Welcome to Tulsa Community College

New Student Orientation

- About TCC
- Enroll in classes
- Payment Options
- MyTCC
- Types of Financial Aid
- Time Management
- Student Support Services
- Faculty Expectations
- TCC Email
- Search for classes
- Support Labs
- Blackboard
- And more…
What does a typical college student look like?

What does an unsuccessful college student look like?

What does a successful college student look like?

What does a typical college student look like?
Tips for Success/Faculty Expectations:

- Attend class.
- Be on time to class.
- Stay the entire length of class.
- Bring all materials with you to class.
- Read your syllabus.
- Ask questions when something is unclear.
- Study, study, study!
- Seek help if you need it.
- Take notes on everything.
- Complete assignments on time.
- Answer questions fully on homework and tests.
- Student Code of Conduct
TCC Community Campus Locations:

- NSU-Broken Arrow
- OSU-Tulsa
- Osage Nation
- Owasso
- Riverside Community
Student Support

• Library (library.tulsacc.edu)
• Computer Lab
• Writing Center
• Language Lab
• Science/Math Lab
Student Support

• Education Access Center
• Resource Center for the Deaf and Hard of Hearing
• International Student Services
Student Services

- Academic Advising
- Career Services
- Enrollment Services
- Testing Center
Student Services

• Financial Aid
• Bursar
• Fitness Center
• Student Wellness Office
• Student Life
Campus Store

• Buy your books 2 weeks before classes begin, at the Campus Store (bookstore) on the campus you plan to attend.
• Bring your class schedule with you.
• Online course books are at the Northeast Campus, except Child Development books are at West.
• If you are purchasing books on campus and have Financial Aid, you must bring ID.

• Order your books and have them shipped to you:

TCCstores.com
Campus Police & Safety and Emergencies:
(918) 595-8888 or 911

- Fully Licensed Police Officers
- 24/7
- Lost & Found
- Escort to car

- TCC Alerts
- Report suspicious activity
- Clery Report: tulsacc.edu/CampusPolice
EMERGENCY PROCEDURES

Tulsa Community College

LOCKDOWN

**ACTIVE SHOOTER**
- If safe to do so, GET OUT!
- Lock and/or barricade the doors.
- Turn off lights.
- Silence your phone.
- Get out of sight.

LOCKOUT
- Lock all exterior doors and stay inside.
- Prevent entry into building.
- Immediately report any suspicious activity to Campus Police at (918) 595-8888 or x8888 from a campus phone.

EVACUATE

**FIRE**
- Evacuate the building using the nearest exits.

**DO NOT USE ELEVATORS!**

SHELTER

**TORNADO**
- Proceed to the nearest designated shelter.

EARTHQUAKE
- Drop, cover, hold on!
- Take cover under a sturdy desk or table.

AVOID WINDOWS, DOORS, HANGING OBJECTS AND TALL FURNITURE.
Student Code of Conduct

• TCC’s policies and procedures relative to their admission, enrollment, class attendance and participation in college activities.

• This information is intended to enhance the student's experience at TCC and give assistance in matters related to a student's rights and responsibilities.

• Located on our website.
Tulsa Community College is committed to establishing an environment for its students and employees that fosters inclusion, values equity and diversity, embraces and respects the dignity of people, and provides equal educational and employment opportunity.

The College does not discriminate on the basis of race, color, national origin, sex, age, religion, disability, status as a veteran, sexual orientation, gender identity, genetic information, or any other basis protected by applicable discrimination law in its policies, practices, or procedures. This includes, but is not limited to admissions, employment, financial aid and educational programs, activities, or services. To do so, the College will develop procedures, practices and guidelines that comply with applicable federal and state discrimination laws.

If you or someone you know has been a victim of sexual harassment or sexual violence please contact:

• Title IX Coordinator
• Heather Hancock
• 918-595-7842
• TCCTitleIX@tulsacc.edu

HAVEN is the online educational program addressing the critical issues related to Sexual Harassment and Sexual Violence. Students are REQUIRED to complete HAVEN - Located in MyTCC.

• Resources are available in Wellness Services.
Need help???

CALL 2000 Student Services and IT Support

- Advisement
- Blackboard
- Bursar
- Enrollment
- Financial Aid
- MyTCC
- Outlook
- Password assistance
- Other IT support
- And much more
Family Educational Rights and Privacy Act

Student Records

ACCESS TO STUDENT RECORDS

Student records at Tulsa Community College are maintained in compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA) as Amended in 1995. The Act affords students certain rights with respect to their educational records.

- These rights include the right of students to request access to their personal records and also the right to request the amendment of the student’s education records that the student believes are inaccurate.
- The student must submit in writing a request precisely noting the record(s) the student desires to be amended.
- Additionally, students have the right to consent to disclosure only to those who have demonstrated a legitimate educational or professional interest in the student’s educational records.
- Upon request, the College discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

The records also include the right to file a complaint with the U.S. Department of Education concerning alleged failure by the College to comply with the requirements of FERPA. Inquiries should be directed to the Office that administers FERPA:

Family Policy Compliance Office, U.S. Department of Education 400 Maryland Ave., SW Washington, DC 20202-4605

In order to release information to a third party, a FERPA Release Form must be filed with the Enrollment Services Office.

FERPA RELEASE FORM

It is the policy of Tulsa Community College, in accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA), to release personally identifiable information contained in students’ educational records unless the student has consented to disclosure or FERPA authorizes disclosure. A description of these rights can be viewed in the TCC Student Policies and Procedures Handbook.

To authorize disclosure of the educational record to a third party, the student must download and complete the FERPA Release Form and submit it to an Enrollment Services or Financial Aid Office on any campus.

Ways to Submit the FERPA Release Form:

- Student may visit any campus Enrollment Services Office or Financial Aid Office with a photo I.D. and sign the form in person.
- Submit the FERPA Release form via the student’s official TCC email address to: metro.registrar@tulsacc.edu
- Submit the Ferpa Release form via fax to any Enrollment Services office with a clear and valid photo I.D.

The FERPA release form may be revoked at anytime by completing a new FERPA release and selecting the revoke option.

CONFIDENTIAL
Financial Information

• Methods of Payment
  • Pay in Full
    • Completed at the time of enrollment
    • DNP – Dropped for Non-Payment
  • Payment Plans
    • Arrangements made at the time of enrollment
    • DNP – Dropped for Non-Payment
  • Third Party Payments-
    • Tulsa Achieves, Financial Aid, scholarships, tuition waivers, etc.
Financial Aid

• Steps to complete financial aid processing:
  • Complete FAFSA: [www.fafsa.ed.gov](http://www.fafsa.ed.gov)
  • Visit MyTCC > My Account > My Financial Aid & Scholarships Dashboard
  • Complete any missing requirements
  • Complete Entrance Counseling and accept awards
  • Wait for disbursement of award
    • Grants
    • Loans
    • Work Study

• Scholarships: [www.tulsacc.edu/Scholarships](http://www.tulsacc.edu/Scholarships)
Check Financial Aid Status in MyTCC Dashboard

Enter your TCC ID and Password

TCC ID: 

Password: 

LOGIN  clear

Reset/Unlock Password
Change Password
What is MyTCC?
TCC Refund Options:

RefundSelection.com

- Checking/Savings Account
- Check
- TulsaCC Card
Tulsa Achieves Requirements:

- Must complete FAFSA every year.
- Gap Funding Program
- 100% of Tuition and Fees.
- Does NOT cover books.
- Must complete at least 3 credit hours in the Fall and Spring.
- Pays for 63 attempted credit hours or up to 3 years, whichever comes first.
- Must complete 40 volunteer hours per year.
Good Standing and Completion Rate:

GPA > 2.0

Complete at least 67% of attempted coursework
## Dropping Vs. Withdrawing

<table>
<thead>
<tr>
<th>Dropping</th>
<th>Withdrawing</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Full Refund</td>
<td>• No Refund</td>
</tr>
<tr>
<td>• It will not show up on your transcripts.</td>
<td>• Shows up as a “W” on your transcript.</td>
</tr>
<tr>
<td>• Does not affect your GPA</td>
<td>• Does not affect your GPA</td>
</tr>
<tr>
<td>• Could affect Financial Aid, VA Benefits, Tulsa Achieves, any scholarship</td>
<td>• Could affect Financial Aid, VA Benefits, Tulsa Achieves, any scholarship</td>
</tr>
</tbody>
</table>

- Dropping and Withdrawing dates vary. Check the academic calendar for specific dates.
- On-time Enrollment
TCC E-mail

• Microsoft Office 365

• firstname.lastname@tulsacc.edu
  • Some students with common names may have a number at the end

• TCC faculty and administration communicate through e-mails.

  Check your TCC e-mail regularly!
Volunteering & Service Learning

• Join tcc.VolunteerMatch.org
• Sign up with your TCC E-mail
• Confirm Registration
• Service Learning Classes
Blackboard

• Online courses
• Online Learning Orientation
• Check grades
• View Syllabus
Advising and Enrolling
Things to Consider Before Enrolling

- Education and Career Goals
- Types of Degrees: AA/AS/AAS/Certificates
- Degrees and Programs at TCC
- Placement Test Scores
- Academic Load – Full Time vs. Part Time
Degree Requirements

University Requirements ≈ 60 hours
Associates Degree ≈ 60 hours

General Education
Major Requirements
Electives

Bachelors Degree ≈ 120 Credit Hours (approximately)
Clock Hours
Reflect the total number of clock hours needed for an on-campus class during a semester or term.

Credit Hours
The last digit in the course number reflects the number of credit hours.

For example: Academic Strategies
ENGL 1003 = 3 credits
## Total Course Work Commitment

Students should spend approximately 2-3 hours of study time for each hour that they spend in class.

<table>
<thead>
<tr>
<th>If you enroll in:</th>
<th>Amount of time spent in class each week:</th>
<th>Amount of time spent in preparation (homework) each week:</th>
<th>Total hours spent on college each week:</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 classes (9 credit hours)</td>
<td>9</td>
<td>18</td>
<td>27</td>
</tr>
<tr>
<td>4 classes (12 credit hours)</td>
<td>12</td>
<td>24</td>
<td>36</td>
</tr>
<tr>
<td>5 classes (15 credit hours)</td>
<td>15</td>
<td>30</td>
<td>45</td>
</tr>
</tbody>
</table>
Degrees & Certificates
Developmental Coursework

• Does not count towards degree requirements
• Each area must be completed before enrolling in college-level coursework
• Areas include reading, writing, and mathematics.
• ACT scores and/or placement testing determines your placement level.
# Test Scores: Reading

<table>
<thead>
<tr>
<th>ACT Reading</th>
<th>Reading Course Placement</th>
<th>COMPASS Reading Score</th>
<th>Accuplacer Reading Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>19+</td>
<td>College Level Courses</td>
<td>80+</td>
<td>80+</td>
</tr>
<tr>
<td>15-18</td>
<td>ENGL 0913 Reading II</td>
<td>57-79</td>
<td>66-79</td>
</tr>
<tr>
<td>0-14</td>
<td>ENGL 0903 Reading I</td>
<td>0-56</td>
<td>0-65</td>
</tr>
</tbody>
</table>
## Test Scores: Writing

<table>
<thead>
<tr>
<th>ACT English</th>
<th>English Course Placement</th>
<th>COMPASS Writing Score</th>
<th>Accuplacer Writing Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>19+</td>
<td>College Level Courses</td>
<td>75+</td>
<td>80+</td>
</tr>
<tr>
<td>14-18</td>
<td>ENGL 0933 Writing II</td>
<td>38-74</td>
<td>70-79</td>
</tr>
<tr>
<td>0-13</td>
<td>ENGL 0923 Writing I</td>
<td>0-37</td>
<td>0-69</td>
</tr>
</tbody>
</table>
## Test Scores: Math

<table>
<thead>
<tr>
<th>ACT Math</th>
<th>Recommended Math Course Placement</th>
<th>COMPASS Math Score</th>
<th>Accuplacer Math Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>27+</td>
<td>MATH 2114 Calculus I</td>
<td>46-100 Trigonometry</td>
<td>103+ College Level Math</td>
</tr>
<tr>
<td>26</td>
<td>MATH 1613 Trigonometry*</td>
<td>39-100 Algebra</td>
<td>63-102 College Level Math</td>
</tr>
<tr>
<td>20+</td>
<td>MATH 1513 College Algebra*</td>
<td>66-100 Algebra</td>
<td>40-62 College Level Math</td>
</tr>
<tr>
<td>19+</td>
<td>MATH 1473 Math for Critical Thinking</td>
<td></td>
<td></td>
</tr>
<tr>
<td>0-39</td>
<td>MATH 0003 Basic Math</td>
<td>0-35 Pre-Algebra</td>
<td>0-39 Arithmetic</td>
</tr>
<tr>
<td>36-100</td>
<td>MATH 0013 Beginning Algebra</td>
<td>36-100 Pre-Algebra or 38 Algebra</td>
<td>40+ Arithmetic</td>
</tr>
<tr>
<td>39-65</td>
<td>MATH 0123 Intermediate Algebra</td>
<td>39-65 Algebra</td>
<td>76+ Elementary Algebra</td>
</tr>
<tr>
<td>36-100</td>
<td></td>
<td></td>
<td>40+ Arithmetic</td>
</tr>
</tbody>
</table>

**Notes:**
- * indicates remedial status required.
ENGL 1003 Academic Strategies

- Academic Strategies is a student success course that teaches study skills, time management, and degree planning.
- If you are a Tulsa Achieves student, you are required to enroll in this course.
- If you placed into a developmental course, you are also required to enroll in this course.
- This course is recommended for all new TCC students.
General Education Requirements

- Applies to University Transfer degrees (AA and AS)
- These requirements may vary depending on your major
- ENGL 1113, HIST 1483 or 1493, and POLS 1113 are required of all degrees
Enrollment Order

1. Enroll in any needed developmental courses.
2. Enroll in ENGL 1003.
3. Choose General Education courses based on your degree.
4. Choose major specific courses.
# MyTCC Enrollment Guide

## Course Availability:
- Class is currently open
- NR Class is not available for registration
- C Class is currently Closed
- SR Student restriction

## Campus Locations:
- MC Metro Campus
- NEC Northeast Campus
- WC West Campus
- SEC Southeast Campus
- GCC Glenpool Community Campus
- JRA Riverside Community Campus
- NSB NSU Broken Arrow Campus
- OWC Owasso Community Campus
- OFF Remote Campus/ Other
- ONL Online course

## Days of the Week:
- M Monday
- T Tuesday
- W Wednesday
- R Thursday
- F Friday
- S Saturday
- U Sunday

## Course Attributes:
- Honors
- Linked
- Online
- Service Learning
Need help???

CALL 918.595.2000

- Advisement
- Blackboard
- Bursar
- Enrollment
- Financial Aid
- MyTCC
- Outlook
- Password assistance
- Other IT support
- And much more