



2014-2015

STUDENT

CALENDAR

AND HANDBOOK

PIEDMONT
Technical College

Your goals. Our mission.

ABBEVILLE | EDGEFIELD | GREENWOOD | LAURENS | MCCORMICK | NEWBERRY | SALUDA

Piedmont Technical College Services

Area	Contact	Location	Phone Number
Academic Probation	Tamatha Sells	Student Records, 140-A	(864) 941-8363
Academic Advisement	Staff or Your Faculty Advisor	Student Success Center, 101-A	(864) 941-8614
Accidents	Staff	Campus Police and Security, 109-F	(864) 941-8000
Assessment Center	Ken Butler	119-K	(864) 941-8748
Books/Supplies	Staff	Campus Shop, 106-F	(864) 941-8683
Career Decision-Making, Career Information, Personal Issues and Questions About Your Major	Staff	Career Planning and Counseling Center, 149-A	(864) 941-8356
College Transfer	Lynn Mack Evelyn Beck	107-G 139-K	(864) 941-8449 (864) 941-8450
County Campuses	Lisa Toland Mark Meyers Sherry Holmes Paige Mills Pleshette Elmore Beth Jaeger Robin Black Wanda Hill	Dean of Off Campus Instruction Abbeville County Campus Edgefield County Campus Laurens County Campus McCormick County Campus Newberry County Campus Saluda County Campus Center for Advanced Manufacturing	(803) 768-8157 (864) 446-8324 (803) 637-5388 (864) 938-1505 (864) 852-3191 (803) 276-9000 (864) 445-3144 (864) 682-3702
Emergencies	Staff	Campus Police and Security, 109-F	(864) 941-8000
Financial Aid	Staff	Financial Aid Office, 140-B	(864) 941-8365
Graduation Information	Staff	Student Records, 139-A	(864) 941-8361
Health Science Resources and Program Readiness Information	Health Science and Nursing Division	H Building	(864) 941-8504 (864) 941-8724
Job Search Assistance, Interviewing Tips, and Resume Writing	Staff Staff	SC Works, 101-A Student Success Center, 101-A	(864) 941-8395 (864) 941-8614
Learning or Physical Disabilities	Brenda Dailey	Career Planning and Counseling Center, 145-AB	(864) 941-8378
Library	Meredith Daniel	234-K	(864) 941-8442
Lost & Found Items	Staff	Campus Police and Security, 109-F	(864) 941-8000
Online Course Assistance	Instructional Development Office	108-G	(864) 941-8449 (864) 941-8682
SC Works	Staff	101-A	(864) 941-8395
Parking Sticker	Staff	Library	(864) 941-8441
Payment Plan	Staff	Business Office, 150-A	(864) 941-8322
Program Changes, Class Changes and Withdrawals	Staff	Student Records, 139-A	(864) 941-8361
Refunds and Billing Questions	Staff	Business Office, 150-A	(864) 941-8322
Residency	Crystal Pittman	Business Office, 178-A	(864) 941-8328
Safety Escort	Staff	Campus Police and Security, 109-F	(864) 941-8000
Scholarships	Staff	Student Success Center, 101-A	(864) 941-8614
Student ID	Staff	Library	(864) 941-8441
Student Life, Clubs and Organizations	Staff	Student Success Center, 101-A	(864) 941-8614
Student Support Services Program	Staff	Student Success Center, 101-A	(864) 941-8385
Teaching and Learning Center (TLC)	Audrey Hearst	TLC, 118-K	(864) 941-8435
Transcript Request	Staff	Student Records, 139-A	(864) 941-8361
Transfer Credit	Staff	Student Records, 139-A	(864) 941-8361
Tutoring	Audrey Hearst	Tutoring Center, 118-K	(864) 941-8435
Veterans Educational Benefits	Staff	Financial Aid Office, 140-B	(864) 941-8365

Academic Calendar

FALL 2014

<i>Administrative Days</i>	August 11-15, 2014
<i>Inservice Days</i>	August 18-21
<i>Classes Begin (Full Term, A Term)</i>	August 22
<i>End Add/Drop Period (A Term)</i>	August 26
<i>End Add/Drop Period (Full Term)</i>	August 28
<i>Labor Day (College Closed)</i>	September 1
<i>Classes Begin (L Term)</i>	September 29
<i>End Add/Drop Period (L Term)</i>	October 1
<i>Classes End (A Term)</i>	October 15
<i>Classes Begin (B Term)</i>	October 16
<i>End Add/Drop Period (B Term)</i>	October 20
<i>Thanksgiving Break (College Closed)</i>	November 26-28
<i>Classes End (Full Term, B Term, L Term)</i>	December 10
<i>Graduation</i>	December 11
<i>Administrative Day</i>	December 11
<i>Final Grades Due</i>	December 12
<i>Administrative Days</i>	December 12, 15-19
<i>Winter Break (College Closed)</i>	December 22-31

SPRING 2015

<i>New Year's Day Observed (College Closed)</i>	January 1, 2015
<i>Administrative and Inservice Days</i>	January 2, 2015
<i>Classes Begin (Full Term, A Term)</i>	January 5-9, 12-13
<i>End Add/Drop Period (A Term)</i>	January 14
<i>Martin Luther King, Jr. Day (College Closed)</i>	January 16
<i>End Add/Drop Period (Full Term)</i>	January 19
<i>Classes Begin (L Term)</i>	January 21
<i>End Add/Drop Period (L Term)</i>	February 16
<i>Classes End (A Term)</i>	February 18
<i>Classes Begin (B Term)</i>	March 5
<i>End Add/Drop Period (B Term)</i>	March 6
<i>Spring Break (No Classes)</i>	March 10
<i>Classes End (Full Term, B Term, L Term)</i>	April 6-10
<i>Final Grades Due</i>	May 4
<i>Administrative Days</i>	May 6
<i>Graduation</i>	May 5-8
	May 7

SUMMER 2015

<i>Administrative Days</i>	May 11-15, 18-19
<i>Classes Begin (Full Term, A Term)</i>	May 20
<i>End Add/Drop Period (A Term)</i>	May 22
<i>End Add/Drop Period (Full Term)</i>	May 27
<i>Memorial Day (College Closed)</i>	May 25
<i>Classes Begin (L Term)</i>	June 3
<i>End Add/Drop Period (L Term)</i>	June 5
<i>Classes End (A Term)</i>	June 24
<i>Classes Begin (B Term)</i>	June 25
<i>End Add/Drop Period (B Term)</i>	June 29
<i>Administrative Day</i>	June 29
<i>Faculty Break (No Classes)</i>	June 30
<i>Independence Day (College Closed)</i>	July 3
<i>Faculty Break (No Classes)</i>	July 1-3
<i>Classes End (Full Term, B Term, L Term)</i>	August 4
<i>Administrative Days</i>	August 5-6
<i>Final Grades Due</i>	August 6
<i>Graduation</i>	August 6
<i>Administrative Day</i>	August 7

August 2014

Full Term (August 22-December 10) • A Term (August 22-October 15)

Late Term (September 29-December 10) • B Term (October 16-December 10)

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
			
3	 • FALL TUITION & FEES DUE (Full & A Terms)	• Final Grades Due by 7 p.m. (Full, B & Late Terms) • Potential Drop Notification (Full & A Terms)	• Student Records Office Closed
10	• Bookstore Charges Open (Full, A, Late & B Terms)	• Potential Drop Notification (Full & A Terms)	
17	• DROP FOR NON-PAYMENT (Full & A Terms)	• \$50 Late Registration Fee Begins (Full & A Terms)	New Student Orientation
24			
31	25	• Add/Drop Ends (A Term) 26	• 0% Refund (A Term) 27




THURSDAY	FRIDAY	SATURDAY	Notes
	• SUMMER CLASSES END (Full, Late & B Terms) • Last day to enroll in the Fall Tuition Payment Plan with 0% down payment	• Payment Plan - 33% Down Payment	
Graduation • Student Records Office Closed	• FINANCIAL AID COMPLETION DEADLINE		
• Fall SAP Appeals Due	• LAST DAY TO APPLY FOR ADMISSION (Full Term)		
New Student Orientation • Last day to enroll in the Fall Tuition Payment Plan with 33% down payment	• FALL CLASSES BEGIN (Full & A Terms) • Payment Plan - 50% Down Payment		
	 • FINANCIAL AID FREEZE DATE (Full & A Terms) • DROP FOR NON-PAYMENT (Full & A Terms) • 0% Refund (Full Term)		

*Dates are subject to change. Please refer to the Events page on the college website for current information: www.ptc.edu/calendar

September 2014

Full Term (August 22-December 10) • A Term (August 22-October 15)

Late Term (September 29-December 10) • B Term (October 16-December 10)

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
	<p>College Closed</p> <ul style="list-style-type: none"> Labor Day Spring Merit & Program-Ready Applications available online <p>1</p>	<ul style="list-style-type: none"> Scholarship Applications available online <p>2</p>	3
7	8	<ul style="list-style-type: none"> Academic Success Workshop <p>9</p>	10
14	<p></p> <ul style="list-style-type: none"> FALL TUITION & FEES DUE (Late Term) Student Evaluation of Instruction (SEI) open in Pathway (A Term) <p>15</p>	<p>Fall Kick-Off and Club Fair</p> <ul style="list-style-type: none"> Potential Drop Notification (Late Term) Scholarship Applications deadline Spring Merit & Program-Ready Applications deadline <p>16</p>	17
21	<ul style="list-style-type: none"> LAST DAY TO APPLY FOR ADMISSION (LATE TERM) Potential Drop Notification (Late Term) Bookstore Charges Reopen (Full Term) Direct Deposits Available and Financial Aid Disbursement Checks Mailed (Full Term Grants & 1/2 Loan, A Term Grants and Loans) <p>22</p>	<ul style="list-style-type: none"> 60% of Term (A Term) Last Day to Enroll in Fall Tuition Payment Plan Academic Success Workshop <p>23</p>	<ul style="list-style-type: none"> DROP FOR NON-PAYMENT (Late Term) <p>24</p>
28	<ul style="list-style-type: none"> FALL CLASSES BEGIN (Late Term) <p>29</p>	30	

THURSDAY	FRIDAY	SATURDAY	Notes
4	5	6	
<ul style="list-style-type: none"> Degree Pickup for Summer Graduates <p>11</p>	<ul style="list-style-type: none"> Deadline to Report Never Attends (Full & A Terms) <p>12</p>	13	
<ul style="list-style-type: none"> Bookstore Charges End (Full & A Terms) <p>18</p>	19	20	
<ul style="list-style-type: none"> \$50 Late Registration Fee Begins (Late Term) <p>25</p>	26	27	
			


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October 2014

Full Term (August 22-December 10) • A Term (August 22-October 15)

Late Term (September 29-December 10) • B Term (October 16-December 10)

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
			• Add/Drop Ends (Late Term) 1
5	• Potential Drop Notification (B Term) • Bookstore Charges End (Full & Late Terms) 6	• InterClub Council Meeting 7	8
12	• DROP FOR NON-PAYMENT (B TERM) 13	• \$50 Late Registration Fee Begins (B Term) • Deadline to Report Never Attends (Late Term) • 0% Refund (Late Term) • Academic Success Workshop 14	• FALL CLASSES END (A Term) 15
19	• SPRING 2015 VIP REGISTRATION BEGINS • Add/Drop Ends (B Term) • Midterm Grades Due (Full Term) • Final Grades Due by 7 pm (A Term) • Payment Plan for Spring begins - 0% down payment • Direct Deposits Available and Financial Aid Disbursement Checks Mailed (Late Term, 2nd Half of Full Term Loan) 20	• FINANCIAL AID FREEZE DATE (B Term) • DROP FOR NON-PAYMENT (B Term) • 0% Refund (B Term) • InterClub Council Meeting 21	22
26	• 60% of Term (Full Term) • Bookstore Charges End (Full, A, Late & B Terms) • Student Evaluation of Instruction (SEI) open in Pathway (Full, Late & B Terms) 27	• Deadline to Report Never Attends (B Term) • Academic Success Workshop 28	29

THURSDAY	FRIDAY	SATURDAY	Notes
• FINANCIAL AID FREEZE DATE (Late Term) • DROP FOR NON-PAYMENT (Late Term) • Summer "I" Grades Convert to "F" • Spring "CF" Grades Convert to "F" • Student Evaluation of Instruction (SEI) closed in Pathway (A Term) 2	• FALL TUITION & FEES DUE (B Term) • Last Day to Apply for Fall Graduation 3	4	
9	No Classes & Faculty Break 10	11	
• FALL CLASSES BEGIN (B Term) • Midterm 16	17	18	
23	24	25	
30	31		


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November 2014

Full Term (August 22-December 10) • A Term (August 22-October 15)

Late Term (September 29-December 10) • B Term (October 16-December 10)

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
			
2	• FAFSA Priority Date (Spring Term)	• Academic Success Workshop • InterClub Council Meeting	5
9	• 60% of Term (Late Term)	11	12
16	17	• 60% of Term (B Term) • Academic Success Workshop • InterClub Council Meeting	19
23	24	• LAST DAY TO WITHDRAW	26
 • SPRING 2015 VIP REGISTRATION ENDS		College Closed	
30			


THURSDAY	FRIDAY	SATURDAY	Notes
			1
6	• Direct Deposits Available and Financial Aid Disbursement Checks Mailed (B Term)	8	
13	14	15	
20	21	22	
College Closed			
• Thanksgiving Day	28	29	

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December 2014

Full Term (August 22-December 10) • A Term (August 22-October 15)

Late Term (September 29-December 10) • B Term (October 16-December 10)

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
	<ul style="list-style-type: none"> • SPRING 2015 OPEN REGISTRATION BEGINS (\$25 Registration Fee) 1	<ul style="list-style-type: none"> • InterClub Council Meeting 2	3
7	8	<ul style="list-style-type: none"> • Last Day to Enroll in the Spring Tuition Payment Plan with 0% Down Payment 9	<ul style="list-style-type: none"> • FALL CLASSES END (Full, Late & B Terms) • Student Records Office Closed • Payment Plan - 33% down payment 10
14	15	<ul style="list-style-type: none"> • Hanukkah Begins 16	17
21	22	College Closed	
			<ul style="list-style-type: none"> • Hanukkah Ends • Christmas Eve 24
28	College Closed		<ul style="list-style-type: none"> • College Closed 30
	29	30	<ul style="list-style-type: none"> • New Year's Eve 31

THURSDAY	FRIDAY	SATURDAY	Notes
4	<ul style="list-style-type: none"> • Student Evaluation of Instruction (SEI) closed in Pathway (Full, Late & B Terms) 5	6	
Graduation			
<ul style="list-style-type: none"> • Student Records Office Closed 11	<ul style="list-style-type: none"> • Final Grades Due by 7 p.m. (Full, Late & B Terms) 12	13	
18	19	20	
<ul style="list-style-type: none"> • Christmas Day 25	26	28	
			

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January 2015

Full Term (January 14-May 4) • A Term (January 14-March 5)

Late Term (February 16-May 4) • B Term (March 6-May 4)

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
4	5	<ul style="list-style-type: none"> • FINANCIAL AID COMPLETION DEADLINE • Last Day to Enroll in Spring Tuition Payment Plan - 33% Down Payment • Bookstore Charges Open (Full, A, Late & B Terms) 	<ul style="list-style-type: none"> • SPRING TUITION & FEES DUE (Full & A Terms) • LAST DAY TO APPLY FOR ADMISSION (Full & A Terms) • Payment Plan - 50% Down Payment • Spring SAP Appeals due
11	<ul style="list-style-type: none"> • DROP FOR NON-PAYMENT (Full & A Terms) 	<ul style="list-style-type: none"> • \$50 Late Registration Fee Begins (Full & A Terms) 	<ul style="list-style-type: none"> • SPRING CLASSES BEGIN (Full & A Terms)
18	<p>College Closed</p> <ul style="list-style-type: none"> • MLK, Jr. Day 	20	<ul style="list-style-type: none"> • Add/Drop Ends (Full Term) • 0% Refund (Full & A Terms) • Scholarship Applications available online
25	26	<ul style="list-style-type: none"> • Academic Success Workshop 	28

THURSDAY	FRIDAY	SATURDAY	Notes
<p>College Closed</p> <ul style="list-style-type: none"> • New Year's Day 	<p>College Closed</p>	3	
<p>New Student Orientation</p> <ul style="list-style-type: none"> • Potential Drop Notification (Full & A Terms) 	9	10	
15	<ul style="list-style-type: none"> • Add/Drop Ends (A Term) 	17	
<p>FINANCIAL AID FREEZE DATE (Full & A Terms)</p> <p>DROP FOR NON-PAYMENT (Full & A Terms)</p>	23	24	
<ul style="list-style-type: none"> • Degree Pickup for Fall Graduates 	30	31	

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February 2015

Full Term (January 14-May 4) • A Term (January 14-March 5)

Late Term (February 16-May 4) • B Term (March 6-May 4)

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
1	• Student Evaluation of Instruction (SEI) open in Pathway (A Term)	 <ul style="list-style-type: none"> • SPRING TUITION & FEES DUE (Late Term) • Bookstore Charges End (Full & A Terms) • InterClub Council Meeting 	<ul style="list-style-type: none"> • Potential Drop Notification (Late Term) • Deadline to Report Never Attends (Full & A Terms) • Scholarship Applications deadline
8	• LAST DAY TO APPLY FOR ADMISSION (Late Term)	• Academic Success Workshop	• DROP FOR NON-PAYMENT (Late Term)
15	• SPRING CLASSES BEGIN (Late Term) • 60% of Term (A Term)	• InterClub Council Meeting	• Add/Drop Ends (Late Term)
22	• SPRING TUITION & FEES DUE (B Term)	<ul style="list-style-type: none"> • Potential Drop Notification (B Term) • Academic Success Workshop 	

THURSDAY	FRIDAY	SATURDAY	Notes
• Last Day to Enroll in the Spring Tuition Payment Plan			
• \$50 Late Registration Fee Begins (Late Term)	<ul style="list-style-type: none"> • Bookstore Charges Reopen (Full Term) • Direct Deposits Available and Financial Aid Disbursement Checks Mailed (Full Term Grants and 1/2 Loan, A Term Grants and Loans) 		
 <ul style="list-style-type: none"> • FINANCIAL AID FREEZE DATE (Late Term) • DROP FOR NON-PAYMENT (Late Term) • 0% Refund (Late Term) 	• Student Evaluation of Instruction (SEI) closed in Pathway (A Term)		
• Fall "I" Grades Convert to "F" • Summer "CF" Grades Convert to "F"	• Last Day to Apply for Spring Graduation		



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March 2015

Full Term (January 14-May 4) ▪ A Term (January 14-March 5)

Late Term (February 16-May 4) ▪ B Term (March 6-May 4)

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
1	2	<ul style="list-style-type: none"> • DROP FOR NON-PAYMENT (B Term) • Bookstore Charges End (Full & Late Terms) • InterClub Council Meeting 	<ul style="list-style-type: none"> • \$50 Late Registration Fee Begins (B Term) • Deadline to report Never Attends (Late Term)
8	9	<p>College Transfer Fair</p> <ul style="list-style-type: none"> • Add/Drop Ends (B Term) • Academic Success Workshop 	<p>▼</p> <ul style="list-style-type: none"> • FINANCIAL AID FREEZE DATE (B Term) • DROP FOR NON-PAYMENT (B Term) • Midterm Grades Due (Full Term) • Final Grades Due by 7 p.m. (A Term) • 0% Refund (B Term)
15	16	17	18
	<ul style="list-style-type: none"> • 60% of Term (Full Term) • Bookstore Charges End (Full, Late, A & B Terms) 	<ul style="list-style-type: none"> • InterClub Council Meeting 	
22	23	24	25
	<ul style="list-style-type: none"> • Student Evaluation of Instruction (SEI) open in Pathway (Full, Late & B Terms) 	<ul style="list-style-type: none"> • Academic Success Workshop 	
29	30	31	
	<p>▼</p> <ul style="list-style-type: none"> • SUMMER 2015 VIP REGISTRATION BEGINS • FALL 2015 VIP REGISTRATION BEGINS (for Current Students) • 60% of Term (Late Term) • Payment Plan for Summer Begins - 0% Down Payment 		

THURSDAY	FRIDAY	SATURDAY	Notes
<ul style="list-style-type: none"> • SPRING CLASSES END (A Term) 	<ul style="list-style-type: none"> • SPRING CLASSES BEGIN (B Term) • Midterm 	7	
5	6	14	
	<ul style="list-style-type: none"> • Direct Deposits Available and Financial Aid Disbursement Checks Mailed (Late Term and 2nd Half of Full Term Loan) 		
12	13		
<p>Employers Day</p> <ul style="list-style-type: none"> • Deadline to Report Never Attends (B Term) 			
19	20	21	
<p>Scholarship Luncheon</p>	<ul style="list-style-type: none"> • Direct Deposits Available and Financial Aid Disbursement Checks Mailed (B Term) 		
26	27	28	
			

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April 2015

Full Term (January 14-May 4) • A Term (January 14-March 5)

Late Term (February 16-May 4) • B Term (March 6-May 4)

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
			<ul style="list-style-type: none"> • FAFSA Priority Date (Summer Term) <p>1</p>
	<p>Spring Break (Faculty Break)</p> 		
<ul style="list-style-type: none"> • Easter <p>5</p>	6	7	8
12	13	<ul style="list-style-type: none"> • Academic Success Workshop <p>14</p>	<ul style="list-style-type: none"> • 60% of Term (B Term) <p>15</p>
19	<ul style="list-style-type: none"> • LAST DAY TO WITHDRAW <p>20</p>	<ul style="list-style-type: none"> • InterClub Council Meeting <p>21</p>	22
26	27	<ul style="list-style-type: none"> • Academic Success Workshop <p>28</p>	<p>Student Awards and Recognition Program</p> <p>29</p>

THURSDAY	FRIDAY	SATURDAY	Notes
2	<p>No Classes (Faculty Break)</p> <p>3</p>	4	
9	10	11	
16	17	18	
<p>Spring Activities Day</p> <p>23</p>	24	25	
<ul style="list-style-type: none"> • SUMMER 2015 VIP REGISTRATION ENDS • Student Evaluation of Instruction (SEI) open in Pathway (Full, Late & B Terms) <p>30</p>			

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May 2015

Full Term (May 20-August 4) • A Term (May 20-June 24)

Late Term (June 3-August 4) • B Term (June 25-August 4)

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
			
3	• SPRING CLASSES END (Full, Late & B Terms) 4	5	6 • Final Grades Due by 7 p.m. (Full, Late & B Terms) • Last Day to Enroll in the Summer Tuition Payment Plan with 0% Down Payment • Student Records Office Closed
← D2L Down → (until 12 a.m.)	10 • Potential Drop Notification (Full & A Terms) • Bookstore Charges Open (Full, A, Late & B Terms) 11	12	13 • Summer SAP Appeals due
17	• DROP FOR NON-PAYMENT (Full & A Terms) 18	19 • \$50 Late Registration Fee Begins (Full & A Terms)	20 • SUMMER CLASSES BEGIN (Full & A Terms)
24	College Closed		27 • LAST DAY TO APPLY FOR ADMISSION (Late Term)
31	• Memorial Day 25	26	27



THURSDAY	FRIDAY	SATURDAY	Notes
			
	1 • FALL 2015 VIP REGISTRATION BEGINS (for New Students) • SUMMER 2015 OPEN REGISTRATION BEGINS • Fall Merit & Program-Ready Applications available online	2	
← D2L Down →			
7 Graduation • Student Records Office Closed • Payment Plan-50% Down Payment	8 • SUMMER TUITION & FEES DUE (Full & A Terms)	9	
14 New Student Orientation	15 • LAST DAY TO APPLY FOR ADMISSION (Full, A & B Terms) • FINANCIAL AID FILE COMPLETION DEADLINE FOR SUMMER TERM	16 • Fall Merit & Program-Ready Applications deadline	
21 • SUMMER TUITION & FEES DUE (Late Term) • Scholarship Applications available online • Add/Drop Ends (A Term)	22 • Potential Drop Notification (Late Term) • Add/Drop Ends (Full Term)	23	
28 • FINANCIAL AID FREEZE DATE (Full & A Terms) • DROP FOR NON-PAYMENT (Full & A Terms) • Bookstore Charges End (Full & A Terms) • 0% Refund (Full & A Terms)	29	30	

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June 2015

Full Term (May 20-August 4) • A Term (May 20-June 24)

Late Term (June 3-August 4) • B Term (June 25-August 4)

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
	<ul style="list-style-type: none"> • FAFSA Priority Date (Fall Term) • DROP FOR NON-PAYMENT (Late Term) <p style="text-align: right;">1</p>	<ul style="list-style-type: none"> • \$50 Late Registration Fee Begins (Late Term) <p style="text-align: right;">2</p>	<ul style="list-style-type: none"> • SUMMER CLASSES BEGIN (Late Term) <p style="text-align: right;">3</p>
7	<ul style="list-style-type: none"> • FINANCIAL AID FREEZE DATE (Late Term) • DROP FOR NON-PAYMENT (Late Term) • Direct Deposits Available and Financial Aid Disbursement Checks Mailed (Full & A Terms) • 0% Refund (Late Term) <p style="text-align: right;">8</p>	<ul style="list-style-type: none"> • Deadline to Report Never Attends (Full & A Terms) • Last day to enroll in Summer Tuition Payment Plan <p style="text-align: right;">9</p>	10
14	15	16	<ul style="list-style-type: none"> • Bookstore Charges End (Late Term) <p style="text-align: right;">17</p>
21	<ul style="list-style-type: none"> • DROP FOR NON-PAYMENT (B Term) <p style="text-align: right;">22</p>	<ul style="list-style-type: none"> • \$50 Late Registration Fee Begins (B Term) <p style="text-align: right;">23</p>	<ul style="list-style-type: none"> • SUMMER CLASSES END (A Term) <p style="text-align: right;">24</p>
28	29	<p style="text-align: center;">No Classes & Faculty Break</p> <ul style="list-style-type: none"> • FINANCIAL AID FREEZE DATE (B Term) • FALL 2015 VIP REGISTRATION ENDS • DROP FOR NON-PAYMENT (B Term) • 0% Refund (B Term) <p style="text-align: right;">30</p>	

THURSDAY	FRIDAY	SATURDAY	Notes
<ul style="list-style-type: none"> • Scholarship Applications deadline <p style="text-align: right;">4</p>	<ul style="list-style-type: none"> • Add/Drop Ends (Late Term) <p style="text-align: right;">5</p>	6	
<ul style="list-style-type: none"> • SUMMER TUITION & FEES DUE (B Term) • 60% of Term (A Term) • Degree Pickup for Spring Graduates <p style="text-align: right;">11</p>	<ul style="list-style-type: none"> • Potential Drop Notification (B Term) • Last Day to Apply for Summer Graduation <p style="text-align: right;">12</p>	13	
<ul style="list-style-type: none"> • Deadline to Report Never Attends (Late Term) <p style="text-align: right;">18</p>	19	20	
<ul style="list-style-type: none"> • SUMMER CLASSES BEGIN (B Term) <p style="text-align: right;">25</p>	<ul style="list-style-type: none"> • Direct Deposits Available and Financial Aid Disbursement Checks Mailed (Late Term) • Add/Drop Ends (B Term) <p style="text-align: right;">26</p>	27	
			


*Dates are subject to change. Please refer to the Events page on the college website for current information: www.ptc.edu/calendar

July 2015

Full Term (May 20-August 4) • A Term (May 20-June 24)

Late Term (June 3-August 4) • B Term (June 25-August 4)

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
			No Classes & Faculty Break • FALL 2015 OPEN REGISTRATION BEGINS (\$25 Registration Fee) 1
5	• Bookstore Charges End (Full, A, Late & B Terms) 6	7	• Spring "I" Grades Convert to "F" • Fall "CF" Grades Convert to "F" • 60% of Term (Full Term) 8
12	13	14	• 60% of Term (Late Term) 15
19	20	• LAST DAY TO WITHDRAW 21	22
26	27	28	29

THURSDAY	FRIDAY	SATURDAY	Notes
No Classes & Faculty Break 2	College Closed • Independence Day 3	4	
• Deadline to Report Never Attends (B Term) 9	10	11	
16	• Direct Deposits Available and Financial Aid Disbursement Checks Mailed (B Term) 17	18	
• 60% of Term (B Term) 23	24	25	
30	31		

*Dates are subject to change. Please refer to the Events page on the college website for current information: www.ptc.edu/calendar

August 2015

Full Term (May 20-August 4) • A Term (May 20-June 24)

Late Term (June 3-August 4) • B Term (June 25-August 4)

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
			
2	3	• SUMMER CLASSES END (Full, Late & B Terms)	• Student Records Office Closed
9	10	11	12
16	17	18	19
23	24	25	26
30	31		

THURSDAY	FRIDAY	SATURDAY	Notes
			1
Graduation • Student Records Office Closed • Final Grades Due by 7 p.m. (Full, Late & B Terms)			8
6	7		
13	14	15	
20	21	22	
27	28	29	

*Dates are subject to change. Please refer to the Events page on the college website for current information: www.ptc.edu/calendar



**2014-2015
STUDENT HANDBOOK**

Visit www.ptc.edu for most current information.
This handbook is effective Fall 2014.

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Important Dates

TERM DATES

Fall 2014

Full Term	August 22-December 10, 2014
A Term	August 22-October 15, 2014
L Term	September 29-December 10, 2014
B Term	October 16-December 10, 2014

Spring 2015

Full Term	January 14-May 4, 2015
A Term	January 14-March 5, 2015
L Term	February 16-May 4, 2015
B Term	March 6-May 4, 2015

Summer 2015

Full Term	May 20-August 4, 2015
A Term	May 20-June 24, 2015
L Term	June 3-August 4, 2015
B Term	June 25-August 4, 2015

VIP REGISTRATION DATES

Fall 2014

Current Students	April 1-June 30, 2014
New Students	May 5-June 30, 2014

Spring 2015 October 20-November 30, 2014

Summer 2015 March 30-April 1, 2015

APPLICATION DEADLINES

Fall 2014

Full Term	August 15, 2014
L Term	September 22, 2014

Spring 2015

Full Term	January 7, 2015
L Term	February 9, 2015

Summer 2015

Full, A and B Terms	May 15, 2015
L Term	May 27, 2015

TUITION DEADLINES

Fall 2014

Full and A Terms	August 4, 2014
L Term	September 15, 2014
B Term	October 3, 2014

Spring 2015

Full and A Terms	January 7, 2015
L Term	February 3, 2015
B Term	February 23, 2015

Summer 2015

Full and A Terms	May 8, 2015
L Term	May 21, 2015
B Term	June 11, 2015

FINANCIAL AID DATES

FAFSA DEADLINES

Fall 2014 FAFSA Priority Date	June 2, 2014
Spring 2015 FAFSA Priority Date	November 3, 2014
Summer 2015 FAFSA Priority Date	April 1, 2015
Fall 2015 FAFSA Priority Date	June 1, 2015

FA FILE COMPLETION DEADLINES

Fall 2014	August 8, 2014
Spring 2015	January 6, 2015
Summer 2015	May 15, 2015

FINANCIAL AID STUDENTS CAN PURCHASE BOOKS

Fall 2014

Full, A, L and B Terms Charges Open	August 11, 2014
Full and A Terms Charges End	September 18, 2014
Full Term Charges Open Again	September 22, 2014
Full and L Terms Charges End	October 6, 2014
All Bookstore Charges End	October 27, 2014

Spring 2015

Full, A, L and B Terms Charges Open	January 6, 2015
Full and A Terms Charges End	February 3, 2015
Full Term Charges Open Again	February 13, 2015
Full and L Terms Charges End	March 3, 2015
All Bookstore Charges End	March 16, 2015

Summer 2015

Full, A, L and B Terms Charges Open	May 11, 2015
Full and A Terms Charges End	May 28, 2015
L Term Charges End	June 17, 2015
All Bookstore Charges End	July 6, 2015

FINANCIAL AID ENROLLMENT FREEZE DATES

Fall 2014

Full and A Terms	August 29, 2014
L Term	October 2, 2014
B Term	October 21, 2014

Spring 2015

Full and A Terms	January 22, 2015
L Term	February 19, 2015
B Term	March 11, 2015

Summer 2015

Full and A Terms	May 28, 2015
L Term	June 8, 2015
B Term	June 30, 2015

PAYMENT PLAN DATES

Fall 2014 Payment Plan Opens	July 3, 2014
Last day to enroll with no down payment	August 1, 2014
Last day to enroll in payment plan	September 23, 2014
Spring 2015 Payment Plan Opens	October 20, 2014
Last day to enroll with no down payment	December 9, 2014
Last day to enroll in payment plan	February 5, 2015
Summer 2015 Payment Plan opens	March 30, 2015
Last day to enroll with no down payment	May 6, 2015
Last day to enroll in payment plan	June 9, 2015

FINANCIAL AID 60% OF TERM DATES

Fall 2014

Full Term	October 27, 2014
A Term	September 23, 2014
L Term	November 10, 2014
B Term	November 18, 2014

Spring 2015

Full Term	March 16, 2015
A Term	February 16, 2015
L Term	March 30, 2015
B Term	April 15, 2015

Summer 2015

Full Term	July 8, 2015
A Term	June 11, 2015
L Term	July 15, 2015
B Term	July 23, 2015

DROPS FOR NON-PAYMENT

Fall 2014

Full and A Terms	August 18 and 29, 2014
L Term	September 24 and October 2, 2014
B Term	October 13 and 21, 2014

Spring 2015

Full and A Terms	January 12 and 22, 2015
L Term	February 11 and 19, 2015
B Term	March 3 and 11, 2015

Summer 2015

Full and A Terms	May 18 and 28, 2015
L Term	June 1 and June 8, 2015
B Term	June 22 and 30, 2015

LAST DAY TO WITHDRAW FROM A CLASS

Fall 2014	November 25, 2014
Spring 2015	April 20, 2015
Summer 2015	July 21, 2015

GRADUATION DATES

APPLICATION DEADLINES

December 2014 Graduates	October 3, 2014
May 2015 Graduates	February 27, 2015
August 2015 Graduates	June 12, 2015

GRADUATION CEREMONY DATES

Summer 2014	August 7, 2014
Fall 2014	December 11, 2014
Spring 2015	May 7, 2015
Summer 2015	August 6, 2015

FINANCIAL AID DISBURSEMENT DATES

(Checks Mailed/Direct Deposits Available)

Fall 2014

Full Term Grants and 1st half of loan;	September 22, 2014
A Term Grants and Loan;	
Direct Deposits	
Late Term and 2nd half of loan;	October 20, 2014
Direct Deposits	
B Term; Direct Deposits	November 7, 2014

Spring 2015

Full Term Grants and 1st half of loan;	February 13, 2015
A Term Grants and Loan;	
Direct Deposits	
Late Term and 2nd half of loan;	March 13, 2015
Direct Deposits	
B Term; Direct Deposits	March 27, 2015

Summer 2015

Full and A Terms; Direct Deposits	June 8, 2015
Late Term; Direct Deposits	June 26, 2015
B Term; Direct Deposits	July 17, 2015

PTC Pathway: A User's Guide

>>What is PTC Pathway?

PTC Pathway is your gateway to online college services. A fully-accessible Intranet, Pathway allows you to access a number of college services and information.

>>How do I log into PTC Pathway?

You can find a link to PTC Pathway on the college homepage at www.ptc.edu or visit pathway.ptc.edu. Enter your PTC ID and PIN number.

>>What is my PTC ID? Why do I need it?

You should have received a PTC ID when you met with your advisor. The letter P followed by eight numerical digits, your PTC ID replaces your social security number for all PTC services.

Your PTC ID will also be used in the Campus Shop and Library. Memorize your PTC ID. Don't forget it; write it down!

! If you don't know your PTC ID, you can look it up online:

1. Go to pathway.ptc.edu
2. Click on **What is my PTC ID?**
3. Follow the onscreen instructions.

>>How do I navigate PTC Pathway?

After logging in, you'll find that getting around PTC Pathway is a snap!

- The Home tab contains important announcements and quick access to e-mail.
- The Student tab links you to DegreeWorks, D2L, registration resources, advising information, student records, academic resources, my grades, bookstore, library resources, personal information and Academic Services.
- The Financial Aid and Tuition tab links you to financial aid requirements, financial aid awards, financial aid dates, credit/debit card payment and business office.

! **Accessing the Academic Services menu:**

- From the Student tab, scroll down to the Academic Services area. This link gives you access to view personal information, student and financial aid.

>>What is my PIN? How do I get it?

! Your PIN is a six-digit number. For first-time users, this PIN is your birthdate in the following format: MMDDYY. If you forget your PIN, follow the steps below to have it reset. It will be reset to your birthdate in MMDDYY format.

If you forget your PIN, you must:

1. Call the **Help Desk** at (864) 941-8627 to have it reset.
— or —
1. From the Pathway login screen, click on **Need Help? Click Here**.
2. Submit a ticket to have your PIN reset.

>>How do I change my PIN?

From the **Home** tab (see gray box):

1. From the **Students** tab, click on the link to **Academic Services**.
2. Under **Personal Information**, click **Change PIN**.
3. Key in your old PIN, enter and re-enter new PIN.
4. Click **Change PIN**. Remember this PIN!

>>How do I print my schedule?

Return to the **Student** tab:

1. Just below the link for D2L, click on **View Your Class Schedule**.
2. Select the term and click **Run Report**.
3. This brings up your schedule/account summary that can be used to purchase books at the bookstore.
4. Click **File** and **Print** in your browser window.

>>How do I check my Financial Aid Status?

From the **Financial Aid and Tuition** tab, you can check financial aid requirements and Financial Aid Awards. To check these items, choose an award year and click **GO**.

>>How do I check my Tuition Balance?

From the **Financial Aid and Tuition** tab, select account statement and schedule in the Business Office box.

>>How do I access my D2L courses?

From the **Student** tab:

1. Select the **Click here to Access your D2L** link in the **My Courses** box.
2. D2L opens in a new window taking you to your D2L homepage.
3. You must enter your username (PTC ID) and password.

>>How do I access my e-mail?

Before you access your e-mail, you must set up your e-mail account. To do this, you must:

1. Log into PTC Pathway. From the **Home** tab, you should see the **live@EDU Student E-mail Access box**. Click on the image to access your e-mail.
2. If you're a first-time user, you'll need to enter your PTC ID and date of birth to set up your account. Follow the instructions available through the **Click here to view step-by-step instructions** link.
3. Storage space is limited; check your e-mail frequently and delete unwanted messages.

>>What is my e-mail address?

Your e-mail address will be your PTC ID number, for example: **P00026628@live.ptc.edu**.

>>How do I e-mail my instructor?

1. Access the **Classlist Tool** from the dropdown menu under **Communication**.
2. Click on the name of your instructor (his/her name will automatically populate the "to" box).
3. Type a clear subject line for the email.
4. Compose the email in the "body" window, and click **send** once the message is completed.

>>How do I check my grades?

Once posted each semester, you may view your grades on Pathway.

From the **Student** tab:

1. Select the term you want to view and click **Go** in the **My Grades** box.
2. You can view both Midterm Grades and Final Grades.

Check the academic calendar to determine when grades will be posted each semester.

>>How do I view my unofficial transcript?

View your unofficial transcript in PTC Pathway. From the **Student** tab:

1. In the **Academic Services** box, click the **Academic Services** link.
2. Click **Student**.
3. Click **Student Records**.
4. Click **Academic Transcript**.
5. Now, click **Submit** to view your unofficial Web transcript.

For an official copy of your transcript, you must contact Student Records at (864) 941-8361.

>>How do I find out what courses I need to complete my major?

You are able to complete a **Degree Evaluation** in **DegreeWorks** via your PTC Pathway account.

From the **Student** tab:

1. In the **Advising Information** box, click on **DegreeWorks**.
2. This opens your degree evaluation worksheet.
3. Scroll down to see the requirements for your program, including courses you have completed and those that you still need to complete for your major.
4. To view another major, click on **What If** to the left of the worksheet.
5. Select the new major with the drop-down menu.
6. Click **Process What-If**.

For additional information on how to use **DegreeWorks**, please contact your academic advisor.

Advising Tips

You are urged to establish a close relationship with your academic advisor. Your academic advisor is a faculty member assigned to help you set and reach your academic and career goals.

Why should I meet with an academic advisor?

Your advisor can:

- Interpret college and career requirements.
- Provide information about opportunities in your major and intended career.
- Acquaint you with campus resources and services.
- Discuss academic problems or concerns.
- Help you understand consequences of your academic decisions.
- Clarify academic policies and procedures.
- Monitor your progress toward graduation.

What are my responsibilities in the advising partnership?

- Make appointments by phone, e-mail, or office sign-up sheets.
- Seek help in decision making rather than expecting your advisor to make decisions.
- Show up on time for appointments, and if you are unable to keep an appointment, reschedule it.
- Be open to your advisor's suggestions.
- Follow through when your advisor refers you to another resource or office.
- Know about college policies, procedures and requirements.
- Recognize that you are ultimately responsible for knowing and fulfilling program requirements and for meeting deadlines and financial obligations.

How do I prepare for my advising appointment?

Advising conferences may be held in person, by telephone or even through e-mail. Being prepared will help your session go more smoothly.

- Determine the courses you need to take to complete your program in DegreeWorks in Pathway.
- Be prepared with questions you want to ask about your progress toward completing your program.

Who is my advisor?

Your assigned Academic Advisor is listed in DegreeWorks. To view a list of all academic advisors by major, visit the Advising Web page at www.ptc.edu/academics/advising.

Scheduling Classes

PTC has a Class Scheduler program that will assist you in finding just the right schedule of classes to fit your individual needs. The Class Scheduler can be accessed through your Pathway account on the Student Tab. The program allows you to generate a number of potential schedules within minutes. Once you have chosen the schedule that fits your needs, with just a few additional clicks, you can register for those classes immediately,

as long as you have met the prerequisite requirements for each course. Check your DegreeWorks and contact your academic advisor to determine the appropriate classes for your major and to verify you have met all requirements before using the Class Scheduler.

Enrollment Tips

Checklist for New Students

After meeting with your enrollment advisor, be sure to:

- Make a student ID
- Request a parking sticker
- Sign up for New Student Orientation
- Order your textbooks
- Make sure tuition and fees are paid prior to drop dates

Checklist for Returning Students

- Make an appointment with your academic advisor
- Review courses needed to complete your academic program by referring to your DegreeWorks checklist in Pathway or the College catalog
- Review course offerings and self-register in Pathway
- Renew your financial aid if needed
- Identify and use college resources as needed
- Order your textbooks
- Make sure tuition and fees are paid prior to drop dates

Student Programs and Services

The mission of the Student Development Division is to design and implement support systems that will foster the growth and development of the whole student and enable the college to become a more effective learning community. In collaboration with faculty, staff and administration, the division is responsible for providing valuable programs and services to complement the educational process and assist all students in reaching their goals.

In keeping with the college's commitment to excellence, the Student Development Division strives to offer quality services to all students. With this goal in mind, the division routinely assesses students' experiences as well as their impressions of the college through surveys and questionnaires. This information is used to improve services on a continuing basis.

CAREER PLANNING AND COUNSELING CENTER

The Career Planning and Counseling Center, located in Room 149-A, is committed to providing career, educational and personal development opportunities to its students on the Greenwood Campus, as well as at all county campuses, in an effective and time-efficient manner. This is accomplished through a variety of support services that facilitate successful outcomes. For more information, please call (864) 941-8356 or check "College Resources" on the PTC website.

Career Planning

Choosing a particular career path can be a difficult decision. Students should evaluate their own interests, abilities and goals before investing time and money in a particular program of study. They should also be fully informed as to job opportunities, starting salaries and training required. To learn about the different PTC curricula and take interest inventories that may lead to the appropriate career direction, visit the Career Planning and Counseling Center. The career planning process may include using occupational outlook information, career planning workshops and individual counseling sessions free of charge. Call (864) 941-8356 for more information or to make an appointment.

Counseling Services

Academic, personal and career counseling services are offered on an ongoing

basis. Professional counselors are available to assist students with attendance problems, academic probation counseling, personal concerns and to provide tips on study skills, time management and a variety of topics. Referrals to other agencies are sometimes made for additional information to assist students.

Journey

The Journey program targets STEM students each year, focusing on the Engineering Technology, Associate in Science, Health Sciences (Pre-Respiratory and Pre-Radiology), Pre-Nursing and undecided students. The program provides career planning, mentoring and counseling resources to improve retention and graduation rates for at-risk students.

Student Disability Services

Appropriate and reasonable accommodations are available to assist any student who has a documented disability while attending Piedmont Technical College. Identification of such disabilities may be made by the individual student to the designated counselor. The college is committed to providing equal access and opportunity to all students so that each might realize his or her full potential.

Confidentiality of a student's disability is maintained in accordance with the Family Educational Rights and Privacy Act, which restricts the college's release of certain records without the written consent of the student. Also in accordance with federal laws and regulations, ramps, reserved parking spaces, curb-cuts, public restrooms and elevators are available for easy accessibility to students who are disabled.

WHO IS ELIGIBLE FOR SERVICES?

Anyone with a documented disability may register with Student Disability Services. The disability may be physical, psychiatric, psychological or emotional in nature. Assistance may be provided, but is not limited, to people with:

- Mobility impairments
- Hearing impairments
- Visual impairments
- Learning disabilities
- Chronic physical conditions
- Speech impairments
- Attention deficit hyper-activity

WHAT DO YOU NEED TO DO?

Make an appointment with Brenda Dailey, Counselor, Student Disability Services, at (864) 941-8378 or dailey.b@ptc.edu.

DOCUMENTATION

Any student requesting services based on a disability must submit recent and appropriate documentation from school, physician, psychological or psychiatric sources. See the counselor for more information or to review your documentation.

WHAT NEXT?

After reviewing your documentation, your counselor will help you determine what reasonable accommodations you need to reach your academic goals.

ACCOMMODATIONS

A minimum of two weeks' notice is required after appropriate documentation has been evaluated to arrange accommodations.

Individual arrangements can be made during the application process including placement testing, orientation and admissions advising.

CLASSROOM ACCOMMODATIONS

Based on your individual needs and supporting documentation, accommodations may be provided in the classroom. Referral to outside agencies and other resources are also available.

OUTREACH

Consultation and in-service training concerning reasonable accommodations, rights of people with disabilities, sensitivity and awareness, and federal and state laws such as the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973 are provided if needed.

Financial aid advising, transfer information, career development, testing services, tutoring services, counseling and guidance services are also available to individuals with disabilities.

FORMS

Visit www.ptc.edu/college-resources/academic-assistance to download the necessary documentation forms.

STUDENT SUCCESS CENTER

Located in 101-A, the Student Success Center provides a variety of services including:

Academic Advising

The purpose of the academic advisement process is to help students move smoothly through their college career. While responsibilities for both advisors and students are listed on page 33, it is also helpful to contrast between Enrollment Advisors and Academic Advisors. New students to the college or those returning after a year or more absence meet with an Enrollment Advisor who will assist the student in course selection for the first semester and provide orientation information. A student's Academic Advisor assists in planning the academic career and is typically a faculty member within the student's major of study. For more information, please visit www.ptc.edu/academics/advising.

Project Genesis

Project Genesis aligns with PTC's mission to transform lives and strengthen communities by providing college outreach services to promote enrollment

growth, retention, graduation and academic and social support for African American males. Project Genesis focuses on easing the transition into college and implementing a case management approach to providing assistance to each participant. Programs such as peer mentoring, workshops in success skills, financial literacy, contextual learning, tutoring, health/wellness education and leadership training will further support participants' access and success. Project Genesis serves African American students in Heating Ventilation & Air Conditioning, Computer Technology, Industrial Electronics, Mechatronics, Associate in Arts and Criminal Justice programs.

Student Employment Services

Assistance with finding employment is available to all current and former students. Priority is given to recent graduates of the college and those students nearing completion. Services include:

- Notification of job openings via the "Jobs At A Glance" Web page.
- Coordination of campus recruiting by business and industry representatives, including an annual Employers Day which is held during the spring term. This event informs students of various types of career opportunities and allows faculty and students to interact with company representatives.
- Assistance with job search strategies, resume preparation and interviewing skills.

Please call (864) 941-8614 to schedule an appointment to discuss any of the above services. Although the Student Success Center cannot guarantee anyone a job, all efforts are made to assist students as much as possible. Students should remember that employers are looking for well-rounded individuals who will be dependable, effective and responsible employees. Faculty recommendations, grade point average and college involvement are also very important.

SC Works

SC Works offers free services to all students who are seeking work. Workforce Investment Act (WIA) services include scholarship opportunities, on-the-job training, assistance with resumes, and interview preparation. For more information about the WIA program, please attend one of the weekly information sessions held in local SC Works Centers. See www.upperscworks.com for a schedule of the information sessions. Individuals can check job listings, type and fax resumes, access the Internet and explore the career library in a self-service environment. Please call (864) 941-8395 for assistance.

Student Support Services Program

The Student Support Services program, a TRIO federal grant program, is designed to increase college retention and graduation rates; to increase the transfer rates from a two-year to a four-year institution; and to foster an institutional climate supportive of the success of low income and first generation college students and individuals with disabilities. The program provides a variety of free support services to enrolled students, including:

- Tutorial services
- Academic counseling
- Exposure to cultural events/activities
- Career counseling
- Activities to assist in securing admission and financial assistance for enrollment in a four-year college or university
- College tours
- Financial literacy

More than 160 students are served annually by this program. Information can be obtained in the Student Success Center (101-A), or by telephone at (864) 941-8385.

Scholarships

Many scholarships are available to current students after they have completed 12 credit hours in their major and have earned at least a 2.5 grade point average (GPA). A few scholarships are available to high school seniors. Most scholarships are based on academic achievement and financial need. Applications for current students are available online and are offered during specified dates.

Student Life

Many opportunities for student interaction and involvement outside of the classroom are offered and designed to complement the academic programs, including:

ACTIVITIES

Annual activities are sponsored by the Student Success Center including Fall Kickoff and Spring Activities Day. Special educational and cultural events, such as activities related to Black History Month, may also be offered throughout the year.

INTER-CLUB COUNCIL

Students have a voice in campus affairs through the Inter-Club Council. The ICC is a Piedmont Technical College organization composed of one representative of each active and approved student club and organization. The purpose of ICC is threefold: to provide input to the administration and give students a voice in the governance of the college; to help plan events and activities for students; and to provide leadership opportunities for members and other students.

PRESIDENTIAL AMBASSADORS

Second-year students selected to represent Piedmont Technical College are chosen on the basis of their leadership ability, academic achievement, college involvement and their desire to assist other students. Presidential Ambassadors represent the college at various functions on and off campus each year, speak to visiting groups about their college experience, lead campus tours and serve as new student orientation leaders. If you are interested in becoming an Ambassador, visit the Student Success Center or visit the website at www.ptc.edu/pa.

CAMPUS CONNECTION

The Campus Connection is an online newsletter that includes information on upcoming campus and community activities, events, scholarships and campus news. It is available on the Clubs & Organizations Web page. Information is also displayed on television monitors placed across the Lex Walters Campus-Greenwood as well as at the Laurens County Campus.

STUDENT CENTER

The Student Center is available to all students to meet and relax on campus. It offers free wifi, laptop stations, comfortable furniture and an eating area.

Student Organizations

Clubs and organizations play an important role in student life. They can help you to develop leadership skills, promote interaction with professionals in the field, provide educational programs for the campus community and provide a social network for members. Current clubs and organizations include:

ALPHA CHI EPSILON

This club is open to all students majoring in criminal justice. It is a chapter of Lambda Alpha Epsilon, the American Criminal Justice Association.

AMERICAN CHEMICAL SOCIETY

This club is open to all students interested in chemistry. The Student Affiliates of the American Chemical Society Chapter are strongly committed to the celebration and promotion of chemistry education on campus and in the community.

AOT CLUB

The AOT Club is open to all students with a major of Administrative Office Technology (including the associate degree and certificate programs). This club, through networking opportunities, educational programs, professional development activities, and community involvement, supports AOT students in their goal to become administrative professionals. Club members will participate in community service projects, including a canned food drive for the Greenwood Food Bank and a food/supplies drive for the Greenwood Humane Society. In addition, through fundraising, members are given the opportunity to participate in educational programs and professional development activities when available.

BCT-4-LIFE

Open to building construction students and graduates, this club provides a vehicle for campus involvement and professional development of members.

CHRISTIAN STUDENT UNION

Open to all students, faculty and staff, the club provides a ministry to individuals in the campus community and encourages Christian growth and outreach. Past activities have included a “See You at the Pole” event, donation drives for local charities and regular fellowship meetings.

COLLEGE PREP CLUB

The College Prep Club offers college preparatory and transitional studies students opportunities to take on leadership responsibilities and be involved in campus life through club meetings, social events and community service.

COLLEGIATE FFA

Collegiate FFA is a form of membership within the National FFA Organization. Collegiate FFA has been around since 1931 and has continued to be an influential part of agriculture education on the postsecondary and secondary level of education. Members continue to make a difference on their campuses and in communities through leadership and service.

COMPUTER CLUB

Open to all students interested in the computer technology field. Club members help users of the college and the community with computer problems and questions. The club strives to educate on current technologies and frequently has guest speakers and offers computer assistance to students in need.

ECD CLUB

The ECD Club is open to any student in the early care and education program. All club members must maintain a 2.0 GPA each semester in order to remain in the club.

FULL THROTTLE

To promote leadership among students in the automotive technology program, this club provides members networking opportunities within the automotive industry.

KAPPA KAPPA SIGMA SOCIETY OF CARDIOVASCULAR STUDENTS

Open to students in CVT and other health care professions who are interested in cardiovascular care and who maintain a minimum overall GPA of 2.75. This club promotes cardiovascular care and heart disease awareness in our community.

LAMBDA BETA SOCIETY

A national honor society for the respiratory care profession whose purpose is to promote, recognize and honor scholastic achievement and character of students, graduates and faculty members of the respiratory care profession. Members must be in the top 25 percent of the class.

LAMBDA CHI NU

Open to ADN students and graduates who meet certain criteria. The honor society recognizes academic and clinical excellence in nursing and all members must be recommended by the faculty.

MASSAGE THERAPY CLUB

Open to all students in the massage therapy program. The primary purpose of this club is to market and recruit, team build within the club, and raise money for the massage therapy program.

MEDICAL ASSISTING CLUB

Open to all medical assisting students, the goals of the club are to promote fellowship, provide service and to enhance knowledge of the profession.

PATIENT CARE TECHNOLOGY CLUB

Open to all patient care technology students. The club promotes the profession and provides an excellent opportunity for networking and community service.

PHI BETA LAMBDA

Phi Beta Lambda is the two-year college division of Future Business Leaders of America. PBL has over 11,000 student members nationwide preparing for careers in business and business-related fields such as Accounting, Computer Technology, Economics, Entrepreneurship, Management, Marketing and Human Resources.

PHI THETA KAPPA INTERNATIONAL HONOR SOCIETY

Open to students in associate degree programs, the award winning society’s four hallmarks are scholarship, leadership, fellowship and service. Activities have included assistance with community events, attendance at international and regional conventions, and participation in activities relating to the international honors topic.

PN CARE CLUB

Open to students enrolled in the PN clinical program, the club recognizes practical nursing as a professional organization, unites students to support and promote the profession, provides a network with which to communicate with state and national organizations and promotes continuing education.

PSI BETA HONOR SOCIETY

A national honor society for students in the field of psychology. The campus chapter provides opportunities for community service involvement, leadership development and educational enrichment.

PSYCHOLOGY CLUB

The Psychology Club is open to all students with an interest in the field of psychology.

PTC PHOTO/ART CLUB

Open to ARV, CPT and other students with an interest in photography or art. Club members promote involvement on campus and in the community through art, lectures and community services.

RAD TECH CLUB

Open to all radiologic technology and pre-rad students. The club is involved with promoting the rad tech profession and activities such as appreciation programs at local hospitals, attendance at regional conventions and visits by rad tech alumni to speak about the profession.

RESPIRATORY CARE CLUB

Open to respiratory care and pre-respiratory care students, this club promotes the profession and gives members the opportunity to connect with working professionals.

RX TECHS

A club for pharmacy technician students. The club’s mission is networking, personal and professional growth and service to the community.

STUDENT NURSES ASSOCIATION

As a national organization, open to nursing and pre-nursing students, this association’s purpose is to help in the professional development of the nursing student.

STUDENT SUPPORT SERVICES ADVISORY COUNCIL

Open to selected Student Support Services program participants. The primary purpose of this organization is to develop leadership skills, promote peer interactions and assist with the planning and facilitation of SSS events.

SURGICAL TECHNOLOGY CLUB

Open to all surgical technology and pre-surgical technology students, this club promotes the surgical technology profession through group interaction.

TAU ALPHA PI

An honor society open both to engineering technology students and graduates who achieve high academic standards. Members are involved in campus and community activities and are working to build a network of local business professionals.

TAU UPSILON ALPHA

Open to students who have declared a major in human services, who have completed at least 12 hours in courses toward an associate degree and who have an overall GPA of 3.25 and rank in the top 35% of their class. Alpha Theta honors academic excellence and promotes excellence in service to humanity.

VETERINARY TECHNOLOGY CLUB

A student chapter of NAVTA (National Association of Veterinary Technicians in America). Open to students enrolled in the veterinary technology program, the primary purpose of the club is to promote the professional and educational advancement of veterinary technology students, through community service, educational advancement and leadership development.

Library Resources

Piedmont Technical College’s library resources are available to you 24 hours a day, 7 days a week, from any location. The starting point for accessing all library resources is: www.ptc.edu/library. If you’re off campus, you can log in with your PTC P number as your user name and your 6-digit date of birth as your password. Our librarians are available to assist. If you need help, please call the library at (864) 941-8441 or send an e-mail to librarian@ptc.edu. If you’d like personal assistance, you can also visit the PTC Library or any of the Learning Resource Centers at the Abbeville, Laurens, McCormick, Newberry or Saluda campuses. College IDs are made at the PTC Library Computer Lab, as well as the Laurens and Newberry Learning Resource Centers. A current schedule is required to obtain an ID.

CAMPUS POLICE AND SECURITY

Located on the first floor of the F building, the Campus Police and Security team works hard to maintain a safe and secure campus for students, employees and guests of the college. They provide services such as:

- First Aid needs
- Safety Escorts
- Investigation of crimes
- Emergency phone response
- Emergency alert notification

For immediate assistance from a Campus Police and Security Officer, please call (864) 941-8000. Additional information about the services above are available at www.ptc.edu/campuspolice.

Students are responsible for their personal equipment and property, as Piedmont Technical College does not assume responsibility for stolen articles. Equipment and vehicles should be kept locked at all times. To report missing items, please contact the Campus Police and Security office. The courtesy phones on campus are for the convenience of all students. Calls by students on office phones are not authorized. Students who withdraw from all classes will not be allowed continued access to the college unless they have legitimate business on the premises.

STUDENT RESPONSIBILITIES AND COLLEGE POLICIES

Bulletin Boards

All student club notices and other publicity such as posters and fliers must be approved through the Student Success Center. Posters or other materials shall not be posted on glass, vinyl, wood or painted surfaces of the buildings.

Campus Safety and Security Policy

Piedmont Technical College is committed to maintaining a safe and supportive campus for all faculty, staff and students. The college affirms the principle that individuals have the right to be free from any form of harassment. Harassment consists of unwelcome conduct, whether verbal, physical or visual, that is based upon a person's sex, color, race, religion, national origin, age, disability or other protected status. Piedmont Technical College will not tolerate harassing conduct that interferes unreasonably with a student's educational process; an individual's work performance; or that creates an intimidating, hostile or offensive campus environment.

DEFINITIONS

Sexual harassment includes unwelcome sexual advances; requests for sexual favors; and other physical, verbal or visual conduct based on sex. Sexual harassment is indicated when: (1) submission to the conduct is an explicit or implicit term or condition of learning or employment; (2) submission to or rejection of the conduct is used as the basis for evaluating learning or for an employment decision; or (3) the conduct has the purpose or effect of unreasonably interfering with an individual's learning or performance or creating an intimidating, hostile or offensive campus environment.

Sexual assault is any physical contact of a sexual nature up to and including rape, which occurs against a person's will and/or without a person's consent. Sexual assault is classified as a forcible or non-forcible sex offense under the Uniform Crime Reporting System of the Federal Bureau of Investigation.

Stalking consists of a pattern of works (written or electronic) or conduct that causes fear in a targeted person.

SEXUAL ASSAULT REPORTING PROCEDURES

If a student is sexually assaulted while at Piedmont Technical College, he/she should not change clothes or bathe before seeking medical attention or reporting the crime.

Immediately contact Campus Police and Security at (864) 941-8000, who will complete an incident report and refer the victim to the emergency room. They will also refer the student to the local County Sheriff's Department if the student wishes to press charges. The student will also be referred to Beyond Abuse. The Dean of Students will investigate all

allegations involving students for appropriate disciplinary follow-up. The Director of Human Resources will investigate all allegations involving faculty, staff or administration.

If a student is facing dating violence, domestic violence or stalking, it should be reported to the Campus Police and Security for appropriate follow-up and reporting, maintaining the confidentiality of the victim at all times.

If a student is facing sexual harassment, he/she should contact the Dean of Students in 239-A. A conference will be held with the student to determine the appropriate action that is required. Students can review the Student Grievance Procedure in this Student Handbook, pages 47-49.

VICTIM ASSISTANCE

Campus Police and Security will advise victims of sexual assault, domestic violence, dating violence or stalking of their option to file criminal charges with local law enforcement authorities. They will also assist victims with transportation to the nearest designated treatment center. The college will provide victims with counseling and information about victim support services, such as Beyond Abuse.

The college will grant victims' requests for reasonable and appropriate alternative accommodations to allay their security and safety concerns. Possible accommodations may include alternative classes, campus relocation, work reassignments and/or schedule changes.

The victim may choose to exercise the option to file formal disciplinary actions against the alleged assailant under the Student Code and the Student Grievance Procedure.

DISCIPLINARY PROCEDURES

Disciplinary actions imposed for sexual assault and sexual harassment offenses vary according to the severity of the conduct and may include expulsion of a student or termination of employment for a faculty or staff member. Due process under established college disciplinary procedures will be accorded all parties.

Both the complainant and the accused have the right to counsel, but solely for offering advice. Both parties will be notified of the resolution of any disciplinary proceedings and both parties have the right to appeal. All procedures are found in the Student Code Procedures for Addressing Alleged Acts of Sexual Violence and Sexual Harassment on pages 50-52 of this Student Handbook.

EDUCATIONAL PROGRAMS

Piedmont Technical College provides programming to enhance the awareness and prevention of sexual assault, sexual harassment, domestic violence, dating violence and stalking. Designated staff members and community experts give presentations and provide resources on request.

NOTIFICATION TO STUDENTS

At the beginning of each term the Dean of Students will send an e-mail to every student with links to information on available counseling, health and legal services for students as well as options that are available for academic accommodations, if appropriate.

Children on Campus

At this time, Piedmont Technical College is not able to offer child care services to students with children. As a result, students must make arrangements for child care while they are attending classes or working in labs. The presence of children in classes or labs is disruptive for the instructor and fellow classmates, and we want everyone to gain as much as possible from the educational experience at PTC.

Copyright Policy and Infringement

Piedmont Technical College expects all students and employees to adhere to federal copyright laws. Copyright infringement is the reproduction, distribution, performance, public display or derivation of a copyrighted work without the explicit authorization of the copyright owner. Infringement is a serious offense that violates one or more of the exclusive rights granted to copyright holders. More information on copyright law and infringement is available at www.ptc.edu/college-resources/library/library-help/copyright-center.

Dress and Personal Appearance

Students are encouraged to use their own discretion and judgment in selection of clothing to be worn and personal appearance at the college. If, however, extreme styles of dress interfere with the educational process, or are found to be offensive by another student, appropriate attire will be suggested to the student. Each department head has the prerogative to require dress appropriate to the career field for which the student is preparing.

Policy for the Use of Alcohol and Other Drugs

It is the policy of the South Carolina Technical College System to provide a drug-free, healthy, safe and secure work and educational environment. Employees and students are required and expected to report to work, class or student activities in appropriate mental and physical condition to meet the requirements and expectations of their respective roles.

The South Carolina Technical College System prohibits the unlawful manufacture, distribution, dispensation, possession or use of narcotics, drugs, other controlled substances or alcohol at the workplace and in the educational setting. Unlawful, for these purposes, means in violation of federal/state/local regulations, policy, procedures, rules, as well as legal statutes. Workplace means either on agency premises or while conducting agency business away from the agency premises. Educational setting includes both institutional premises or on approved educational sites off campus.

In order to prevent the consequences of alcohol and other drug abuse at the workplace and in the educational setting, the South Carolina Technical College System has implemented this policy to ensure a drug-free work and educational environment. The South Carolina Technical College System recognizes that chemical dependency through use of controlled or uncontrolled substances, including alcohol, is a treatable illness. The agency supports and recommends employee and student rehabilitation and assistance programs and encourages employees and students to use such programs.

All locations will also implement drug-free awareness programs for employees and students. Such programs will annually ensure that employees and students are aware that:

- Alcohol and other drug abuse at the workplace and in the educational setting is dangerous because it leads to physical impairment, loss of judgment, safety violations, the risk of injury, poor health or death. Information on health risks and effects of controlled substances and alcohol will be provided to students and employees.
- Alcohol and other drug abuse can also significantly lower performance on the job and in the classroom, thus impacting the agency and the college mission as well as seriously affecting educational and career goals of the student.
- Employees must report any personal conviction under a criminal drug statute for conduct at the workplace to the Human Resources Office within five days.

- It is a condition of employment and admission that all employees and students must abide by the policy on alcohol and other drug use as well as related procedures, statements, laws and guidelines. Violation of any provisions may result in disciplinary action up to and including termination or expulsion, respectively, and may have further legal consequences consistent with federal and state laws and regulations. Additionally, management may require an employee or student enter an employee/student assistance or drug rehabilitation program as a condition of employment or enrollment.
- Use of employee assistance programs, student assistance programs or drug/alcohol rehabilitation is encouraged.

Policy Regarding Students Called to Military Duty

TUITION REFUND

Students who are members of the National Guard or Reserves and have been ordered to active military duty will be provided a full refund of tuition and fees or will be provided a credit to be used against future terms. The adjustment of tuition will be made on an individual student basis, taking into consideration the date of withdrawal and the source of the student's funding. All students who have to withdraw due to military call-up should be referred to the Business Office to ensure that all adjustments can be made to the appropriate program and through the appropriate college offices. If you have questions regarding the refund policy, please contact the Business Office at (864) 941-8322.

TEXTBOOKS

Students or their families will need to coordinate any return of books through the Campus Shop manager. Book refunds will be based on the condition of the books returned.

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS

The term in which the student is withdrawing will not count against the maximum allowable terms for that program. The student's file will be noted with the term affected by the military call-up. This term of withdrawal will be waived in monitoring the Title IV Standards of Satisfactory Academic Progress.

GRADING

Students called to military service in the middle of a term will be awarded the non-punitive grade of W. If the call to duty is near the end of the term, and the student has completed most of the course objectives, it is the instructor's discretion to award a grade of A, B, C or D rather than a W.

Refund Policy

Students may receive refunds of tuition upon reduction of credit hours during the add/drop period of each term. To receive refunds, students must submit the Change of Class Schedule form or drop courses through their Pathway account prior to the end of the add/drop period. Students are considered to be enrolled unless the student initiates the drop through Pathway or through the use of the Change of Class Schedule form. Please see the student calendar, the college website at www.ptc.edu or the Student Records Office for dates of the add/drop periods. Refunds for student-initiated drops will be processed as they occur and mailed on Friday of the following week.

Severe Weather Policy

The college is committed to providing a safe and secure campus for students, employees and visitors. To that end, college personnel will take appropriate actions to prevent conditions that could result in the harm of lives and/or property.

WATCH means that conditions are present for severe weather to develop, e.g. thunderstorm or tornado.

WARNING means that severe weather is imminent and that a tornado or funnel cloud, for example, has been sighted. When a warning is issued, students will be directed to the many **Shelters in Place** areas throughout campus. **Shelters in Place** areas are interior classrooms, offices or hallways that do not have windows or outside doorways. Students should NOT attempt to leave campus during this period.

When weather conditions return to normal, students, faculty and staff will be directed to return to their classrooms and offices. In the case of severe weather conditions during the night, such as snow and ice, students should monitor local radio or TV stations to determine whether the college will be open, closed or on a late start schedule. This information is also posted on the homepage of the Piedmont Technical College website at www.ptc.edu.

Student ID

College policy requires that persons on campus be enrolled as students, employed by the institution or have other legitimate business on the premises. To ensure enforcement of this policy, Campus Police and Security staff members are empowered by the administration to make periodic identity checks.

Tobacco Use Policy

It is the policy of Piedmont Technical College that the use of tobacco, tobacco products and electronic cigarettes are prohibited.

Tuition Payment Policy

Before the tuition and fee due dates for each term, full payment of fees is required or an approved payment plan agreement must be signed. Registration on accounts not paid in full or approved for the payment plan by the tuition deadline will be deleted. For your convenience, the college accepts cash, personal checks, MasterCard, Visa and Discover for payment of tuition and fees.

Students are responsible for the management of their financial accounts. If a student decides not to

attend a class before the semester begins, it is the student's responsibility to drop the class. Students who do not initiate the drop or withdrawal process may still owe the tuition and fees to the college. If financial obligations to the college are not met by the student and the account is turned over to a collection agency or the S.C. Department of Revenue, the student will be responsible for paying all collection fees involved. Also, future registrations will be blocked and all grades will be withheld for any debt to the college.

Students who are applying for financial aid have the responsibility of ensuring that the entire financial aid process is completed prior to the tuition deadline. Students who have missing information or have been selected for verification must submit all of the required paperwork by the tuition deadline. **Failure to supply the necessary paperwork will result in students being dropped from their classes.**

HOW TO PAY USING FINANCIAL AID

If you receive a grant, loan or scholarship, your award will be posted directly into your student account to offset tuition and fees. If the aid posted is not enough to cover tuition and fees, it is your responsibility to pay the remaining balance before the term begins to avoid being charged a late fee or dropped for non-payment. For additional financial aid information on programs and policies, refer to our Web page at www.ptc.edu/fininfo/Quick_Facts.htm.

Use of Cell Phones and Other Electronic Devices

It is inappropriate for students to use cell phones, iPods, MP3 players, pagers or other electronic devices during any class, clinical or laboratory activity, in the college library, or in any college office. Students should advise their families and friends that they will be called out of class for a telephone call only in case of emergency.

Use of Computers

It is the policy of Piedmont Technical College to allow students to use the computer resources for educational purposes or for conducting college business, such as registration or processing financial aid applications. Students who use the computer resources for any other activity deemed to be inappropriate will be asked to suspend such activity. Continued inappropriate use may lead to disciplinary action according to the South Carolina Student Code of Conduct.

COLLEGE CODE OF CONDUCT

It is a common goal of the faculty, staff, students and administration of Piedmont Technical College to foster a campus environment that is conducive to teaching, learning and personal development. All students and employees of PTC are expected to exhibit both in the classroom and throughout the campus values, attitudes and behaviors that nurture character and ethical behavior. These core values are respect, responsibility, honesty and self-discipline.

Respect

Showing regard, consideration and courtesy of the rights and feelings of students AND employees and conducting oneself in a mature, dignified manner.

Responsibility

Distinguishing between right and wrong and being held accountable for one's actions.

Honesty

Being truthful, respecting others' property and demonstrating integrity.

Self-Discipline

Controlling one's actions and attitudes so as not to inflict emotional and physical harm on others.

Piedmont Technical College students are expected to conduct themselves in a mature, dignified and honorable manner both inside and outside the college. Activities that are considered detrimental to the aims and objectives of the college may be cause for disciplinary action. All instructors, as well as administrators, have express authority for general supervision of student conduct. The Vice President for Student Development and the Associate Dean of Students will recommend methods of handling cases of alleged misconduct, according to the Student Code for the South Carolina Technical College System.

The Student Code for the South Carolina Technical College System

Procedure 3-2-106.1

GENERAL PROVISIONS

I. Purpose

The Student Code for South Carolina Technical Colleges sets forth the rights and responsibilities of the individual student, identifies behaviors that are not consistent with the values of college communities, and describes the procedures that will be followed to adjudicate cases of alleged misconduct, except cases of alleged acts of sexual violence and sexual harassment. Cases of alleged acts of sexual violence and sexual harassment will be adjudicated through SBTCE procedure 3-2-106.2. This Code applies to behavior on college property, at college-sponsored activities and events, and to off-campus behavior that adversely affects the college and/or the college community.

The Code applies to all students from the time of applying for admission through the awarding of a degree, diploma or certificate.

II. Principles

Technical/community college students are members of both the community at large and the academic community. As members of the academic community, students are subject to the obligations that accrue to them by virtue of this membership.

As members of a larger community, students are entitled to all rights and protections accorded them by the laws of that community, the enforcement of which is the responsibility of duly constituted authorities. If a student's alleged behavior simultaneously violates college regulations and the law, the college may take disciplinary action independent of that taken by legal authorities.

When it has been determined that a student violated a federal, state, or local law, college disciplinary action may be initiated only when the presence of the student on campus will disrupt the educational process of the college.

When a student's alleged violation of the law, whether occurring on campus or off campus, may adversely affect the college's pursuit of its educational objectives or activities, the college may enforce its own regulations through this Student Code.

III. Solutions of Problems

The college will first seek to solve problems through internal review procedures. When necessary, off-campus law enforcement and judicial authorities may be involved.

In situations where South Carolina Technical/Community Colleges have shared programs, the Chief Student Services Officer where the alleged violation of the Student Code for the South Carolina Technical College System occurred will handle the charges. A change of venue to the other college may be granted, based on the nature of the offense, provided it is agreed to by the Chief Student Services Officers of both colleges. Any sanctions imposed will apply across both colleges.

In situations where a student is dually enrolled in two or more South Carolina Technical/Community Colleges and is charged with a violation of the Student Code for the South Carolina Technical College System, the Chief Student Services Officer of the college where the alleged infraction

occurred will handle the charges and the sanctions may apply at each college in which the student is enrolled.

IV. Definitions

When used in this document, unless the content requires other meaning,

- A. "College" means any college in the South Carolina Technical College System.
- B. "President" means the chief executive officer of the college.
- C. "Administrative Officer" means anyone designated at the college as being on the administrative staff such as President, Vice President, Dean of Students or Student Services, Chief Academic Officer, Dean of Instruction, or Business Manager.
- D. "Chief Student Services Officer" means the Administrative Officer at the College who has overall management responsibility for student services, or his/her designee.
- E. "Chief Academic Officer" means the Administrative Officer at the College who has overall management responsibility for academic programs and services, or his/her designee.
- F. "Student" means a person taking any course(s), credit or non-credit, offered by the college.
- G. "Instructor" means any person employed by the college to conduct classes.
- H. "Staff" means any person employed by the college for reasons other than conducting classes.
- I. "SGA" means the Student Government Association of the college or other group of students convened for the purpose of representing student interests to the college's administration or in the college's governance system.
- J. "Campus" means any place where the college conducts or sponsors educational, public service or research activities.
- K. "Violation of Law" means a violation of a law of the United States or any law or ordinance of a state or political subdivision which has jurisdiction over the place in which the violation occurs.
- L. "Instructional Weekday" means any day except Saturday, Sunday or any other day on which the college is closed.

STUDENT CODE

I. Students' Rights

A. FREEDOM FROM DISCRIMINATION

There shall be no discrimination in any respect by the college against a student, or applicant for admission as a student, based on race, color, age, religion, national origin, sex or disability.

B. FREEDOM OF SPEECH AND ASSEMBLY

Students shall have the right to freedom of speech and assembly without prior restraints or censorship subject to clearly stated, reasonable, and nondiscriminatory rules and regulations regarding time, place, and manner developed and approved by the college.

In the classroom and in other instructional settings, discussion and expression of all views relevant to the subject matter are recognized as necessary to the educational process, but students have no right to

interfere with the freedom of instructors to teach or the rights of other students to learn.

C. FREEDOM OF THE PRESS

In official student publications, students are entitled to the constitutional right of freedom of the press, including constitutional limitations on prior restraint and censorship. To ensure this protection, the college shall have an editorial board with membership representing SGA, faculty and administration. Each college has the responsibility of defining the selection process for its editorial board. The primary responsibility of the board shall be to establish and safeguard editorial policies.

D. FREEDOM FROM UNREASONABLE SEARCHES AND SEIZURES

Students are entitled to the constitutional right to be secure in their persons, dwellings, papers and effects against unreasonable searches and seizures. College security officers or administrative officers may conduct searches and seizures only as authorized by law.

E. RIGHT TO PARTICIPATE IN COLLEGE GOVERNANCE

Students should have the opportunity to participate on college committees that formulate policies directly affecting students, such as in the areas of student activities and student conduct. This participation may be coordinated through a Student Government Association whose constitution or bylaws have been approved by the college's area commission.

F. RIGHT TO KNOW ACADEMIC AND GRADING STANDARDS

Instructors will develop, distribute, explain, and follow the standards that will be used in evaluating student assignments and determining student grades.

Grades are awarded for student academic performance. No grade will be reduced as a disciplinary action for student action or behavior unrelated to academic conduct.

G. RIGHT TO PRIVACY

Information about individual student views, beliefs, and political associations acquired by instructors, counselors, or administrators in the course of their work is confidential. It can be disclosed to others only with prior written consent of the student involved or under legal compulsion.

H. RIGHT TO CONFIDENTIALITY OF STUDENT RECORDS

All official student records are private and confidential and shall be preserved by the college. Separate record files may be maintained for the following categories: (1) academic, (2) medical, psychiatric and counseling, (3) placement, (4) financial aid, (5) disciplinary, (6) financial, and (7) veterans affairs. In addition, disciplinary records are maintained by the Chief Student Services Officer.

Student education records will be maintained and administered in accordance with the Family Educational Rights and Privacy Act of 1974, the guidelines for the implementation of this act, and other applicable federal and state statutes and regulations.

I. RIGHT TO DUE PROCESS

At a minimum, any student charged with misconduct under this code is guaranteed the following: 1) the right to receive adequate notice of the charge(s); 2) the right to see and/or hear information and evidence relating to the charge(s), and 3) the right to present information and evidence relating to the charge(s). Additional due process requirements will be identified in other sections of this Code.

II. Student Responsibilities

A. Students are expected to conduct themselves in a manner that is civil, that is respectful of the rights of others, and that is compatible with the college's educational mission.

B. Students are expected to comply with all of the college's duly established rules and regulations regarding student behavior while on campus, while participating in off-campus college sponsored activities, and while participating in off-campus clinical, field, internship, or in-service experiences.

C. Students are expected to comply with all course requirements as specified by instructors in course syllabi and to meet the standards of acceptable classroom behavior set by instructors. Instructors will announce these standards during the first week of classes. If a student's behavior disrupts class or jeopardizes the health, safety, or well-being of the student or others, the instructor will speak with the student regarding the disruption. If the unacceptable conduct or disruption continues, the instructor may dismiss the student for the remainder of the class period.

Further disruption(s) by the student may result in a second dismissal and a written referral to the Chief Student Services Officer. This written referral may result in the initiation of disciplinary action against the student.

III. Student Conduct Regulations

The following list identifies violations for which students may be subject to disciplinary action. The list is not all inclusive, but it reflects the categories of inappropriate behavior and provides examples of prohibited behaviors.

A. ACADEMIC MISCONDUCT

All forms of academic misconduct including, but not limited to, cheating on tests, plagiarism, collusion and falsification of information may call for disciplinary action.

1. Cheating on tests is defined to include the following:
 - a. Copying from another student's test or answer sheet.
 - b. Using materials or equipment during a test not authorized by the person giving the test.
 - c. Collaborating with any other person during a test without permission.
 - d. Knowingly obtaining, using, buying, selling, transporting, or soliciting in whole or in part the contents of a test prior to its administration.
 - e. Bribing or coercing any other person to obtain tests or information about tests.
 - f. Substituting for another student, or permitting any other person to substitute for oneself.
 - g. Cooperating or aiding in any of the above.

2. "Plagiarism" is defined as the appropriation of any other person's work and the unacknowledged incorporation of that work in one's own work.

3. "Collusion" is defined as knowingly assisting another person in an act of academic dishonesty.

4. "Fabrication" is defined as falsifying or inventing information in such academic exercises as reports, laboratory results, and citations to the sources of information.

B. ABUSE OF PRIVILEGE OF FREEDOM OF SPEECH OR ASSEMBLY

No student, acting alone or with others, shall obstruct or disrupt any teaching, administrative, disciplinary, public service, research, or other activity authorized or conducted on the campus of the college or any other location where such activity is conducted or sponsored by the college. This disruption does not necessarily have to involve violence or force for the student to face disciplinary actions. In addition to administrative action, any person in violation of any federal, state, or local law will be turned over to the appropriate authorities.

C. FALSIFICATION OF INFORMATION AND OTHER ACTS INTENDED TO DECEIVE

Falsification of information and other acts intended to deceive include, but are not limited to the following:

1. Forging, altering, or misusing college documents, records or identification cards.
2. Falsifying information on college records.
3. Providing false information for the purpose of obtaining a service

D. ACTIONS WHICH ENDANGER STUDENTS AND THE COLLEGE COMMUNITY

Actions which endanger students and the college community include, but are not limited to the following:

1. Possessing or using on campus a firearm or other dangerous or potentially dangerous weapon unless such possession or use has been authorized by the college.
2. Possessing or using any incendiary device or explosive unless such possession or use has been authorized by the college.
3. Setting fires or misusing or damaging fire safety equipment.
4. Using, or threatening to use, physical force to restrict the freedom of action or movement of others or to harm others.
5. Endangering the health, safety, or well being of others through the use of physical, written, or verbal abuse, threats, intimidation, harassment, and coercion.
6. Sexual violence, which refers to physical sexual acts perpetuated against person's will or when a person is incapable of giving consent. Cases of alleged acts of sexual violence will be adjudicated through SBTCE procedure 3-2-106.2.
7. Retaliating, or threatening to retaliate, against any person for filing a complaint, providing information relating to a complaint, or participating as a witness in any hearing or administrative process.

E. INFRINGEMENT OF RIGHTS OF OTHERS

Infringement of rights of others is defined to include, but is not limited to the following:

1. Stealing, destroying, damaging, or misusing college property or the property of others on campus or off campus during any college activity.
2. Sexually harassing another person. In addition to sexual violence, sexual harassment can include unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature, when submission to such conduct is made a term or condition of a student's education, a basis for academic conditions affecting the student, or the conduct is sufficiently serious to interfere with the student's academic performance or otherwise deny or limit the student's ability to participate in any aspect of the college's program, thereby creating an intimidating or hostile learning environment. Cases of alleged acts of sexual harassment will be adjudicated through SBTCE procedure 3-2-106.2.

3. Stalking, which is defined as engaging in a course of conduct, through physical, electronic, or other means, that would place a reasonable person in fear for his/her safety, or that has, in fact, placed an individual in such fear. Where the stalking is based on sex, race, national origin, color, age, religion or disability, it may constitute harassment under other provisions of this Code.

4. Harassing conduct, including verbal acts and name calling; graphic and written statements, which may include the use of cell phones, the internet, or other electronic devices; and other conduct that may be physically harmful, threatening, or humiliating. Harassment based on race, national origin, color, age, sex, religion, or disability will be a violation of the Code when it is a basis for academic decisions affecting the student or the conduct is sufficiently serious to interfere with the student's academic performance or otherwise deny or limit the student's ability to participate in any aspect of the college's program, thereby creating an intimidating or hostile learning environment.

5. Engaging in any activity that disrupts the educational process of the college, interferes with the rights of others, or adversely interferes with other normal functions and services.

F. OTHER ACTS WHICH CALL FOR DISCIPLINE

Other acts which call for discipline include, but are not limited to, the following:

1. Possessing, using or distributing any narcotics or other unlawful drugs as defined by the laws of the United States or the State of South Carolina.
2. Possessing, using or distributing on campus any beverage containing alcohol.
3. Violating institutional policies while on campus or off campus when participating in a college sponsored event or activity.
4. Violating any South Carolina and/or federal laws while on campus or off-campus when participating in a college sponsored event or activity.

IV. Student Disciplinary Procedures

The procedures and sanctions that follow are designed to channel faculty, staff or student complaints against students, except for those complaints alleging acts of sexual violence or sexual harassment which are processed under SBTCE procedure 3-2-106.2. Because due process is essential in dealing with infractions of college regulations, any disciplinary actions taken and sanctions imposed on a student or student organization will follow the provisions of this code.

A. INTERIM SUSPENSION

In certain situations, the President, or President's designee, may temporarily suspend a student before the initiation of disciplinary procedures. Interim suspension may only be imposed when there is reason to believe that the continued presence of the accused student at the college poses a substantial and immediate threat to the student or to others or poses a serious threat of disruption of, or interference with, the normal operations of the college.

The interim suspension process follows:

1. The President, or President's designee, shall notify the Chief Student Services Officer in writing about the nature of the alleged infraction, a brief description of the incident(s) and the student's name before 5 p.m. of the first class day following the decision to impose the interim suspension.

- The Chief Student Services Officer, or designee, will inform the student, in writing, about the decision to impose an interim suspension. This notice must either be hand delivered to the student, sent by e-mail, or sent by certified mail to the student's last known address within two instructional weekdays of receiving the information from the President, or designee. If sent by e-mail, a letter sent by certified mail to the student's last known address must still be mailed within two instructional weekdays of receiving the information from the President, or designee.

This letter must include the following information:

- The reason(s) for the interim suspension;
- Notice that the interim suspension does not replace the regular hearing process;
- Information about requesting a hearing before the Hearing Committee; and
- Notice that the student is denied access to the campus during the period of suspension without prior approval of the Chief Student Services Officer.

B. ACADEMIC MISCONDUCT

- An instructor who has reason to believe that a student enrolled in his/her class has committed an act of academic misconduct must discuss the matter with the student. The instructor must advise the student of the alleged act of academic misconduct and the information upon which it is based. The student must be given an opportunity to refute the allegation. If the student chooses not to participate in the discussion, the instructor will make a decision based upon the available information.
- If the instructor, after meeting with the student, determines that the student has engaged in academic misconduct as alleged, the instructor will inform the student about the decision and the academic sanction that will be imposed. The instructor may impose one of the following academic sanctions:
 - Assign a lower grade or score to the paper, project, assignment or examination involved in the act of misconduct.
 - Require the student to repeat or resubmit the paper, project, assignment, or examination involved in the act of misconduct.
 - Assign a failing grade for the course.
 - Require the student to withdraw from the course.
- If the student is found responsible for the academic misconduct, within five instructional weekdays of the meeting with the student, the instructor will submit a written report about the incident and the sanction imposed to the Chief Academic Officer.
- The Chief Academic Officer, or designee, will send a letter to the student summarizing the incident, the finding, the terms of the imposed sanction, and informing the student that he/she may appeal the decision and/or the sanction by submitting a written request to the Chief Academic Officer within seven instructional weekdays of the date of the Chief Academic Officer's letter.
- If the student requests an appeal, the Chief Academic Officer, or designee, will send a certified letter to the student's last known address. This letter must contain the following information:
 - A restatement of the charge(s);
 - The time, place and location of the appeal;
 - A list of witnesses that may be called; and
 - A list of the student's basic procedural rights.

These rights follow:

- The right to consult with counsel. The role of the person acting as counsel is solely to advise the student. Counsel may not participate in any of the questioning or make any statements on behalf of the student. The student will be responsible for paying any fees charged by his/her counsel.
 - The right to present witnesses on one's behalf.
 - The right to present evidence and notice that the Chief Academic Officer, or designee, may determine what evidence is admissible.
 - The right to know the identity of the person(s) bringing the charge(s).
 - The right to hear witnesses on behalf of the person bringing the charges.
 - The right to testify or to refuse to testify without such refusal being detrimental to the student.
 - The right to appeal the decision to the President.
- A statement informing the student that the sanction imposed by the instructor will be held in abeyance pending the outcome of the appeal.
- On the basis of the information presented at the appeal, the Chief Academic Officer, or designee, will render one of the following decisions:
 - Accept the decision and the sanction imposed by the instructor.
 - Accept the instructor's decision but impose a less severe sanction.
 - Overturn the instructor's decision.

Within two instructional weekdays of the meeting with the student, the Chief Academic Officer, or designee, will send the student a letter informing the student of the decision. The letter must also inform the student that the decision may be appealed to the College's President and that any appeal request must be written and must detail the reason(s) for the appeal. The student seeking the appeal must provide reasons for the appeal which sets forth a statement that specifies the issues that further review is sought and any evidence which supports the issue(s) on appeal. The written appeal must be sent to the President within five instructional weekdays of the receipt of the Chief Academic Officer's decision.

After receiving the student's request, the President will review all written materials, non-written materials, and evidence relating to this incident and render one of the following decisions:

- Accept the decision and the sanction imposed
- Accept the decision, but impose a less severe sanction
- Overturn the decision
- Remand the case to the Student Hearing Committee to be re-heard.

The President's decision is final and cannot be appealed further.

C. STUDENT MISCONDUCT

Any member of the college community may file charges alleging a violation of the Code. A charge, that includes a description of the alleged violation, must be submitted in writing to the Chief Student Services Officer as soon as possible after the incident occurs, but no later than 10 instructional weekdays after the incident, unless the person filing the charge demonstrates that exceptional circumstances prevented filing the charge within this time period. The Chief Student Services Officer, or designee, will determine whether the circumstances merit an extension of the deadline.

1. Preliminary Hearing

Within five (5) instructional weekdays after the charge has been filed, the Chief Student Services Officer, or designee, shall complete a preliminary investigation of the charge and schedule a meeting with the student. After discussing the alleged infraction with the student and reviewing available information, the Chief Student Services Officer, or designee will decide whether the information presented during the meeting indicates that the violation occurred as alleged. When the student cannot be reached to schedule an appointment, or when the student fails to attend the meeting, the Chief Student Services Officer, or designee, will base the decision upon the available information.

If the available information indicates that the violation occurred as alleged, then one of the following sanctions will be imposed:

- Reprimand: A written warning documenting that the student violated a student conduct regulation and indicating that subsequent violations could result in more serious disciplinary sanctions.
- Restitution: Compensation for loss or damage to college property or the property of others while on the campus or at a college event or activity including but not limited to field trips, internships, and clinicals.
- Special Conditions: Completion of a variety of educational activities, relating to the nature of the offense may be imposed. Examples include, but are not limited to, the following: a formal apology, an essay or paper on a designated topic, or participation in a special project or activity.
- Disciplinary Probation: A written reprimand documenting that the student violated a student conduct regulation. Probation is for a specified period of time and it serves as a warning that subsequent violations could most likely result in more serious disciplinary sanctions.
- Loss of Privileges: Suspension or termination of particular student privileges.
- Suspension from the college: Separation from the college for a specified period of time. Suspended students will not receive academic credit for the semester in which the suspension was imposed. During the suspension period, the student may not return to the campus unless prior permission by the Chief Student Services Officer has been granted.
- Expulsion from the college: Permanent separation from the college. An expelled student may not return to the campus unless prior permission by the Chief Student Services Officer has been granted. An expelled student will not receive academic credit for the semester in which the expulsion was imposed.
- Any combination of the above.

Within five (5) instructional weekdays of the preliminary hearing, the Chief Student Services Officer, or designee, will send a certified letter to the student. This letter will confirm the date of the preliminary hearing, identify the specific regulation(s) that the student allegedly violated, identify the decision, summarize the rationale, and, if the student violated the regulation(s), state the sanction that was imposed. This letter must also state that if the student disagrees with the decision or the sanction, the student may request a hearing before the Hearing Committee, that the student must submit this request no later than two instructional weekdays after receiving the decision letter unless a request is made and

approved by the Chief Student Services Officer for an extension, and that any decision made and sanction imposed at the preliminary hearing may be held in abeyance should the student decide to go before the Hearing Committee.

2. Hearing Committee

- The Hearing Committee shall be composed of the following:
 - Three faculty members appointed by the Chief Academic Officer and approved by the President.
 - Three student members appointed by the appropriate student governing body and approved by the President.
 - One member of the Student Services staff appointed by the Chief Student Services Officer and approved by the President.
 - The Chief Student Services Officer, or designee, who serves as an ex officio nonvoting member of the Committee and who presents the case.
- The Hearing Committee shall perform the following functions:
 - Hear cases of alleged violations of the Code of Student Conduct.
 - Insure that the student's procedural rights are met.
 - Make decisions based only on evidence and information presented at the hearing.
 - Provide the student with a statement of the committee's decision including findings of fact and, if applicable, impose one or more of the following sanctions:
 - Academic Misconduct (cases sent to the Hearing Committee by the President)
 - Assign a lower grade or score to the paper, project, assignment or examination involved in the act of misconduct.
 - Require the student to repeat or resubmit the paper, project, assignment, or examination involved in the act of misconduct.
 - Assign a failing grade for the course.
 - Require the student to withdraw from the course.
 - Student Misconduct
 - Reprimand: A written warning documenting that the student violated a student conduct regulation and indicating that subsequent violations could result in more serious disciplinary sanctions.
 - Special Conditions: Completion of a variety of educational activities, relating to the nature of the offense may be imposed. Examples include, but are not limited to, the following: a formal apology, an essay or paper on a designated topic, or participation in a special project or activity.
 - Restitution: Compensation for loss or damage to college property or the property of others while on the campus, or at a college event or activity including but not limited to field trips, internships, and clinicals.
 - Disciplinary Probation: A written reprimand documenting that the student violated a student conduct regulation. Probation is for a specified period of time and it serves as a warning that subsequent violations could most likely result in more serious disciplinary sanctions.
 - Loss of Privileges: Suspension or termination of particular student privileges.
 - Suspension from the college--Separation from the college for a specified period of time. Suspended

students will not receive academic credit for the semester in which the suspension was imposed. During the suspension period, the student may not return to the campus unless prior permission by the Chief Student Services Officer has been granted.

7. Expulsion from the college--Permanent separation from the college. An expelled student may not return to the campus unless prior permission by the Chief Student Services Officer has been granted. An expelled student will not receive academic credit for the semester in which the expulsion was imposed.

8. Any combination of the above.

c. Hearing Committee Procedures

1. The Chief Student Services Officer, or designee, shall refer the matter to the Hearing Committee together with a report of the nature of the alleged misconduct, the name of the person(s) filing the complaint(s), the name of the student against whom the charge(s) has (have) been filed, and a summary of the findings from the preliminary hearing.
2. At least seven instructional weekdays before the date set for the Hearing Committee's meeting, the Chief Student Services Officer, or designee, shall send a certified letter to the student's last known address. The letter must contain the following information:
 - a. A statement of the charge(s).
 - b. A brief description of the incident that led to the charge(s).
 - c. The name of the person(s) submitting the incident report.
 - d. The date, time, and place of the scheduled hearing.
 - e. A list of all witnesses who might be called to testify.
 - f. A statement of the student's procedural rights. These rights follow:
 1. The right to consult counsel. This role of the person acting as counsel is solely to advise the student. Counsel may not address the Hearing Committee or participate in any of the questioning. The student has the responsibility for paying any of the counsel's fees and any other of the counsel's charges.
 2. The right to present witnesses on one's behalf.
 3. The right to know the names of any witnesses who may be called to testify at the hearing.
 4. The right to review all available evidence, documents, exhibits, etc., that may be presented at the hearing.
 5. The right to present evidence; however, the Hearing Committee will determine what evidence is admissible.
 6. The right to know the identity of the person(s) bringing the charge(s).
 7. The right to hear witnesses on behalf of the person bringing the charges.
 8. The right to testify or to refuse to testify without such refusal being detrimental to the student.
 9. The right to a fair and impartial decision.
 10. The right to appeal the Hearing Committee's decision.

3. On written request of the student, the hearing may be held prior to the expiration of the seven day advance notification period if the Chief Student Services Officer, or designee, concurs with this change.

4. The Chief Student Services Officer, or designee, may postpone the hearing due to circumstances beyond the control of the parties.

d. Hearing Committee Meetings

1. The chair shall be appointed by the President from among the membership of the committee. Ex officio members of the committee may not serve as the chair of the committee.
2. Committee hearings shall be closed to all persons except the student, the person(s) initiating the charge(s), counsels for the student and for the College, witnesses who will be invited into the hearing and a person, mutually agreed upon by the committee and the student, to serve as the recorder.
3. The committee may identify someone to take written notes and the committee will have the hearing, with the exception of deliberations, recorded. No other party in the hearing may record the proceedings and no other party is entitled to a copy of the notes or the recording. The written notes and the recording will be maintained in the office of the Chief Student Services Officer. The student may review the notes and listen to the recording under the supervision of the Chief Student Services Officer or designee.
4. Witnesses shall be called in one at a time to make a statement and to respond to questions.
5. After hearing all of the information, the Hearing Committee will begin its deliberations. Using the standard "clear and convincing," which means that the information presented at the hearing would lead one to conclude that it is highly probable that the violation(s) occurred as alleged, the members will determine, by majority vote, whether the violation occurred as alleged. If it is determined that the violation(s) occurred as alleged, by majority vote, the members will decide upon the appropriate sanction.
6. The Chair of the Hearing Committee will send a certified letter to the student's last known address within two instructional weekdays of the Committee's decision. The letter shall inform the student about the Committee's decision, the date of the decision, and, if applicable the sanction(s) imposed. The letter will also inform the student about the appeal process.

3. Appeals

If the student disagrees with either the decision or the sanction, the student may submit a written appeal to the College's President. This letter must be submitted within ten instructional weekdays of the date on which the Hearing Committee made its decision. The written appeal must include a statement indicating why the student disagrees with the Hearing Committee's findings.

The President, or designee, shall review the Hearing Committee's findings, conduct whatever additional inquires as deemed necessary, and render a decision within ten instructional weekdays of receiving the appeal. The President, whose decision is final, shall have the authority to approve, modify, or overturn the Hearing Committee's decisions and, if needed, void the process and reconvene another Hearing Committee. The President's decision regarding disciplinary actions under the Student Code 3-2-106.1 are not grievable.

The President, or designee, will inform the student about the outcome of the appeal in a certified letter sent to the student's last known address.

The Student Grievance Procedure for the South Carolina Technical College System

Procedure 3-2-106.3

I. Purpose

The purpose of the student grievance procedure is to provide a system to channel and resolve student complaints against a college employee concerning decisions made or actions taken. A decision or action can be grieved only if it involves a misapplication of a college's policies, procedures, or regulations, or a state or federal law. This procedure may not be used in the following instances: 1) to grieve a claim against a college employee for any matter unrelated to the employee's role or position at the college; 2) for complaints or appeals of grades awarded in a class or for an assignment, unless the complaint is based upon alleged discrimination on the basis of age, gender, race, disability or veteran's status or on the basis of alleged sexual harassment; or 3) to grieve a decision for which other grievance or appeal procedures exist (e.g., appeal of a disciplinary case, a residency appeal, a financial aid appeal, FERPA grievances, transfer credit evaluations, etc.).

The student filing the grievance must have been enrolled at the college at the time of decision or action being grieved and must be the victim of the alleged mistreatment. A grievance cannot be filed on behalf of another person.

II. Definitions

When used in this document, unless the content requires other meaning:

- A. "College" means any college in the South Carolina Technical College System.
- B. "President" means the chief executive officer of the college.
- C. "Administrative Officer" means anyone designated at the college as being on the administrative staff, such as the President, Chief Academic Officer, Chief Student Services Officer, etc.
- D. "Chief Student Services Officer" means the Administrative Officer at the College who has overall management responsibility for student services or his/her designee.
- E. "Chief Academic Officer" means the Administrative Officer at the College who has overall management responsibility for academic programs and services or his/her designee.
- F. "Grievable Act or Decision" means a misapplication of a college's policies, procedures, or regulations, or a violation of a state or federal law.
- G. "Days" means an instructional weekday, excluding Saturday and Sunday and all days in which the college is closed.
- H. "Student" means a person taking any course(s) offered by the college.
- I. "Instructor" means any person employed by the college to conduct classes.
- J. "Staff" means any person employed by the college for reasons other than conducting classes.
- K. "Campus" means any place where the college conducts or sponsors educational, public service, or research activities.

III. Grievance Process

A. FILING A COMPLAINT

This procedure must be initiated by the student within 30 instructional weekdays of becoming aware of the decision, action, or event giving rise to

the grievance. This time limit may be extended by the President or his/her designee, if the student requests an extension within the 30 day period.

Before initiating the Student Grievance process, a student may go to the college employee who originated the alleged problem and attempt to resolve the matter informally. In instances alleging discrimination or harassment, including sexual harassment and violence, the student is not required to initially try to resolve the matter with the person alleged to have committed the violation under this policy. Where applicable, if the student is not satisfied with the outcome of this meeting or if the student prefers to ignore this step, then the student may file a written complaint and initiate the grievance process. This written complaint should describe the decision or action that is being grieved, the date of the decision or action, and the college employee(s) involved in the decision or action.

1. Written complaints about alleged discrimination or harassment on the basis of age, gender, race, color, national origin, disability or veteran's status and written complaints about alleged sexual harassment or violence shall be submitted to the employee(s) designated in the college's Statement of Nondiscrimination to coordinate Section 504, Title II, and Title IX compliance.
2. Written complaints about decisions and actions not related to discrimination on the basis of age, gender, race, disability, veteran's status, or sexual harassment shall be submitted to the college's Chief Student Services Officer.
3. Any written complaint naming the college's President as the person whose alleged action or decision originated the problem shall be submitted to the President of the South Carolina Technical College System.

B. PRE-HEARING

The person receiving the student's written complaint will send a written acknowledgement to the student no later than two instructional weekdays after receiving the written complaint.

The person receiving the complaint will forward the complaint to the immediate supervisor of the employee named in the complaint no later than two instructional weekdays days after it has been received. When the President is named in the complaint, the South Carolina Technical College System's Vice President of Academic Affairs will be responsible for the pre-hearing.

As a part of the effort to resolve the matter, the supervisor, or the South Carolina Technical College System's Vice President for Academic Affairs, will consult, as needed, with the employee named in the complaint, the student filing the complaint, and Chief Administrative Officer of the division or component concerned.

The supervisor, or the South Carolina Technical College System's Vice President for Academic Affairs, shall respond in writing to the student within ten instructional weekdays of receipt of the complaint. The response, sent by certified mail, shall include a summary of the findings and, as needed propose the steps that shall be taken to resolve the complaint. If the student does not agree with the proposed resolution, the student may request to have the complaint heard by the Student Grievance Committee.

When the College's President is named in the complaint, the President of the South Carolina Technical College System will convene a three person ad hoc committee consisting of System Presidents to hear the student's complaint.

C. STUDENT GRIEVANCE HEARING

1. Requesting a Hearing

- a. The student must submit a written request for a Grievance Hearing to the Chief Student Services Officer within five instructional weekdays after receiving the supervisor's written response and no later than fifteen instructional days after the supervisor sent the summary of findings. The request must include a copy of the student's original written complaint, a copy of the supervisor's response, and a statement describing why the supervisor's response was unsatisfactory.
- b. If the student does not submit the written request for a hearing within fifteen instructional weekdays, and the student can demonstrate that extenuating circumstances resulted in the failure to meet this deadline, the Chief Student Services Officer may allow the hearing to take place.
- c. Within two instructional days of receiving the request for a hearing, the Chief Student Services Officer shall notify the President or, as appropriate, the System President about the need to convene a Student Grievance Committee or an ad hoc committee of System Presidents. These committees shall be formed to hear specific complaints and a new committee may be formed each time a grievance covered by this procedure is filed.

2. Grievance Committees

- a. Student Grievance Committee: The President must approve all recommended members. The committee shall be composed of the following:
 1. Three students recommended by the governing body of the student body.
 2. Two faculty members recommended by the Chief Academic Officer.
 3. One Student Services staff member recommended by the Chief Student Services Officer.
 4. One administrator, other than the Chief Student Services Officer, to serve as the Committee's chairperson.
 5. The Chief Student Services Officer, or designee, who serves as an ex-officio, nonvoting member of the committee.
- b. Ad hoc Committee of Presidents: The President of the South Carolina Technical College System will select three System Presidents to serve on this committee and identify one of the three Presidents to serve as the chairperson for the hearing.
- c. The Chief Student Services Officer, or designee, will send copies of the student's request for a hearing to the committee members, the employee, and the employee's supervisor. The employee against whom the grievance was filed has an opportunity to submit his/her response to the request for a hearing to the Committee prior to the hearing.
- d. The Student Grievance Committee's meeting(s) shall be conducted within twenty-one instructional weekdays following the date of the request. The chairperson may grant a postponement if either party submits a written request no later than five instructional weekdays prior to the scheduled meeting. The chairperson of the Student Grievance Committee, in his/her discretion, may postpone the hearing due to

circumstances beyond the control of the parties. The re-scheduled hearing must take place within ten instructional weekdays of the date of the previously scheduled hearing.

3. Hearing Procedures

- a. The Chief Student Services Officer, or designee, shall send a certified letter to the student filing the complaint and to the employee(s) named in the complaint at least five instructional weekdays before the scheduled hearing. This letter shall include:
 1. A brief description of the complaint, including the name of the person filing the complaint;
 2. The date, time, and location of the meeting;
 3. The name of any person who might be called as a witness.
 4. A list of the student's procedural rights. These rights follow:
 - a. The right to review all available evidence, documents or exhibits that each party may present at the meeting. This review must take place under the supervision of the Chief Student Services Officer, or designee.
 - b. The right to appear before the Hearing Committee and to present information and additional evidence, subject to the Committee's judgment that the evidence is relevant to the hearing.
 - c. The right to consult with consul. This person serving as consul may not address the committee, question the employee(s) named in the complaint, or any witnesses. The student will be responsible for paying any fees charged by the advisor.
 - d. The right to present witnesses who have information relating to the complaint. Witnesses will be dismissed after presenting the information and responding to questions posed by the Grievance Committee, the student filing the complaint, and the employee(s) named in the complaint.
- b. At least ten (10) instructional weekdays before the scheduled hearing the parties must submit the names of persons that the parties anticipate calling as witnesses as well as any evidence that the parties intend to introduce at the hearing.
- c. Hearings are closed to the public. When testimony is being given, only the committee members, the student and his/her advisor, the employee and his/her advisor, and the witness giving testimony may be present. During deliberations, only the members of the Committee may be present.
- d. Hearings are informal and a tape recording of the testimony presented during the hearing may be made. The Committee's deliberations are not tape recorded. After resolution of the appeal, the tape recording will be kept for three months in the office of the Chief Student Services Officer, or designee. The student filing the complaint or the employee(s) named in the complaint may listen to this tape recording under the supervision of the Chief Student Services Officer, or designee.
- e. The Committee may question the student and the employee(s). The Committee may also question the employee's (employees') supervisor(s) and any additional witnesses that it considers necessary to render a fair decision. Questions must be relevant to the issues of the grievance.
- f. Both parties to the grievance may ask questions of the other during the hearing. These questions must be relevant to the issues stated in the written complaint. The Chairperson of the Committee will determine the appropriateness of the questions.

g. The Committee bears the burden of determining whether the allegations are supported by the information available through the hearing. The Committee will use a preponderance of the evidence standard in making this determination.

h. The Committee shall decide the solution of the grievance by a majority vote. In case of a tie, the chairperson may vote.

i. The chairperson shall forward a copy of the Committee's decision to the student filing the complaint and to the employee(s) named in the complaint within two instructional weekdays of the Committee's decision. This letter will include a rationale for the Committee's decision and inform the student and employee(s) that they have a right to appeal the Committee's decision.

D. APPEAL PROCESS

If either party is not satisfied with the Student Grievance Committee's decision, that person may submit a written appeal to the President of the College within ten instructional weekdays of the Committee's decision. The written appeal must include a statement indicating why the person was not satisfied with the committee's decision. The President shall review the Committee's findings, conduct whatever additional inquiries are deemed necessary and render a decision within ten instructional weekdays of receipt of the appeal. The President's decision is final and this decision cannot be the sole reason for filing a grievance against the President.

If either party is not satisfied with the System Office's ad hoc Committee of System Presidents' decision, that person may submit a written appeal to the President of the South Carolina Technical College System within ten instructional weekdays of the Committee's decision. The written appeal must include a statement indicating why the person was not satisfied with the Committee's decision. The System President shall review the Committee's findings, conduct whatever additional inquiries are deemed necessary and render a decision within ten instructional weekdays of receipt of the appeal. The System President's decision is final.

The Student Code Procedures for Addressing Alleged Acts of Sexual Violence and Sexual Harassment

Procedure 3-2-106.2

The Student Code for South Carolina Technical Colleges sets forth the rights and responsibilities of the individual student, identifies behaviors that are not consistent with the values of college communities, and describes the procedures that will be followed to adjudicate cases of alleged misconduct. This Code applies to behavior or complaints alleging acts of sexual violence or sexual harassment on college property, at college-sponsored activities and events, and to off-campus behavior that adversely affects the college and/or the college community and the Code applies to all students from the time of applying for admission through the awarding of a degree, diploma, or certificate.

The procedures described in SBTCE 3-2-106.2 will be followed to adjudicate alleged acts of sexual violence and sexual harassment.

Sexual harassment is a form of discrimination prohibited by law as well as by the Student Code for the South Carolina Technical College System. In general, sexual harassment includes any advances, requests for sexual favors, sexual violence, and other verbal or physical conduct of a sexual nature that interferes with a student's ability to participate in or benefit from the college's programs or services. It may include such conduct as offensive jokes, slurs, name calling, physical assaults or threats, intimidation, ridicule or mockery, insults or put downs, and/or offensive objects or pictures.

Sexual assault is an extreme form of sexual harassment. It can be defined as a situation in which an individual is forced, threatened or coerced into sexual contact against his/ her free will, or without his/ her consent. Sexual assault may include, but is not limited to, sexual violence, date or acquaintance rape, sexual molestation, unwanted sexual touching or having sexual contact with a person while knowing or having reason to know that the person is incapacitated in some way (i.e., due to drugs or alcohol).

Any student, or other member of the college community, who believes that he/she is or has been a victim of sexual harassment or sexual assault may file a report with the college's Chief Student Services Officer, campus security office, or with the college's Title IX coordinator. The designated coordinator will work with the complaining student to mitigate any injury during the pendency of the investigation and proceedings. Colleges, through their designated coordinators, will change a victim's academic and living situations after an alleged sex offense and discuss the options for those changes, if those changes are requested by the victim and are reasonably available. The Title IX coordinator's office location and phone number are printed in the college's catalog and appear on the college's website.

Reports may also be filed by any other member of the college community. The student may also file a criminal report regarding the alleged conduct.

Due to the seriousness of these issues, the college will provide educational programs to promote the prevention and awareness of rape, acquaintance rape, and other forcible and nonforcible sex offenses, as well as sexual harassment awareness programs.

If the alleged harasser or violator of named in the report is an employee or third party, the case may be adjudicated through the South Carolina State Board for Technical and Comprehensive Education's (SBTCE)

Student Grievance Procedure (SBTCE Procedure 3-2-106.2) and/or its Anti-Harassment Procedure (SBTCE 8-5-101.1).

If the alleged harasser or violator of this policy is a student, the case may be adjudicated through the process that follows.

1. PRELIMINARY HEARING

Within 5 instructional weekdays after the charge has been filed, the Chief Student Services Officer, or designee, shall complete a preliminary investigation of the charge and schedule a meeting with the alleged violator and, if needed, the victim. After discussing the alleged infraction with the accused student and reviewing available information, the Chief Student Services Officer, or designee will decide whether the information presented during the meeting indicates that the violation occurred as alleged. When the student cannot be reached to schedule an appointment, or when the student fails to attend the meeting, the Chief Student Services Officer, or designee, will base the decision upon the available information.

If the available information indicates that the violation occurred as alleged, then one of the following sanctions will be imposed:

- a. Reprimand: A written warning documenting that the student violated a student conduct regulation and indicating that subsequent violations could result in more serious disciplinary sanctions.
- b. Restitution: Compensation for loss or damage to college property or the property of others while on the campus, or at a college event or activity including but not limited to field trips, internships, and clinical settings.
- c. Special Conditions: Completion of a variety of educational activities, relating to the nature of the offense may be imposed. Examples include, but are not limited to, the following: a formal apology, an essay or paper on a designated topic, or participation in a special project or activity.
- d. Disciplinary Probation: A written reprimand documenting that the student violated a student conduct regulation. Probation is for a specified period of time and it serves as a warning that subsequent violations could most likely result in more serious disciplinary sanctions.
- e. Loss of Privileges: Suspension or termination of particular student privileges.
- f. Suspension from the college: Separation from the college for a specified period of time. Suspended students will not receive academic credit for the semester in which the suspension was imposed. During the suspension period, the student may not return to the campus unless prior permission by the Chief Student Services Officer has been granted.
- g. Expulsion from the college: Permanent separation from the college. An expelled student may not return to the campus unless prior permission by the Chief Student Services Officer has been granted.

An expelled student will not receive academic credit for the semester in which the expulsion was imposed.

h. Any combination of the above.

Within 5 instructional weekdays of the preliminary hearing, the Chief Student Services Officer will send a certified letter to the student charged with violating the Student Code and to the victim. This letter will confirm the date of the preliminary hearing, identify the specific regulation(s) that the student allegedly violated, identify the decision, summarize the rationale, and, if the student violated the regulation(s), state the sanction that was imposed. This letter must also state that if the student charged with the violation or the victim disagrees with the decision or the sanction, either party may request a hearing before the Hearing Committee, that the request must be submitted no later than two instructional weekdays after receiving the decision letter unless a request is made and approved by the Chief Student Services Officer for an extension, and that any decision made and sanction imposed at the preliminary hearing may be held in abeyance pending the outcome of the Hearing Committee's meeting.

2. HEARING COMMITTEE

a. The Hearing Committee shall be composed of the following:

1. Three faculty members appointed by the Chief Academic Officer and approved by the President.
2. Three student members appointed by the appropriate student governing body and approved by the President.
3. One member of the Student Services staff appointed by the Chief Student Services Officer and approved by the President.
4. The Chief Student Services Officer, or designee, who serves as an ex officio nonvoting member of the Committee and who presents the case.

b. The Hearing Committee shall perform the following functions:

1. Hear cases of alleged violations of the Code of Student Conduct.
2. Insure that the student's procedural rights are met.
3. Make decisions based only on evidence and information presented at the hearing.
4. Provide the student with a statement of the committee's decision including findings of fact and, if applicable, impose one or more of the following sanctions:
 - a. Reprimand: A written warning documenting that the student violated a student conduct regulation and indicating that subsequent violations could result in more serious disciplinary sanctions.
 - b. Special Conditions: Completion of a variety of educational activities, relating to the nature of the offense may be imposed. Examples include, but are not limited to, the following: a formal apology, an essay or paper on a designated topic, or participation in a special project or activity.
 - c. Restitution: Compensation for loss or damage to college property or the property of others while on the campus or loss or damage to property at a college event or activity, including but not limited to field trips, internships, and clinical settings.
 - d. Disciplinary Probation: A written reprimand documenting

that the student violated a student conduct regulation. Probation is for a specified period of time and it serves as a warning that subsequent violations could most likely result in more serious disciplinary sanctions.

e. Loss of Privileges: Suspension or termination of particular student privileges.

f. Suspension from the college: Separation from the college for a specified period of time. Suspended students will not receive academic credit for the semester in which the suspension was imposed. During the suspension period, the student may not return to the campus unless prior permission by the Chief Student Services Officer has been granted.

g. Expulsion from the college--Permanent separation from the college. An expelled student may not return to the campus unless prior permission by the Chief Student Services Officer has been granted. An expelled student will not receive academic credit for the semester in which the expulsion was imposed.

h. Any combination of the above.

c. Hearing Committee Procedures

1. The Chief Student Services Officer shall refer the matter to the Hearing Committee together with a report of the nature of the alleged misconduct, the name of the person(s) filing the complaint(s), the name of the student against whom the charge(s) has (have) been filed, and a summary of the findings from the preliminary hearing.

2. At least seven instructional weekdays before the date set for the Hearing Committee's meeting, the Chief Student Services Officer, or designee, shall send a certified letter to the charged student's last known address and to the victim's last known address. The letter must contain the following information:

- a. A statement of the charge(s).
- b. A brief description of the incident that led to the charge (s).
- c. The name of the person(s) submitting the incident report.
- d. The date, time, and place of the scheduled hearing.
- e. A list of all witnesses who might be called to testify.
- f. A statement of each party's procedural rights. These rights follow:

1. The right to consult counsel. This role of the person acting as counsel is solely to advise the student. Counsel may not address the Hearing Committee or participate in any of the questioning. The student has the responsibility for paying any of the counsel's fees and any other of the counsel's charges.
2. The right to present witnesses on one's behalf.
3. The right to know the names of any witnesses who may be called to testify at the hearing.
4. The right to review all available evidence, documents, exhibits, etc., that may be presented at the hearing.
5. The right to present evidence; however, the Hearing Committee will determine what evidence is admissible.
6. The right to know the identity of the person(s) bringing the charge(s).

Student Instructional Complaint Process

COMPLAINT PROCESS

This process provides a system by which a student can make a complaint concerning (1) instruction during a course, (2) instructors or (3) the terminal grade. The routing process for complaints for each involved party is illustrated in the chart below.

To initiate an instructional complaint, begin by filling out the form on the following page and submit the form to the appropriate person as outlined in the charts below.

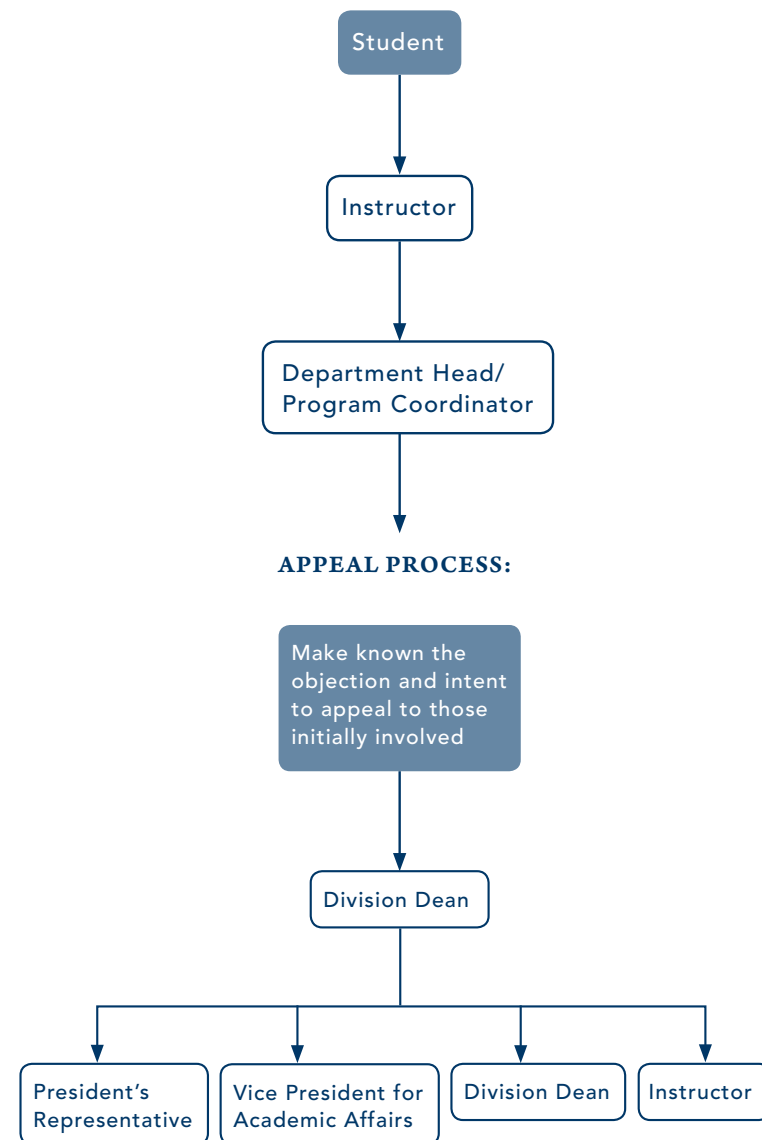
Following each complaint, an instructor's supervisor will make a binding decision.

APPEAL PROCESS

Following the decision, either the student or the instructor may use the appeal process to challenge the decision reached during the complaint process. The appeal process must begin within 30 instructional days following the decision; implementation of the prior decision will, if possible, be postponed pending the results of such an appeal. The appealing party should follow the steps illustrated in the chart below.

At each step of the process, the complaining party must obtain date and signature of each individual hearing the complaint.

COMPLAINT PROCESS:



Instructional Complaint/Appeal Form

STUDENT NAME: _____ P#: _____

STUDENT ADDRESS: _____

PHONE #: _____ CELL #: _____ EMAIL: _____

INSTRUCTOR: _____ SEMESTER: _____ DATE: _____

COURSE NAME/SECTION: _____ FORMAT (CIRCLE ONE): TRADITIONAL | PEN | ONLINE

COMPLAINT/APPEAL BROUGHT BY: _____

NATURE OF COMPLAINT/APPEAL: _____

SUPPORTING INFORMATION (USE OTHER SHEETS AS NEEDED): _____

ACTION REQUESTED: _____

DECISION AND REASONS

REVIEWED BY INSTRUCTOR: _____ DATE: _____

REVIEWED BY INSTRUCTOR SUPERVISOR: _____ DATE: _____

REVIEWED BY DIVISION DEAN: _____ DATE: _____

REVIEWED BY VP FOR ACADEMIC AFFAIRS, PRESIDENT'S REPRESENTATIVE: _____

FINAL DISPOSITION: _____

Any student wishing to initiate a complaint about instruction, instructor or grades should complete this form and bring it to either the instructor or to the instructor's supervisor (department chair or dean).

Upon final disposition, copies of the completed form will be distributed to the student initiating the complaint, the instructor, the instructor's supervisor and the curriculum dean. An official copy will be on permanent file in the office of the Vice President for Academic Affairs.

- Student Copy
- Instructor Copy
- Supervisor Copy
- Dean Copy
- Permanent File in Office of Vice President of Academic Affairs

Academic Programs by Division

ARTS AND SCIENCES

Evelyn Beck, Dean | (864) 941-8450

Melissa Gregory, Administrative Specialist | (864) 941-8447

Program	Contact	Phone Number
Associate in Arts and Sciences	Evelyn Beck	(864) 941-8450
Science	Dale Smoak	(864) 941-8453
College Transfer Programs	Evelyn Beck	(864) 941-8450
English	Tonia Luker	(864) 941-8459
Humanities	Dee Sumerel	(864) 941-8455
Mathematics	Kimberly Neal	(864) 941-8672
Social Sciences	Robert Ivey	(864) 941-8510
Transient	Admissions	(864) 941-8369
Undecided	Career Planning and Counseling Center	(864) 941-8356

BUSINESS/PUBLIC SERVICE

Sissy Copeland, Dean | (864) 941-8501

Maryanne Goff, Administrative Specialist | (864) 941-8729

Program	Contact	Phone Number
Administrative Office Technology	Menka Brown	(864) 941-8343
Business	Steve Fennell	(864) 941-8645
Commercial Art	Kendall Adams	(864) 941-8474
Computer Technology	Lesley Price	(864) 941-8746
Criminal Justice	Josh Lindsay	(864) 941-8681
Early Care and Education	Ashley Hollingsworth	(864) 941-8787
Pottery	Kendall Adams	(864) 941-8474

COLLEGE PREPARATORY AND TRANSITIONAL STUDIES

Lisa Martin, Dean | (864) 941-8393

Allison Bouknight, Administrative Specialist | (864) 941-8353

Program	Contact	Phone Number
English	Claudia Edwards	(864) 941-8448
Math	Rick Judy	(864) 941-8772
Reading/College Skills	Joyce Brown	(864) 941-8727

ENGINEERING/INDUSTRIAL TECHNOLOGY

David Kibler, Interim Dean | (864) 941-8475

Maggie Slimmer, Administrative Specialist | (864) 941-8486

Program	Contact	Phone Number
Agriculture	Hugh Bland	(864) 445-3144, ext. 3104
Automotive Technology	Brad Emery	(864) 941-8468
Building Construction Technology	Bobby Roche	(864) 941-8465
Engineering Graphics Technology	Sandy Warner	(864) 941-8466
Electronic Engineering Technology	Farhad Mohajer	(864) 941-8478
Gunsmithing	Jerry Capone	(864) 941-8753
Horticulture Technology	Josh Murdock	(864) 941-8671
HVAC Technology	Keenan Tallent	(864) 941-8473
Industrial Electronics Technology	Kevin Boiter	(864) 941-8467
Machine Tool Technology	Bob Koster	(864) 941-8471
Mechanical Engineering Technology	Sung Kim	(864) 941-8477
Mechatronics Technology	Kevin Moore	(864) 941-8480
Welding	Jim Fleming	(864) 941-8470

HEALTH SCIENCE

Jerry Alewine, Dean | (864) 941-8536

Kim M. Easler, Administrative Specialist | (864) 941-8504

Denise Wiley, Health Records Assistant | (864) 941-8752

Program	Contact	Phone Number
Cardiovascular Technology	Laura Rawlings	(864) 941-8717
Dental Hygiene	Lenette Thompson	(864) 941-8516
Emergency Medical Technician	Deborah Hoffman	(864) 941-8426
Funeral Service	David Martin	(864) 941-8506
Health Information Management	Lenette Thompson	(864) 941-8516
Human Services	Beverly Burton	(864) 941-8503
Massage Therapy	Michelle Liggett	(864) 941-8617
Medical Assisting	Deborah McCallum	(864) 941-8464
Medical Laboratory Technology	Lenette Thompson	(864) 941-8516
Nursing Assistant	Deborah Hoffman	(864) 941-8426
Occupational Therapy Assistant	Isabelle Beveridge	(803) 768-8188
Patient Care Technology	Kaye Chrisco	(803) 768-8152
Pharmacy Technician	Clayton Sprouse	(864) 941-8527
Phlebotomy Technician	Deborah McCallum	(864) 941-8464
Physical Assistant	Lenette Thompson	(864) 941-8516
Radiologic Technology	Lee Balentine	(864) 941-8523
Respiratory Care	Ann Allen	(864) 941-8533
Surgical Technology	Susan Kinney	(864) 941-8535
Veterinary Technology	Ruthie Buist	(803) 768-8162

NURSING

Tara Harris, Dean | (864) 941-8525

Deidre Stidom, Administrative Specialist | (864) 941-8724

Janean Reish, Nursing Support Counselor | (864) 941-8720

Program	Contact	Phone Number
Nursing	Tara Harris	(864) 941-8525
Advanced Placement Nursing	Janean Reish	(864) 941-8720