Steps to TSC

Division of Student Affairs

☐ Step 1: Apply for admission

- ✓ Apply for admission to TSC using our online application at www.tsc.fl.edu/apply
- ✓ After you submit you will receive a confirmation page with your TSC identification number, email address, and password. Keep this page for your records as you will need this information to log in to TSC Workday and access your TSC email.

☐ Step 2: Submit residency declaration

- ✓ Submit two residency documents online (e.g., driver's license, vehicle registration, and/or 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. **Note:** Applicants under the age of 24 are required to submit a parent or legal guardian's documents in order to satisfy their residency requirements.

☐ Step 3: Apply for financial aid

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

- ✓ TSC School Code: 001533
- ✓ Review additional important information about applying for financial aid and available TSC scholarships here.

☐ Step 4: Request high school transcript or GED test scores

Request your official high school transcript or GED test scores to be sent to TSC. 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.

- ✓ Send official ACIE, AP, IB, and CLEP scores.
- ✓ Dual enrolled students must submit official college transcripts from the college where dual enrollment credit was earned.
- ✓ Home-educated students must complete the Affidavit of Home School completion form.

☐ Step 5: Request college/university transcripts

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

☐ Step 6: Review placement testing information

Students who meet the following criteria are exempt from placement testing:

- A student who entered grade 9 in a Florida public school in the 2003-2004 school year, or any year thereafter, and earned a Florida standard high school diploma, or a student who is serving as an active duty member of any branch of the United States Armed Services.

- Students with ACT or SAT scores at or above the state minimum: ACT: English 17, Reading 19, Math 19; SAT Reading 24, Writing 25, Math 24. Test results must be less than two years old.

- An approved alternative method may be used to assess readiness for college-level work.

- Students who need to take an assessment test for academic advisement may contact the Testing Center at testingcenter@tsc.fl.edu to receive information on how to take the PERT.

☐ Step 7: Complete TSC's new student welcome to get started

Complete New Student Welcome to Get Started. TSC is offering in-person and virtual advising meetings, a self- paced *Connect2Complete*: New Student Orientation course, and New Student Welcome Sessions throughout the summer.

During your advising meeting, you will speak with a Career and Academic Advisor who will assist you with course planning/registration. The *Connect2Complete* course is a set of self-paced, virtual modules that provide an overview of significant facets of TSC life. The New Student Welcome sessions give new students a chance to meet faculty and key College staff to help students get oriented to campus and the first day of class. All three new student activities are to be completed prior to Fall Convocation and the first semester. Click here to learn more.

☐ Step 8: Review TSC Workday

Familiarize yourself with our online portal Workday where you can access your student records, academic progress, registration, and much more. Be sure to check your TSC email frequently as that is the College's official means of communication with students. If you need assistance, contact TSC Help Desk at (850) 201-8545 or helpdesk@tsc.fl.edu.

☐ Step 9: 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 10: 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. Payment options can be found here.

☐ Step 11: Obtain a Digital ID

1. Visit https://www.tsc.fl.edu/CloudCard
2. Upload your photo
- Photo should be cropped slightly above your head to the middle of your chest
- Photo should be taken against a plain, light background
- Photo must be in color
- You must not be wearing sunglasses or a hat
- You must be positioned directly facing the camera
- Your eyes should be open and looking at the camera
3. Upload a photo of a valid government-issued ID (driver's license, state-issued ID card, military ID, or passport)

☐ Step 12: Purchase books and supplies

Get books and supplies for your classes by visiting the TSC Bookstore.

☐ Step 13: Attend class, get involved, and have a great semester!

Learn more about how to get involved by visiting www.tsc.fl.edu under "Student Life".
- ✓ Campus Recreation and Sports

- ✓ [Clubs and Organizations](#)
- ✓ [Student Government Association (SGA)](#)
- ✓ [Student Life](#)