



TECHNICAL COLLEGE
OF THE LOWCOUNTRY

PROCEDURE: Registration of Curriculum Students
Number: 4.2.1.1

Responsibility: Student Affairs
Last Updated: November 1, 2023
Related Policy: 4.2.1 Registration of Curriculum Students

President

Purpose:

This procedure provides an effective registration process for new and continuing students.

Procedure:

New Students

Once accepted, a new student will meet in person or virtually with their assigned Navigator. The Navigator will interpret test scores (if applicable), review high school performance, and/or transfer credit, and develop a comprehensive academic plan for the student. Students may register for courses through Navigate.

Returning/Continuing Students

Returning/Continuing students will meet in person or virtually with their assigned Faculty Advisor to review their academic plan and prepare for registration in courses. Students may register for courses through Navigate.

All Students

All students are assigned a Navigator and a Faculty Advisor. This information is displayed in Navigate. If a student needs assistance with course registration, they are encouraged to visit The HUB on the Beaufort Mather Campus, the New River Campus, or the Hampton Campus.