



# 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](http://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 Passport 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) 201-8545 and request your username and password for TCC Passport.

## • Step 2: Apply for financial aid

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

- ✓ TCC School Code: 001533
- ✓ Review additional important information about applying for financial aid and available TCC scholarships at [www.tcc.fl.edu](http://www.tcc.fl.edu) under “Tuition & Aid”(Admissions> 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.

## • 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](http://www.tcc.fl.edu) under “Testing Center”. (This includes ACT, SAT, PERT and Developmental Education Exemption information). (Student Life> Student Services>Testing Center).

## • Step 6: Complete TCC’s New Student Orientation

1. Complete the [Online Orientation](#) (you will need your TCC Student ID number)
2. At the end of the online orientation you will be provided instructions on how to sign up for your on-campus orientation. The on-campus orientation is designed for you to meet with an academic adviser who will review your high school transcripts and assist with first semester course registration. It is also a chance to meet other incoming TCC Eagles. If you have any questions or concerns regarding the on-campus sessions please direct inquiries to [orientation@tcc.fl.edu](mailto:orientation@tcc.fl.edu) or call (850)201-6445. (Academics> Academic Advising)

- **Step 7: Visit TCC Passport**

Familiarize yourself with our online portal [TCC Passport](#) 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](mailto:helpdesk@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](http://www.tcc.fl.edu) under "Student Life".

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