



Steps to TCC

Division of Student Affairs

Step 1: Apply for admission

- ✓ Apply for admission to TCC using our online application at www.tcc.fl.edu under “Apply”.
- ✓ After you submit you will receive a confirmation page with your TCC identification number, email address and password. Keep this page for your records as you will need this information to log in to TCC EagleNet and access your TCC email.
- ✓ If you were not able to upload your residency documents at the time of application, please remember to provide copies of the residency documents (e.g., driver’s license, vehicle registration, voter’s registration card) that reflect an issue date of at least one year prior to the first day of class for the semester you plan to attend to the Office of Admissions and Records.

NOTE: Transient students who apply to TCC through Florida Shines will need to call our Information Technology Help Desk at (850) 201-8540 and request your username and password for TCC EagleNet.

Step 2: Apply for financial aid

Apply for financial aid by submitting a [Free Application for Federal Student Aid \(FAFSA\)](#) at www.fafsa.ed.gov.

- ✓ TCC School Code: 001533
- ✓ Review additional important information about applying for financial aid and available TCC scholarships at www.tcc.fl.edu under “Tuition & Aid”.

Step 3: Request high school transcript or GED test scores

Request your official high school transcript or GED test scores be sent to TCC. Admission to the college requires a standard high school diploma or GED. It is important for your records to be sent as soon as possible so that information on your transcript can be used to assist with your first semester course scheduling.

Transcripts or GED test scores may be mailed to:

*Admissions and Records
Tallahassee Community College
444 Appleyard Drive
Tallahassee, FL 32304*

Step 4: Request college/university transcripts

Request any and all college/universities transcripts, if applicable. Transfer students are required to submit official college transcripts from all colleges/universities attended.

Step 5: Review placement testing information

Review the placement testing information and all our free testing resources at www.tcc.fl.edu under “Testing Center”. (This includes ACT, SAT, PERT and Developmental Education Exemption information).

Step 6: Visit TCC EagleNet

Familiarize yourself with our online portal [TCC EagleNet](#) where you can access your email, student records, degree audit, registration and much more. Be sure to check your [TCC email](#) frequently as that is the College’s official means of communication to students. If you need assistance, contact TCC Help Desk at (850) 201-8545 or helpdesk@tcc.fl.edu.

□ Step 7: Complete TCC's New Student Orientation

When you schedule your mandatory on-campus advising appointment, you will gain automatic access to the [Online Orientation](#) in Canvas. Please allow 15 minutes from the time you register for the course to appear. You will need your Student ID and PIN to begin.

Online Orientation, located in Canvas, will take approximately one to two hours to complete. In order to pass, you must receive a grade of 100. You will need your TCC eAccount Username and Password to begin.

NOTE: Transient students, non-degree seeking students, and returning students do not have to attend orientation. Come to the [Advising Center](#) (Student Union, second floor) for walk-in advising Mondays through Thursdays, 8 a.m. to 6 p.m. and Fridays from 9 a.m. to 5 p.m. or email advisingcenter@tcc.fl.edu.

□ Step 8: Check for upcoming deadlines

Review the [academic calendar](#) and make note of key important dates, including:

- ✓ First Day of Class
- ✓ Last Day to Add a Class
- ✓ Last Day to Drop a Class
- ✓ Fee Payment Due Date

□ Step 9: Pay Tuition and Fees

Be sure that all of your tuition and fees are paid by the fee payment due date. The due date can be found on the [academic calendar](#) and your schedule.

Options to pay:

- [Online](#)
- In person at the [Cashier's Office](#)
- [Payment Plan](#)
- [Florida Prepaid Program](#)
- [Financial Aid](#)

□ Step 10: Get your student ID card

Once you have paid, you are ready to get your [TCC Student Identification Card](#) at the [Cashier's Office](#) (Student Union, Second floor).

□ Step 11: Get Books and Supplies

Get books and supplies for your classes by visiting the [TCC Bookstore](#).

□ Step 12: Attend class, get involved, and have a great semester!

Learn more about how to get involved by visiting www.tcc.fl.edu under "Student Life".

- ✓ [Campus Recreation and Sports](#)
- ✓ [Clubs and Organizations](#)
- ✓ [Student Government Association \(SGA\)](#)
- ✓ [Student Leadership, Involvement and Civic Engagement \(SLICE\)](#)