

# PROSPECTIVE STUDENT REGISTRATION CHECKLIST

**Welcome to Temple College! We are excited that you are interested in attending our institution. In order to better serve you as you begin the process of enrolling at TC, we have developed this checklist for your use. Please be sure to review and complete all steps that apply to your specific needs.**

**Step 1 - Submit an Application for Admission to TC.**

Temple College has an Open Door Admissions Policy. Anyone interested in attending Temple College is welcome. Even adults who haven't finished high school frequently qualify for special admission. Please contact the Admissions & Records Office at 298-8300 or see the **catalog** for more information.

New students will be accepted on conditional admission and will be given one semester to submit all required documents as part of the admission process. Returning students who have been out for a year or more must submit an Application for Readmission.

**Step 2 - Apply for Financial Aid (if needed).**

Financial assistance at TC may be in the form of grants, scholarships, part-time jobs, or loans. Students must meet financial eligibility requirements to receive assistance. **Students seeking financial aid to pay for tuition and fees should make application at least six weeks prior to the beginning of the semester.**

**Step 3 - Submit official transcripts.**

First-time college students must submit their official high school transcript or GED. Transfer students who are seeking a degree or certificate at TC must submit official transcripts from all colleges attended. Transfer students who are not degree seeking at Temple College including students who are taking courses for personal enrichment or job skills must submit the official college transcript from the last institution attended.

**Step 4 - Take the Texas Success Initiative placement test if required for your academic program.**

All students who are seeking a degree, Level-II Certificate, or an Enhanced Skills Certificate are required to take the placement test prior to enrolling in any college-level courses. Some students may be exempt from testing requirements. Proof of exemption/waiver is required prior to registration. See below for more information.

**Possible Exemptions/Waivers:**

- Students with very high ACT, SAT, or TAKS scores (copy of scores on official high school transcript or official score report is required) may be exempt. Check with Testing Center for score requirements.
- Level-I Certificate-seeking students are waived.
- Students who have graduated with an associate degree or a baccalaureate degree.
- Students who desire to enroll in courses for personal enrichment or job skill training. Students are limited to two courses each semester.
- Students who are transferring from an out-of-state or private institution and have earned 9 hours of college-level credit with a 2.0 cumulative grade point average.
- Active Duty/Retired Military may be exempt.

**For a more efficient and faster registration, students are strongly encouraged to test at least two weeks prior to registration. Please note that it takes 7-10 days for your scores to be received.**

Contact the Testing Center at (254) 298-8586 to schedule a test or to get more information on exemptions and waivers.

## **Step 5 - See an Academic Advisor and Register for classes.**

Advising/Registration for new TC students must be completed in person. Advising is **required** for the following students:

- Students who have not passed the TSI assessment test
- Freshmen students entering college for the first time
- Transfer students who are degree or certificate seeking if it is their first semester at TC

All other students have the option to see an academic advisor but are not required to do so. Students who are nearing graduation are encouraged to see an advisor prior to their last semester in order to verify degree requirements and schedule any remaining courses as needed. Students in technical programs are encouraged to see the department chair for advising.

Upon initial enrollment at TC, students who are degree seeking must make an appointment with the Advising Center for registration or may come to posted “walk-in” days (Thursdays) during the Early Registration Period. New students who are not degree-seeking (casual students) may register in the Admissions & Records office.

There are three registration periods: Early Registration, Regular Registration and Late Registration. Please check the Important Dates page on the TC web page at [www.templejc.edu](http://www.templejc.edu) for more information. Additional information is also available on the web as a Registration Frequently Asked Questions information page which is also available for pick up in the Admissions & Records Office. The three registration periods are:

- **Early Registration and Schedule Changes:**  
Early Registration is on a first-come, first-served basis. Students who are required / requesting to see an advisor need to stop in the Advising Center to make an appointment or may come to the Advising Center on the posted “walk-in” days (Thursdays). Students in technical programs are encouraged to make an appointment with the department chair for advising.

### **Early Schedule Changes**

Students who are required for advising may make schedule changes the following ways:

- Make another appointment in the Advising Center
- Come in on the posted “walk-in” advising days (Thursdays)

## **Avoid long lines by using Early Registration!**

- **Regular Registration and Schedule Changes:**  
During Regular Registration there are a few specific days which require an appointment to see an advisor and register. New students who are degree-seeking are required to see an advisor and must have an appointment. At the end of Regular Registration, there is an Open Registration period in which student may see an advisor and register on a first-come, first-served basis.
- **Late Registration:**  
Late Registration is available for those students who were not able to register during earlier times. Please note that some classes will be full and it will be extremely difficult to get your preferred schedule if you wait. There may be a late registration fee.

## **Step 6 - Pay tuition and fees by deadline date.**

Students may make payment by:

- paying in person at the Cashier's Window in One College Centre
- paying by telephone using credit card by calling 298-8611 for EARLY REGISTRATION ONLY
- paying by mail for EARLY REGISTRATION ONLY. Mail payment so it is received by deadline date to: Temple College, Attn: Cashier's Office, 2600 S. First Street, Temple, TX 76504.

Payment completes the registration process and holds your schedule of classes for you. If you do not pay for your tuition and fees by the deadline date, your classes will be dropped for non-payment. Please check the web for registration payment deadlines.

## **Step 7 - Pick up a Parking Permit / Student ID (if needed).**

Students need to pick up their Parking Permit and get their Student ID once the tuition and fees payment has been made. Students are required to update their vehicle information and pick up a new parking permit every academic year (Fall semester). Parking permits are available at the cashier's window in One College Centre. Students may also pick up their Student ID in the Admissions & Records Office in One College Centre.

**Step 8 - Forty-eight hours after registration, verify your user name and password for TConnect and TC Web Mail.**

TConnect is a web-based service that allows students access to their academic records from any computer with an Internet connection! You can use TConnect to perform a variety of functions such as viewing and printing your schedule, checking account balances, running program evaluations, checking grades, and viewing your transcript. After the first semester at TC, students who have met all TSI requirements will also have access to online registration and online schedule changes.

TC Web Mail is a free email account that is provided for our credit students within 24 hours of first registration. It is important that you use this email address since this email address will be used by TC as your primary contact. You can access WebMail at <http://templejc.edu/login.asp>. It's fast and easy to use and has the following advantages:

- It can be accessed from any Internet connection both on or off campus!
- Temple College can contact you with important information using this address. **This will be the ONLY email address that will be used to notify you of cancelled classes, registration information, or any other TConnect notices.**
- You can reset your TConnect password and have a new one sent to this account so you won't be locked out when you need to use it!

Please note: Your initial **TConnect** password and your **WebMail** password are **NOT** the same! The **TConnect** password is entered in the **mmddy** format and **you will be required to change it** the first time you log in. The **WebMail** password is entered in the **mmddyyy** format and **will remain the same.**

For additional information regarding TConnect and TC Web Mail, please check the TC web page document ***What is TConnect and TC Web Mail?*** on the Admissions & Records page.

**Step 9 - Access the TC web page at [www.templejc.edu](http://www.templejc.edu) for more information.**

The web has additional information regarding the following areas which may be helpful to you:

- College Calendar
- Future Class Schedules
- Residency Information
- Advising Center Services Information
- Distance Education Courses
- Tuition and Fees
- Refund and Withdrawal Schedule
- Final Exam Schedule

**Step 10 - Contact one of the offices below if you have additional questions.**

ADMISSIONS & RECORDS	(254) 298-8300
ADVISING CENTER	(254) 298-8331
FINANCIAL AID	(254) 298-8321
TESTING CENTER	(254) 298-8586
VETERAN'S AFFAIRS	(254) 298-8331

Outside the Temple area, call 1-800-460-4636, plus last four digits