



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.

| Contact/ Office | Example of Services | Phone Number, Email and/or Website | Location/ Hours |
|--------------------------------|--------------------------------------|---|---|
| Accessibility Support Services | Accommodations | 850-201-8430 SAS@tcc.fl.edu | First floor of TCC's Student Union Building |
| Admissions and Records | TCC Transcripts, Campus Tours | Order transcripts online at: https://www.tcc.fl.edu/academics/student-records-registrar--admin-needs/transcripts/ 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 https://www.bkstr.com/tallahasseeccstore/home | First floor of TCC's Student Union Building |
| Cashier's Office | TCC Student ID Card | 850-201-8415 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 |

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|---|--|---|--|
| 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 | 850-201-8193 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, Vacant | 850-201-8411 https://www.tcc.fl.edu/admissions/financial-aid/scholarships/ | 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 |