TURKS & CAICOS ISLANDS

COMMUNITY COLLEGE

"Daring to Aspire, Determined to Succeed!"



Student Handbook & Guide

2024 / 2026

PURPOSE AND SCOPE

The purpose of this Student Handbook is to provide students with a comprehensive guide to the policies, procedures, regulations and programmes at The Turks and Caicos Islands Community College (hereafter called 'TCICC'). This Handbook aims to foster a supportive and respectful campus community, ensuring all students can thrive academically, socially, and personally. It serves as a central resource for understanding the college's values, procedures, and available support systems; enabling students to make the most of their college experience.

This Handbook covers the following areas to ensure clarity and consistency in the college experience:

i. Academic Policies and Procedures
ii. Programme Regulations
iii. Programme Offerings
iv. Student Services
v. Student Conduct and Responsibilities
vi. Financial Information

This Handbook aims to ensure that all students are well-informed about their rights and responsibilities, as well as the resources available to support their success at the college. It is intended to be a living document, regularly updated to reflect changes in policies and procedures, ensuring its relevance and utility for the student body.

Upon enrollment, students are responsible for familiarizing themselves with this Handbook and any other publications that govern students and operations at TCICC. TCICC reserves the right to modify any provision, offering, or requirement in this Handbook at any time, and such changes will be binding on all students.

Students enrolled in the Bachelor programmes shall be guided by the external certification body (example: CCCJ, NCCR, NCTVET, JBTE, etc.). For all other programmes provided by the TCICC, students should be guided by the information provided in this Handbook.

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TURKS AND CAICOS ISLANDS COMMUNITY COLLEGE

(ESTABLISHED BY ORDINANACE 25 OF 1994)

A Brief History

The establishment of a Community College in the Turks and Caicos Islands was visualised and vocalised as far back as 1989. The rationale was based on the desire to advance higher education, in particular where the establishment of a local College would ensure that more persons had access to tertiary education. In 1992, Chief Minister, Hon. Charles Washington Misick, publicly stated his government's intention to develop a Community College. Subsequently, the Minister of Education, Hon. Arabella Smith, set up a task force to conceptualise the idea of a Community College. Discussions were organised with the general public to obtain feedback on the establishment of a College.

In early 1993, Mr. Kurt Johansen, Regional Education Adviser to the Organisation of Eastern Caribbean States, was contracted to conduct a study on the feasibility of establishing a college and the possible location for such an institution. In late 1993, Dr. Jacob Bynoe also conducted a study that outlined further steps that needed to be taken for the establishment of a college.

In early 1994, the Government sought assistance from the Caribbean Development Bank to fund a study for the development of the Community College in the Turks and Caicos Islands. Dr. Alfred Sangster, then President of the University of Technology in Jamaica, did an in-depth study on the establishment of the College, and on the basis of his analysis, concluded that there was an urgent need for a Tertiary Institution (Community College) in the Turks and Caicos Islands. He further recommended that the administrative centre of the Community College should be located in Grand Turk, with a secondary Campus in Providenciales; the College in Grand Turk should be started in rented premises to be followed by relocation to a permanent sight to be constructed at the Education Department site.

On 2 September 1994, the Ordinance establishing the Community College as a Statutory Body came into effect and on 18 September 1994 the College was opened in Grand Turk, using temporary facilities at the Helena Jones Robinson High School with a branch in Providenciales utilising the facilities at the Clement Howell High School. A Board of Governors was established and held its inaugural meeting on 21 October with Mr. Carlos Simons, Attorney at Law, being the first Chairman of the Board. The Board members were: Mr. Sterlin Garland as Deputy Chairman, Mr. Glennevans Clarke, Ms. Marjorie Simms, Dr. Rosita Butterfield, Mr. Hartley Coalbrooke as the Financial Secretary, Mrs. Julia Williams, Permanent Secretary for Education and Dr. Jacob Bynoe the Principal of the College. In attendance was also the Hon Arabella Smith, the Minister of Education. The College's Office was staffed by Dr. Jacob Bynoe, a Guyanese national, as the first Principal and Ms. Deborah Dickenson, an indigenous person, as the Secretary/Administrative Officer and Secretary to the Board.

There was a change in Government in January 1995 and the Hon. Clarence Selver, the newly appointed Minister of Education, proceeded with the development of the Turks and Caicos Islands Community College (TCICC). An official opening was held on 4 March 1995, at which time the College was housed in rented premises at Harbour House in Grand Turk. A year later, the second campus, the Provo Campus started functioning from the rented facility located at Butterfield Square in Providenciales. In 1995 the College held its first institutional development workshop with Mrs. Norma Holder, Principal of the Barbados Community College, Dr. Keva Bethel, Principal of the College of the Bahamas, Dr. Leyton Thomas of the Sir Arthur Lewis Community College, Dr. Kevin Lillis of The British Development Division and Dr. Alfred Sangster of the College of Arts Science and Technology (now University of Technology), as advisors for the development of the College. It was recommended that the Campus in Providenciales should be developed into a Hospitality Training School with some Technical/Vocational programmes being offered. All other programmes at that time should be offered at the Grand Turk Campus.

In late 1995 and into 1996, Hon. Selver led consultations and discussions regarding a suitable location for the College, as it was evident that the space which was allocated at the Department of Education Compound was very inadequate and serious attention was given to the use of the former - naval facility in Grand Turk, once refurbished, to be used as The College. In June 1996, Mrs. Julia Williams, the then Permanent Secretary for Education, was seconded from the Government service as Principal Designate and appointed as the first indigenous Principal in February 1997. In September 1997, Mr. Carlton Mills was appointed as the first Deputy Principal, resident in Grand Turk. In October 1997 the Further Education Development Project was launched, with the objective of strengthening and expanding the capability of the TCICC to provide improved and increased opportunities for post-secondary, adult, and continuing education.

Through the modification, rehabilitation and upgrading of the former naval base in Grand Turk, along with the provision of equipment, furniture, instructional materials and technical assistance for institutional strengthening and project management, the Grand Turk Campus operations were realised. The Project was financed by the Caribbean Development Bank and the Turks and Caicos Islands Government and implemented with APEC Consultants of Jamaica as the consultants and Kee Chanona of Trinidad as the contractors. The first phase of a Master Plan, which provided a clear physical plan for the timely and orderly development of the facilities at Lighthouse Road, North Point in Grand Turk, to accord with the aims, objectives, academic vision, and future plans of the College, was completed on 12 June 2001. With its formal dedication on 31 May 2002, the College moved into a spacious Campus in Grand Turk.

In September 2001 Mr. Carlton Mills, the Deputy Principal, was transferred to Providenciales to coordinate the branch in Providenciales, while Mrs. Claudia Smith was appointed as the first Dean of Academic Studies, resident in Grand Turk. Mr. Samuel Forbes was the first Dean of Technical Studies, who later served as Vice President and administrative head of the Providenciales Campus. In 2003, as enrolment numbers increased, the Providenciales Campus was relocated into more

spacious rented accommodation. In 2015, once again, the increasing numbers and new programmes forced the College to consider yet another move. There were plans to construct a purpose-built College Campus in Providenciales, with advanced facilities for Sciences, Hospitality, Technical and Vocational Studies, to complement its current Arts and Social Science offerings.

Originally, the TCICC was on a quarter-based system. However, in August 2004, the College transferred to a semester system similar to other regional and international institutions of higher education. The College continues to exhibit steady growth. It developed linkages with several UK, North American and Caribbean institutions whereby credits are easily transferred. New programmes continue to be developed in keeping with the College's mission statement.

In 2012, following the retirement of President Rev. Julia Williams, Emeritus Professor Mr. Lee Ingham assumed leadership of the College until August 2015. Dr. Hubert Fulford, former Academic Dean, then took on the presidency, succeeded by Clara Gardiner, Interim President, after Dr. Fulford's retirement in September 2021. Dr. Candice Williams, previously Chair of the Faculty of Education and Training and Assistant to the Vice President, became President on 1 October 2022. In 2015, Dr. John Mubenwafor became the Dean of Academic & Student Affairs, following his retirement, Dr. Suzette Creary, former Chair of the Business Administration faculty, assumed the position in September 2022.

In 2021, Hon. Rachel Taylor, Minister of Education, transferred the Technical Vocational Education and Training (TVET) programme to the TCI Community College from the Department of Education. On 1 July 2021, TVET was integrated into the TCI Community College, with Mr. Kevin Baxter appointed as the inaugural TVET Dean. This step underscored the government's dedication to nurturing human capital. During that same year, the government sanctioned a comprehensive organisational review of the College with Dr. Barbara Ambrister as the primary consultant and supported by Dr. Allister Hinds. This review culminated with a complete restructuring of the College, strengthening its governance and institutional frameworks.

The review recommended a two phased approach where Phase 1 included the introduction of new positions, including Marketing and Communications Officer, Quality Assurance Manager, Curriculum Development Specialist, Assessment and Monitoring Officer, Workforce Development Officer, IT Manager, Student Support Officer, and Human Resource Manager. Nomenclature changes included Vice President Finance, Executive Vice President, Campus Manager, and Finance Manager and a two-year temporary Provost position. It was recommended that Phase 2 realised the introduction of a Vice President of Academic, Vocational and Student Affairs; Vice President of Administration and Operations, Vice President of Institutional Advancement and External Affairs, College Counsellor, and Records Officer during the 2023/2024 fiscal year.

Upon assuming the role of President, Dr. Candice Williams spearheaded the development of a new college vision, mission, and core values of the College which was institutionalized in November 2022. These foundations are integral to the Turks and Caicos Islands Community College's aspiration to become the first choice for education and training, both within the Turks and Caicos Islands and beyond.

Effective January 1, 2024, significant amendments were made to the Community College Ordinance. These revisions established the legal framework allowing the College to adopt the terminology ‘President and Vice Presidents,’ aligning with best practices in tertiary education nomenclature. Additionally, the amended ordinance enhanced the College’s governance structure by updating the composition of the Board of Governors and including 'officers' to reflect the revised organisational structure. It also integrated provisions for Technical, Vocational Education and Training (TVET) and various convocations, further strengthening the College’s commitment to comprehensive education and institutional excellence.

The TCICC remains committed to its pursuit of excellence, consistently achieving significant milestones that will be documented in the history of the Turks and Caicos Islands.

LOCATION

The Main Campus of the TCI Community College is located at the end of Lighthouse Road at the North Point in Grand Turk. The Providenciales West Campus is located at 3 Success Way, Butterfield Square, Providenciales. Provo East Campus is located 41 Princess Drive, Grace Bay, Providenciales, T.C.I.

CONTACTS

Main Campus (Grand Turk)	Providenciales Campus (West)	Providenciales Campus (East)
TEL: (649)946-1163/1686	TEL: (649)941-3210/441-3210	TEL: (649) 339-3900
FAX: (649)946-1661	FAX: (649)941-8380	
E-MAIL: info@tcicc.edu.tc	WEBSITE: tcicc.edu.tc	

VISION

To become the first choice for education and training within the Turks and Caicos Islands and beyond.

MISSION

To provide world-class education and training through innovation and community engagement; utilising qualified professionals focused on human capital development.

CORE VALUES

Integrity: We foster an environment of dignity, honesty, social responsibility and respect that empowers all students and staff to apply the highest ethical standards.

Inclusion: We are committed to championing an equitable and inclusive culture for the success of our diverse stakeholders.

Collaboration: We actively encourage teamwork and cooperation, leveraging collective strengths to achieve shared goals.

Excellence: We strive for the highest standards of quality in education and training, continuously improving and innovating.

Accountability: We will conduct ourselves at the highest level in accordance with statutory, government and fiduciary standards in our actions and decisions, ensuring a culture of ownership and reliability.

Greetings from President/CEO



Dear TCICC Students,
I extend warm greetings and a heartfelt welcome to each of you. Whether you are a new student, eager to explore the possibilities that the Turks and Caicos Islands Community College (TCICC) offers, or a returning student ready to continue your educational journey, I am delighted to have you as part of our TCICC family. TCICC aspires to be the first choice for education and training in the Turks and Caicos Islands and beyond. By choosing TCICC, you have taken a significant step in helping us achieve our vision. I commend you for choosing our institution, and I am confident that your time here will be marked by academic excellence, personal growth, and lasting friendships.

This Student Handbook has been carefully crafted to serve as your comprehensive resource for information on campus affairs, policies, and procedures. It outlines your rights, privileges, and responsibilities as a TCICC student. I encourage each of you to familiarize yourselves with this Handbook's contents, as it guides your journey and contributes to the strength and vitality of our College community.

At TCICC, we embrace the saying, "I am TCICC," which signifies our collective responsibility to make this institution the first choice for all. This responsibility involves understanding and upholding the policies and procedures outlined in this Handbook, participating in college events, and actively engaging with the vibrant community that surrounds you.

Your interactions with our well-qualified and dedicated faculty are crucial to your TCICC experience. They are committed to our mission and are here to support your learning journey in every way. I encourage you to engage with your lecturers and college mates; challenge yourself academically, and have open and honest conversations with your advisors. They are dedicated to providing the best options, especially during challenging times.

As your President, I am excited to witness your growth and success during your time at the TCICC. I look forward to seeing each of you walk across the stage well-prepared for the opportunities and challenges that lie ahead. Together, let's make TCICC the institution of first choice and a place where each student's potential is realized.

Welcome to TCICC, and best wishes for a fulfilling and successful journey.

Dr. Candice Williams
President/CEO



Greetings from
Vice President Academic, Vocational and Student Affairs

On behalf of the faculty and staff, I wish to welcome all new and returning students to the TCICC's new academic year 2024 – 2025. This is a time of tremendous vibrancy, transformation, and exciting momentum at the TCICC, as we invest in student excellence and create an innovative and learner-centered campus climate for our students to thrive.

This year, with the significant increase in enrollment, we continue to bring together students from diverse backgrounds across the TCI and the region, who we hope will be competent graduates from this institution of "First Choice", to compete in the challenging global environment.

Notably, the TCICC is also commemorating its 30th anniversary this September and it is embarking on an ambitious rebranding initiative, aptly titled "Your Community, Your College," set to unfold over the next two years. This is the beginning of a transformative journey that aims to enhance the college's visibility and reinforce its commitment to serving you, our students, and the community of the Turks and Caicos Islands. We are indeed elated that you are part of it. Moreover, our mission at the TCICC is to provide you with an excellent educational experience that empowers you to achieve your academic and vocational goals.

This Student Handbook has been designed to serve as a comprehensive guide to help you navigate your journey at the TCICC. Inside, you will find essential information about our programmes, support services, student life, and the various opportunities available to you.

Do know that we at the TCICC believe in producing well-balanced graduates. In fact, it is our responsibility to do so. Based on this, each student is assigned an academic advisor who will assist you throughout your academic journey and guide you along the path of success. We urge you to maximize this great opportunity! And while we endeavour to improve in ways that support your learning, we also want to create an environment of critical thinking; of high expectations; while navigating through your intellectual, emotional and technical challenges you may encounter at the TCICC. Indeed, you are part of an institution which is making a profound impact as one of first choice for your education, skill building and training in the Turks and Caicos Islands and beyond!

I hope your journey at the TCICC will be filled with exciting new revelations and insights that will culminate in rewarding applicability and successful outcomes.

Best wishes for a rich and rewarding TCICC experience!

Dr. Delores Stapleton Harris
Vice President Academic, Vocational and Student Affairs

ACCREDIATION AND AFFILITION

The Turks and Caicos Islands Community College (TCICC) was established by the Community College Ordinance in 1994. An amended ordinance in 2018 empowered the college to grant degrees, diplomas, certificates, and other awards, and to enter into associations or affiliations with universities, colleges, or other relevant institutions both within and outside the islands to fulfill its objectives. TCICC is a member of the Association of Caribbean Tertiary Institutions (ACTI), the Association of Caribbean Higher Education Administrators (ACHEA), the Caribbean Association of Quality Assurance in Education (CANQATE), the Joint Board of Teacher Education (JBTE), and the Council of Community Colleges of Jamaica (CCCJ).

The college has formal articulation agreements with several institutions, including the Bahamas Technical and Vocational Institute (BTVI) in the Bahamas, College of the Rockies (COR) in Canada, New Brunswick Community College in Canada, LJM Maritime Academy in the Bahamas, Eugene Dupuch Law School in the Bahamas, Sandals Corporate University Limited, NCTVET in Jamaica, the National Centre for Construction Education and Research(NCCER), and the Council of Community Colleges of Jamaica (CCCJ).

TCICC offers Prior Learning Assessment Recognition (PLAR) training based on industry demand, with assessment and internationally recognized certification provided through NCTVET and NCCER, once candidates have successfully demonstrated their competence.

Bachelor's Degree Programmes in Business Studies, and Management Information Systems, as well as Social Work and Early Childhood Education, are delivered and quality assured, respectively, by the Council of Community Colleges of Jamaica. The Primary Teacher Education Programme is accredited by the Joint Board of Teacher Education at the University of the West Indies, Mona, Jamaica.

ACADEMIC CALENDAR

THE ACADEMIC CALENDAR CAN BE FOUND ON THE COLLEGE WEBSITE (tcicc.edu.tc).

SEMESTER I (FALL) – AUGUST - DECEMBER

SEMESTER II (SPRING) – JANUARY - MAY

SUMMER – MAY - JULY

COLLEGE COLOURS

The official colours of the College are **MARINE BLUE** and **GOLD**

MARINE BLUE represents the serene blue sea, which surrounds the Turks & Caicos Islands and symbolizes the commitment of the TCICC to a peaceful co-existence, irrespective of our people's religious, cultural, political or ethnic differences.

GOLD represents the richness in the culture and heritage of the Turks and Caicos Islands.

COLLEGE CREST

COLLEGE MASCOT

MASCOT NAME: TRITON THE TRAILBLAZING SHARK

Triton, the shark mascot, embodies the college's commitment to being a trailblazer in education and training. The fierce shark, representing strength, intelligence, and leadership, is dynamically depicted holding the Turks and Caicos Islands Community College crest, symbolizing pride in the institution and its values.



SECTION A

TERMS AND DEFINITIONS

1. ACADEMIC YEAR

The Academic year of the TCICC runs from the last week in August to the second week in May and consists of two (2) semesters. Each semester comprises 15 weeks of instruction, inclusive of examinations. There is also a summer semester which runs for six (6) weeks from the last week in May to the second week in July.

2. COURSE

An organized series of educational experiences which may include lectures, laboratory work, discussions, demonstrations, filed trips, on the job training, etc., within a programme of study as for example, ENG2111- Introduction to Academic Writing.

3. COURSE CODE

The course code is a unique alphanumeric identifier assigned to a specific course. The three - character alphabetic abbreviation represents a major academic discipline, subject matter area, or a sub- category. The four digits numbering system designates the academic level, year of study, semester and a unique identifier.

4. PROGRAMME OF STUDY

The programme of study is a structured and comprehensive plan of courses and academic requirements that students must complete to fulfill the requirements for a specific degree or certificate programme.

5. PRE-COLLEGE

The Pre-College Programme is a non-credit programme for students who might not satisfy matriculation requirements for college level programmes (certificate, associate degree or bachelor's). Students get an opportunity to improve their academic standing, sit external examinations and matriculate into college level courses.

6. CERTIFICATE PROGRAMME

A series of related integrated courses designed to prepare students either for employment or for entry into the Associate Degree Programme. This Programme will have a minimum of 30 credit hours and will be done over a minimum of two semesters, full-time.

7. PLAR (PRIOR LEARNING ASSESSMENT RECOGNITION)

The process by which an individual's former learning in a particular area, be it formal, informal or experiential, is recognized and used to gain entry into a course of study at the College. For the

purposes of this definition, the prior learning of the prospective trainee is used to gain entry into a technical and vocational course of study.

8. CVQ (THE CARIBBEAN VOCATIONAL QUALIFICATION)

Caribbean Vocational Qualification (CVQ) is an award given to a candidate who has demonstrated competency in work practices in an occupational area. It relies upon competency-based assessment, which places critical importance on the candidate being able to demonstrate knowledge, skills and attitudes. The standards used to judge competency are consistent with work practices across the Caribbean. The award is regionally and internationally recognized and accepted.

9. TVET (TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING)

Technical and Vocational Education and Training refers to the area of study specialising in skills development for occupational fields. The key telnetting this form of education and training is a psychomotor focus i.e. what you can do; demonstrating that you have grasped knowledge, skills and attitudes by carrying out practical tasks.

10. NCTVET (NATIONAL COUNCIL ON TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING)

The National Council on Technical and Vocational Education and Training is an ISO certified accrediting body based in Jamaica. They are authorised to carry out assessments, award certifications in the National Vocational Qualification of Jamaica (NVQ-J) and the Caribbean Vocational Qualification (CVQ) and to accredit entities interested in offering NVQ-Js and CVQs.

11. NCCER

The National Centre for Construction and Education Research is a USA based entity which provides education and certification for construction based occupations.

12. ASSOCIATE DEGREE

This programme includes a series of courses designed to prepare the student for employment, job advancement or preparation for more advanced academic work. The programme will have a minimum of 60 credits and will be done over a minimum of two years.

13. BACHELOR'S DEGREE

The TCICC offers Bachelor Degrees in collaboration with the Council of Community Colleges of Jamaica in the areas of Hospitality and Tourism Management, Business Administration, Primary and Early Childhood Education, Management Information Systems and Social Work.

14. CREDIT

A credit is one in which the term's hours completed are at College level and successful completion results in the award of a College level credit. Fifteen contact hours of instruction are equivalent to one credit.

15. NON-CREDIT

A non-credit course is one which the terms hours completed do not result in the award of college level credit.

16. GRADE POINT AVERAGE (G.P.A.)

Grade Point Average (GPA) is a numerical representation of a student's academic performance, calculated by averaging the grades received in all completed courses.

17. ACADEMIC PROBATION

Academic probation is the period of time in which students must improve their academic standing by meeting or making evident progress toward TCICC's eligibility criteria, minimum 2.0 or higher.

18. ACADEMIC ADVISEMENT

Academic Advisement is available to all students throughout their tenure at TCICC, through an Academic Advisement Programme facilitated by the Student Support Unit of the College. All students upon admission are subsequently assigned an academic advisor who provides individual support and counsel to ensure that student performance is maximized, and educational and personal goals are achieved.

19. DEAN'S LIST

Dean's list is a scholarly award for students who demonstrate academic excellence. The award is based on a student earning a semester's G.P.A. of 3.5 or higher.

20. STUDENTSHIP

The timeframe in which a student must complete his/her degree. At the TCICC a student's studentship is five (5) years from the time of commencement.

21. MASCOT

The college mascot embodies the school's spirit, representing qualities and values that the college community cherishes.

SECTION B
ADMISSION POLICY AND PROCEDURE

The Turks and Caicos Islands Community College is a teaching institution designed to cater to the educational needs of the post-secondary and adult population as much as its facilities permit. It provides education and training for persons who, upon graduating, are able to make a contribution to national development or proceed to further education.

To be considered for admission to the College's Certificate and/or Associate Degree level programmes, a student should have graduated from High School with the required CXC/GCE passes and a High School Diploma or be a transfer student in good standing from an accredited tertiary institution or a mature student.

To be considered for admission to the College's Bachelor's Degree programmes, applicants MUST possess an associate degree from the TCICC or any accredited institution. It should be noted, however, that this qualifying degree MUST be in an area relevant to the intended programme of study. Applicants who are accepted from another institution WILL be required to complete the necessary bridging or prerequisite courses at the associate degree level, in the first year of the bachelor's programme. Students who fail to meet this requirement WILL NOT be promoted to year two of the bachelor's programme.

Alternate Forms of Matriculation at the Bachelor's Level
The following conditions shall apply to a student who has ended the final semester of an Associate Degree Programme and is trailing no more than six (6) credits:

i. The qualifying degree MUST be in an area relevant to the intended programme of study.
ii. Outstanding credits CANNOT be from a first-year course and MUST be successfully completed in the first year of the bachelor's programme.
iii. Outstanding credits CANNOT be from a course leading to a specialisation or major.
iv. Equivalent qualification(s) as approved by the CCCJ.
v. Prior Learning Assessment Recognition/Mature Status as approved by the CCCJ. *(CCCJ, 2021)

*CCCJ Handbook (2021-2022). The Council of Community Colleges of Jamaica

Admission for TVET Programmes
To be considered for admission to the College's TVET programmes, applicants must be:

PLAR programme: 23 years old; have at least 5 years' experience in the skill area they wish to apply for.

Institutional Training *(Candidates with no experience)* -Be at least 17 years old.

Students may decide to start their study in the Fall Semester or Spring Semester. Students who enter the College in the Spring Semester should bear in mind that some courses which have prerequisites may not be taken unless permitted by the COF and Academic Dean. Also, note that the Education Programmes can only be entered once per year during the Fall semester.
Applicants for the College Certificate programmes must have at least three passes at the CXC or GCE level and for the Associate Degree or Higher Certificate programme, a minimum of five CXC or GCE at General Proficiency, including English Language and Mathematics. Subject passes at the GCE level must be with a minimum grade "C" and with CXC, a minimum of a General Level 1, 2, or 3 (Level 3 effective 1998) with one of the passes in the selected area of study.

In the absence of English and/or Mathematics, the student will be required to enroll in the college's Foundation English and/or Mathematics, at their **OWN EXPENSE**.

Mature student status requires that the applicant be 21 years old or over, have a minimum of three years' relevant work experience and pass the College level placement test in English and Mathematics.

While there are no stipulated requirements for the enrichment/upgrading courses, some level of proficiency is expected.

Candidates who do not possess the direct entry requirements into the Certificate and Degree programmes may achieve this status by successfully completing the College Preparatory Programme or College upgrading/enrichment courses.

All applicants must submit an online application, which is obtainable on the college's website: tcicc.edu.tc. The completed application with the specified documents should be submitted on or before the 10 June, for the Fall Semester and on or before 30th October, for the Spring semester.

Applications for admission can only be considered upon full completion of the application, proof of application fee payment and attached documents specified on the form:

- Copy of official transcript from High School (HS)
- Copy of HS Diploma
- Passport Size Photo
- Copies of Academic Certificates (CXC, GCE, etc.)
- Copy of Birth Certificate and Passport (Bio-data page)
- Proof of Immigration Status
- Proof of **Non-Refundable Application fee of $25 (Late Fee-$50)**

On approval of admission, applicants must then **REGISTER IN PERSON** during the days and times set by the College.

REGISTRATION

Upon payment of tuition and fees, students will receive a registration card from the Registrar at the beginning of the first week of the semester. No student will be allowed to enter class unless he/she has registered with the college.

Students are asked to follow the following procedure to register for classes at the beginning of each semester.

1. Refer to the calendar or contact the College for registration dates.
2. Obtain approval of admission before registration.
3. Study the course offerings for the semester and pay special attention to what is involved in your programme, along with your personal responsibilities.
4. Seek advice from your Faculty Advisors.

ORIENTATION AND ACADEMIC ADVISING

Orientation

This is an opportunity for you to access college resources and information that will assist you to thrive academically, socially and personally and achieve success in your learning journey.

It's the first chance to meet members of the college community beyond the admissions office. During orientation, administrators, faculty and staff welcome you and conduct information sessions. You will become familiar with your new campus, expectations, student support services, programme of specialisation and curriculum requirements.

During orientation, you will meet with their academic advisor (a very important relationship) and get acquainted with your new environment.

Academic advising

This is a supportive mechanism, which provides you with the opportunity to overcome the challenges that you may encounter while moving through the transitional period at the community college level. Advising thus minimizes the possibility of attrition, particularly as it relates to assisting you to overcome challenges, which may prevent you from dropping out of college. The administrators at TCICC want nothing more than to help you achieve success, thus, the thrust to advance a robust academic advising mechanism at the College.

While advising is critical for all students, it is most crucial for first-year and high-risk students because it aids in your ability to adjust to their new academic environment. Academic advising facilitates a campus experience that will encourage you to set and reach individual goals and apply

learning-outcome-focused approaches while also integrating strength-based theories into actual academic advising strategies. Essentially, advising at the TCICC plays a critical role in supporting student engagement, increasing retention, and facilitating long-term academic success.

STUDENT IDs

This is a **student identification card** processed during the week of orientation and prior to the start of classes at TCICC. It is proof of your enrollment and identity within the college community and your pass to accessing the college's campus facilities and resources such as libraries, computer labs, and recreational facilities such as the student lounge. Also, your student ID is mandatory for entering the examination rooms for the end of semester examinations.

SECTION C

REGULATIONS FOR PROGRAMMES EXAMINATION

You will not be allowed to write end of semester examinations until you have cleared all financial obligations to the College and are in possession of an examination card and the college issued ID. **NO EXEMPTIONS WILL BE MADE.**

1. EXAMINATION POLICY

1.1 Assessment will be done on a semester basis and will be based on coursework as well as examinations set by the College.

1.2 Continuous assessment shall take place throughout the semester and account for no less than 40% of the semester's course grade.

1.3 Methods, duration, type and content of assessment, will be prescribed by the Divisional Faculty and approved by the College.

1.4 There will be a final oral, written or practical examination for every course.

1.5 Each student is responsible for obtaining an examination timetable and reporting to the Faculty Chair or Academic Dean any clashes in their schedule before the date of the examination.

1.6 Satisfactory completion of a comprehensive examination **MAY** be a requirement for some programmes.

1.7 Common papers will be taken at both Campuses **SIMULTANEOUSLY**.

1.8 Students who are unable to take exams for any reason at all should notify the College administration PRIOR to the exam.

1.9 All examinations at both Campuses must be taken at the stipulated time. Students who are unable to take examinations because of illness are required to submit a medical

certificate from an authorized Medical Officer. Students who fail to comply with this regulation will be deemed to have failed the examination.

1.10 Any student who refuses to write the examinations will automatically receive an "F" grade.

1.11 Any student who does not submit course work and does not write the examination must repeat the entire course.

1.12 Only students who have cleared all financial obligations to the College and have satisfied the attendance requirements will be allowed to sit the examinations.

1.13 No candidate will be admitted to the examination room without his/her Examination card and college issued ID.

1.14 Candidates should be in the examination room at least fifteen (15) minutes before the examination. Candidates should be allowed entry up to half an hour after the commencement of the examination but no extra time shall be allowed for this lateness.

1.15 No candidate is allowed to leave until half an hour has elapsed from the start of the examination.

1.16 Any candidate who leaves the room must not be re-admitted unless during or throughout the period of his/her absence he/she is under supervision of an invigilator, or a member of staff authorized by the invigilator.

1.17 Before the start of the examination, candidates are required to deposit their handbags, briefcases, books and cellular phones (all cell phones must be turned off before entering the examination room), at the front of the room on a desk provided for that purpose, before the commencement of each examination.

2. SUPPLEMENTAL / RESIT EXAMINATIONS

2.1 Resit examinations are for those students who have attained a combined coursework and examination grade of 45-49 (F1) or 40-44 (F2). Students are eligible for Resit and supplemental examinations only during the next scheduled Resit/Supplemental period. This should not be used as makeup for those who have missed examinations.

2.2 Supplemental examinations are for students who have not written examinations due to extenuating circumstances. Students will be given a chance to do so during the next sitting of the examinations. It is in the student's best interest to ascertain when the examination for the course will be written again.

2.3 Supplemental and resit examinations will be held during the first four weeks of the semester following the failed examination. Dates to be determined by the Academic Dean. A fee of $150.00 is charged for supplementary examinations.

2.4 A student who receives a failing grade when the course work and supplemental examination is combined will be required to repeat the relevant course.

2.5 A student who passes the resit examinations will be awarded a maximum grade of "C". A student who passes the supplemental examination will receive the grade earned.

2.6 A student is only permitted to write one supplemental/ resit examination for each course.

2.7 A student wishing to sit supplemental /resit examinations must submit a request in writing to the respective Chair of Faculty within (2) weeks of the distribution of grades.

3. REPEATING OF COURSES

3.1 When a student repeats a course, the new grade and the credits earned will be included in the student's cumulative grade point average.

3.2 A student who fails a course after two attempts will be provided with the necessary support through the Student Support desk.

3.3 A student who is repeating a course and who submits assignments and sits examinations and tests but does not attend at least 80% of the course, may not be allowed to sit the final examination for that course. The fee to repeat a course will apply, kindly refer to the fee structure (page #34).

4. EXTENUATING CIRCUMSTANCES

A student who for extenuating cause, might at the discretion of the VP of Academic, Vocational and Student Affairs, be allowed to sit the supplemental examination, in accordance with the Assessment and Examination Policy.

5. GRADING

5.1 The authority to determine grades rests with the Lecturer in the first instance. For a student to pass any course taken, he/she must complete the continuous assessment and the exam. The official grading system of the college must always be adhered to and courses should be taken for the specified number of hours within the semester.

5.2 A student who feels that the final grade received in a course is incorrect or needs to be adjusted, must first confer with the Lecturer who assigned the grade. If further steps are necessary, the next step would be for the student to confer with his/her Chair of Faculty. If by chance, the student still is unsatisfied, then he/she should appeal in writing to the Registrar who would refer the matter to the Academic Dean. This must be done within the first two weeks of the semester following that in which the grade was assigned. If the issue is not resolved, then the Academic Dean refer the matter to the Academic and Vocational committee to review the script and recommend a course of action.

5.3 Final examination scripts are the property of the College and shall not be returned to the student.

5.4 A students' provisional grade is finalized after the ratification process.

6. GRADING SYSTEM

6.1 The grading system is designed to evaluate the performance of students as fairly as possible and operates on a required subject grade point system in the curricula. When the requirements for each course is satisfactorily completed, credits and grades are assigned. The following grading system is used:

TURKS & CAICOS ISLANDS COMMUNITY COLLEGE

Grading Scheme

Percentage	Letter Grade	Point Value	Grade Definition
90-100	A+	4.3	Excellent
80-89	A	4.0	
75-79	A-	3.7	
70-74	B+	3.3	Good
65-63	B	3.0	
60-64	B-	2.7	
55-59	C+	2.3	
50-54	C	2.0	Satisfactory
45-49	FI	1.7	Resit
40-44	F2	1.3	Resit
0-39	**F3**	**0.0**	Failure/Repeat

CCCJ GRADING SCHEME

Examination Grading System:

The following took effect 1st September 2024

Percentage Scale	Grade	Grade Point	Description of Student Performance
90-100	A	4.00	EXCELLENT
80-89	A-	3.67	
75-79	B+	3.33	GOOD
70-74	B	3.00	
65-69	B-	2.67	
60-64	C+	2.33	SATISFACTORY
55-59	C	2.00	
50-54	C-	1.67	
45-49	D+	1.33	Marginal Fail- Resit/ Supplemental
40-44	D	1.00	
0-39	U	0.00	Unsatisfactory

CCCJ's LEVELS OF AWARD

Bachelor of Science		Associate of Science	
3.70-4.00	First Class Honours	3.70 - 4.00	Honours
3.30-3.69	Second Class Honours (Upper)	2.70 - 3.69	Credit
2.70-3.29	Second Class Honours (Lower)		
1.67-2.69	Pass	1.67 - 2.69	Pass

7. STUDENT'S GRADE POINT AVERAGE (G. P. A)

The academic standing of a student is determined by his/her GPA for the programme of study.

7.1 HOW TO COMPUTE YOUR G.P.A.

Grade points are computed by multiplying the number of credit hours per course by the value of the grade earned. The GPA is then computed by diving the total number of grade points by the total number of credit hours attempted.

(1)	(2)	(3)	(4)	(5)
COURSES COMPLETED	**CREDIT HOURS**	**GRADE EARNED**	**GP EARNED**	**TOTAL GP**
English	4	B	(3)	4*3 = 12
Math	4	A	(4)	4*4 = 16
Biology	4	A	(4)	4*4 = 16
Sociology	2	B	(3)	2*3 = 6
Law	2	A	(4)	2*4 = 8
Marketing	2	C	(2)	2*2 = 4
Psychology	2	C	(2)	2*2 = 4
20				**66**

The Student's Grade Point Average = Total Grade points (66) divided by the total credit hours (20) the **GPA = 66 =3.30**

20

8. STUDENT RECORDS

Only the Registrar or persons authorized by the Registrar will be allowed access to student records.

Transcripts will be forwarded directly to Universities and Colleges at the request of the student, who will be responsible for all associated fees.

Agencies such as Universities and prospective employers will be provided with information on the student, at the request of the student in writing.

Grades will NOT be faxed or given to students over telephone.

The College will provide written evidence of a student's academic achievement where a certificate has been misplaced or destroyed. A student's transcript/record may be withheld if the violates any College regulation.

9. ACADEMIC STANDING

9.1 A student's academic standing will be determined by his/her Grade Point Average (GPA) for the programme of study.

9.2 To maintain academic standards of the College, each student will be required to maintain a **minimum GPA of 2.0**.

9.3 A student will receive a written warning at the end of a semester when his /her **GPA falls below 2.0.**

9.4 A student will be placed on academic probation if his/her semester **G.P.A. falls below 2.0** for two consecutive semesters.

9.4.1 *Here's what you need to know while on academic probation:*

i. **Meeting with Advisor and Faculty Chair**: You will be required to meet with the academic advisor and the Chair of the Faculty to discuss your academic progression.

ii. **Review of Progress:** Your progress will be reviewed periodically by the Academic Dean, and Chair of Faculty, as appropriate.

iii. **Minimum GPA Requirement:** You must achieve a minimum GPA of 2.0 to be removed from academic probation. Refer to the Academic Probation Policy.

Programme Withdrawal

9.5 A student who plans to withdraw should inform the College officially by completing the Withdrawal Request Form.

9.6 A student who withdraws officially will be permitted to "store" credits earned, provided he/ she re-registers within a period not exceeding their studentship and under the conditions outlined in the Studentship Policy.

9.7 A student who withdraws beyond the add/drop period without notifying the College, will receive an "F" grade and will be responsible for all associated fees.

10. DEAN'S LIST

Students who have demonstrated outstanding scholastic achievement by completing 12 hours or more of credit graded work in the qualifying term with a Grade Point Average of 3.5 or better will be recognized on the Dean's Honour list.

11. GRADUATION REQUIREMENTS

In order to become eligible for graduation:

11.1 a student must have attended a minimum of eighty (80) percent of each course and complete all class related work and course assignments.

11.2 a cumulative GPA of 2.00 or more is required for graduation.

11.3 students must be **FREE OF ALL FINANCIAL OBLIGATIONS** to the college.

11.4 For TVET candidates, to become eligible for graduation, a student must be awarded as **Competent** in their final assessment.

12. GRADUATION AWARDS

Associate Degree & Bachelor's Degree Valedictorian:

The Valedictorian is awarded to the student with the highest overall G.P.A. for the respective degree.

Associate Degree & Bachelor's Degree Salutatorian:

The Salutatorian is awarded to the student with the second highest overall G.P.A. for the respective degree.

Top Performing Students (Associate Degree & Bachelor's Degree):

The Top Performing Student is awarded to the student with the highest G.P.A. for the respective programme.

TVET Dean's Award

Awarded to the highest performing candidate for the TVET Programme.

13. ACADEMIC MISCONDUCT AND PLAGIARISM

Academic misconduct, plagiarism or other dishonest practices in examinations are serious offences and are subject to disciplinary action. Students found guilty of any examination irregularities at or before the examination will have their examination cancelled and will be subject to disciplinary proceedings.

ACADEMIC MISCONDUCT INCLUDES ATTEMPT AT OR ACCOMPLISHMENT OF ANY OF THE FOLLOWING:

a. Copying or obtaining information from another student's test or examination paper.
b. Collaborating, conspiring, or cooperating with any other person in a test / examination by giving or receiving unauthorized information.
c. Using un-authorized equipment or materials in a test/examination.
d. Obtaining examinations fraudulently - in part or all of an un-administered test.
e. Impersonating/substituting for another student or permitting any other person to substitute for oneself.
f. Submitting as one's own effort any work that has been prepared totally or in part by another person.
g. Falsifying entry documentation in examinations.

h. Plagiarism - the use of another person's work (whether copyrighted or not) as one's own work and the submission of such work for credit without due acknowledgement.
i. Any other **DEVIOUS** means of securing a mark or grade in a course which will be recorded as part of the course work of the student.

Any alleged instance of cheating or plagiarism should be reported by the Chief Invigilator or Invigilator, who if satisfied that cheating has taken place, must submit a written report to the Registrar who would refer the matter to the Vice President of Academic, Vocational and Student Affairs, who will examine the case, along with the Academic Committee.

- For a **first** offence - a zero will be imposed on the work in question. The student will be allowed to resit the paper.
- For a **second** offence — the student will receive an "F" grade and will be allowed to repeat the course.
- A **third** offence — will result in suspension/expulsion.

A student who has recorded **THREE** clear instances of academic dishonesty in a programme may not be awarded any college qualification and shall be expelled from the institution.

14. APPEALS OF EXAMINATION RESULTS

A student may contest a decision in writing to the Examinations Committee by following the Grade Appeals Procedure:

1. Application for review of examination grades must be done in writing to the Academic Dean no later than two weeks after official notification of the examination results.
2. Applicants shall support their appeal/allegations with detailed and authentic reasons in writing.
3. **A NON-REFUNDABLE** fee of $50 shall be charged in respect of each course result on which the applicant requests a review. An application request will not be considered until the fee is paid.
4. The candidate will be informed after the Academic Committee's decision.

15. MAXIMUM TIME FOR COMPLETING A PROGRAMME

The maximum time for completing a programme is subject to the year of admission to the programme, the duration of the programme and institution's allowable period of extension. The period allowable for completion of the programme, shall be taken to be the normal duration of the programme (2 years), plus three additional years, except in extenuating circumstances to be determined by the Registrar, in consultation with the VP of Academic, Vocational and Student Affairs and the Academic Dean. At the end of this 5-year span, the studentship of the student would have expired.

Expiration of Studentship

Students who are at risk of not completing their programme within the maximum programme duration can apply for an extension, in alignment with the Studentship Policy. Students must apply for an extension in writing to the Vice President of Academic, Vocational and Student Affairs.

A person who wishes to continue studying after expiration of his/ her studentship may re- apply to the institution. Upon acceptance, he/ she may be realigned to the current programme in accordance with the Realignment Procedures. If a student was enrolled in a TCICC programme and discontinued, the student may be eligible to apply for readmission.

Internal Credit Transfers

Credits are transferable once the student has obtained a grade of C or above, unless otherwise specified by the programme requirements. Under situations when the course has been revised to the extent where the content has significant changes, or the course is discontinued, then credits may not be transferred.

Where the lifespan of a programme or studentship has expired, students cannot transfer grades below "C" and grades transferred will be used to calculate the students' GPA.

SECTION D

REGULATIONS FOR PROGRAMMES: TVET

1. TVET ASSESSMENT GUIDE

1.1 Assessment will be done based on the standards of the accrediting body with expected schedule as follows:

- February, June, July, November – CVQ Assessment (NCTVET)
- June - Journey Level Assessment (NCCER)

1.2 Continuous assessment shall take place throughout the semester but does not contribute to the student's final grade.

1.3 There will be a final practicum for every course, which may be supplemented with an oral or written examination.

1.4 Each student is responsible to maintain an email address to receive an examination timetable, and for reporting to the Assessment and Monitoring Officer or TVET Dean any clashes in their schedule, before the date of the examination.

1.5 Common papers will be taken to all Campuses and Satellite sites, simultaneously.

1.6 Students who are unable to take exams for any reason at all, should notify the TVET administration prior to the exam.

1.7 Assessments at all assessment sites must be taken at the stipulated time. Students who are unable to take examinations because of illness, are required to submit a medical certificate from an authorized Medical Officer. Students who fail to comply with this regulation will be deemed to be "Not Yet Competent" in the skill area.

1.8 Any student who refuses to write the examinations will automatically be designated "Not Yet Competent."

1.9 The Assessment Officer or TVET Dean, under the advice of the PLAR Instructor, reserves the right to deregister any candidate who has not attended at least 70% of PLAR classes.

1.10 No candidates will be admitted to the assessment room without a government issued form of identification.

1.11 Candidates should be in the assessment room at least thirty (30) minutes before the examination. Candidates should be allowed entry up to half an hour after the commencement of the assessment, but no extra time should be allowed for this lateness.

1.12 No candidate is allowed to leave until half an hour has elapsed from the start of the assessment.

1.13 Any candidate who leaves the room must not be re-admitted unless during or throughout the period of his/her absence he/she is under supervision of an invigilator, or a member of staff authorized by the invigilator.

1.14 Prior to the start of the examination, candidates are required to leave their personal belongings (all cell phones must be turned off before entering the assessment room) at a designated area.

2. RE-SIT ASSESSMENTS (TVET)

2.1 Candidates who have been designated as "Not Yet Competent" in a prior sitting of the assessment are entitled to a maximum of three (3) re-sit attempts. Candidates who have exhausted all re-sit attempts must redo the entire course.

2.2 A candidate will only be required to re-sit the assessment component if he/she was not successful.

2.3 Re-sit assessments will be held at the next available assessment cycle, unless otherwise communicated.

3. GRADING

3.1 The authority to determine grades rests with the Certifying Body in the first instance. In order for a student to be certified in any course taken, he/she must complete the final exam.

3.2 A student who feels that the final grade received in a course is incorrect or needs to be adjusted, must firstly confer with their respective PLAR Instructor. If by chance, the student still is unsatisfied, then he/she should appeal in writing to the Assessment and Monitoring Officer who would refer the matter to the TVET Dean. This must be done within two (2) months of the final grades being released. Where warranted, the Assessment and Monitoring Officer, under advice of the TVET Dean, shall request a remark of the script by the Certifying Body at the expense of the appealing candidate. Where the re-mark results in a change of score to a passing grade, the appealing candidate shall be refunded the cost of the re-mark.

3.3 Final examination scripts and assessment related documents are the property of the Certifying Body and shall not be returned to the student, unless so authorized.

4. GRADING SYSTEM

4.1 The TVET Department will offer certification through a variety of certifying Bodies as well as bespoke courses on a needs basis. As such, the grading system to be used will be dictated by the Certifying Body.

CVQ (NCTVET) Grade Scheme

Level 1 (%)	Level 2 and 3 (%)	Letter Grade	GPA Scale	Rating	Certification Status
75-100	80-100	A- to A+	3.4 to 4.0	5	Competent/ Mastery
60-74	65-79	B- to B+	2.4 to 3.3	4	Competent
45-59	50-64	C- to C+	1.4 to 2.3	3	Competent
30-44	35-49	D to D+	1.0 – 1.3	2	Not Yet Competent
Below 30	Below 35	E to F	Below 1.0	1	Not Yet Competent

National Craft Assessment and Certification Program Grade Scheme (NCCER)

Assessment	Passing Score (%)
Carpentry	75
Electrical	70
HVAC Technician	53
Masonry	97
Plumbing	71

5. STUDENT RECORDS

The Registrar, TVET Dean and Assessment and Monitoring Officer or persons so authorized, will be allowed access to student records. Official transcripts will be forwarded directly to Universities and Colleges from the Certifying Body, at the request of the student. Unofficial transcripts will be made available to students, by the Assessment and Monitoring Officer, on release of assessment results.

Agencies such as Universities and prospective employers will be provided with information on the student, at the request of the student in writing. Grades will NOT be faxed or given to students over telephone.

The College will provide written evidence of a student's academic achievement where a certificate has been misplaced or destroyed. Replacement certificates should be requested by the student, in writing, through the Assessment and Monitoring Officer.

6. PROGRAMME STANDING

6.1 A student's standing will be determined by his/her attendance leading up to the final assessment.

6.2 A candidate must demonstrate attendance of at least 70% of the classes leading up to the mid-course point.

6.3 Candidates who fail to meet the minimum attendance standard will be written to by the Assessment and Monitoring Officer and asked to increase their attendance.

6.4 The candidate will then be monitored for an additional two (2) weeks for improvement to ascertain if he/she has the ability and the desire to profit from the instruction provided at the College.

6.5 A candidate who shows no improvement of attendance without just cause or without the recommendation from the respective PLAR instructor, shall be deregistered from the course of study.

6.6 A student who plans to withdraw should inform the College, officially.

6.7 A student who withdraws after registration has been finalised, will be considered a re-sit candidate for future assessment cycles but must still attend the minimum number of classes as specified in 6.1.

7. APPEALS OF EXAMINATION RESULTS

A student may contest a decision in writing to the TVET Department by following the procedure in **Regulations for programmes: TVET part 3.2** above.

All applications for appeal will be at the cost of the student.

SECTION E

TUITION AND FEES

A. SHORT COURSES

A short course is any course that is less than a year and is not a full qualification, such as a Diploma or higher. Short courses may range between 2 – 6 weeks for two hours per day. For short courses that attain credits, those credits earned could be transferred into the College programmes.

B. SEMESTER COURSES

Courses run from September – December (Fall semester), January – May (Spring semester); concentrated summer semester May – early July.

C. FULL TIME PROGRAMMES

Two years, two semesters per year for the majority of the programmes. Some programmes are for five semesters with compulsory summer courses during the first year. Additionally, students may access summer courses from May – early July.

D. TUITION FEES

I. Short Courses

Courses which require the use of laboratory facilities	**$450** per course
Courses which do not require the use of laboratory facilities	**$360** per course.

Cake Decorating **$500**, Mixology **$450** (these include cake tools, alcohol needed, etc.)

II. Full Programmes (Two Semesters) Sept – Dec; Jan- May

Student Category	Courses	Annual Fees	Semester Fees
TCI Status Card	Certificate	**Free** Tuition	
	Pre- College	**Free** Tuition	
Holders/BOTC	Associate Degree	**Free** Tuition	
	Bachelor's Degree	**Free** Tuition	
PRC Holders	Certificate	**$1000**	**$500**
	Pre-College	**$1,000**	**$500**
	Associate Degree	**$2,000**	**$1,000**
	Bachelor's Degree	**$4,000**	**$2,000**
Non- Nationals/	Certificate	**$1,500**	**$750**
	Pre-College	**$1,500**	**$750**
Residents	Associate Degree	**$2,500**	**$1,250**
	Bachelor's Degree	**$5,000**	**$2,500**
Overseas Students	Certificate	**$3,000**	**$1,500**
	Associate Degree	**$5,000**	**$2,500**
	Bachelor's Degree	**$8,000**	**$4,000**

III. Other Programmes

PRC Course	**$360 per course** (English or TCI Studies)
PRC Examination	**$200 per exam**
Notarial Practice	**$650**

IV. Other Fees

Application Fee	**$25.00 (non-refundable)**
Late Application Fee*	**$50.00 (non-refundable)**
Registration Fee	**$25.00 (non-refundable)**
Late Registration Fee*	**$50.00 (non-refundable)**
Facility Fee	**$40.00 (ALL STUDENTS PAY THIS ANNUAL FEE)**
Transcript Application Fee	**$30.00 ($15 each for 3 or more). Additional fees apply for courier services.**
Student/Reference Letter	**$10.00**
Resit Exam	**$35.00**
Supplemental Exam	**$150.00**
Pre- college Course	**$360.00**
Repeat Course	**$360.00**
Course Description additional)	**$10/per description** (up to ten, $15 each for any
Transportation Fee	**$50.00** per month (Grand Turk campus only)
Graduation Processing Fee	**$50.00 (non-refundable)**
Student ID	**$20.00**
ID replacement	**$10.00** (card only)

***A Late Application/Registration fee will apply after the close of the official Application/Registration deadline date.**

NB: **ALL FEES ARE PAYABLE AT THE TIME OF REGISTRATION.**
Fees are subject to change

E. REFUND POLICY

A full refund of tuition fees will be made if the College cancels a student's registration or a course. A written application must be made to the Vice President of Finance of the College informing him/her of the intention to request a refund. Students are eligible for a refund if they officially withdraw within the add/drop period.

F. STUDENT STIPEND

Students who receive Free Tuition to the TCICC and must travel from their home island to attend the TCICC on another island may receive a monthly stipend. This stipend is for the duration of your programme. For example, if you are enrolled in the two-year associate degree programme, then your stipend will be for two years. Should you go over the duration of your studentship, an extension may be granted. To request an extension, you must write a letter addressed to the VP of Finance, copying it to the Registrar and

explaining your need for the extension. Note, it is not guaranteed that the request will be granted.

Please note, the stipend is mainly based on your class attendance. Each month a verification check is conducted to ensure that you are attending your classes. If for any reason it is reported or noted that a student has not been attending his/her classes, then that student will be removed from the list for that month.

SECTION F
PROGRAMMES OFFERED

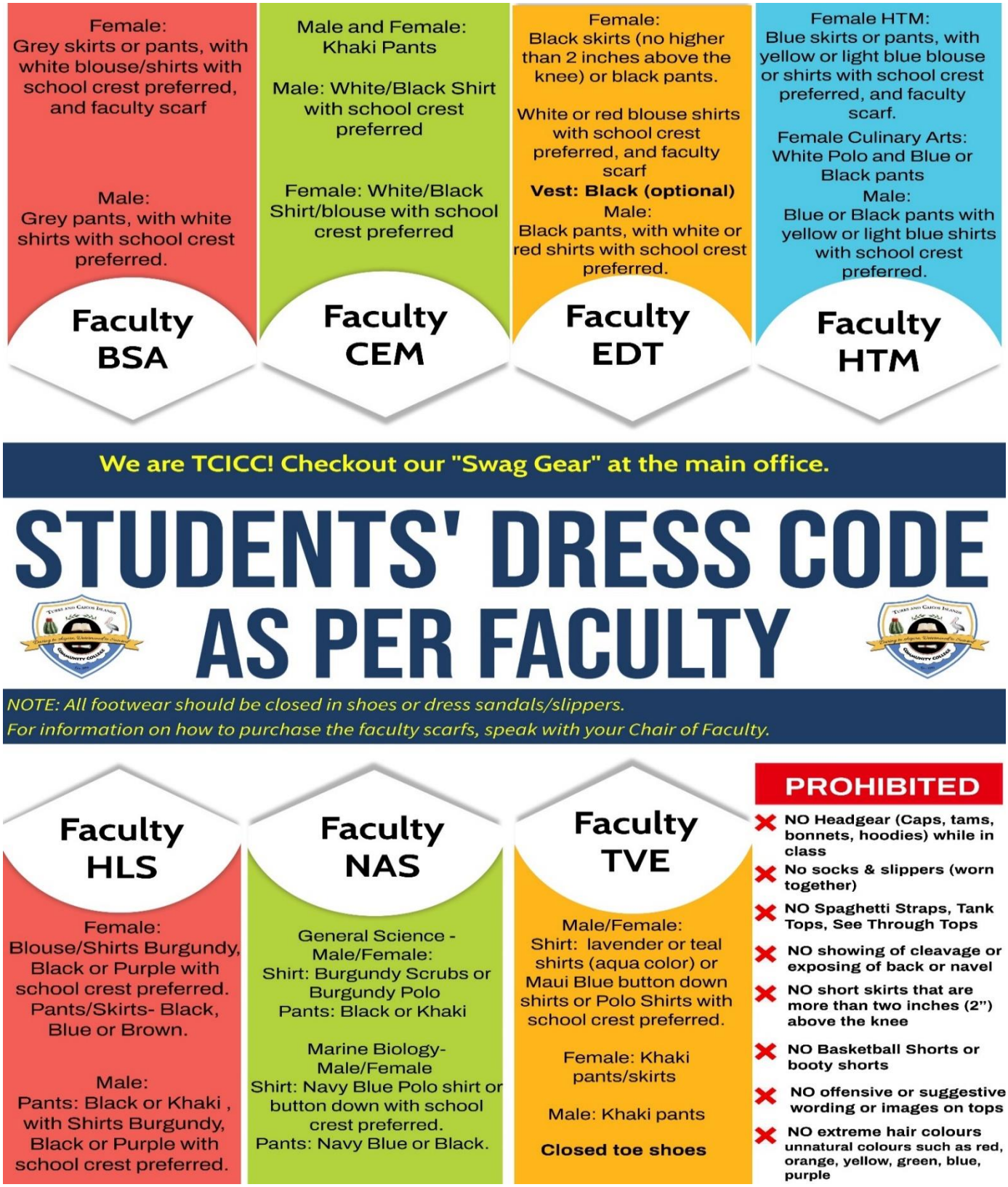
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<td><u>Faculty of Business Administration (BA)</u>
Certificate in Pre College-I and II- Business Studies
Associate Degree in Business Studies
Bachelor of Science in Business Administration
Specialization in:
▪ Accounting
▪ Finance and Management
▪ Human Resource Management
▪ Marketing</td>
<td><u>Faculty of Computing, Engineering & Mathematics (CEM)</u>
Certificate in Pre-College II- Computers
Associate Degree in Computers & Electronics Engineering
Associate Degree in Electrical Engineering</td>
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<tr>
<td><u>Faculty of Education & Training (EDT)</u>
Associate Degree in Early Childhood Education
Associate Degree in Primary Education
Bachelor of Education in Primary Education
Bachelor of Science in Early Childhood Education</td>
<td><u>Faculty of Hospitality & Tourism Management (HTM)</u>
Certificate in Pre-College II- Culinary
Certificate in Pre-College II- Hospitality
Associate Degree in Culinary Arts
Associate Degree in Hospitality Management
Associate Degree in Tourism Management
Bachelor of Science in Hospitality & Tourism Management</td>
</tr>
<tr>
<td><u>Faculty of Humanities & Liberal Studies (HLS)</u>
Certificate in Pre-College II- Humanities
Associate Degree in General Studies (Humanities)
Associate Degree in Criminal Justice
Associate Degree in Social Work
Bachelor Degree in Social Work</td>
<td><u>Faculty of Natural & Applied Sciences (NAS)</u>
Certificate in Pre-College II- Science
Associate Degree in Science
Specialization in:
▪ Biology/Chemistry
▪ Chemistry/Physics
▪ Biology/Physics
▪ Chemistry/Mathematics
▪ Physics/Mathematics

Associate Degree in Marine Biology/Biology
Bachelor of Science in Nursing</td>
</tr>
<tr>
<td colspan="2"><u>Faculty of Technical and Vocational Education (TVE)</u>
Associate Degree in Architectural & Building Design Technology
Associate Degree in Automotive Engineering</td>
</tr>
</table>

TVET

Skill Area	Level	Modality	Duration	Award
Commercial Food Preparation	1	Hybrid	4 months	CVQ Certificate
CompTIA A+	N/A	Self-Directed Learning - Online	6 months	Certificate of Competency
CompTIA Digital Literacy Pro	N/A	Self-Directed Learning - Online	3 months	Certificate of Competency
CompTIA IT Fundamentals	N/A	Self-Directed Learning - Online	3 months	Certificate of Competency
CompTIA Network+	N/A	Self-Directed Learning - Online	6 months	Certificate of Competency
CompTIA Security+	N/A	Self-Directed Learning - Online	6 months	Certificate of Competency
Cosmetology	2	Hybrid	4 months	CVQ Certificate
Customer Service	2	Hybrid	3 months	CVQ Certificate
General Office Administration	1	Hybrid	4 months	CVQ Certificate
Introduction to Computers - BTVI	N/A	Online	4 months	Certificate of Achievement
Nail Technology	2	Hybrid	4 months	CVQ Certificate
Customer Service	1	Hybrid	4 months	CVQ Certificate
Food and Beverage Services	2	Hybrid	7 months	CVQ Certificate
General Cosmetology	1	Hybrid	4 months	CVQ Certificate

SECTION G
DRESS CODE POLICY



1. GUIDELINES FOR ATTENDING LABORATORY EXPERIENCE

a) Students must be attired in full uniform prior to entering the Lab settings.
b) It is compulsory that students be present and on time for ALL lab practical as resources are limited.
c) Students must use lab coats when conducting a lab with other safety PPE as instructed by the lab tech.
d) No electronic devise can be used unless instructed by the lab tech.
e) Playing in the lab is prohibited.
f) Students must clean up their workspace after a lab and discard reagents in a safe manner as instructed by the lab tech.

2. WORKING STUDENTS WHO ATTEND CLASSES

If you attend classes during your working hours or immediately after work, you are allowed to attend your classes in your work clothing providing they do not fall in the Prohibited category.

NOTE: Students are expected to be in full uniform by the end of the first month of the semester. Failure to abide by the college's rules will result in the student not being allowed into the class. This will gravely affect their attendance, which also has implications on the attendance policy.

SECTION H
CODE OF CONDUCT

The Code of Conduct governs student behaviour at all times, on or near the College grounds and during all curricular and/or extra-curricular activities at any location.

1. THE CODES:

1.1 DISRUPTION OF CLASSES

A student shall not actively or by passive support, cause the disruption of any classes or College related activities. All cellular phones must be **placed on silent** before entry into classrooms.

1.2 DAMAGE TO PROPERTY

A student shall not cause or attempt to cause damage to College property, private or public or any property belonging to members of staff or other students of the College.

1.3 ALCOHOL, TOBACCO AND HARMFUL DRUGS

The use, possession or co-possession of tobacco, alcohol or any harmful and/ or illegal drugs in any form, on or near college grounds is strictly prohibited.

A student shall not possess, use, transmit or attempt to transmit, or be under the influence of any illegal or harmful drug, inhalants, mood altering chemical, or paraphernalia or equipment used for said drugs.

In Hospitality Courses where the use of alcohol is required, such use will take place in the classroom/kitchen/bar areas **ONLY** and only under the supervision and guidance of the Lecturer responsible for the class or lab.

1.4 ASSAULT AND FIGHTING

A student shall not cause physical injury, menace, intimidate or behave in such a way that could threaten to cause physical injury to another individual.

There is to be **NO** horseplay or frivolity on or near College grounds, in any classrooms and especially in the Lab areas, including the Computer Labs, Kitchen and/or Bar area.

1.5 FALSE ALARMS

A student shall not initiate or participate in false fire or bomb alarms or any other false threat to College safety.

1.6 ARSON OR UNAUTHORIZED FIRES

A student shall not set or attempt to set any unauthorized fires nor commit, nor attempt to commit any act of arson.

1.7 THEFT

A student shall not steal nor attempt to steal or otherwise deprive the rightful owner of private or school property or possess or transmit loss or stolen property.

1.8 PROFANE, VULGAR OR IMPROPER LANGUAGE AND BEHAVIOUR

A student shall not use profane, vulgar or other improper language or gestures, including racial or ethnic slurs in or near the College grounds. Students shall not engage in rude, improper or offensive and/or inappropriate behaviour on or near the College grounds.

1.9 WEAPONS

A student shall not possess, handle or transmit any object that can be considered a weapon. The possession of knives must be for use in the Food and Beverage classes ONLY and must only be used under the supervision and guidance of a Lecturer.

1.10 **ATTENDANCE**

All students must have an attendance average of 80% per term, per each required course. Absenteeism due to medical reasons must be accompanied by a Medical Certificate, which must be presented on or before the resumption of classes.

Failure to meet the required attendance will result in prohibition from sitting exams. Any absenteeism must be requested/explained in writing to the Administrative Office.

1.11 **FORGERY OR IMPERSONATION**

Students shall not forge parent/guardian or Lecturer signature on College forms, attendance notes, or any other document. Nor impersonate parents or Lecturers for the purpose of deceiving school officials.

1.12 **INSUBORDINATION**

Students are required to comply with given instructions of ALL Lecturers. In the case of work experience and other off-campus activities, students will be expected to comply with the establishment's rules and regulations and obey all persons in authority.

1.13 **PHYSICAL DISPLAYS OF AFFECTION**

Physical displays of affection between students are **NOT** permitted.

1.14 **DISHONESTY**

Students shall not engage in any dishonest behaviour, including cheating on tests, plagiarism, providing false information or misuse of technology. Failure to comply with this Code can lead to suspension or expulsion from the College.

1.15 **ELECTRONIC DEVICES**

Students shall **NOT** have playing, during classes, unless authorised by a lecturer, any of the following: Laptops, IPods, etc., with or without ear pieces.

1.16 **HARASSMENT**

Students shall not harass, intimidate, disparage, incite, provoke, stalk or threaten any individual on College premises or otherwise disrupt the school environment.

2. VIOLATION OF THE CODE

Any student found in violation of the above Codes, or any part thereof, will be immediately dealt with by the President, Vice President of Academic, Vocational and Student Affairs or the Academic Dean.

Violation of many parts of said Code can result in suspension or expulsion from the College. All final decision will be left to the decision of the President and Vice President of Academic, Vocational and Student Affairs, after completion of investigation(s), if any, and discussion with Lecturers and or other students.

SECTION I
STUDENT SERVICES DESK

1. STUDENT SUPPORT OFFICER

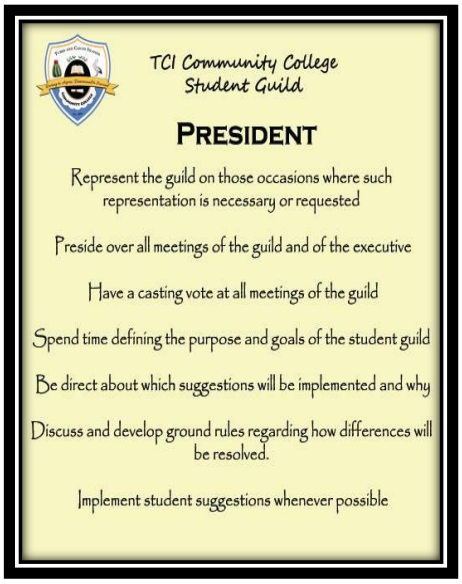
The role of the Student Support Officer (SSO) is to advocate for your educational and personal journey at the Turks and Caicos Islands Community College. In short, the SSO will be responsible for assisting you with any issues that you may encounter while at the College. Core tenets of the SSO include actively speaking with you to encourage you towards completion and finding intervention plans if at any point you may be thinking about leaving the College. Students who may be struggling and on probation will find the mechanism for positive growth in the office of Student Support Services. If you may need to speak with a certified Counsellor, the SSO will provide such service.

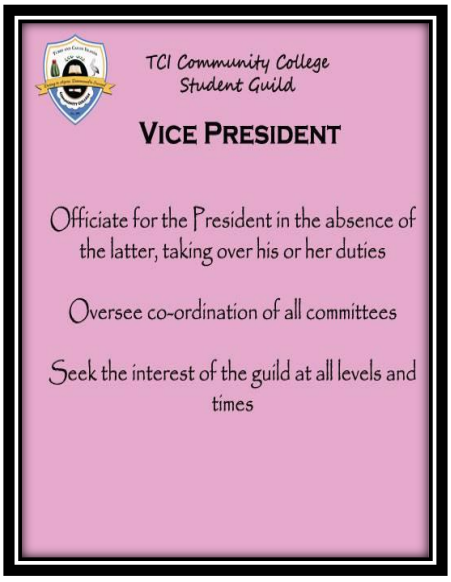
2. STUDENT GUILD

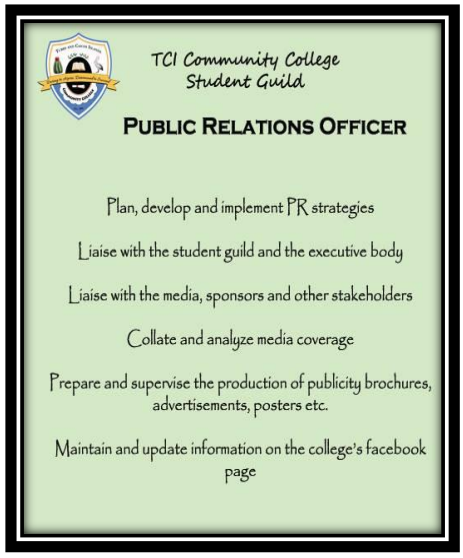
The Student Guild, as a student organisation, is imperative in addressing the need for students to have a platform for maintaining a closer and more harmonious relationship with the school administration. The Student Guild recognizes its pivotal role in conveying the voices of student constituents to the attention of the school authorities, thereby undertaking the noble responsibilities of working for the welfare of the entire student body.

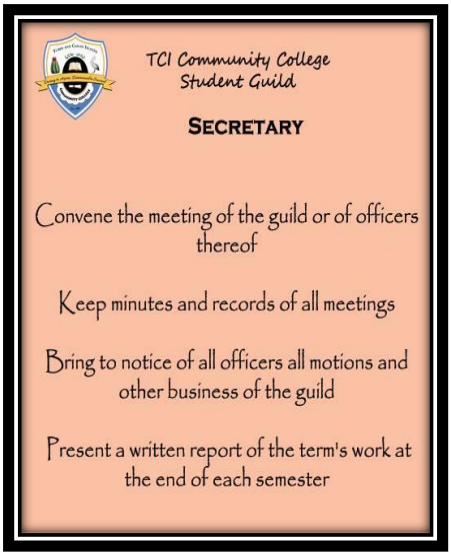
3. STUDENT GUILD POSITIONS AND RESPONSIBILITIES

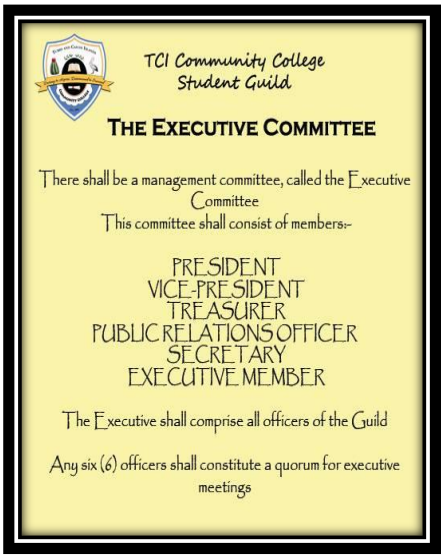
There are several positions and responsibilities to be found in the Student Guild at the TCICC. It is important that you are aware of the various positions and responsibilities of each Guild Member, so that you know how the Student Guild may effectively serve you. Additionally, you should be aware of how the Student Guild represents you in their various capacities within and outside the College. It is essential that you understand the function of the Student Guild through their responsibilities to allow the Guild to represent you, the students, to the fullest. The functionality of the Student Guild is therefore increased if you work alongside the Guild to ensure that these responsibilities represent your interests and concerns while at the TCICC.

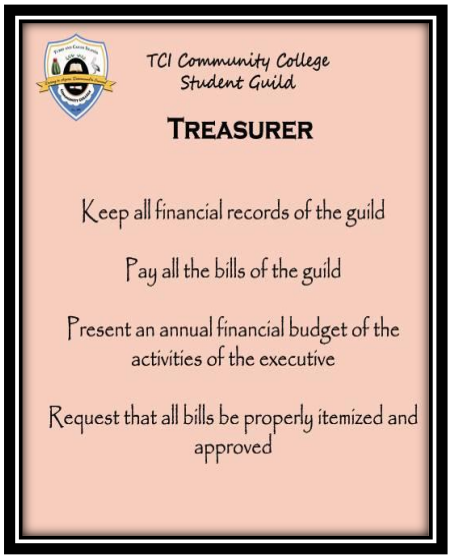

TCI Community College
Student Guild
PRESIDENT
Represent the guild on those occasions where such representation is necessary or requested
Preside over all meetings of the guild and of the executive
Have a casting vote at all meetings of the guild
Spend time defining the purpose and goals of the student guild
Be direct about which suggestions will be implemented and why
Discuss and develop ground rules regarding how differences will be resolved.
Implement student suggestions whenever possible

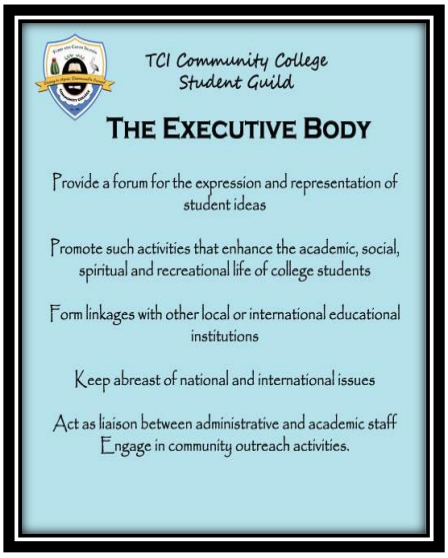

TCI Community College
Student Guild
VICE PRESIDENT
Officiate for the President in the absence of the latter, taking over his or her duties
Oversee co-ordination of all committees
Seek the interest of the guild at all levels and times

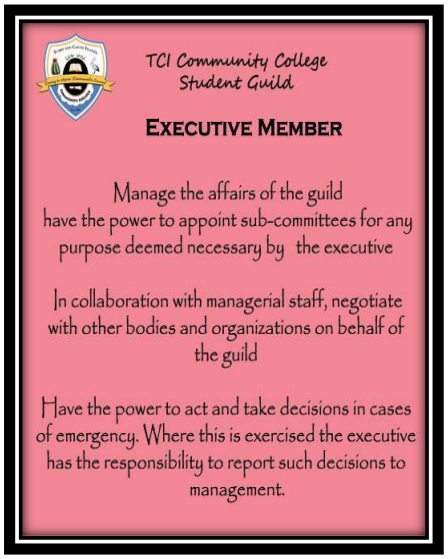

TCI Community College
Student Guild
PUBLIC RELATIONS OFFICER
Plan, develop and implement PR strategies
Liaise with the student guild and the executive body
Liaise with the media, sponsors and other stakeholders
Collate and analyze media coverage
Prepare and supervise the production of publicity brochures, advertisements, posters etc.
Maintain and update information on the college's facebook page


TCI Community College
Student Guild
SECRETARY
Convene the meeting of the guild or of officers thereof
Keep minutes and records of all meetings
Bring to notice of all officers all motions and other business of the guild
Present a written report of the term's work at the end of each semester









4. STUDENTS' RIGHTS AND RESPONSIBILITIES

Students are responsible for respecting the rights of their lecturers and fellow students. Any student who feels she or he is being unlawfully harassed or discriminated against, should, whenever possible, inform the offender that the conduct is unwelcome and must stop. If the conduct does not stop or if the individual chooses not to inform the offender that the conduct is unwelcome and must stop, the individual should immediately contact the President of TCICC and the Vice President of Academic, Vocational and Student Affairs.

5. EXPECTATIONS

It is a major objective at the Turks and Caicos Islands Community College to protect and preserve the quality of the educational environment for everyone. This objective entails two basic expectations:

a) That the Turks and Caicos Islands Community College expects high standards of courtesy, integrity, and
b) responsibility from all of its members.

5.1 That each student is responsible for his/her conduct, and that continuation as a student is conditional upon compliance with the requirements expressed or implied in this Policy.

5.2 College officials are charged with the welfare of all students. It is in this regard that the Turks and Caicos Islands Community College reserves the right to take necessary and appropriate action to protect the safety and wellbeing of the campus community.

5.3 Disregard on the part of the student for the College's rules, regulations or policies, or exhibition of behaviour by a student that in the sole judgment of college officials demonstrates a serious lack of respect for other members of the College community, may require the immediate application of disciplinary action up to and including dismissal. It is neither possible nor necessary to specify every instance of misconduct that could result in disciplinary action or dismissal from the college.

5.4 Grounds for disciplinary action or dismissal include, but are not limited to: the use, possession or sale of intoxicating beverages on campus; the use, possession or sale of illegal drugs on campus; gambling on campus; assault; harassment; academic dishonesty (plagiarism); insubordination; non-payment of financial obligations; the unauthorized use of school equipment, including computers and computer systems; disorderly or indecent behaviour; violation of copyright laws; or failure to exhibit the highest quality of behaviour, good citizenship and respect for the community.

5.5 Any student who feels as though he/she was unfairly disciplined may petition in writing to the President of TCICC and the Vice President of Academic, Vocational and Student Affairs for Student Support Services who will review the matter and provide a final determination to the student.

5.6 Any student who feels he/she was unfairly dismissed from the College may petition in writing to the Board of Directors who will review the matter and provide a final determination to the student. The decision of the Board of Directors is final. Dismissal of the student under this policy does not terminate the student's or guarantor's obligation to meet his or her financial obligations to the Turks and Caicos Islands Community College.

5.7 Students needing to file unlawful harassment or discrimination claims should follow the procedures outlined below entitled “Unlawful Harassment and Discrimination Complaint Resolution Procedures”

6. PROCEDURES FOR RESOLVING CONFLICT

The Turks and Caicos Islands Community College believes it is in the interest of the student and the college community to resolve conflicts as quickly, equitably and as informally as possible. Students who have conflicts involving staff, other students, academic matters or any other aspect of their college experience, should follow the procedures as outlined in this Handbook.

6.1 **STEP ONE: Dealing with Conflict**

a) If the conflict involves a TCICC staff or faculty member or another student, the student, whenever possible, should discuss directly with the individual involved, any concerns related to that person's conduct, performance or expectations. Students may utilize the services of their Student Advisors (SA) in an effort to resolve any problems.

b) If the conflict involves an academic matter (such as a grade), the student should discuss directly with the faculty member involved his/her concerns related to the matter. Students may utilize the services of their Student Advisor in an effort to resolve any problems.

c) If the conflict involves any other aspect of the student's college experience, the student should notify his/her SA who will assist the student in addressing the student's concerns.

6.2 **STEP TWO: Conflicts that are not satisfactorily resolved**

a) Conflicts involving TCICC staff or faculty members which are not satisfactorily resolved directly with the individual, should be brought to the attention of the staff member's supervisor.

b) Conflicts involving academic matters which are not satisfactorily resolved directly with the faculty member, should be brought to the attention of the Registrar who will assist the student in addressing the student's concerns.

c) All other conflicts involving TCICC students which are not satisfactorily resolved directly with the individual, should be brought to the attention of the President of TCICC and the Vice President of Academic, Vocational and Student Affairs who will assist the student in addressing the student's concerns.

Upon being notified of a conflict, the President of TCICC and the Vice President of Academic, Vocational and Student Affairs will investigate the matter. Following the investigation, the President/Vice President will assist the student in addressing the student's concerns and bringing the issue to closure. If the matter is not resolved to the student's satisfaction, the student may appeal in writing to the TCICC Board of Directors, who will review the matter and provide a final determination to the student.

7. Policy on the Prevention of Unlawful Harassment, Bullying and Discrimination

The goals of the Turks and Caicos Islands Community College ("TCICC") are based upon a fundamental commitment to treat employees and students with dignity and respect. All employees and students have the right to be free from racial or ethnic slurs, unwelcome sexual advances, or any other verbal or physical conduct, which is prohibited by law. Unlawful discrimination and harassment, moreover, violates the laws.

7.1 **Harassment**

Harassment includes verbal, physical and visual forms of harassment, and conduct based upon a person's protected status, including race, colour, religion, sex, sexual orientation, gender identity, disability, age or country of ancestral origin or other status protected by law.

(a) Verbal harassment includes conduct such as epithets, insults and derogatory comments. Physical harassment includes conduct such as assault, impeding or blocking movement or any physical interference with normal work or movement. Visual forms of harassment include derogatory posters, cartoons or drawings.

(b) Sexual harassment is defined by the Equal Employment Opportunity Commission to be any unwelcome sexual advances, requests for sexual favours, or other verbal or physical conduct of a sexual nature when:

(i) Submission to such conduct is an explicit or implicit condition of employment;

(ii) Submission or rejection of such conduct is used as the basis for employment decisions; or

(iii) Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance, or

(iv) Creating an intimidating, hostile or offensive work environment.

Sexual harassment includes unwelcome sexual propositions, invitations, solicitations and flirtations, sexually suggestive objects, pictures, video, audio recordings, artwork, calendars, cartoons or literature in work or study areas that may embarrass or offend individuals, unwelcome verbal expressions of a sexual nature including graphic sexual commentaries about a person's body, dress, appearance or sexual activities, the use of sexually degrading jokes or innuendoes, unwelcome suggestive sounds or whistles, or

obscene phone calls, unwelcome and inappropriate touching, patting, pinching or obscene gestures, and non-sexual conduct, such as intimidation, hostility, rudeness or name calling, can be abusive and therefore harassment.

The fact that an individual did not intend to sexually harass another individual is generally not considered a defense to a complaint of sexual harassment. In most cases, it is the effect and characteristic of the behaviour that determine if the behaviour constitutes sexual harassment.

Unlawful harassment is demeaning and degrading. It can affect an individual's self-esteem and can have a negative impact on performance at work or in class. It can make an individual feel angry, powerless and fearful.

7.2 **Bullying**

According to stopbullying.gov, bullying includes actions such as making threats, spreading rumours, attacking someone physically or verbally and excluding someone from a group on purpose.

8. UNETHICAL CONDUCT

No student shall have a romantic or sexual relationship (consensual or otherwise) with an employee of the TCICC while at the college. Students and employees are responsible for creating an atmosphere free from discrimination and harassment and has the explicit responsibility to take immediate action to prevent any unethical conduct. If the student observes that the conduct does not stop, the student shall notify the Student Support Officer who will take immediate and appropriate action necessary to stop the behaviour.

9. Unlawful Harassment and Discrimination Complaint Resolution Procedures

9.1 **Reporting / Complaint Procedures:**

The filing of a written complaint is required for the matter to be formally investigated and a determination made as to whether a violation of the TCICC policy prohibiting harassment and/or discrimination has occurred. Any employee, student or applicant for employment or admission to TCICC who wishes to file a harassment and/or discrimination complaint, should state in writing, to the President of TCICC and the Vice President of Academic, Vocational and Student Affairs

9.2 **Investigation and Recommendation:**

Any reported allegation of harassment, discrimination or retaliation will be investigated promptly. In determining whether the alleged conduct constitutes harassment and/or discrimination, the President of TCICC and the Vice President of Academic, Vocational and Student Affairs will consider the surrounding circumstances and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes harassment and/or discrimination requires a determination based on all the facts and surrounding circumstances.

The President of TCICC and the Vice President of Academic, Vocational and Student Affairs investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the President of TCICC and the Vice President of Academic, Vocational and Student Affairs. Each person interviewed will be reminded of his/her duty to provide information and will be advised that the interview is strictly confidential and should not be discussed with others.

SECTION J
LIBRARY

The Turks and Caicos Islands Community College Library exists to provide quality academic support to the institution in ensuring that information is acquired, processed and made available to students and faculties as well as users in the wider community.

The physical library located in Grand Turk occupies a space of approximately 1,156 square feet. It includes a Reference Area, Circulation Area, Computer Area, Reading and Display Area. The library contains collection of over 6,000 books, approximately 237,634 electronic books (e-books), and over 8000 scholarly journals. The holdings comprise, but are not limited to, several collections including Reserved Book Collection (RBC), Reference Collection, Open Shelf Collection, TCI Collection, TCICC Archives and Fiction books.

OUR SERVICES

Online Databases

EBSCOhost Academic Databases

- Electronic Books
- Scholarly Journals

Physical Resources

- Course Reserved Book Collection (RBC)
- Journals
- Articles

- Reference Books (Encyclopedias, Dictionaries, etc.)
- Fiction Books

Lending Terms

- Reference books, periodicals and special documents should not be removed from the library.
- From the Open Shelf Collection, each student can borrow two books at a time, for one (1) week.
- From the Reserve Book Collection (RBC) each student is allowed to borrow two books at a time, for two (2) days.
- Books can be renewed up to three times, as long as no one else has requested it.
- Students are liable to pay fines for the late return of books, at a rate of 25 cents per day per book. Students will be charged for any loss or damage to books while in their charge.
- Certain collections, such as reference books, journals, dictionaries, encyclopedias and special documents cannot be borrowed by students.
- A student must present his/her TCICC student ID card to library staff at the library Circulation Desk to borrow library materials.

Database Training

Database training is available for students and staff to effectively use TCICC academic databases.

Email Request

Students, faculty and staff members can send request to the Librarian for:

- Research Assistance
- Reserving Textbooks
- Printing, Photocopying and Scanning

* Library Email: library@tcicc.edu.tc

Library Wi-Fi Access

The Wi-Fi password can be obtained from the library notice board.

Printing & Photocopying

- **Black and White:** 50 cents per page
- **Coloured:** $1.00 per page

Scanning

No charge

** The Copyright Act permits an individual to copy one chapter or up to 5% of a work.*

LIBRARY RULES

- You are expected to observe silence in the library.
- The library should not be used as a place for social meetings and talking to your friends.
- Radio and personal stereos may not be played. Mobile/cellular phones should be placed on vibrate or at a very low volume while in the library.
- The library building, including its fabric fittings, must not be damaged; library furniture and equipment must not be moved, damaged or defaced.
- Users must not mark, deface, or damage library books in any way.
- There should be no smoking, eating and drinking in the library.
- Personal laptop computers may be used in designated areas of the library. The college accepts no responsibility for such equipment or for data stored.
- Any kind of recording on library premises requires the prior approval of the Librarian and the approval of any person being photographed or recorded.

LIBRARY OPENING HOURS

Monday & Wednesday 11:00 a.m. - 7:00 a.m. **Thursday** 9:00 a.m. - 5:00 a.m.
Tuesday 9:00 a.m. - 5:00 a.m. **Friday** 9:00 a.m. - 5:00 a.m.

SECTION K
CAMPUS SAFETY, EMERGENCY AND TECHNOLOGY SUPPORT

At the Turks & Caicos Islands Community College we take the safety of our students and staff very seriously. That's why we invest in security technology, train our staff to provide practical safety advice and support, and maintain excellent relationships with the local police.

1. HOW WE SUPPORT YOUR SAFETY ON CAMPUS

1.1 Carry out regular patrols of the campus, departments and academic areas 24/7 to maintain a safe, secured environment.
1.2 Respond, manage and monitor all emergency situations, fire alarms, panic/intruder alarms on campus.
1.3 Undertake out-of-hours maintenance, risk assessments, security surveys and regular reassurance patrols of the campus to maintain a safe environment.
1.4 Support our students when required in matters of security, welfare, crime prevention, safety and much more.
1.5 Manage campus car parking lots, allocate parking for visitors, and maintain safe traffic management for authorized vehicles entering our campus.
1.6 Monitor access across campus, ensuring unauthorized persons are not granted access.
1.7 Offer crime prevention advice to reduce further the already low rate of crime across the campus, monitor a Lost and Found service at our Control Booth.

2. ALCOHOL AND DRUGS

The Turks & Caicos Islands Community College (TCICC) has a strict zero-tolerance to the use of illegal drugs and alcohol on campus which may affect the safety of everyone on the Campus. For students involved in illegal drugs activity, disciplinary action will be taken.

Disciplinary action can result in fines, suspension from studies and expulsion from college.

3. REPORTING INCIDENTS

If you need to report an incident on campus, TCICC's Security Team is available 24/7 and 365 days a year. No matter how large or small, the Campus Security Team is here to help you.

Telephone: 649-946-1163, (649)941-3210/441-3210, (649) 339-3900
or campus.manager@tcicc.edu.tc

Where to find us: At the front gate or in the Security Booth

4. ISIMS AND TECHNOLOGY SUPPORT

4.1 Welcome to iSIMS

We are excited to introduce you to our iTech Student Information Management System (iSIMS); a powerful tool designed to streamline your academic experience. This system will be your go-to platform for managing all your academic and personal information during your time here.

4.2 Key Features of the iSIMS:

(a) **Personal Dashboard**: Access all your important academic details, including grades, schedules, and attendance, in one convenient place.

(b) **Course Registration**: Easily browse and register for courses each semester. The system also helps you track your degree progress and ensures you meet all requirements.

(c) **Grades and Transcripts**: View your grades as soon as they are posted and download unofficial transcripts whenever you need them.

(d) **Communication Hub**: Receive important announcements from your lecturers and the administration, and easily communicate with them through the platform.

(e) **Financial Information**: Check your tuition fees, track payments, and view financial aid details all within the system.

(f) **Personal Information Management**: Update your contact information, emergency contacts, and other personal details quickly and securely.

4.3 How to Get Started:

(a) **Log In**: Access iSIMS through the college's website or directly at isims.tcicc.edu.tc. You should use your Office 365 credentials to log in.

(b) **Explore Your Dashboard**: Once logged in, spend some time exploring your dashboard and familiarize yourself with the layout and features.

(c) **Update Your Profile**: Ensure all your personal information is up-to-date by visiting the profile section.

(d) **Register for Classes**: If it's time for course registration, you can start by browsing available classes and adding them to your schedule.

(e) **Monitor Your Progress**: Keep track of your academic progress, upcoming deadlines, and any pending tasks right from the dashboard.

4.4 **Support:**

If you have any questions or need assistance, our support team is ready to help. You can find tutorials, FAQs, and contact information directly at tier1support@tcicc.edu.tc.

We believe this system will make managing your academic life simpler and more efficient. Dive in and make the most of all the features available to you!

1. CAMPUS MAPS

Grand Turk Campus



BLOCK	DESCRIPTION
A	**This is the Main Building** 1st floor: Administrative Offices, Faculty Staffroom (students not allowed), Library, Science Labs 2nd Floor: Computer labs, Electrical & Electronic Labs, Language Lab, Classrooms 1-5
B	Resource Center- Student Lounge
C	Education Center – Early Childhood & Primary Education
D	Nursing Block
E	Classrooms: E1-E5 – Most of Business Classes are held in this block
F	Architecture & Building Design work room and Auto mechanic Work shop

Providenciales Campus



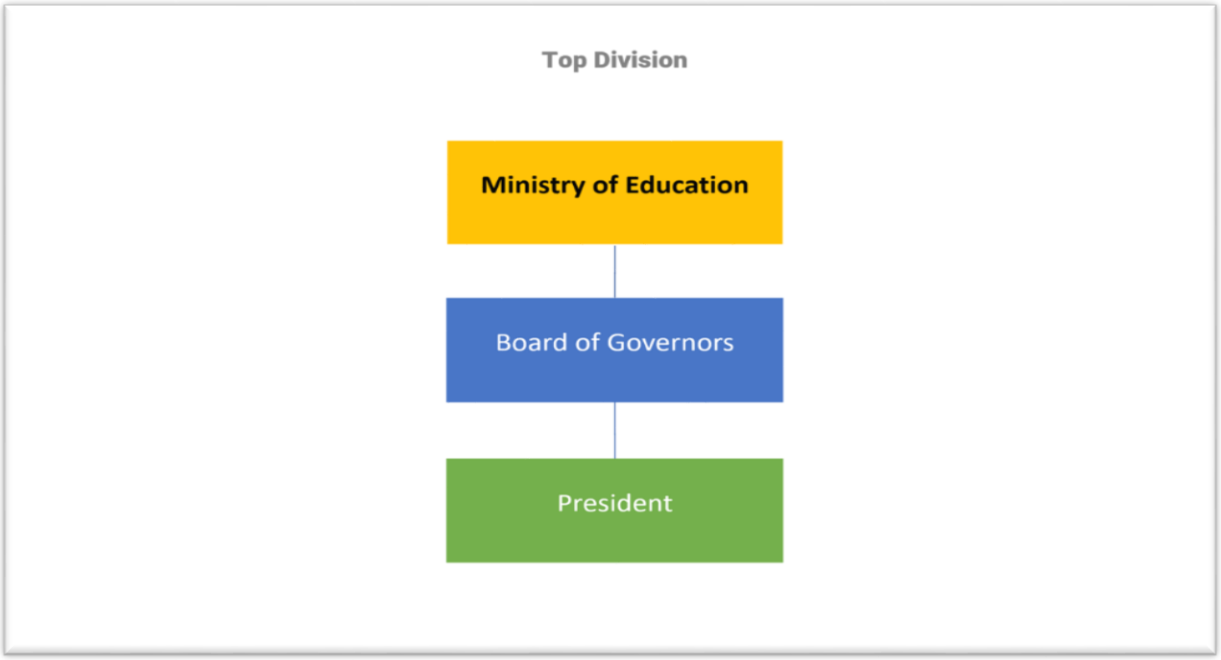
SECOND FLOOR	
A	Main Office
Room 1	Business
Room 2	Second Kitchen
Room 3	Classroom
Room 4	Computer Lab 1
Room 5	Education
Room 6	Computer Lab 2

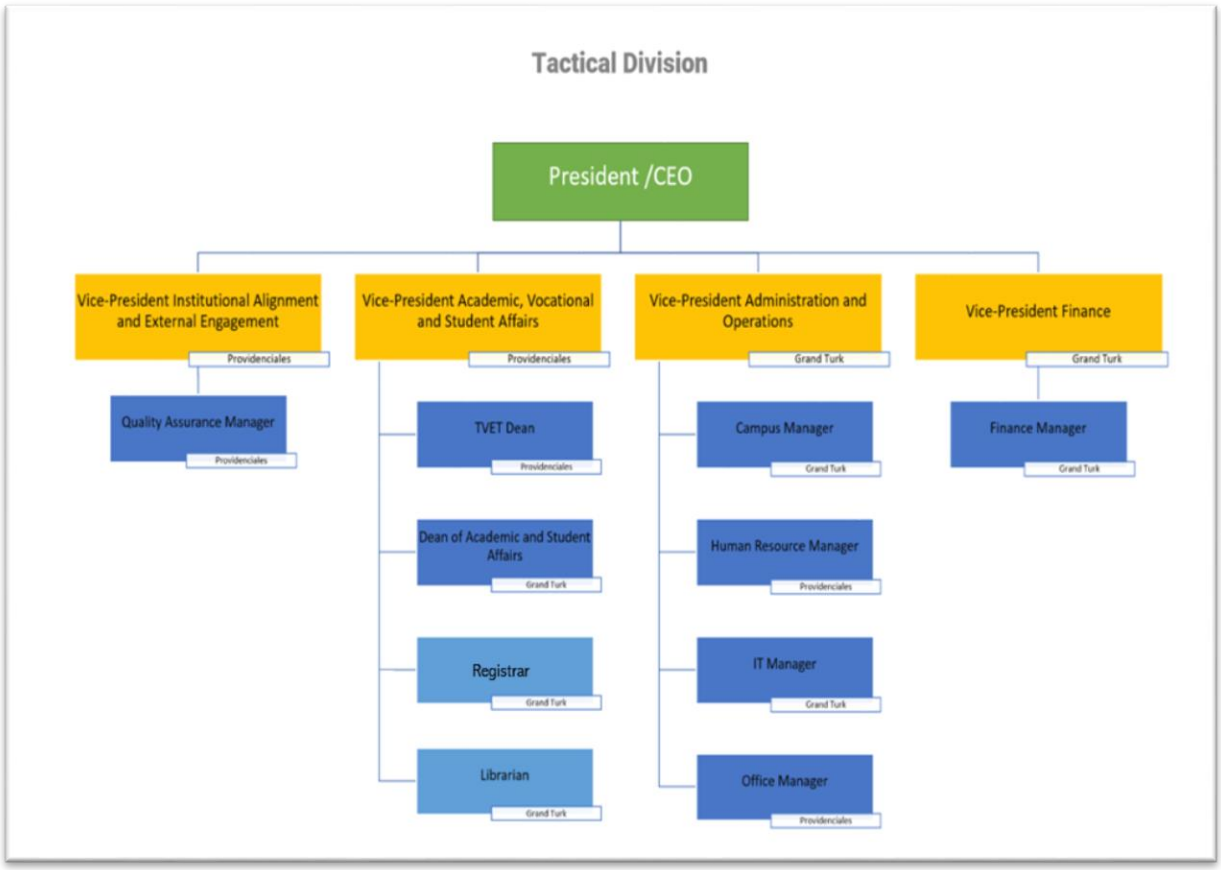
PROVO CAMPUS

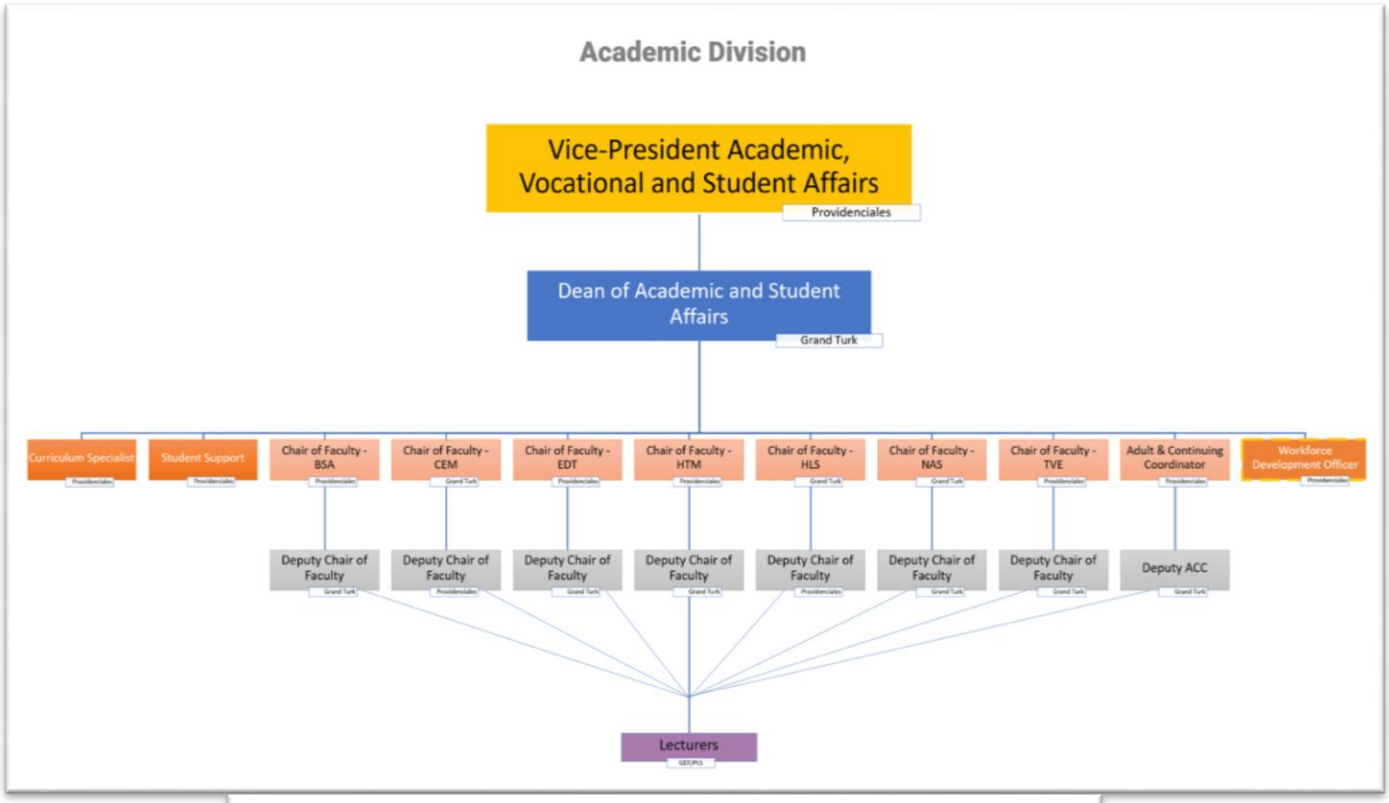
3 Success Way,
Down Town,
Providenciales

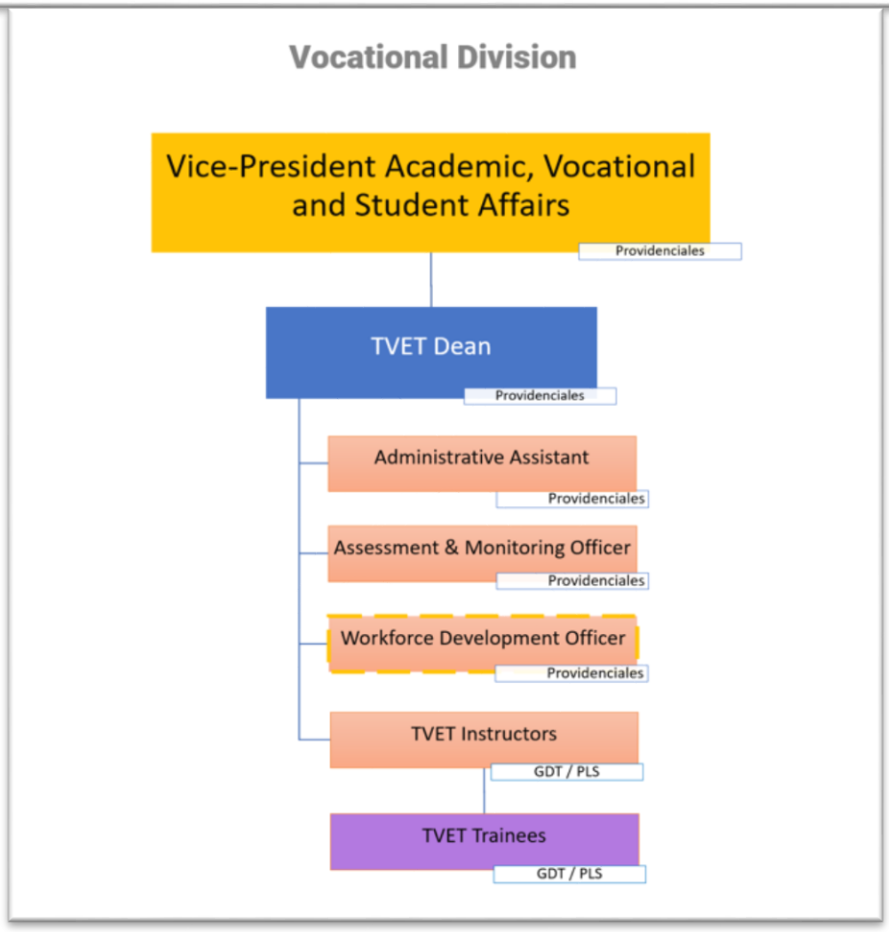
FIRST FLOOR	
Room 7A	Student Services
Room 7B	Library
Room 8	Tech. Vocational Ed.
Room 9	Joint Classes/ Auditorium
Room 10	
Room 11	Dining Room
Room 12	Kitchen

2. TCICC ORGANIZATIONAL CHART





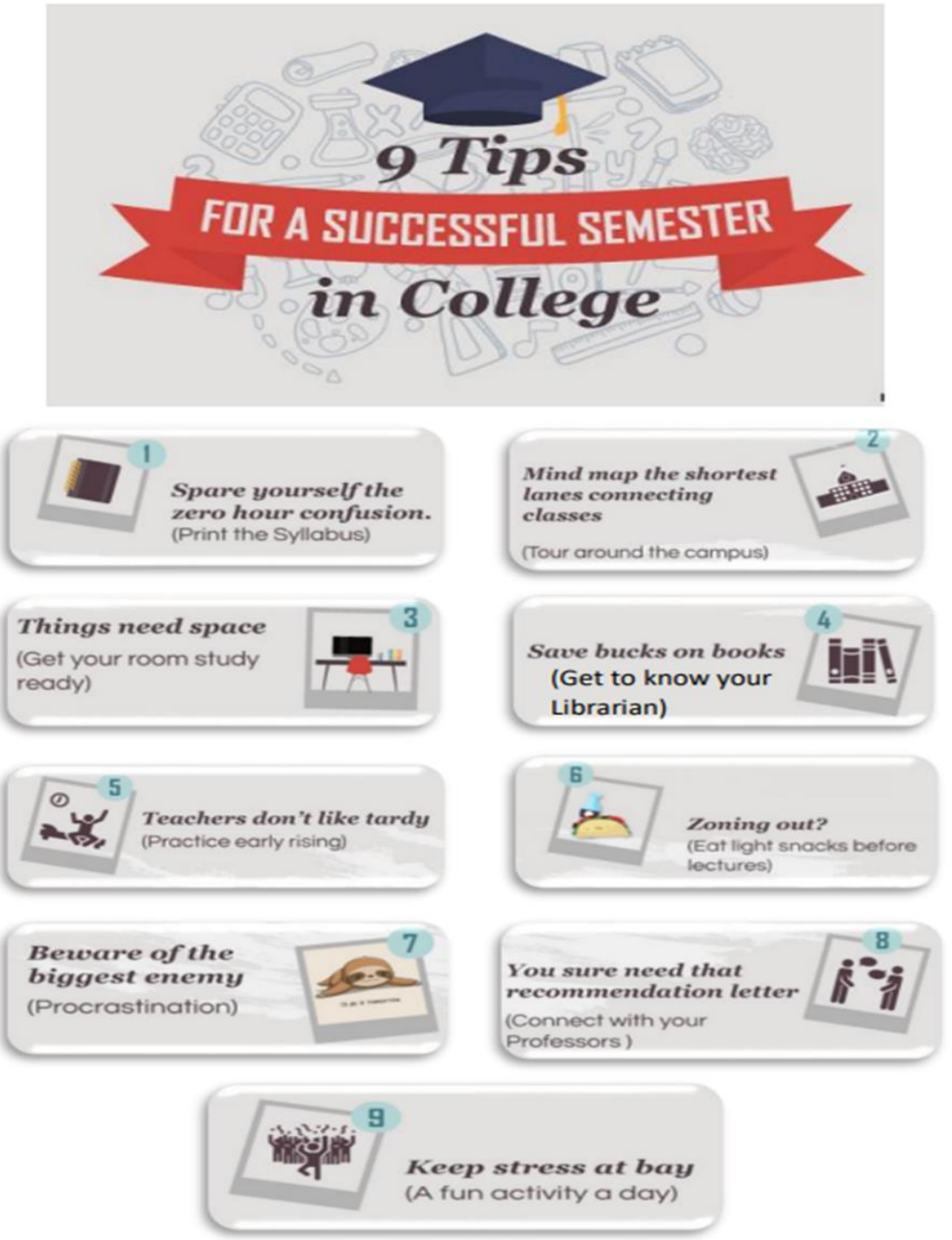

Academic Division
Vice-President Academic, Vocational and Student Affairs
Providenciales
Dean of Academic and Student Affairs
Grand Turk
Curriculum Specialist
Student Support
Chair of Faculty - BSA
Chair of Faculty - CEM
Chair of Faculty - EDT
Chair of Faculty - HTM
Chair of Faculty - HLS
Chair of Faculty - NAS
Chair of Faculty - TVE
Adult & Continuing Coordinator
Workforce Development Officer
Deputy Chair of Faculty
Deputy Chair of Faculty
Deputy Chair of Faculty
Deputy Chair of Faculty
Deputy Chair of Faculty
Deputy Chair of Faculty
Deputy Chair of Faculty
Deputy ACC
Lecturers


Vocational Division
Vice-President Academic, Vocational and Student Affairs
Providenciales
TVET Dean
Providenciales
Administrative Assistant
Providenciales
Assessment & Monitoring Officer
Providenciales
Workforce Development Officer
Providenciales
TVET Instructors
GDT / PLS
TVET Trainees
GDT / PLS

3. OTHER MATTERS TO CONSIDER

3.1 **Cleanliness**

Students are expected to maintain a clean appearance in all classrooms. All garbage must be placed in the bins provided. Students eating in classrooms are reminded to use extra care and diligence. Use the bins for all litter and **DO NOT** leave desks or chairs sticky or stained.




"Daring to Aspire,
Determined to Succeed!"
2024 / 2026
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Phone number:
+1 (649) 941-3210
Providenciales East Campus:
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Grace Bay,
Providenciales
Phone number:
+1 (649) 339-3900