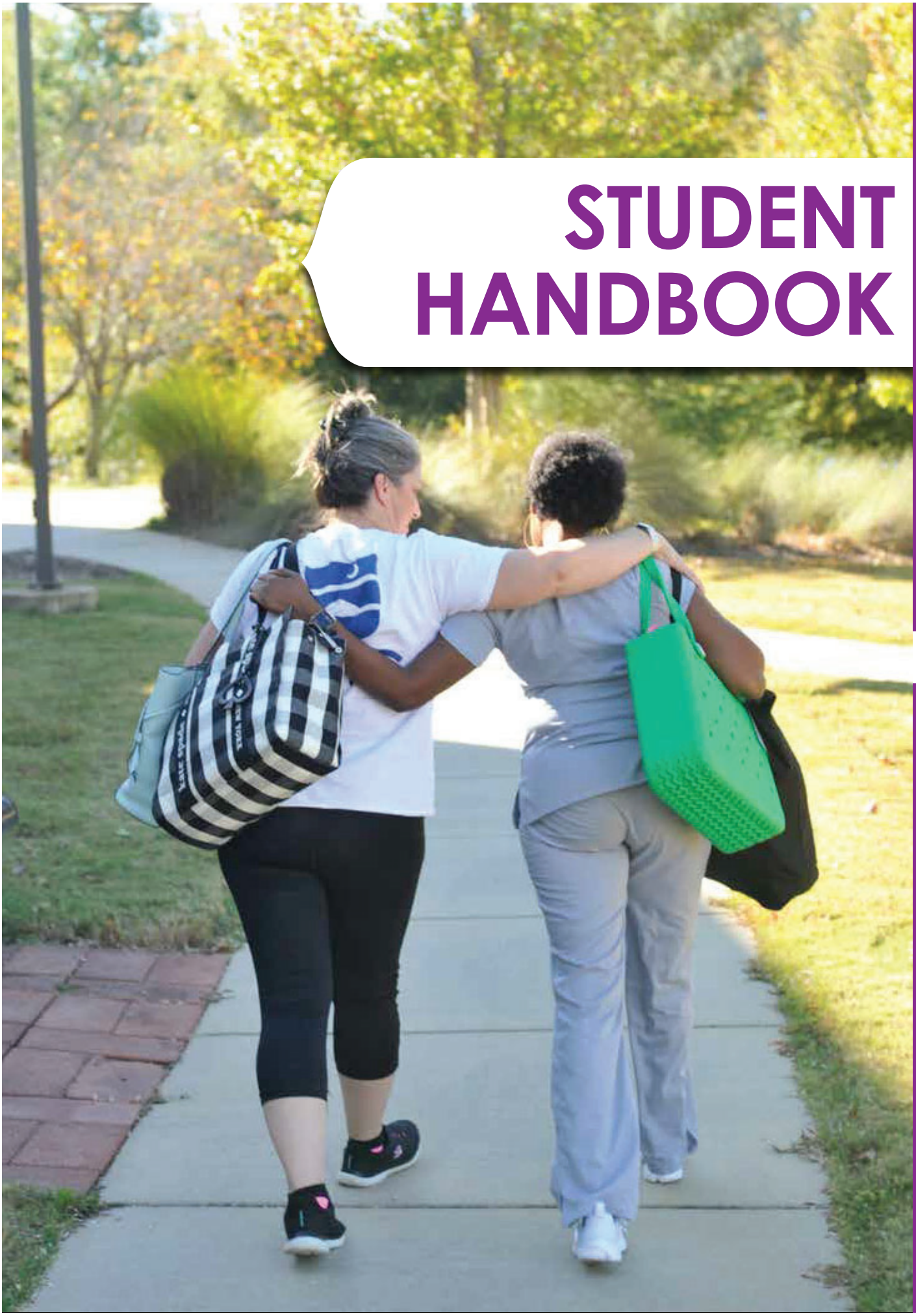

STUDENT HANDBOOK

STUDENT HANDBOOK

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Campus Police

Location: 138 Pickens Hall
E-mail: campuspolice@tctc.edu
Telephone: 864-646-1800

Campus Store

Location: 215 Student Success Center
Telephone: 864-646-1823

Career and Employability Resources

Location: 180 Ruby Hicks Hall
E-mail: careerresources@tctc.edu
Telephone: 864-646-1573

Student Involvement Programs

Location: 208 Student Success Center
E-mail: sse@tctc.edu
Telephone: 864-646-1872

Student Wellness Programs

Location: 120 Student Success Center
E-mail: wellness@tctc.edu
Telephone: 864-646-1569

CAMPUS POLICE DEPARTMENT

Campus Police

The Campus Police department leads a College-wide effort to ensure a safe environment for all students, employees, and visitors by providing professional law enforcement and security services, community education and outreach, and effective emergency planning and response. We provide services on all campuses and are staffed by Campus Police Officers certified by the South Carolina Criminal Justice Academy and commissioned by the Governor's Office.

Campus Police Services

Crime Logs - The Campus Safety Daily Crime Log is maintained in the Campus Police department to provide information about incidents occurring on campus and to promote awareness. This is a record of all criminal incidents and alleged criminal incidents reported and handled by the Campus Police Department. Anyone wishing to review the official log may do so at the Campus Police Office.

Safety Classes - Tri-County Technical College Campus Police focus on improving the safety and well-being of all Tri-County students, faculty and staff by offering classes related to crime prevention and campus safety topics. Upon request, the Campus Police can provide students, faculty and staff with classes tailored to any specific concerns you may have.

Classes can be provided for individuals or groups. Examples of class topics that can be provided include personal defense, pedestrian safety, and crime prevention techniques. Interested in a safety topic not listed? Please **contact us** to make a request.

We have compiled some additional safety tips for your convenience as well.

Safety Escort -The Campus Police routinely patrol the college's four main campuses in both marked and unmarked vehicles, as well as on foot. If staffing is available, Campus Police will escort you to your vehicle if you are concerned for your safety. Please call 864-646-1800 to request an escort from Campus Police.

Emergencies

Students are strongly encouraged to leave a copy of their class schedules with relatives so they may be more easily contacted if an emergency arises. The College does not have an intercom communication system linking all classrooms, laboratories or buildings and does not normally provide a student locator service. Campus alerts are communicated via several media outlets. See "Safety and Security" for more information. In the event of an emergency, contact Campus Police:

- Anderson Campus: 864-260-6718
- Easley Campus: 864-220-8989
- Industrial Technology Campus: 864-646-1800
- Pendleton Campus: 864-646-1800
- Oconee Campus: 864-613-1901

Inclement Weather Delays or Closings

Any decision to close the College and/or cancel classes due to inclement weather will be announced using the College's inclement weather notification procedures. These procedures are posted on the Campus Police section of the College's website: tctc.edu/campuspolice.

Parking Regulations

On all campuses, parking has been designated in various lots for students, visitors, employees, and handicapped individuals. Employees and any person enrolled in classes may not use "Visitor" parking spaces. Maps and parking rules are available on the College website, in the Campus Police Offices, and at the Welcome/Front desks at all campuses, as well as in the Admissions Office and the Industrial and Business Development Center on the Pendleton Campus. The College does not guarantee parking spaces; however, adequate parking areas have been reserved for students. Additionally, the College owns a parking lot located at 915 S. Mechanic Street in Pendleton to handle overflow parking from the Pendleton Campus at designated times during the academic year. The parking lot is approximately .5 miles from campus, and a shuttle service is provided. The College will post an announcement in the College's portal giving times when the parking lot is available for use.

Vehicles are to be parked with the traffic flow in parallel-parking areas in one parking space. Backing into a parking space on a one way drive is prohibited. Students are to follow general parking courtesy which includes not parking on sidewalks, yellow curbs, lawns or grassed areas, or in reserved spaces, crosswalks, driveways, or intersections, or in any other loading or "No Parking" zones. All vehicles must be parked in a legal space.

Safety and Security

Students must observe the safety regulations posted in all instructional shops and labs. In many areas, safety glasses, face shields, shoes, or other protective clothing are required. Students should see their instructors for a more detailed listing of required equipment.

In the event of fire, tornado, or other emergency, students should follow exit, evacuation, or other appropriate instructions posted in the classroom, shop, lab, and hallway, or as given by the instructor or the College's emergency notification system. Elevators should be avoided in an emergency.

Emergency communications are issued by text, voice, and email, and appear on the public website, social media, and the College's portal announcements. Students are automatically enrolled in the emergency notification system upon admission to the College. Once enrolled, students should check to be sure their emergency notification number is correct by logging into the College's portal. If the number is not correct, students can click on a link to quickly and easily update the number.

Students must notify the College's Campus Police Office in the event of any accident or other incident that occurs on campus, including theft or vandalism. The College is not responsible for any theft or vandalism of personal property anywhere on the College premises. The Tri-County Technical College Annual Campus Security Report required by the Clery Act is available upon request in the Campus Police Office and on the College website at www.tctc.edu/campuspolicereport.

Speed Limit/Traffic Penalties

Traffic on the front drive of the Pendleton Campus is one way, and the speed limit is 15 mph. The speed limit on Perimeter Road around the Pendleton Campus is 20 mph. The speed limit in all parking lots is 20 mph on all campuses. Violations of traffic and/or parking regulations on any of our campuses are subject to a warning, fine, towing of the vehicle and/or vehicle being immobilized by a booting device. Parking fines range from $25 to $100, depending on the violation. Towing and/or booting is the penalty for repeat offenders, for blocking traffic or another vehicle, or for parking in unauthorized spaces. Towing and/or booting cost is at the owner's expense. All appeals of parking penalties must be made through MyTCTC/MyPayments/Pay for Parking Permits/View, Pay or Appeal Citations within 10 days of the date of the citation. All South Carolina traffic laws apply to vehicles and drivers on all campuses.

Weapons on Campus

To ensure a safe and secure environment for all members of the campus community, the carrying of firearms and/or other weapons is restricted on any and all premises or property owned, operated, or controlled by Tri-County Technical College. Weapons may be defined as firearms, knives, swords, slingshots, brass knuckles, razors, or other objects or devices which may be used to inflict bodily injury or death, either in assembled or unassembled condition.

Notwithstanding the prior mentioned restriction, salaried law enforcement officers of a municipal, county, state, or federal law enforcement agency are permitted to have a firearm on their person when on campus and when dressed in official uniform. Plain-clothes, salaried law enforcement officers are required to wear their firearms in a concealed manner.

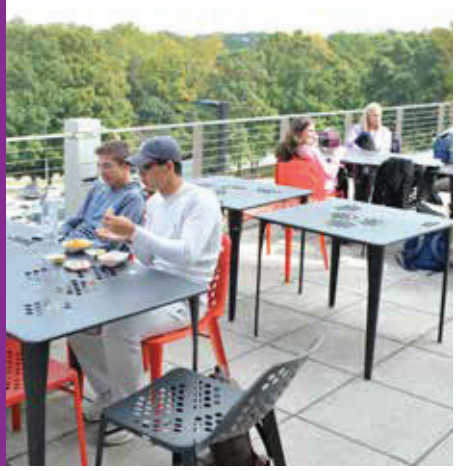
The South Carolina Code of laws 16-23-420(a), addressing the carrying of a weapon on campus, states: "It is unlawful for a person to possess a firearm of any kind on any premises or property owned, operated, or controlled by a private or public school, without the express permission of the authorities in charge of the premises or property."

The provisions of the statute referenced above do not apply to a person who is authorized to carry a concealed weapon pursuant to "The Law Abiding Citizens Self-Defense Act of 1996" when the weapon remains inside an attended or locked motor vehicle and is secured in a closed glove compartment, closed console, closed trunk, or in a closed container secured by an integral fastener and transported in the luggage compartment of the vehicle.

The possession or use on campus of dangerous weapons, incendiary devices, or explosives will be controlled as designated in System Policy 3-2-106 Student Code and Grievance, System Procedures 3-2-106.1 The Student Code for the South Carolina Technical College System and 3-2-106.2 The Student Grievance Procedure for the South Carolina Technical College System (in the case of students); or System Policy 8-5-100 Disciplinary Action and System Procedure 8-5-100.1 Disciplinary Action (in the case of employees).

Youth and Children on Campus

Tri-County Technical College provides an adult, unsupervised environment for the purpose of education and related activities for adults in support of the College's curriculum programs. Minors (for the purpose of this policy defined as children under the age of 17 who are not enrolled students) cannot be monitored or supervised by College employees. Therefore, minors must be accompanied and supervised by a parent or legal guardian to ensure their safety when they are on College premises or when they are attending College-sponsored events off campus. Minors will not be permitted in Tri-County Technical College classrooms, labs, or other instructional venues. Employees may not bring children to work with them without supervisory approval. Exceptions to this policy must have written permission of the Vice President for Business Affairs.



STUDENT ENGAGEMENT

Student Involvement, Leadership, and Activities

The Leading EDGE Experience is the College's comprehensive initiative to provide extracurricular and co-curricular engagement opportunities that complement and support curricular learning in the classroom. Programs included in the Leading EDGE Experience are designed to enhance student learning, engagement, and leadership development. Student engagement opportunities are held throughout each semester at a variety of times on multiple campuses. Information about these activities is available via the weekly EDGE newsletter, MyTCTC Event tile, the TCTC website, and TCTC social media. For more information, students may contact Student Engagement at 864-646-1353, or visit the Student Engagement suite (room 208) in the Student Success Center (Pendleton Campus), or by visiting the front desk at the Anderson, Easley or Oconee campuses.

Student Organizations

Tri-County Technical College strives to maximize personal growth and development in students by providing a variety of opportunities for involvement, service, and leadership in extra and co-curricular activities. Student organizations and clubs support the academic mission of the College by working to create experiential learning options outside of the classroom and encouraging students to actively participate in the greater educational community. Student clubs and organizations are coordinated by the manager of student involvement programs. The dean of students serves as the SGA Advisor. The Student Government Association provides leadership structure for the organizations. A list of current clubs and organizations can be found on the College's website.

Formation of New Student Organizations

All new clubs or organizations must be approved by the Student Government Association and the Dean of Students. New student campus organizations must enhance the instructional program by providing a vehicle for students with mutual interests to work and accomplish goals together. The formation of organizations strictly as social clubs will be discouraged.

Students who are interested in establishing a new student organization must submit to the SGA Advisor, and the president of the Student Government Association the following information:

- Purpose of the proposed organization
- Goals and objectives
- Name of faculty or staff member willing to assume the responsibilities of advisor
- Proposed organization's constitution
- Proposed first-year budget

The Student Government Association will review the information and recommend approval or disapproval to the dean of students.

Student Participation in Institutional Decision-Making
Tri-County Technical College values the ideas and opinions of its students and encourages student participation in the governance process of the College by including students in the membership of College committees. The student perspective on College issues is also sought through the Student Government Association, surveys, and student forums during which student issues and concerns are addressed by College administrators. For additional information, students should contact Student Engagement at 864-646-1353, or visit the Student Engagement suite (room 208) in the Student Success Center (Pendleton campus) or the front desk at the Anderson, Easley or Oconee campuses.

Alcohol and Other Drug Use Policies

The South Carolina Technical College System prohibits the unlawful manufacture, distribution, possession or use of narcotics, drugs, other controlled substances or alcohol at the workplace and in the educational setting. Unlawful for these purposes means in violation of federal, state, and local regulations, policy, procedures, or rules, as well as legal statutes (such as the Drug Free Workplace Act and the Americans with Disabilities Act). Workplace means either on agency premises or while conducting agency business away from the agency premises. Educational setting includes both institutional premises and approved educational sites off campus.

The South Carolina Technical College System recognizes that chemical dependency through use of controlled or uncontrolled substances, including alcohol, is a treatable illness. Tri-County Technical College provides alcohol and other drug awareness information or programs for employees and students. The College supports and recommends employee and student rehabilitation and assistance programs and encourages employees and students to use such programs.

It is the policy of Tri-County Technical College to provide a drug-free, healthy, 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. The Alcohol and Other Drug Use policy may be found in Appendix 1.

Bulletin Boards

Bulletin boards are located on campus to notify students of events and activities. All announcements, notices, and signs are to be posted only on these bulletin boards and not on the doors, windows and walls. All announcements, notices, and signs not related to College activities must be submitted to the office of Student Development for approval by the dean or designee prior to posting.

Fundraising Activities Policy

Any person or organization selling merchandise, soliciting money or engaging in any other money-making activities at the College must submit a completed fundraising application form to the Manager of Involvement Programs three weeks prior to the date of the proposed event. Fundraising events may not benefit an individual student and should be sponsored by a recognized student organization. A decision regarding approval or disapproval will be made within one week. Fundraising efforts are approved jointly by the Dean of Student Development and the Vice President for Institutional Advancement and Business Relations. If the activity is approved, the sponsoring individual or organization will be responsible for conducting the project in a professional and courteous manner. If the activity is not approved, the Manager of Involvement Programs will inform the applicant of the reason. Money obtained from fundraising activities must be used to enhance the educational mission by providing a means for students with mutual interests to work and accomplish goals together. Any money raised will be deposited into an account with the TCTC Foundation and will be dispersed according to the Foundation's processes. For additional information, students should contact Student Involvement Programs at 864-646-1872, or visit the Student Engagement suite (room 208) in the Student Success Center (Pendleton Campus) or the front desk at the Anderson, Easley or Oconee Campuses.

Community Standards, Including Title IX

As members of the community-at-large and the College community, students are subject to the obligations which accrue to them by virtue of this membership. As members of the larger community of which the College is a part, students are entitled to all rights and protection accorded them by the laws of that community. By the same token, students also are subject to all laws, the enforcement of which is the responsibility of duly constituted authorities. If students violate laws, they may incur penalties prescribed by legal authorities. In such instances, College discipline will be initiated only when the presence of the student on campus will disrupt the educational process of the College. However, when a student's violation of the law also adversely affects the College's pursuit of its recognized educational objectives, the College may enforce its own regulations. When students violate College regulations, they are subject to disciplinary action by the College whether or not their conduct violates the law. If a student's behavior simultaneously violates both College regulation and the law, the College may take disciplinary action independent of that taken by legal authorities.

Tri-County Technical College students are responsible for being aware of the policies and procedures at the College. Enrolling at the College constitutes the student's agreement to abide by these policies and procedures.

The full version of the Student Code for South Carolina Technical Colleges is included in the Appendices of the College Catalog and on the College's web site link to policies and procedures. A summary follows. 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. Enrolled students are 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.

Contact Information

Anyone who believes they have witnessed or experienced sexual harassment, sexual assault, or retaliation stemming from such an incident should contact the College's Title IX Coordinator or Deputy Title IX Coordinator.

Student inquiries regarding compliance may be directed to:

Mark Dougherty, dean of students, Pendleton Campus, Student Success Center, Room 123, 864-646-1871.

Employee inquiries may be directed to:
Marcia Leake, associate vice president, human resources, Pendleton Campus, Anderson Hall, Room 206, 864-646-1790.

Behaviors that are unwelcome at the College include:

Academic Misconduct

- Cheating
- Plagiarism
- Collusion
- Fabrication

General Misconduct

- Abuse of privilege of freedom of speech or assembly
- Obstruction, 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

- Sexual harassment
- Sexual violence
- Stalking
- Retaliation

Dress and Personal Appearance

Appropriate attire is left to the discretion of the individual as long as it is not disruptive to the educational process. In the interest of health and safety, shoes that cover the length of the foot and shirts that cover the chest are required of all students. Some academic programs require specific dress or uniforms consistent with employment practices in the field of study. This information will be included in academic program guides.

Gang and Gang-Like Activities

Tri-County Technical College strictly prohibits the presence of gangs and gang-like activities that place the College population at risk. A "gang" as used in this policy shall mean two or more individuals (students or others) whose purposes include disruption of the learning environment and/or involvement in criminal acts. "Gang-like" activity shall mean actions that are intended to simulate or manifest gang affiliations, even if the individual performing such actions is not part of a gang. For more information reference College Procedure 4-8-1011.1.

Lost and Found

The lost and found policy and procedures are intended to ensure that items reported lost or found on any of Tri-County Technical College's campuses are properly accounted for, and in the case of items found, returned to their rightful owner or disposed of by the Campus Police. "Lost property" means any unattended, abandoned, misplaced, or forgotten item including but not limited to equipment, cash, jewelry, phones, books, book bags, computers, keys, documents, or personal identification papers (driver's license, credit cards, etc.) which are found within the boundaries of the College, pending the identification of the rightful owner or disposal thereof.

The College assumes no responsibility whatsoever for the care and/or protection of any personal belongings left unattended on College property and for loss, under any circumstances, including theft, vandalism, or malicious mischief, of such belongings. Campus Police have been designated as central repository and controlling agency for lost and found property for the College.

All found items should be turned into Campus Police within 24 hours for identification of the rightful owner if possible. Campus Police will log items as found and post on the College portal. Campus Police will make a reasonable effort to locate and return found items to the rightful owner. If identification cannot be made, items will be disposed of. Any individual making a request for a lost item must present a picture identification and be able to give a detailed description of the item before it will be returned.

Student Grievance Procedure for the SC Technical College System

The purpose of the student grievance procedure is to provide a system to channel student complaints against faculty and staff related to policy violations. The process by which students may file grievances concerning harassment, discrimination and other matters is outlined in Appendix 5 and on the College's website.

Eating, Drinking, and Musical Devices

Eating and drinking are not permitted in any lab or computer lab. Eating and drinking are allowed in an auditorium, the Learning Commons, or classrooms at the discretion of the department head or the instructor. Students are encouraged to utilize the café, student lounge and vending areas at each campus location. To maintain an environment conducive to learning, students are not permitted to play musical devices without headphones inside buildings or on campus.

Disposition of Lost and Found Items

All **unclaimed** items will be held until the end of each semester, after such time, the items will be disposed of in the following manner:

- **Clothing** will be donated to a local charity.
- **Credit/Bank Cards** will be destroyed.
- **Books** will be turned in to the Campus Store or the Learning Commons.
- **Driver's Licenses** will be returned to the DMV.
- **All Other Items** will be destroyed, discarded, or donated to a local charity.

Tobacco and Vape Use Policy

The College desires to provide a healthy working and learning environment for its employees and students. Therefore, the use of tobacco products is prohibited. For the purpose of this policy, "tobacco" refers to any and all tobacco products, whether inhaled or ingested, as well as electronic cigarettes or vaporizers. The use of tobacco products shall be prohibited everywhere on all campuses, inside buildings and throughout the grounds. This policy applies to everyone on campus, including students, staff, faculty, contractors, and visitors. For additional information on the College's Tobacco-Free Policy, visit tctc.edu/TobaccoFree.

STUDENT EDUCATIONAL RECORDS

Change of Major

Enrolled students who want to change academic majors must first meet with a Success Coach, the Division Resource Specialist in the division of the new major, a Career and Employability Resources counselor, or the Director of Advising to discuss the appropriateness of the new major, the effect on degree completion, and possible financial aid implications. A Change of Major form will be completed to document the change and will be submitted by the student to TC Central for processing. Students on the Anderson, Easley, and Oconee Campuses may complete the form after meeting with the Community Campus Student Services Coordinator. Please refer to the academic calendar for the Change of Major deadline.

Change of Student Information

Students are obligated to ensure that their names, addresses, and telephone numbers are current and accurate in the official records of the College. Failure to do so can cause delay in the handling of student records and emergency notifications. Currently enrolled students can make address and telephone number changes through their College's portal accounts. Name changes must be made by contacting TC Central.

Enrollment Verification

In cooperation with the National Student Clearinghouse (NSC), the College provides a free self-service program that allows current students to view and print advanced registration and enrollment verifications via the College's portal.

Advanced registration verifications are available approximately two months prior to the beginning of the semester/term. Enrollment verifications are typically available to students five days after the drop/add period for any given term.

Alumni seeking an enrollment verification must contact TC Central, Pendleton Campus, Ruby Hicks Hall, Room 105.

Transcripts

College academic transcripts are issued by the Registrar's Office/Student Data Center. Current students and alumni may request a transcript via their College's portal account or online at www.tctc.edu/transcript.

STUDENT SUPPORT SERVICES

Cafe and Vending Services

A full-service café is located on the plaza level of the Student Success Center (SSC) on the Pendleton Campus. Visit www.tctc.edu/cafe to see a la carte menus, daily specials, current operating hours and more.

TCTC vending services are located in the Campus Café, the west dining area of the SSC (plaza level), Ruby Hicks Hall main lobby, Fulp Hall ground level and student lounges in Pickens, Miller and Cleveland Halls. Vending services are also located in the student lounges on the ITC, Anderson, Easley, and Oconee Campuses.

Campus Store

The Campus Store, located in the Student Success Center (SSC) on the Pendleton Campus, offers a complete line of textbooks, supplies, apparel, and general merchandise. A variety of electronics are also available for purchase including laptops, tablets, and accessories.

Regular Campus Store hours are Monday-Thursday, 7:30 a.m.-5:00 p.m., and Friday, 7:30 a.m.- 2 p.m.

The Campus Store has extended hours during financial aid availability periods. During these weeks, financial aid can be used to purchase books, purchase supplies, or buy any other merchandise from the Campus Store. Also during this time, students may order books online at bookstore.tctc.edu for purchase and receive them via in-store pickup, Community Campus pickup, or home-delivery by FedEx (at an additional cost). Specific dates and times for these services are posted on the College's portal, bookstore.tctc.edu, the Campus Store Facebook page, and in the Campus Store prior to the beginning of each semester.

Book buybacks through our wholesale partners are year-round on our online website as well. Go to Textbooks, click Online Buyback. (no cost shipping)

To meet Higher Education Opportunity Act (HEOA) requirements, the Tri-County Technical College Campus Store makes available the prices and ISBNs (International Standard Book Number) for textbooks one month prior to the beginning of each semester. This information is made available through the use of shelf tags in the store and on the Campus Store website at bookstore.tctc.edu.

To keep up with the latest news, current events, and giveaways, visit: bookstore.tctc.edu or facebook.com/TCTCBookstore.

Career and Employability Resources

The Career and Employability Resources Office offers students, alumni and graduates a variety of services through individualized assistance, workshops, presentations, online resources and a resource library. Services include the following:

Career Counseling Services: Assists students and graduates in understanding their interests, personality, and values as they relate to career planning. Career information, career counseling, and computerized assessments are available.

Resume Writing: Provides guidance to develop a resume, cover letter and reference package that will demonstrate the student's knowledge, skills and abilities for targeted employment goals.

Employment Assistance: Provides an online job board for students, alumni and graduates available at https://tctc-csm.symplicity.com. Assistance with interviewing techniques and job search strategies are also provided.

Work-Based Learning: Integrates the classroom and the workplace by providing students with opportunities for related work experience in cooperation with local businesses and industries.

Copy Machines

Copy machines are available in the Learning Commons, Lower Level of the Student Success Center (SSC) outside of IT support and the Campus Store at the Pendleton Campus and in the open computer labs across all campuses. The College utilizes the PaperCut system to manage printing on campus. Every new student receives an initial $10 deposit on their PaperCut account. The cost is 4 cents per black and white copy and 8 cents per color copy. Print access card refills are available in the vending machines on the Anderson and Easley campuses and in the Campus Store on the Pendleton Campus. The TCTC Print Shop (located on the lower level of the SSC) is available for students to use for course work.

Information and Technology Resources

Information Technology (IT) resources, such as online tools, computers, printers, and Internet access, are provided to students to facilitate the accomplishment of their academic endeavors. Computers are available in the Learning Commons and in open computer labs throughout each of our campuses. Students should refer to the complete policy on IT resources available through MyTCTC and the College website. Copies also are available through the Senior Vice President.

Open Computer Labs

The College has many open computer labs that contain computers and printers for student use on each of the College's campuses. The hours of each open lab are listed at the front of the Catalog under each specific campus.

Throughout the academic year there may be testing or other college functions scheduled periodically in the open labs.

First Aid, Health Services, and Student Insurance

As a nonresidential campus, the College expects students to secure medical services through a private physician or medical facility. First aid supplies for minor injuries are available at the office of Campus Police on all campuses. No medications will be administered to students by College employees. In case of a more serious injury, students should call 911, then contact Campus Police 864-646-1800, then contact the Dean of Student Development Office for appropriate processing. All emergency patients are to be transported to an area hospital by local emergency services.

All students enrolled at the College are covered by a student accident insurance program. The cost is included in the cost of tuition. Specific restrictions apply, and benefits are subject to change without notice. This program is subject to cancellation depending upon the availability of coverage at a reasonable cost to the College.

If the accident is an emergency, call 911 first, then contact Campus Police at 864-646-1800.

For non-emergency accidents, an incident report must be completed at the time of the accident by Campus Police or by another employee of the College (faculty or staff). An acknowledgement of receipt of the incident report along with instructions on how to proceed with an insurance claim will be sent to the student's Tri-County Technical College email within 2 business days. If the student does not receive the acknowledgement letter, they should contact the Office of Student Development at 864-646-1605. For more detailed information about the student accident insurance program, students may contact the Office of Student Development at 864-646-1605.

Student Wellness Programs

As part of the overall student support offerings, Wellness Programs provides a variety of resources and support to students who are experiencing academic, personal, and financial barriers to their college success. In order to facilitate success, staff may refer students to resources both on- and off-campus. On-campus resources include access to free professional counseling through the Student Assistance Program, access to financial resources through the SC Thrive and the Emergency Fund programs, access to the Student Support Food Pantry, child-care resource assistance, and other assistance. In addition, Wellness Programs creates and delivers information, resources, and activities that raise awareness about healthy lifestyles which support the student's educational and personal goals. Examples include education about alcohol and drugs, information about healthy relationships, and wellness initiatives, such as an annual health fair.

Students facing difficulties with any aspect of the College experience are encouraged to visit our web page by clicking on the "Student Support" tile on MyTCTC, to contact Wellness Programs at wellness@tctc.edu or 864-646-1569; to visit the Student Support suite in the Student Success Center (Pendleton Campus); to visit a student success coordinator at the Anderson, Easley or Oconee Campuses; or to contact any instructor.