



# DUAL ENROLLMENT

## Resource Guide

As a Dual Enrolled student, you have complete access to college resources such as tutoring, clubs and organizations, and special programs. The list below includes a just few of the many resources available to you and is based on common services utilized by DE students. For more information on services provided by these departments/contacts, or for additional resources, please visit the TCC website at [www.tcc.fl.edu](http://www.tcc.fl.edu).

Contact/ Office	Example of Services	Phone Number, Email and/or Website	Location/ Hours
Accessibility Support Services	Accommodations	850-201-8433 SAS@tcc.fl.edu	First floor of TCC's Student Union Building
Admissions and Records	TCC Transcripts, Campus Tours	Order transcripts online at: <a href="https://www.tcc.fl.edu/academics/student-records-registrar--admin-needs/transcripts/">https://www.tcc.fl.edu/academics/student-records-registrar--admin-needs/transcripts/</a>  Schedule a campus tour by visiting the TCC webpage and selecting "Admissions" and then "Schedule a Tour" at the top of the page.	Second Floor of TCC's Student Union  <i>*Transcripts must be ordered online and cannot be picked up in the Admissions Office.</i>
Bookstore	Textbooks and Other Course Materials	850-575-9200 <a href="https://www.bkstr.com/tallahasseeccstore/home">https://www.bkstr.com/tallahasseeccstore/home</a>	First floor of TCC's Student Union Building
Cashier's Office	TCC Student ID Card	850-201-8691 cashier@tcc.fl.edu	Second floor of TCC's Student Union Building
Career Center	Career Exploration and Workshops	850-201-9970 careercenter@tcc.fl.edu	Second floor of TCC's Student Union Building (located in the Advising Center)
Counseling Center	Counseling	850-201-7726	TPP Building, Room 141

<b>Contact/ Office</b>	<b>Example of Services</b>	<b>Phone Number, Email and/or Website</b>	<b>Location/ Hours</b>
Course Instructor/ Course Syllabus	Attendance, Assignments, Grades	Refer to course syllabus or ask course instructor for contact information.	Refer to course syllabus or ask instructor for office hours and location.
Financial Aid	Financial Aid (FAFSA, Bright Futures, Loans, Grants, etc.)	850-201-8399 finaid@tcc.fl.edu	Second floor of TCC's Student Union Building
High School Guidance Counselor or District Homeschool Compliance Office	High School Graduation Requirements	N/A	N/A
Honors Program Director, Nicholas Vick	Honors Program	850-201-8195 honors@tcc.fl.edu or vickn@tcc.fl.edu	N/A
IT HelpDesk	Passwords, Canvas, Email, Wifi, etc.	850-201-8545 Self-Service and Online Chat available on TCC's webpage. Visit "Resources" and select "IT Help"	First floor of TCC's Centre Building
Learning Commons	Tutoring, Study Rooms	850-201-8195 learningcommons@tcc.fl.edu	Connected to the TCC Library Mon-Thu 7:30 AM-7:30 PM Friday 7:30 AM- 5:00 PM
Library	Printing, Books, Databases, Articles, Citation Guides, Research Consultations, Laptops & other Equipment	Circulation: 850-201-8376 Reference: 850-201-8383 library@tcc.fl.edu	Library Building
Scholarships (TCC)	Scholarship Coordinator, Angela Isaac	850-201-8411 isaaca@tcc.fl.edu	Second floor of TCC's Student Union Building (next to Admissions & Records)
Student Organizations and Clubs (i.e. Student Government)	Student Life	850-201-9967 studentlife@tcc.fl.edu	Student Union Room 185 First floor of TCC's Student Union
Testing (CLEP, PERT, etc.)	Testing Center	850-201-8282 testingcenter@tcc.fl.edu	Second floor of the Fine and Performing Arts Building