



TECHNICAL COLLEGE  
OF THE LOWCOUNTRY

## TCL Self-Service Quick Student Planning and Registration Guide

1. Login to TCL Self-Service at <http://selfservice.tcl.edu>.

TECHNICAL COLLEGE  
OF THE LOWCOUNTRY

Sign In

User name

Password

Sign in

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- Your user name is your first and last name, all in lower case with no spaces.
- For current and returning students your password is the same as it was for Webadvisor. NOTE: If this is your first semester at TCL, your password is the last seven digits of your Social Security Number and you will be required to change your password after logging in. Your new password can be six to nine characters long and must be a combination of letters and numbers.

Need help logging in? Contact the Help Desk at 843-525-8344 or via email at [helpdesk@tcl.edu](mailto:helpdesk@tcl.edu)

2. Select the Student Planning tab.

**Student Planning**  
Here you can search for courses, plan your terms, and schedule & register your course sections.

3. Go to My Progress.

Academics ▾ Student Planning ▾ Planning Overview

**Steps to Getting Started**  
There are many options to help you plan your courses and earn your degree. Here are 2 steps to get you started:

1 **View Your Progress**  
Start by going to My Progress to see your academic progress in your degree and search for courses.  
[Go to My Progress](#)

2 **Plan your Degree & Register for Classes**  
Next, take a look at your plan to see what you've accomplished and register your remaining classes toward your degree.  
[Go to Plan & Schedule](#)

| Programs          | Cumulative GPA         | Progress    |
|-------------------|------------------------|-------------|
| Associate in Arts | 4.000 (2.000 required) | <div></div> |

**Spring 2018 - 16 Week Term Schedule**

|      | Sun | Mon | Tue         | Wed | Thu | Fri | Sat |
|------|-----|-----|-------------|-----|-----|-----|-----|
| 10am |     |     | WED 120-108 |     |     |     |     |

4. Select course to place on your plan.

**Criminal Justice Technology** (1 of 1 programs) [View a New Program](#)

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**At a Glance**

Cumulative GPA: (2,000 required)

Institution GPA: (2,000 required)

Degree: Associate in Applied Science

Majors: Criminal Justice

Departments: Criminal Justice

Catalog: 2017

Description

Program Notes

[Show Program Notes](#)

Program Completion must be verified by the Registrar.

Progress

Total Credits (9 of 66)

Total Credits from this School (9 of 16.5)

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**Requirements**

**Major CRJ 2014**

Complete all of the following items. **0 of 3 Completed.** [Hide Details](#)

**A. Major Courses**

STUDENT MUST TAKE CRJ-101, CRJ-125, CRJ-130, CRJ-242;

Complete all of the following items. **0 of 1 Completed.** [Hide Details](#)

**0 of 4 Courses Completed.** [Hide Details](#)

| Status      | Course  | Search | Grade | Term | Credits |
|-------------|---------|--------|-------|------|---------|
| Not Started | CRJ-101 |        |       |      |         |
| Not Started | CRJ-125 |        |       |      |         |
| Not Started | CRJ-130 |        |       |      |         |
| Not Started | CRJ-242 |        |       |      |         |

5. Click View Available Sections.

6. Select the section that works best with your schedule and Add Section to Schedule.

Summer 2018 - 8 Week Term

[Intro to Criminal Justice 01](#) +\$

[Add Section to Schedule](#)

| Seats | Times                                          | Locations                                                          | Instructors |
|-------|------------------------------------------------|--------------------------------------------------------------------|-------------|
| 15    | M/W 8:00 AM - 10:45 AM<br>6/4/2018 - 7/31/2018 | Beaufort - Main Campus, Building 14 - Computer/Elec 101<br>Lecture | Ricks, M    |

[Intro to Criminal Justice 82](#) +\$

[Add Section to Schedule](#)

| Seats | Times                | Locations               | Instructors |
|-------|----------------------|-------------------------|-------------|
| 15    | 6/4/2018 - 7/31/2018 | Online Only<br>Internet | TCL Staff   |

7. Review section details and Add Section.

**Section Details**

CRJ-101-01: Intro to Criminal Justice  
Summer 2018 - 8 Week Term

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**Instructors** Ricks, M

**Meeting Information** M, W 8:00 AM 10:45 AM  
6/4/2018 - 7/31/2018  
Beaufort - Main Campus, Building 14 - Computer/Elec 101 (Lecture)

**Dates** 6/4/2018 - 7/31/2018

**Seats Available** 15 of 15 Total

**Credits** 3

**Grading** Graded

**Requisites** ⚠ TAKE RDG-100 - Must be completed prior to taking this course.

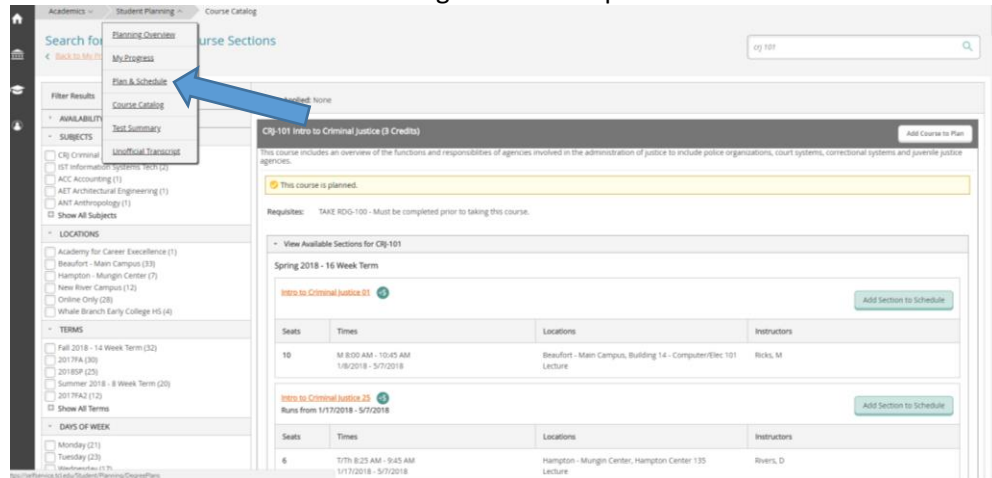
**Course Description** This course includes an overview of the functions and responsibilities of agencies involved in the administration of justice to include police organizations, court systems, correctional systems and juvenile justice agencies.

**Additional Course Fees** Fees listed here are in addition to general tuition and fees charged at registration.

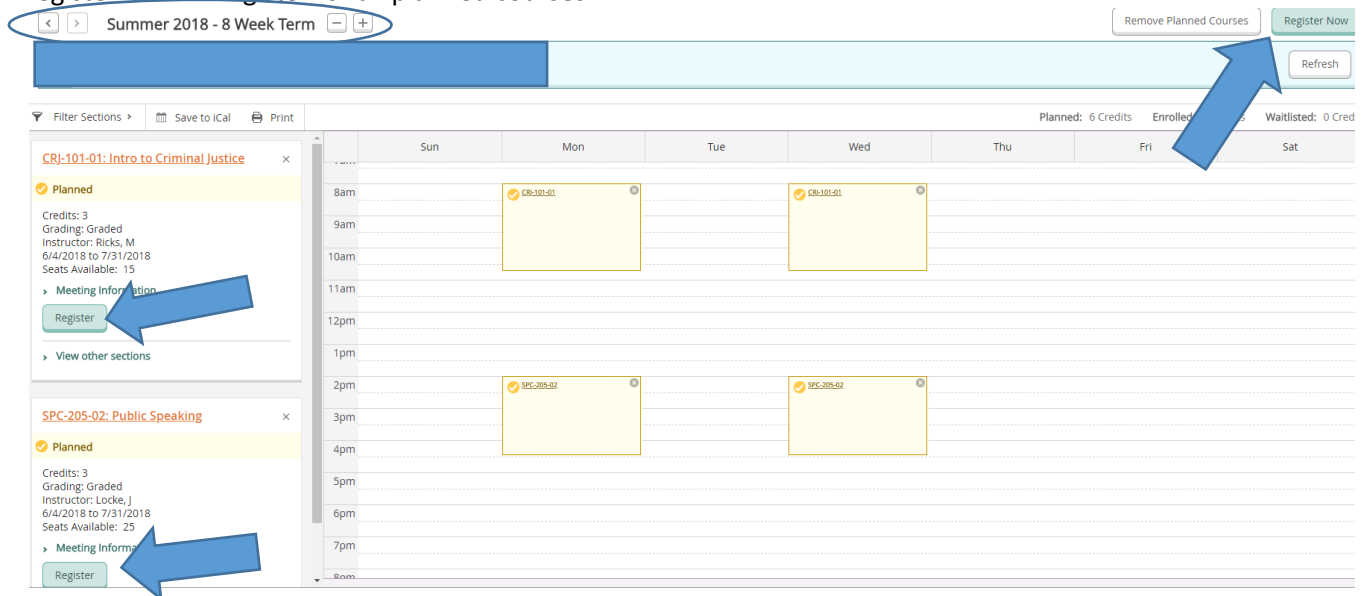
Sled Bkgrnd Ck Fee: \$25.00

[Close](#) [Add Section](#)

8. Select Plan and Schedule from the Student Planning tab at the top of the form.



9. Use the arrows to navigate to the current term. Select Register for each planned course in each term OR select Register Now to register for all planned courses.



10. Check to be sure your course status moves from Planned to Registered.



Need Help?

- Call 843-525-8207
- Visit one of our campuses
  - Beaufort (Student Records, Bldg. 8)
  - New River (Admissions)
  - Hampton (Front Desk)