



# TIDEWATER COMMUNITY COLLEGE

From here, go anywhere.™

## TRUCK DRIVING PROGRAM CLASS SCHEDULE

|                       |                                     |                           |
|-----------------------|-------------------------------------|---------------------------|
| <b>DAY CLASS:</b>     | <b>Monday - Thursday</b>            | <b>7:00 am - 12:30 pm</b> |
| <b>NIGHT CLASS:</b>   | <b>Monday - Thursday</b>            | <b>4:00 pm - 9:30 pm</b>  |
| <b>WEEKEND CLASS:</b> | <b>Friday, Saturday, and Sunday</b> | <b>8:00 am - 1:30 pm</b>  |

\*(Dates and times are subject to change. Changes will be posted on the website.)

# WELCOME FUTURE TRUCKERS!



## This program is to obtain your Class A Commercial Driver's License



The Tidewater Community College Truck Driver Training Program allows students to obtain the skills necessary for a successful, well-paid career in the truck industry. OUR CLASSROOMS ARE DESIGNED TO SIMULATE AN ACTUAL WORKING ENVIRONMENT WITHIN THE TRUCKING INDUSTRY.

Our program is a 15-week, 16-credit course of Truck Driver practical training (70%) combined with classroom instruction (30%). Upon entering our program, students should know about standard shift vehicles and clutch operation.

You can obtain your Learner's Permit while in the Truck Driving Training Program or before class start. Keep in mind that.....

- If you fail the "**General Knowledge**" portion of the Learner's Permit Exam, you will need to take a recertification class, this is NOT the class!
- If you need the **EDLT for the Hazmat Endorsement**, this is NOT the class!

ALL ELECTRONIC DEVICES ARE PROHIBITED DURING ALL INSTRUCTION

## PLEASE READ THIS BOOKLET!

POINT OF CONTACT:  
Peggy Manuelito, Trucking Office  
Email: [pmanuelito@tcc.edu](mailto:pmanuelito@tcc.edu)  
Phone: (757) 822-2428  
Fax: (757) 822-2926

### INSTRUCTOR'S OFFICE NUMBERS

**SECURITY 822-7777**

#### DAY INSTRUCTORS

MATTHEW WOODS 822-2781  
MATTHEW ISAAC 822-2189  
STEPHEN BAILEY 822-2781

#### WEEKEND

AL JACKSON 822-2434

#### NIGHT INSTRUCTORS

HOWARD DAVIS 822-2199  
DEXTER STEVENS 822-2341  
DR. JENEAN WRIGHT  
(SDV 106 Instructor)

**DO NOT USE THESE NUMBERS UNTIL YOU HAVE ATTENDED CLASSES!!**

# **2025 Class Schedule**

## **Class schedule\*:**

|                       |                              |                    |
|-----------------------|------------------------------|--------------------|
| <b>DAY CLASS:</b>     | Monday – Thursday            | 7:00 am – 12:30 pm |
| <b>NIGHT CLASS:</b>   | Monday – Thursday            | 4:00 pm – 9:30 pm  |
| <b>WEEKEND CLASS:</b> | Friday, Saturday, and Sunday | 8:00 am – 1:30 pm  |

\*(Dates and times are subject to change. Changes will be posted on the website.)

## **SUMMER SEMESTER 2025, 8-week program**

**Summer 2025 semester registration will begin on March 17, 2025, at the Portsmouth Campus.**

**Classes will start on May 17, 2025.**

**Submit an Application for Admission to TCC. Financial aid is not eligible for the summer semester.**

**Tuition is due on April 21, 2025.**

## **FALL SEMESTER 2025, 16-week program**

**Fall 2025 semester registration will begin on June 16, 2025, at the Portsmouth Campus.**

**Classes will start on August 25, 2025.**

**Submit an Application for Admission to TCC. If you plan on using financial aid submit it as soon as you can.**

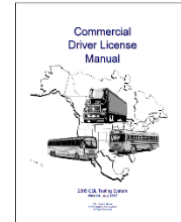
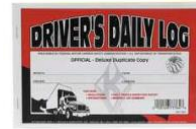
**Tuition is due on July 21, 2025.**

**2026 CLASS DATES ARE FORTHCOMING.**

# SUPPLIES NEEDED FOR THE TRUCKING PROGRAM

## Books:

- \*Title: Delmar's Tractor-Trailer Truck Driver Training  
Author: Alice Adams  
Publisher: Cengage Learning
- \*Title: Federal Motor Carrier Safety Regulations Pocketbook  
Author: J.J. Keller  
Publisher: J.J. Keller
- \*Title: Driver's Daily Log (Product #8527)  
Author: J.J. Keller  
Publisher: J.J. Keller
- \*Title: Hazardous Materials Compliance Pocketbook  
Author: J.J. Keller  
Publisher: J.J. Keller
- \*Title: Commercial Driver License Manual  
You can pick them up FREE at your local DMV



## Supplies:

Highlighters, pens, pencils, paper, and 3-ring binder.



Purchase a yellow/orange safety vest to be worn during all aspects of training.

## ALL BOOKS AND SUPPLIES ARE REQUIRED AT THE START OF CLASS!

1. Type in Bookstore in "Site Search" and click "Bookstore" or use the QR Code to order bookstore.

### SITE SEARCH RESULTS

BOOKSTORE

PAGE 1 OF 2 FOR 10 RESULTS

BOOKSTORE

**BARNES AND NOBLE  
COLLEGE AT TCC**

Textbooks can be purchased online or in store.

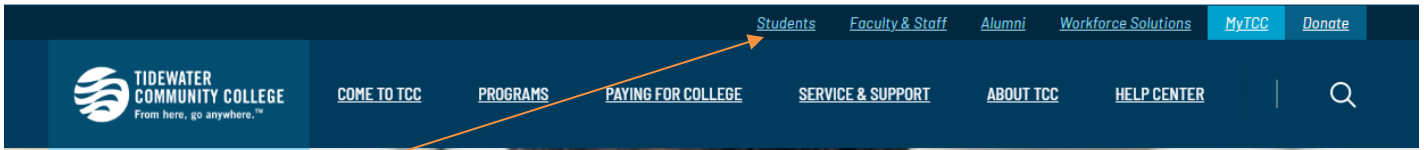
**VISIT THE B&N WEBSITE** →



- 2.

If you are using financial aid please log into your account and use the book authorization form found on your "To DO List".

# HOW TO LOG INTO YOUR SIS ACCOUNT



1. Go to "Students"
2. Scroll down to the middle of the page and click the "LOG IN" button.



3. Click the "Need Help?"

A login form with a 'Username' input field, a 'Forgot Username?' link, and a dark blue 'GO' button. A 'Need help?' link is located to the right of the form.

## Multi-Factor Authentication (MFA) Setup

### TIME-BASED ONE TIME PASSWORD

Can be used with Microsoft and Google Authentication Apps.

### ALTERNATIVE MFA OPTIONS

#### PUSH AUTHENTICATION

Secure Authentication

#### Security Key / Passkey

The most secure authentication. May require the purchase of a FIDO key

### Other options available

#### SMS

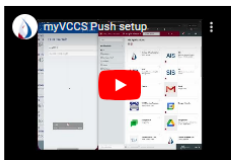
Low security - Should only be used if you don't have a smartphone

#### EMAIL BASED ONE TIME PASSWORD

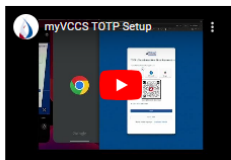
Least Secure - Does not require a cell phone and is also available as a backup to other MFA options

### EXAMPLES OF THE MFA

PUSH AUTHENTICATION



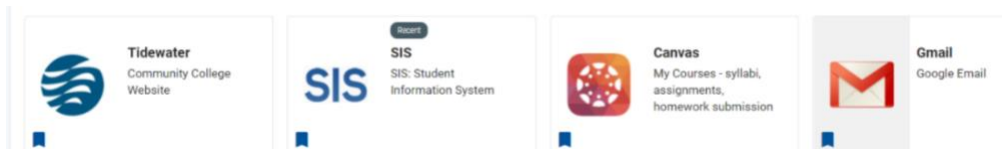
TOTP



Security Key / Passkey



3. Choose the option you want to use to log in. Watch video if you aren't sure.
4. Once you have successfully chose your option. Log into MYTCC and go to SIS, you can view your classes, financial aid, email, and Canvas. **Canvas** is for your SDV 106 portion of the program.





**Practice social distancing and all COVID-related rules are at the discretion of the student, however, TCC will continue to practice sanitizing and cleanliness of classrooms and trucks.**



**ALL CLASSES WILL BE HELD AT THE TRAINING SITE,  
7000 COLLEGE DR. SUFFOLK, VA 23432.  
DO NOT COME TO THE PORTSMOUTH CAMPUS FOR CLASS!!**



**Students are required to have a Student ID on any TCC campus/facility.  
Call (757) 822-2175, first before coming to get your ID.  
Students can get an ID at the Portsmouth Campus or any TCC campus  
72 hours after you have registered.**



## **What is FERPA?**

The Family Educational Rights and Privacy Act (FERPA) of 1974, also referred to as the Buckley Amendment is a Federal law that protects the privacy of student educational records. The rights provided by this Act transfer from the parent to the son or daughter when the student reaches the age of 18 **OR** attends a postsecondary school -- whichever comes first. Under this law, students have the following rights concerning their educational records:

What FERPA means? FERPA means a student is the only one that can access their educational records. Once a student has registered, we (TCC) CANNOT release any information regarding their education to anyone, unless they have the proper paperwork stating otherwise.

*Additional information concerning these rights is contained in the [Student Handbook](#).*



**IF FOR ANY REASON YOU NEED TO DROP THE PROGRAM, LET YOUR INSTRUCTOR KNOW AND CONTACT THE TRUCKING OFFICE AT (757) 822-2428. FAILURE TO DO COULD AFFECT YOUR GRADES AND TUITION PAYMENT.**

# **DROP DATES WILL BE GIVEN TO YOU ON THE FIRST DAY OF CLASS.**

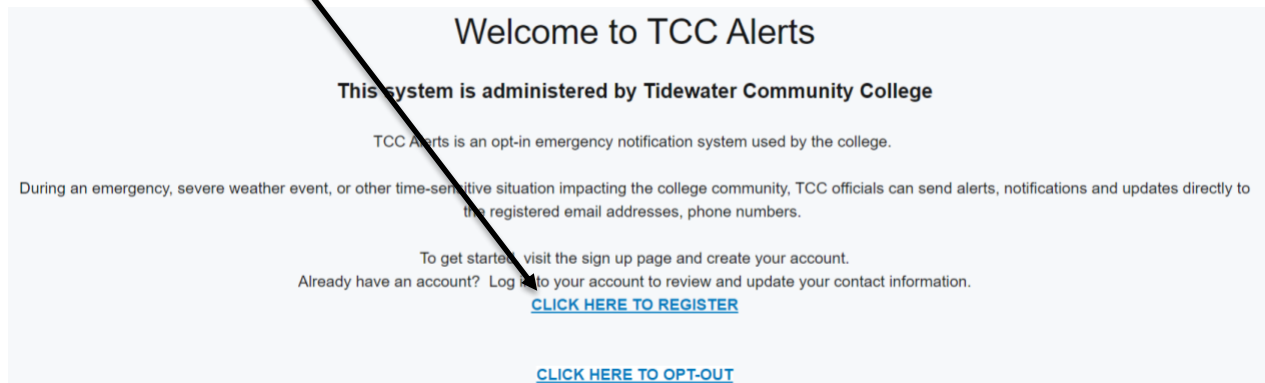


## **TCC ALERTS!**

To sign up go to the TCC website, [www.tcc.edu](http://www.tcc.edu). At the bottom of the home page, click the “Sign up for TCC Alerts” icon.



Click the “Click Here to Register” icon, and then follow the instructions. It is a great app to have, in case of inclement weather, emergencies, or other unexpected events!



# REQUIRED PAPERWORK NEEDED TO COMPLETE THE REGISTRATION PROCESS

THESE ARE **OUT-OF-POCKET** EXPENSES! IT IS YOUR RESPONSIBILITY TO PAY ANY COSTS ASSOCIATED WITH THESE DOCUMENTS. IF ANY PROBLEM OCCURS WHILE OBTAINING THESE DOCUMENTS NOTIFY THE TRUCKING OFFICE AT 757-822-2428.

➔ **DMV report showing at least “7 Years of Driving History”** is the name of the report regardless of how many years you have been driving

*May not have negative 5 (-5) or fewer points on your record.*

**Why a valid Virginia Driver’s License?** - *An out of state commercial learner's permit may not be exchanged for a Virginia commercial learner's permit without testing. Hold a valid Virginia driver's license. In addition, your driving privileges must not be currently suspended or revoked by any licensing jurisdiction.*

➔ **Copy of your valid VIRGINIA driver’s license**

*NO restrictions, suspensions, revocations, and NO out-of-state licenses.*

**Why DMV report?** *The information serves as a performance measurement tool that reflects Virginia's efforts to improve highway safety.*

➔ **D.O.T. Physical Examination/Medical Examination Report Form**

*Medical examiners must use MCSA - 5876 and 5875 D.O.T. forms and are on the National Registry of Certified Medical Examiners. You pay for the physical.*

**Why do I need a DOT physical?** *In accordance to the FMCSA, A person subject to this part must not operate a commercial motor vehicle unless he or she is medically certified as physically qualified to do so, and, except as provided in paragraph (a)(2) of this section, when on-duty has on her or her certificate that he or she is physically qualified to drive a commercial motor vehicle.*

**THE ABOVE PAPERWORK CAN BE TURNED IN AS SOON AS YOU OBTAIN THEM.  
SUBMIT THEM TO THE TRUCKING OFFICE (BLDG. A, ROOM 134)  
ON THE PORTSMOUTH CAMPUS.**

☞ **D.O.T. Substance Abuse Screening (Drug Test (DT) results) Federal Drug Testing and Custody and Control Form**

**NO POSITIVE** readings will be accepted! A **NEGATIVE DILUTE** reading will require the student to retest at the student’s expense. **DO NOT HANDLE YOUR DRUG TEST RESULTS**, the facility will send them directly to TCC. **DT results can take up to 4 to 5 days**, so please plan accordingly! You pay for the drug test. Only the drug test results will be sent to me by the facility. The facility will NOT send any other paperwork to the trucking office.

**Why do I need a DOT Drug Test?** *No employer shall allow a driver, who the employer intends to hire or use, to perform safety-sensitive functions unless the employer has received a controlled substance test result form the MRO or C/TPA indicating a verified negative test result for that driver.*



THESE FACILITIES ARE DOT QUALIFIED! IF YOU DECIDE TO GO TO ANOTHER FACILITY MAKE SURE THEY ARE DOT QUALIFIED. BE AWARE THAT YOU BE CHARGED FOR A PHYSICAL AND DRUG TEST (TWO PAYMENTS). ONCE YOU TAKE YOUR DRUG TEST, PLEASE KEEP TRACK OF YOUR RESULTS AND NOTIFY THE TRUCKING OFFICE IF A SITUATION ARISES!

Bon Secours OccuMed  
2613 Taylor Road, Suite 101  
Chesapeake, VA 23321  
(757) 465-4000  
Need to make an appointment  
Opens from 8 am to 4:30 pm, M – F

DOT Physicals/Drug Tests  
Dr. Andy T. Harris  
607 S. Church St.  
Smithfield, VA 23430  
(757) 357-5400 (call to see if he's in office)  
9:30 am – 6:00 pm M-F  
Saturdays by appointments

DOT DOC  
392 Battlefield Blvd. S.  
Chesapeake, VA 23322  
(757) 500-3506  
Call or text for an appointment

Now Care I  
6632 Indian River Road  
Virginia Beach, VA 23464  
(757) 424-4300  
Opens from 8 am to 8 pm, M - F  
9 am to 3 pm, Sat. & Sun.  
Walk-in - No appt. needed

Labs to Go  
5792 Northampton Blvd.  
Virginia Beach, VA 23455  
(757) 363-8888  
7 am - 7 pm, M – F

I & O Medical Centers  
838-A Old George Washington Hwy  
Chesapeake, VA 23323  
(757) 487-9600

*You are NOT required to use these facilities; however, you must choose a testing facility that is in accordance with the FMCSR 382.301 and on the National Registry of Certified Medical Examiners. THEY should provide the proper Dept. of Transportation (D.O.T.) forms.*

**SUMMER SEMESTER**  
**ALL PAPERWORK IS DUE MAY 9, 2025!**



**DAY AND NIGHT CLASS TAKE YOUR DRUG TEST AFTER APRIL 20!**  
**WEEKEND CLASS TAKE YOUR DRUG TEST AFTER APRIL 24!**

**FALL SEMESTER**  
**ALL PAPERWORK IS DUE AUGUST 15, 2025!**

**DAY AND NIGHT CLASS TAKE YOUR DRUG TEST AFTER JULY 27!**  
**WEEKEND CLASS TAKE YOUR DRUG TEST AFTER JULY 31!**

**PAPERWORK IS THE RESPONSIBILITY OF THE STUDENT! FAILURE TO SUBMIT DOCUMENTS BY THE DUE DATE WILL RESULT IN BEING DELETED FROM THE PROGRAM WITHOUT NOTICE!**

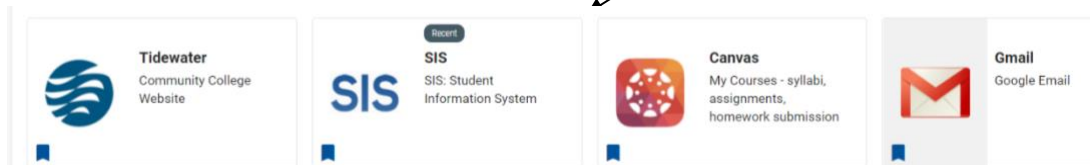
**PAPERWORK WILL NEED TO BE SUBMITTED TO THE TRUCKING OFFICE BY EMAIL, FAX, OR IN PERSON! DO NOT SEND THROUGH YOUR PHONE OR LEAVE YOUR PAPERWORK WITH ANYONE BUT THE TRUCKING OFFICE!**

# GRADUATION PROCESS

Log in to your MYTCC account, the same as logging into Canvas (see page 3).



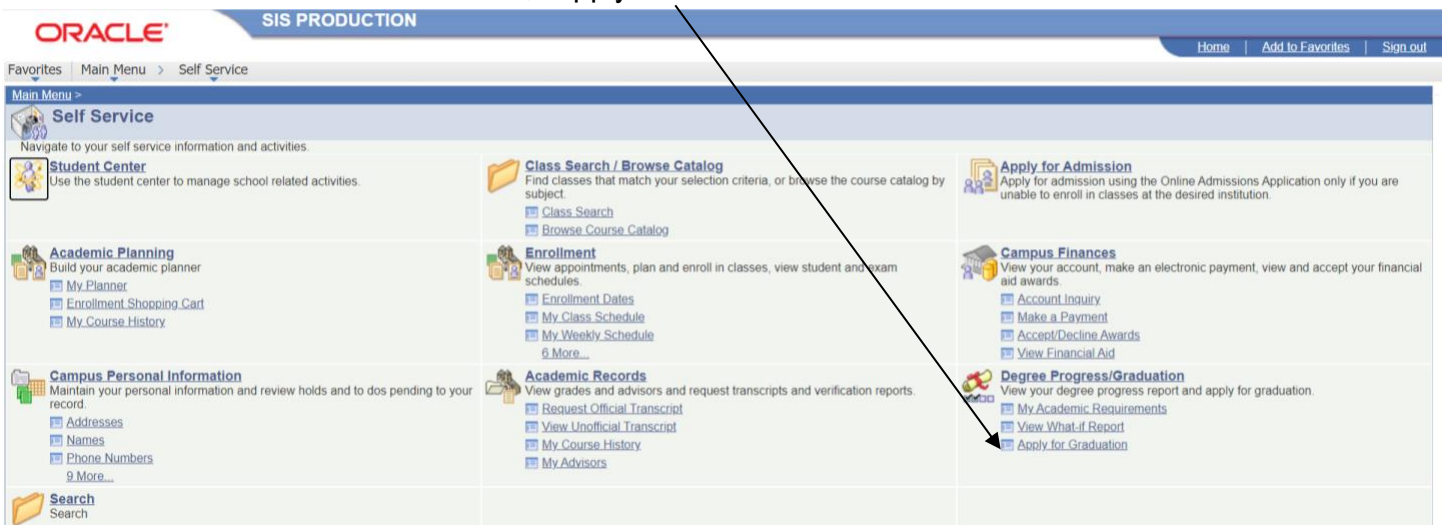
Once you are logged in, go to SIS



**BEFORE** you submit your graduation application, meet with your academic counselor/advisor to ensure you meet your graduation requirements.

- You are in the correct program plan and catalog year
- Make sure you are in the right curriculum (course of study, "Trucking Program")
- Apply for the appropriate graduation term
- **Verify/update your mailing address**

Once all the information is correct then, "Apply for Graduation"



All graduates are welcome to walk during the commencement ceremony!

**PLEASE COMPLETE THE GRADUATION APPLICATION AND THAT YOU ARE IN THE RIGHT CURRICULUM, FAILURE TO DO SO WILL RESULT IN NOT RECEIVING YOUR TCC CERTIFICATE!!!**

If you have any questions about graduation, contact 822-1111.