



PIEDMONT
Technical College

Your goals. Our mission.

STUDENT CALENDAR & HANDBOOK *2011-2012*

Abbeville ♦ Edgefield ♦ Greenwood ♦ Laurens ♦ McCormick ♦ Newberry ♦ Saluda

Piedmont Technical College Services

Area	Contact	Location	Phone Number
Academic Probation	Tanisha Latimer	Student Records, 140-A	(864) 941-8363
Academic Policies & Information	Staff	Student Success Center, 101-A	(864) 941-8614
Accidents	Staff	Public Safety	(864) 941-8000
Books/Supplies	Staff	Campus Shop, 106-F	(864) 941-8683
Career Decision-Making, Career Information, & Personal Issues	Staff	Student Success Center, 101-A	(864) 941-8614
Class Scheduling & Questions About Your Major	Staff, or Your Faculty Advisor	Student Success Center, 101-A	(864) 941-8614
College Transfer	Lynn Mack Evelyn Beck	108-G 145-K	(864) 941-8449 (864) 941-8450
County Centers	Jennifer Wilbanks	Dean of County Centers Abbeville County Center Edgefield County Center Laurens County Higher Education Center McCormick County Center Newberry County Center Saluda County Center	(864) 323-7674 (864) 446-8324 (803) 637-5388 (864) 938-1505 (864) 852-3191 (803) 276-9000 (864) 445-3144
Emergencies	Staff	Public Safety	(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 & Program Readiness Information	Staff	Student Success Center, 101-A	(864) 941-8614
Job Search Assistance, Interviewing Tips, & Resume Writing	Staff Staff	One-Stop Workforce Center, 149-A Student Success Center, 101-A	(864) 941-8395 (864) 941-8614
Learning or Physical Disabilities	Brenda Dailey	Student Disabilities Services, 101-A	(864) 941-8378
Lost & Found Items	Staff	Public Safety	(864) 941-8000
Online Course Assistance	Lynn Mack Jennifer Stroud Ruth Smith	108-G 111-G 105-G	(864) 941-8449 (864) 941-8644 (864) 941-8398
One Stop Workforce Center	Staff	149-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, & Withdrawals	Staff	Student Records, 139-A	(864) 941-8361
Refunds & Billing Questions	Staff	Business Office, 150-A	(864) 941-8322
Residency	Crystal Pittman	Business Office, 151-A	(864) 941-8328
Safety Escort	Staff	Public Safety	(864) 941-8000
Scholarships	Staff	Student Success Center, 101-A	(864) 941-8614
Student ID	Staff	Library	(864) 941-8441
Student Life, Clubs & Organizations	Staff	Student Success Center, 101-A	(864) 941-8614
Student Support Services Program	Staff	Student Success Center, 101-A	(864) 941-8385
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, 162-K	(864) 941-8435

Academic Calendar

FALL 2011

<i>Administrative Days</i>	August 15-19, 2011
<i>Inservice Days</i>	August 22-23
<i>Classes Begin (Full Term, A Term)</i>	August 24
<i>End Add Period (A Term)</i>	August 26
<i>End Add Period (Full Term)</i>	August 30
<i>Labor Day (College Closed)</i>	September 5
<i>Classes Begin (L Term)</i>	September 27
<i>End Add Period (L Term)</i>	September 29
<i>Classes End (A Term)</i>	October 13
<i>Fall Break (No Classes)</i>	October 14 & 17
<i>Classes Begin (B Term)</i>	October 18
<i>End Add Period (B Term)</i>	October 20
<i>Thanksgiving Break (College Closed)</i>	November 23-25
<i>Classes End (Full Term, B Term, L Term)</i>	December 12
<i>Final Grades Due</i>	December 14
<i>Administrative Days</i>	December 14-16
<i>Faculty Leave Days</i>	December 19-22
<i>Winter Break (College Closed)</i>	December 23-30

SPRING 2012

<i>New Year's Day Observed (College Closed)</i>	January 2, 2012
<i>Administrative Days</i>	January 3-6
<i>Inservice Days</i>	January 9-13
<i>Martin Luther King, Jr. Day (College Closed)</i>	January 16
<i>Classes Begin (Full Term, A Term)</i>	January 17
<i>End Add Period (A Term)</i>	January 19
<i>End Add Period (Full Term)</i>	January 23
<i>Classes Begin (L Term)</i>	February 16
<i>End Add Period (L Term)</i>	February 20
<i>Classes End (A Term)</i>	March 7
<i>Inservice Days</i>	March 8-9
<i>Classes Begin (B Term)</i>	March 12
<i>End Add Period (B Term)</i>	March 14
<i>Spring Break (No Classes)</i>	April 9-13
<i>Classes End (Full Term, B Term, L Term)</i>	May 4
<i>Final Grades Due</i>	May 8
<i>Administrative Days</i>	May 10-11
<i>Graduation</i>	June 1

SUMMER 2012

<i>Administrative Days</i>	May 14-18
<i>Classes Begin (Full Term, A Term)</i>	May 21
<i>End Add Period (A Term)</i>	May 23
<i>End Add Period (Full Term)</i>	May 25
<i>Memorial Day (College Closed)</i>	May 28
<i>Classes Begin (L Term)</i>	June 4
<i>End Add Period (L Term)</i>	June 6
<i>Classes End (A Term)</i>	June 22
<i>Classes Begin (B Term)</i>	June 25
<i>End Add Period (B Term)</i>	June 27
<i>Independence Day (College Closed)</i>	July 4
<i>Classes End (Full Term, B Term, L Term)</i>	July 30
<i>Final Grades Due</i>	August 1
<i>Administrative Days</i>	July 31-August 3
<i>Graduation</i>	August 2
<i>Term Break</i>	August 6-8
<i>Administrative Days</i>	August 9-10

August 2011

T: Traditional Term (May 23-August 1) • A: A Term (May 23-June 24)

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY
	1	Fall Tuition & Fees Due (T & A Terms) 2	Financial Aid Office Closed 3	Graduation Financial Aid Office Closed 4
7	8	9	10	Financial Aid Office Closed 11
14	15	16	17	Non-Paid Dropped (T & A Terms) 18
21	22	23	Fall Classes Begin (T & A Terms) 24	Non-Paid Dropped (T & A Terms) 25
28	29	30	31	

FRIDAY	SATURDAY	
5	6	<div style="background-color: #1a3d54; color: white; padding: 5px;">Important Dates</div> <ul style="list-style-type: none"> August 1 Summer Classes End (T, L & B Terms) August 4 Tuition Status Review (T & A Terms) <li style="background-color: #d9e1f2;">August 4 Graduation August 4 Grades on Pathway August 5 SAP Status Notification August 8-12 Faculty Break <li style="background-color: #d9e1f2;">August 11-12 New Student Orientation August 11 Tuition Status Review (T & A Terms) August 15 New Academic Year Begins <li style="background-color: #d9e1f2;">August 16 T & A Terms Late Registration Begins (\$50 Late Fee) August 16 Financial Aid Students Can Charge Books August 18 New Student Make-Up Orientation <li style="background-color: #d9e1f2;">August 18 Non-Paid Dropped (T & A Terms) August 19 Work Study Pay Day <li style="background-color: #d9e1f2;">August 24 Fall Classes Begin (T & A Terms) August 24 Print T & A Term Rosters August 25 Summer Graduates Degree Pick-Up <li style="background-color: #d9e1f2;">August 25 Non-Paid Dropped (T & A Terms) August 29 A Term: 60% Refund August 31 T Term: 60% Refund August 31 Grading Open (T & A Terms)
Fall SAP Appeal Forms Due	12	13
19	20	
26	27	<div style="background-color: #1a3d54; color: white; padding: 5px;">Deadlines</div> <ul style="list-style-type: none"> <li style="background-color: #d9e1f2;">August 2 Fall Tuition & Fees Due (T & A Terms) August 3 Final Grades Due (T, L & B Terms) August 3 Last Day to Enroll Online for Fall Payment Plan with No Down Payment <li style="background-color: #d9e1f2;">August 12 Fall SAP Appeal Forms Due August 24 Last Day to Enroll Online for Fall Payment Plan with 33% Down Payment August 26 A Term Add/Drop Ends August 30 T Term Add/Drop Ends August 30 Last Day to Submit Fall SAP Appeal Forms August 31 Work Study Time Sheets Due
Notes		

September 2011

T: Traditional Term (August 24-December 12) • A: A Term (August 24-October 13)

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY
Notes				Non-Paid Dropped (T & A Terms) Spring Merit & Program-Ready Applications Available 1
4	College Closed Labor Day	5	6	7
			Financial Aid Freeze Date (T & A Terms)	8
11		Tuesday Topic Computer Club Tuition & Fees Due (L Term)	13	14
	12			15
18				
	19		Fall Kick-Off & Club Fair	21
				Non-Paid Dropped (L Term) 22
25				
	26	Tuesday Topic L Term Classes Begin	27	28
				29

FRIDAY	SATURDAY	
		<h3>Important Dates</h3> <ul style="list-style-type: none"> September 1 Non-Paid Dropped (T & A Terms) September 1 A Term: 40% Refund September 1 Spring Merit & Program-Ready Applications Available September 6 A Term: 0% Refund September 7 T Term: 40% Refund September 13 T Term: 0% Refund September 13 Tuesday Topic September 13 Computer Club September 15 Tuition Status Review (L Term) September 16 Financial Aid Disbursement Checks Mailed (T & A Terms) September 20 Work Study Pay Day September 21 Fall Kick-Off and Club Fair September 22 Non-Paid Dropped (L Term) September 24 A Term 60% of Term September 27 L Term Classes Begin September 27 Tuesday Topic September 27 L Term Late Registration Begins (\$50 Late Fee) September 27 Print L Term Rosters September 30 Non-Paid Dropped (L Term) September 30 Grading Open (L Term) September 30 L Term: 60% Refund
2	3	
9	10	
16	17	
Autumn Begins 23	24	<h3>Deadlines</h3> <ul style="list-style-type: none"> September 1 Deadline to Report T & A Terms NA September 2 Last Day to Turn in Fall/Spring/Summer Loan Applications September 7 Financial Aid Freeze Date (T & A Terms) September 8 Last Day for Financial Aid Students to Charge Books (T & A Terms) September 13 Tuition & Fees Due (L Term) September 22 Last Day to Enroll in Fall Payment Plan September 29 L Term Add/Drop Ends September 29 Last Day to Turn in Fall/Spring/Summer Loan Applications (L Term) September 30 Work Study Time Sheets Due September 30 Spring Merit & Program-Ready Applications Due
Non-Paid Dropped (L Term) Spring Merit & Program-Ready Applications Due 30		

October 2011

T: Traditional Term (August 24-December 12) • A: A Term (August 24-October 13)

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY
Notes				
2	3	Financial Aid Freeze Date (L Term) 4	Inter-Club Council 5	Non-Paid Dropped (L Term) 6
9	Tuition & Fees Due (B Term) Columbus Day 10	Tuesday Topic Computer Club 11	12	13
16	Fall Break (No Classes)	B Term Classes Begin Inter-Club Council 18	19	20
23	24 Non-Paid Dropped (B Term)	Tuesday Topic Financial Aid Freeze Date (B Term) 25	26	27
30	Halloween 31			

FRIDAY	SATURDAY	
		<p>Important Dates</p> <p>October 4 Financial Aid Freeze Date (L Term)</p> <p>October 5 L Term: 40% Refund</p> <p>October 5 Inter-Club Council</p> <p>October 6 Non-Paid Dropped (L Term)</p> <p>October 7 L Term: 0% Refund</p> <p>October 7 Summer "I" Grades Convert to "F"</p> <p>October 7 Spring "CF" Grades Convert to "F"</p> <p>October 11 Tuition Status Review (B Term)</p> <p>October 11 Tuesday Topic</p> <p>October 11 Computer Club</p> <p>October 13 A Term Classes End</p> <p>October 14 Financial Aid Checks Mailed (L Term)</p> <p>October 14 Midterm</p> <p>October 17 Non-Paid Dropped (B Term)</p> <p>October 18 B Term Classes Begin</p> <p>October 18 B Term Late Registration Begins (\$50 Late Fee)</p> <p>October 18 Inter-Club Council</p> <p>October 18 Print B Term Rosters</p> <p>October 20 Work Study Pay Day</p> <p>October 21 B Term: 60% Refund</p> <p>October 21 Grading Open (B Term)</p> <p>October 21 Grades Available on Pathway (A Term & Midterm)</p> <p>October 24 Non-Paid Dropped (B Term)</p> <p>October 25 Tuesday Topic</p> <p>October 26 B Term: 40% Refund</p> <p>October 28 B Term: 0% Refund</p> <p>October 29 T Term 60% of Term</p>
	1	
Last Day to Apply for December Graduation 7	8	
Fall Break (No Classes)		
14	15	
		<p>Deadlines</p> <p>October 3 Deadline to Report L Term NA</p> <p>October 6 Last Day for Financial Aid Students to Charge Books (L Term)</p> <p>October 7 Last Day to Apply for December Graduation</p> <p>October 10 Tuition & Fees Due (B Term)</p> <p>October 19 Grades Due (A Term & Midterm)</p> <p>October 20 B Term Add/Drop Ends</p> <p>October 25 Financial Aid Freeze Date (B Term)</p> <p>October 26 Last Day for Financial Aid Students to Charge Books (B Term)</p> <p>October 31 Work Study Time Sheets Due</p>
21	22	
28	29	

November 2011

T: Traditional Term (August 24-December 12) • A: A Term (August 24-October 13)

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	
		Spring 2012 VIP Registration Begins Tuesday Topic Inter-Club Council	1	2	Graduation Fee Due 3
Daylight Savings Ends 6	7	Computer Club 8	9	10	
13	14	Tuesday Topic Inter-Club Council 15	16	17	
20	21	22	College Closed 23	College Closed Thanksgiving Day 24	
27	28	Tuesday Topic 29	Spring 2012 VIP Registration Ends 30		

FRIDAY	SATURDAY																												
4	5	<table border="1"> <thead> <tr> <th colspan="2" data-bbox="716 317 1511 373">Important Dates</th> </tr> </thead> <tbody> <tr> <td data-bbox="716 380 922 422">November 1</td> <td data-bbox="927 380 1511 422">Spring 2012 VIP Registration Begins</td> </tr> <tr> <td data-bbox="716 422 922 464">November 1</td> <td data-bbox="927 422 1511 464">Payment Plan Opens for Spring Term</td> </tr> <tr> <td data-bbox="716 464 922 506">November 1</td> <td data-bbox="927 464 1511 506">Tuesday Topic</td> </tr> <tr> <td data-bbox="716 506 922 548">November 1</td> <td data-bbox="927 506 1511 548">Inter-Club Council</td> </tr> <tr> <td data-bbox="716 548 922 590">November 4</td> <td data-bbox="927 548 1511 590">Financial Aid Checks Mailed (B Term)</td> </tr> <tr> <td data-bbox="716 590 922 632">November 8</td> <td data-bbox="927 590 1511 632">Computer Club</td> </tr> <tr> <td data-bbox="716 632 922 674">November 12</td> <td data-bbox="927 632 1511 674">L Term 60% of Term</td> </tr> <tr> <td data-bbox="716 674 922 716">November 15</td> <td data-bbox="927 674 1511 716">Tuesday Topic</td> </tr> <tr> <td data-bbox="716 716 922 758">November 15</td> <td data-bbox="927 716 1511 758">Inter-Club Council</td> </tr> <tr> <td data-bbox="716 758 922 800">November 18</td> <td data-bbox="927 758 1511 800">Work Study Pay Day</td> </tr> <tr> <td data-bbox="716 800 922 842">November 20</td> <td data-bbox="927 800 1511 842">B Term 60% of Term</td> </tr> <tr> <td data-bbox="716 842 922 884">November 29</td> <td data-bbox="927 842 1511 884">Tuesday Topic</td> </tr> </tbody> </table>		Important Dates		November 1	Spring 2012 VIP Registration Begins	November 1	Payment Plan Opens for Spring Term	November 1	Tuesday Topic	November 1	Inter-Club Council	November 4	Financial Aid Checks Mailed (B Term)	November 8	Computer Club	November 12	L Term 60% of Term	November 15	Tuesday Topic	November 15	Inter-Club Council	November 18	Work Study Pay Day	November 20	B Term 60% of Term	November 29	Tuesday Topic
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November 28	Last Day to Withdraw from a Class																												
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November 30	Work Study Time Sheets Due																												
18	19																												
College Closed	26																												
Notes																													

December 2011

T: Traditional Term (August 24-December 12) • A: A Term (August 24-October 13)

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY
Notes				Spring 2012 Open Registration Begins 1
4	5	6	7	8
11	12	13	14	15
18	19	Hanukkah Begins 20	Winter Begins 21	22
College Closed				
25	26	27	28	29
Christmas Day				

FRIDAY	SATURDAY														
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Important Dates															
December 1	Spring 2012 Open Registration Begins (\$25 Registration Fee)														
December 12	Fall Classes End (T, L & B Terms)														
December 16	Work Study Pay Day														
December 16	Grades Available on Pathway														
December 19	SAP Status Notification														
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December 14	Final Grades Due														
December 16	Work Study Time Sheets Due														
16	17														
College Closed 23	Christmas Eve 24														
→ 30	New Year's Eve 31														

January 2012

T: Traditional Term (January 17-May 4) • A: A Term (January 17-March 7)

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY
New Year's Day 1	College Closed 2	College Reopens 3	Tuition & Fees Due (T & A Terms) Financial Aid Office Closed 4	Financial Aid Office Closed Spring SAP Appeal Forms Due 5
8	9	10	Financial Aid Office Closed 11	Non-Paid Dropped (T & A Terms) 12
15	College Closed MLK, Jr. Day 16	Spring Classes Begin (T & A Terms) 17	18	Non-Paid Dropped (T & A Terms) 19
22	23	Tuesday Topic 24	25	Non-Paid Dropped (T & A Terms) 26
29	30	31		

FRIDAY	SATURDAY	
6	7	<p>Important Dates</p> <p>January 2 2012-2013 FAFSA Filing Begins</p> <p>January 5 Tuition Status Review (T & A Terms)</p> <p>January 5 New Student Orientation</p> <p>January 6 New Student Orientation</p> <p>January 9 Financial Aid Students can Charge Books</p> <p>January 11 T & A Terms Late Registration (\$50 Late Fee)</p> <p>January 12 Non-Paid Dropped (T & A Terms)</p> <p>January 12 New Student Make-Up Orientation</p> <p>January 17 Spring Classes Begin (T & A Terms)</p> <p>January 17 Print T & A Term Rosters</p> <p>January 19 Non-Paid Dropped (T & A Terms)</p> <p>January 20 A Term: 60% Refund</p> <p>January 20 Work Study Pay Day</p> <p>January 24 Tuesday Topic</p> <p>January 24 T Term: 60% Refund</p> <p>January 24 Grading Open (T & A Terms)</p> <p>January 25 A Term: 40% Refund</p> <p>January 26 Non-Paid Dropped (T & A Terms)</p> <p>January 26 Fall Graduates Degree Pick-Up</p> <p>January 27 A Term: 0% Refund</p> <p>January 31 T Term: 40% Refund</p>
13	14	
20	21	<p>Deadlines</p> <p>January 4 Tuition & Fees Due (T & A Terms)</p> <p>January 5 Spring SAP Appeal Forms Due</p> <p>January 6 Last Day to Enroll Online for Spring 2012 Payment Plan with 33% Down Payment</p> <p>January 19 A Term Add/Drop Ends</p> <p>January 23 T Term Add/Drop Ends</p> <p>January 23 Last Day to Submit Spring SAP Appeal Forms</p> <p>January 23 Last Day to Turn in Spring/Summer Loan Applications</p> <p>January 25 Deadline to Report NA</p> <p>January 31 Work Study Time Sheets Due</p>
27	28	
Notes		

February 2012

T: Traditional Term (January 17-May 4) • A: A Term (January 17-March 7)

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY
Notes			1	Financial Aid Freeze Date (T & A Terms) Groundhog Day 2
			5	6
12	Non-Paid Dropped (L Term) 13	Valentine's Day 14	15	L Term Classes Begin 16
19	20	Tuesday Topic Inter-Club Council Non-Paid Dropped (L Term) 21	22	23
26	Financial Aid Freeze Date (L Term) 27	28	29	

FRIDAY	SATURDAY	
Tuition & Fees Due (L Term) 3	4	<div data-bbox="716 317 1511 369" style="background-color: #1a3d54; color: white; padding: 5px;">Important Dates</div> <ul style="list-style-type: none"> February 6 T Term: 0% Refund February 6 Tuition Status Review (L Term) February 7 Tuesday Topic February 7 Inter-Club Council February 10 Financial Aid Checks Mailed (T & A Terms) <li style="background-color: #d9e1f2;">February 13 Non-Paid Dropped (L Term) February 14 Computer Club <li style="background-color: #d9e1f2;">February 16 L Term Classes Begin <li style="background-color: #d9e1f2;">February 16 L Term Late Registration (\$50 Late Fee) February 16 Print L Term Rosters February 17 A Term 60% of Term February 20 Work Study Pay Day <li style="background-color: #d9e1f2;">February 21 Non-Paid Dropped (L Term) February 21 L Term: 60% Refund February 21 Tuesday Topic February 21 Inter-Club Council February 21 Grading Open (L Term) February 24 L Term: 40% Refund February 28 L Term: 0% Refund <div data-bbox="716 1161 1511 1213" style="background-color: #1a3d54; color: white; padding: 5px;">Deadlines</div> <ul style="list-style-type: none"> <li style="background-color: #d9e1f2;">February 2 Financial Aid Freeze Date (T & A Terms) February 2 Last Day for Financial Aid Students to Charge Books (T & A Terms) <li style="background-color: #d9e1f2;">February 3 Tuition & Fees Due (L Term) February 7 Last Day to Enroll Online for Spring 2012 Payment Plan February 20 L Term Add/Drop Ends February 22 Deadline to Report L Term NA <li style="background-color: #d9e1f2;">February 27 Financial Aid Freeze Date (L Term) February 29 Work Study Time Sheets Due
10	11	
17	18	
24	25	

March 2012

T: Traditional Term (January 17-May 4) ▪ A: A Term (January 17-March 7)

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY
Notes				Tuition & Fees Due (B Term) 1
4	5	Tuesday Topic Inter-Club Council 6	7	8
Daylight Savings Begins 11	B Term Classes Begin 12	Computer Club 13	14	15
18	Financial Aid Freeze Date (B Term) 19	Inter-Club Council Spring Begins 20	21	22
25	26	Tuesday Topic 27	28	29

FRIDAY	SATURDAY	
Last Day to Apply for May Graduation 2	3	<p>Important Dates</p> <p>March 2 Tuition Status Review (B Term)</p> <p>March 2 Fall "I" Grades Convert to "F"</p> <p>March 2 Summer "CF" Grades Convert to "F"</p> <p>March 6 Tuesday Topic</p> <p>March 6 Inter-Club Council</p> <p>March 7 A Term Classes End</p> <p>March 8 Midterm</p> <p>March 9 Financial Aid Checks Mailed (L Term)</p> <p>March 9 Non-Paid Dropped (B Term)</p> <p>March 12 B Term Classes Begin</p> <p>March 12 B Term Late Registration (\$50 Late Fee)</p> <p>March 13 Computer Club</p> <p>March 15 B Term: 60% Refund</p> <p>March 15 Grading Open (B Term)</p> <p>March 15 Grades Available on Pathway (A Term & Midterm)</p> <p>March 16 Non-Paid Dropped (B Term)</p> <p>March 18 T Term 60% of Term</p> <p>March 20 B Term: 40% Refund</p> <p>March 20 Inter-Club Council</p> <p>March 20 Work Study Pay Day</p> <p>March 22 B Term: 0% Refund</p> <p>March 23 Financial Aid Checks Mailed (B Term)</p> <p>March 27 Tuesday Topic</p>
Non-Paid Dropped (B Term) 9	10	
Non-Paid Dropped (B Term) 16	St. Patrick's Day 17	
23	24	<p>Deadlines</p> <p>March 1 Tuition & Fees Due (B Term)</p> <p>March 1 Last Day for Financial Aid Students to Charge Books (L Term)</p> <p>March 2 Last Day to Apply for May Graduation</p> <p>March 13 Grades Due (A Term & Midterm)</p> <p>March 14 B Term Add/Drop Ends</p> <p>March 14 Last Day for Financial Aid Students to Charge Books (B Term)</p> <p>March 19 Financial Aid Freeze Date (B Term)</p> <p>March 30 Work Study Time Sheets Due</p>
30	31	

April 2012

T: Traditional Term (January 17-May 4) • A: A Term (January 17-March 7)

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY
1	Summer VIP Registration Begins Fall VIP Registration Begins for Current Students	Inter-Club Council Tuesday Topic	4	5
	← Spring Break →			
Easter Sunday 8	9	10	11	12
15	16	Computer Club 17	18	Spring Activities Day 19
Earth Day 22	23	24	25	Student Awards & Recognition Program 26
29	Summer VIP Registration Ends 30			

L: Late Term (February 16-May 4) ▪ B: B Term (March 12-May 4) ▪ NA: Never Attends ▪ LDA: Last Date of Attendance

FRIDAY	SATURDAY																																					
Good Friday 6	7	<table border="1"> <thead> <tr> <th colspan="2" data-bbox="711 317 1511 373">Important Dates</th> </tr> </thead> <tbody> <tr> <td data-bbox="721 384 922 415">April 2</td> <td data-bbox="938 384 1502 415">Summer VIP Registration Begins</td> </tr> <tr> <td data-bbox="721 422 922 453">April 2</td> <td data-bbox="938 422 1502 453">Fall VIP Registration Begins for Current Students</td> </tr> <tr> <td data-bbox="721 459 922 491">April 2</td> <td data-bbox="938 459 1502 491">Payment Plan Opens for Summer Term</td> </tr> <tr> <td data-bbox="721 497 922 529">April 3</td> <td data-bbox="938 497 1502 529">L Term 60% of Term</td> </tr> <tr> <td data-bbox="721 535 922 567">April 3</td> <td data-bbox="938 535 1502 567">Inter-Club Council</td> </tr> <tr> <td data-bbox="721 573 922 604">April 3</td> <td data-bbox="938 573 1502 604">Tuesday Topic</td> </tr> <tr> <td data-bbox="721 611 922 642">April 15</td> <td data-bbox="938 611 1502 642">B Term 60% of Term</td> </tr> <tr> <td data-bbox="721 648 922 680">April 17</td> <td data-bbox="938 648 1502 680">Computer Club</td> </tr> <tr> <td data-bbox="721 686 922 718">April 19</td> <td data-bbox="938 686 1502 718">Spring Activities Day</td> </tr> <tr> <td data-bbox="721 724 922 756">April 20</td> <td data-bbox="938 724 1502 756">Work Study Pay Day</td> </tr> <tr> <td data-bbox="721 762 922 793">April 26</td> <td data-bbox="938 762 1502 793">Student Awards and Recognition Program</td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th colspan="2" data-bbox="711 842 1511 898">Deadlines</th> </tr> </thead> <tbody> <tr> <td data-bbox="721 909 922 940">April 2</td> <td data-bbox="938 909 1502 940">Priority Date for Summer FAFSAs</td> </tr> <tr> <td data-bbox="721 947 922 978">April 6</td> <td data-bbox="938 947 1502 978">Graduation Fee Due</td> </tr> <tr> <td data-bbox="721 984 922 1016">April 20</td> <td data-bbox="938 984 1502 1016">Last Day to Withdraw from a Class</td> </tr> <tr> <td data-bbox="721 1022 922 1054">April 30</td> <td data-bbox="938 1022 1502 1054">Summer VIP Registration Ends</td> </tr> <tr> <td data-bbox="721 1060 922 1092">April 30</td> <td data-bbox="938 1060 1502 1092">Work Study Time Sheets Due</td> </tr> </tbody> </table>	Important Dates		April 2	Summer VIP Registration Begins	April 2	Fall VIP Registration Begins for Current Students	April 2	Payment Plan Opens for Summer Term	April 3	L Term 60% of Term	April 3	Inter-Club Council	April 3	Tuesday Topic	April 15	B Term 60% of Term	April 17	Computer Club	April 19	Spring Activities Day	April 20	Work Study Pay Day	April 26	Student Awards and Recognition Program	Deadlines		April 2	Priority Date for Summer FAFSAs	April 6	Graduation Fee Due	April 20	Last Day to Withdraw from a Class	April 30	Summer VIP Registration Ends	April 30	Work Study Time Sheets Due
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20	21																																					
27	28																																					
<p style="text-align: center;">Notes</p>																																						

May 2012

T: Traditional Term (May 21-July 30) • A: A Term (May 21-June 22)

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY			
		Fall VIP Registration Begins for New Students Fall Merit & Program-Ready Applications Available Tuition & Fees Due (T & A Terms)	1	2	3		
6	7	8	Financial Aid Office Closed	9	Financial Aid Office Closed	10	
Mother's Day	13	14	15	Financial Aid Office Closed Summer Term SAP Appeal Forms Due	16	Non-Paid Dropped (T & A Terms)	17
20	Summer Classes Begin (T & A Terms)	21	Tuition & Fees Due (L Term)	22	23	Non-Paid Dropped (T & A Terms)	24
27	College Closed	28	29	30	Non-Paid Dropped (T & A Terms)	31	
	Memorial Day						

FRIDAY	SATURDAY	
4	5	Important Dates
		May 1 Summer Open Registration Begins (\$25 Fee)
		May 1 Fall VIP Registration Begins for New Students
		May 1 Fall Merit & Program-Ready Applications Available
		May 3 Tuition Status Review (T & A Terms)
		May 4 Spring Term Classes End (T, L & B Terms)
		May 10 Tuition Status Review (T & A Terms)
		May 10 Grades Available on Pathway (T, L & B Terms)
		May 10 SAP Status Notification
		May 14 T & A Terms Late Registration (\$50 Late Fee)
		May 14 Financial Aid Students can Charge Books
		May 17 Non-Paid Dropped (T & A Terms)
		May 17-18 New Student Orientation
		May 18 Work Study Pay Day
		May 21 Summer Classes Begin (T & A Terms)
		May 24 Non-Paid Dropped (T & A Terms)
		May 24 A Term: 60% Refund
		May 24: Tuition Status Review (L Term)
		May 29 A Term: 40% Refund
		May 29 Grading Opens (T & A Terms)
		May 30 T Term: 60% Refund
		May 30 A Term: 0% Refund
		May 31 Non-Paid Dropped (T, A & L Terms)
		Deadlines
		May 1 Tuition & Fees Due (T & A Terms)
		May 7 Last Day to Enroll Online for Summer Payment Plan with No Down Payment
		May 8 Final Grades Due
		May 16 Summer Term SAP Appeal Forms Due
		May 18 Fall Merit & Program-Ready Applications Due
		May 22 Tuition & Fees Due (L Term)
		May 23 A Term Add/Drop Ends
		May 25 T Term Add/Drop Ends
		May 25 Last Day to Submit Summer SAP Appeal Forms
		May 25 Last Day to Turn in Summer Loan Applications
		May 30 Deadline to Report NA
		May 31 Work Study Time Sheets Due
11	12	
18	19	
25	26	
Fall Merit & Program-Ready Applications Due		
Last Day to Submit Summer SAP Appeal Forms		
Notes		

June 2012

T: Traditional Term (May 21-July 30) • A: A Term (May 21-June 22)

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY
Notes				
3	L Term Classes Begin Financial Aid Freeze Date (T & A Terms) 4	5	6	Non-Paid Dropped (L Term) 7
10	Tuition & Fees Due (B Term) 11	Financial Aid Freeze Date (L Term) 12	13	Flag Day 14
Father's Day 17	18	19	Summer Begins 20	Non-Paid Dropped (B Term) 21
24	B Term Classes Begin 25	26	27	Non-Paid Dropped (B Term) Fall VIP Registration Ends 28

FRIDAY	SATURDAY	
Graduation Last Day to Apply for August Graduation 1	2	Important Dates June 1 Graduation June 4 L Term Classes Begin June 4 L Term Late Registration Begins (\$50 Late Fee) June 6 T Term: 40% Refund June 7 Non-Paid Dropped (L Term) June 7 Grading Open (L Term) June 8 Spring Graduates Degree Pick-Up June 9 A Term 60% of Term June 12 T Term: 0% Refund June 12 L Term: 40% Refund June 14 Tuition Status Review (B Term) June 14 L Term: 0% Refund June 15 Financial Aid Checks Mailed (T, A & L Terms) June 20 Work Study Pay Day June 21 Non-Paid Dropped (B Term) June 22 A Term Classes End June 25 B Term Classes Begin June 25 B Term Late Registration Begins (\$50 Late Fee) June 28 B Term: 60% Refund June 28 Non-Paid Dropped (B Term) June 29 B Term: 40% Refund
8	9	
15	16	
22	23	
29	30	
		Deadlines June 1 Last Day to Apply for August Graduation June 4 Financial Aid Freeze Date (T & A Terms) June 6 L Term Add/Drop Ends June 7 Last Day to Enroll Online for the Summer 2012 Payment Plan June 7 Last Day for Financial Aid Students to Charge Books (T, A & L Terms) June 8 Deadline to Report NA June 11 Tuition & Fees Due (B Term) June 12 Financial Aid Freeze Date (L Term) June 27 B Term Add/Drop Ends June 28 Last Day for Students to Charge Books (B Term) June 28 Fall VIP Registration Ends June 29 Deadline to Report NA (B Term) June 29 Work Study Time Sheets Due June 30 Deadline to Submit 2012-2013 FAFSA

July 2012

T: Traditional Term (May 21-July 30) • A: A Term (May 21-June 22)

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY
			College Closed	
1	Financial Aid Freeze Date (B Term) 2	3	Independence Day 4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

L: Late Term (June 4-July 30) ▪ B: B Term (June 25-July 30) ▪ NA: Never Attends ▪ LDA: Last Date of Attendance

FRIDAY	SATURDAY	
6	7	<p>Important Dates</p> <ul style="list-style-type: none"> July 2 B Term: 0% Refund July 2 T Term 60% of Term July 6 Spring "I" Grades Convert to "F" July 6 Fall "CF" Grades Convert to "F" July 8 L Term 60% of Term July 13 Financial Aid Checks Mailed (B Term) July 16 B Term 60% of Term July 25 Work Study Pay Day July 30 Summer Classes End (T, L & B Terms)
13	14	<p>Deadlines</p> <ul style="list-style-type: none"> July 2 Priority Date for Fall FAFSAs July 2 Financial Aid Freeze Date (B Term) July 6 Graduation Fee Due July 16 Last Day to Withdraw from a Class July 31 Work Study Time Sheets Due
20	21	
27	28	
Notes		

August 2012

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY
Notes			1	Graduation Spring Merit & Program-Ready Applications Available 2
5	6	7	8	9
12	13	14	15	16
19	20	Spring Merit & Program-Ready Applications Due 21	22	23
26	27	28	29	30

FRIDAY	SATURDAY																	
3	4	<div data-bbox="716 317 1515 373" style="background-color: #1a3d54; color: white; padding: 5px;">Important Dates</div> <table border="0" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px 10px;">August 2</td> <td style="padding: 2px 10px;">Graduation</td> </tr> <tr> <td style="padding: 2px 10px;">August 2</td> <td style="padding: 2px 10px;">Grades Available on Pathway</td> </tr> <tr> <td style="padding: 2px 10px;">August 2</td> <td style="padding: 2px 10px;">Spring Merit & Program-Ready Applications Available</td> </tr> <tr> <td style="padding: 2px 10px;">August 20</td> <td style="padding: 2px 10px;">Work Study Pay Day</td> </tr> <tr> <td style="padding: 2px 10px;">August 23</td> <td style="padding: 2px 10px;">Summer Graduates Degree Pick-Up</td> </tr> </table> <div data-bbox="716 611 1515 667" style="background-color: #1a3d54; color: white; padding: 5px;">Deadlines</div> <table border="0" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px 10px;">August 1</td> <td style="padding: 2px 10px;">Final Grades Due</td> </tr> <tr> <td style="padding: 2px 10px;">August 21</td> <td style="padding: 2px 10px;">Spring Merit & Program-Ready Applications Due</td> </tr> <tr> <td style="padding: 2px 10px;">August 31</td> <td style="padding: 2px 10px;">Work Study Time Sheets Due</td> </tr> </table>	August 2	Graduation	August 2	Grades Available on Pathway	August 2	Spring Merit & Program-Ready Applications Available	August 20	Work Study Pay Day	August 23	Summer Graduates Degree Pick-Up	August 1	Final Grades Due	August 21	Spring Merit & Program-Ready Applications Due	August 31	Work Study Time Sheets Due
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17	18																	
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31																		



2011-2012
STUDENT HANDBOOK

Visit www.ptc.edu for most current information.
This handbook is effective Fall 2011.

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Important Dates

TERM DATES

Fall 2011

<i>T Term</i>	August 24-December 12, 2011
<i>A Term</i>	August 24-October 13, 2011
<i>L Term</i>	September 27-December 12, 2011
<i>B Term</i>	October 18-December 12, 2011

Spring 2012

<i>T Term</i>	January 17-May 4, 2012
<i>A Term</i>	January 17-March 7, 2012
<i>L Term</i>	February 16-May 4, 2012
<i>B Term</i>	March 12-May 4, 2012

Summer 2012

<i>T Term</i>	May 21-July 30, 2012
<i>A Term</i>	May 21-June 22, 2012
<i>L Term</i>	June 4-July 30, 2012
<i>B Term</i>	June 25-July 30, 2012

VIP REGISTRATION DATES

Spring 2012 November 1-30, 2011

Summer 2012 April 2-30, 2012

Fall 2012

<i>Current Students</i>	April 2-June 28, 2012
<i>New Students</i>	May 1-June 28, 2012

TUITION DEADLINES

Fall 2011

<i>T & A Terms</i>	August 2, 2011
<i>L Term</i>	September 13, 2011
<i>B Term</i>	October 10, 2011

Spring 2012

<i>T & A Terms</i>	January 4, 2012
<i>L Term</i>	February 3, 2012
<i>B Term</i>	March 1, 2012

Summer 2012

<i>T & A Terms</i>	May 1, 2012
<i>L Term</i>	May 22, 2012
<i>B Term</i>	June 11, 2012

FINANCIAL AID DATES

FAFSA DEADLINES

Spring 2012 FAFSA Priority Date November 1, 2011

Summer 2012 FAFSA Priority Date April 2, 2012

Fall 2012 FAFSA Priority Date July 2, 2012

FINANCIAL AID STUDENTS

CAN PURCHASE BOOKS

Fall 2011

<i>T & A Terms</i>	August 16-September 8, 2011
<i>L Term</i>	August 16-October 6, 2011
<i>B Term</i>	August 16-October 26, 2011

Spring 2012

<i>T & A Terms</i>	January 9-February 2, 2012
<i>L Term</i>	January 9-March 1, 2012
<i>B Term</i>	January 9-March 14, 2012

Summer 2012

<i>T, A, & L Terms</i>	May 14-June 7, 2012
<i>B Term</i>	May 14-June 28, 2012

FINANCIAL AID ENROLLMENT

FREEZE DATES

Fall 2011

<i>T & A Terms</i>	September 7, 2011
<i>L Term</i>	October 4, 2011
<i>B Term</i>	October 25, 2011

Spring 2012

<i>T & A Terms</i>	February 2, 2012
<i>L Term</i>	February 27, 2012
<i>B Term</i>	March 19, 2012

Summer 2012

<i>T & A Terms</i>	June 4, 2012
<i>L Term</i>	June 12, 2012
<i>B Term</i>	July 2, 2012

PAYMENT PLAN DATES

Fall 2011 Payment Plan Opens July 5, 2011

Last day to enroll with no down payment August 3, 2011

Spring 2012 Payment Plan Opens November 1, 2011

Last day to enroll with no down payment December 8, 2011

Summer 2012 Payment Plan opens April 2, 2012

Last day to enroll with no down payment May 7, 2012

FINANCIAL AID 60% OF TERM DATES

Fall 2011

<i>T Term</i>	October 29, 2011
<i>A Term</i>	September 24, 2011
<i>B Term</i>	November 20, 2011
<i>L Term</i>	November 12, 2011

Spring 2012

<i>T Term</i>	March 18, 2012
<i>A Term</i>	February 17, 2012
<i>B Term</i>	April 15, 2012
<i>L Term</i>	April 3, 2012

Summer 2012

<i>T Term</i>	July 2, 2012
<i>A Term</i>	June 9, 2012
<i>B Term</i>	July 16, 2012
<i>L Term</i>	July 8, 2012

DROPS FOR NON-PAYMENT

Fall 2011

<i>T & A Terms</i>	August 18, 25 and September 1, 2011
<i>L Term</i>	September 22, 30 and October 6, 2011
<i>B Term</i>	October 17 and 24, 2011

Spring 2012

<i>T & A Terms</i>	January 12, 19 and 26, 2012
<i>L Term</i>	February 13 and 21, 2012
<i>B Term</i>	March 9 and 16, 2012

Summer 2012

<i>T & A Terms</i>	May 17, 24 and 31, 2012
<i>L Term</i>	May 31 and June 7, 2012
<i>B Term</i>	June 21 and 28, 2012

LAST DAY TO WITHDRAW FROM A CLASS

Fall 2011	November 28, 2011
Spring 2012	April 20, 2012
Summer 2012	July 16, 2012

GRADUATION DATES

APPLICATION DEADLINES

December 2011 Graduates	October 7, 2011
May 2012 Graduates	March 2, 2012
August 2012 Graduates	June 1, 2012

GRADUATION CEREMONY DATES

Spring 2012	June 1, 2012
Summer 2012	August 2, 2012

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 pathwayiv.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 pathwayiv.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 **Course Info** tab links you to the Academic Service Menu & D2L.
- **Account Info** tab links you to your tuition balance and other information.
- Other tabs, such as **Library** and **Student Resources** link you to other great online tools.

! Accessing the Academic Services menu:

- From the **Home** or **Student Resources** tab, click **Click Here to Access in the Academic Services Menu**.

>> 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. Under **Personal Information**, click **Change PIN**.
2. Key in your old PIN, enter and re-enter new PIN.
3. Click **Change PIN**. Remember this PIN!

>> How do I print my schedule?

Return to the **Student Resources** tab, under Academic Services:

1. Click **Click Here to Access**.
2. Click **Registration**.
3. Click **Student Detail Schedule**. Be sure to select the correct term. You may also click **Week at a Glance** to view your schedule.
4. Click **File** and **Print** in your browser window.

>> How do I check my Financial Aid Status?

From the **Account Info** tab in the Financial Aid Access Box, you can check **Required Documentation**, **Financial Aid Awards**, and your **Financial Aid Status**.

>> How do I check my Tuition Balance?

From the **Account Info** tab: In the **My Statement** Access box, click **Statement and Payment History**.

>> How do I access my D2L courses?

From the **Course Info** tab:

1. Select the **Click here to Access Online Course** link in the **My Courses and D2L Access box**.
2. D2L opens in a new window taking you to your D2L homepage.
3. You must enter your user name (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 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?

From the **Course Info** tab:

1. Select the **Click here to access my online courses** link in the **My Courses and D2L Access box**. The D2L homepage will appear. Enter your username (PTC ID) and password.
2. Click the **E-mail** tab at the top of the page.
3. Click **Compose**. Your instructor's name and e-mail address are listed in the **Address Book**.

Advising Tips

>> How do I check my grades?

Once posted each semester, you may view your grades on Pathway. From the **Course Info** tab:

1. Select the term you want to view and click **Go** in the **Student Grades Access 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?

You are able to view your unofficial transcript in PTC Pathway. From the **Student Resources** tab:

1. In the **Academic Services access box**, choose **Click Here to Access**.
2. Click **Student Records**.
3. Click **Academic Transcript**.
4. 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 PTC Pathway. From the **Student Resources** tab:

1. In the Academic Services access box, click **Click Here to Access**.
2. Click **Student Records**.
3. Click **Degree Evaluation**.
4. Select a term and submit.
5. Click **Generate New Evaluation** at the bottom of the screen.
6. Click on radio button beside current major, select catalog term then **Generate Request**.
7. View curriculum outline by clicking on radio button by **Detail Requirements**, then submit.
8. Additional courses not used in the current major will be displayed at the bottom of the page to view for course substitutions.
9. To view another curriculum, click on **What-If Analysis** at bottom of the screen:
 - a. Select term, continue;
 - b. Select new major with drop-down menu, continue;
 - c. Select first major using drop-down menu, submit;
 - d. Select evaluation term, **Generate Request**.
 - e. Use steps 7-9 to view results of curriculum review.

For additional information, contact your faculty advisor.

You are urged to establish a close relationship with your academic advisor. Your advisor is a faculty or staff 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 by referring to your program checklist, the college catalog or the Degree Evaluation in Pathway. Review the course offerings through PTC Pathway or the published schedule.
- Come prepared with a list of preferred and alternate courses for the next semester.
- Be prepared with questions you want to ask about your progress toward completing your program.

Who is my advisor?

To view a listing of advisors by major, visit the Advisement Web site at www.ptc.edu/admissions/advisement.

Student Development Programs & 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.

STUDENT SUCCESS CENTER

The Student Success Center, located in Room 101-A, is committed to providing career, educational and personal development opportunities to its customers on the Greenwood Campus, as well as at all county centers, 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) 941-8614 or check the college Web site at www.ptc.edu/ssc.

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. An hour-long session, Career Conquest, helps prospective students learn about the different PTC curricula and allows students to take interest inventories that may lead to the appropriate career direction. The process may include using occupational outlook information, interest and personality inventories, career planning workshops and individual counseling sessions. Call (864) 941-8614 for more information and to register.

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.

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 of 1976, 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 Disabilities 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 coordinator 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, tutoring services, counseling and guidance services are also available to individuals with disabilities.

FORMS

Visit www.ptc.edu/SSC/Disability_Services/ to download the necessary documentation forms.

Student Employment Services

It is the policy of Piedmont Technical College to provide employment services to all current and former students. Priority of services is given to recent graduates of the college and to those students nearing completion. Current students are encouraged to visit the One-Stop Workforce Center in Room 149-A for information on part-time employment. Call the Student Success Center at (864) 941-8614 to schedule an appointment.

Services include:

1. Notification of job openings to students and graduates who are in active status.
2. Representatives from government, business and industry on campus to conduct employment interviews.
3. An annual Employers' Day held during the spring term. This event informs students of the various types of career opportunities and allows faculty, staff and students to interact with company representatives.
4. Assistance with job-search strategies, resume preparation and interviewing skills.

Although the student employment services office cannot guarantee anyone a job, all efforts are made to assist students as much as possible. Students should always remember that employers are looking for well-rounded individuals who will be dependable, effective and responsible employees. Grade point average and college involvement are also very important.

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.

TRIO PROGRAMS

Educational Talent Search

The Educational Talent Search program at Piedmont Technical College encourages and assists 800 selected youth and adults who are entering or re-entering the appropriate educational institution. The project, funded

by a TRIO federal grant, serves residents of the seven supporting counties. Services are provided in the areas of career counseling, college admissions counseling and financial aid application. The Educational Talent Search staff works closely with public school counselors to arrange for the delivery of services. More information may be obtained from the Educational Talent Search Office in the Greenwood Annex Building or by calling (864) 941-8383.

Upward Bound

Also funded by a TRIO federal grant, the Upward Bound program at Piedmont Technical College encourages and assists selected youth in completing high school and entering the colleges of their choice. Services include supplementary instruction, academic advisement, cultural enrichment and counseling services to 60 high school students in Abbeville, Edgefield, Greenwood, Laurens, McCormick, Newberry and Saluda County Schools. Staff members work closely with public school counselors and teachers to identify participants and to arrange for the delivery of services.

For more information, students in Abbeville, Greenwood and McCormick should call (864) 941-8608 or visit the Upward Bound Office in the Greenwood Annex Building.

Students in Edgefield, Laurens, Newberry and Saluda should call (864) 938-1532 or visit the Upward Bound office in the Laurens County Higher Education Center.

STUDENT LIFE

The Student Development Division offers many opportunities for student interaction and involvement outside the classroom. These activities are designed to complement the academic and career programs.

Through the Student Success Center in Room 101-A, educational, cultural and social events are sponsored throughout the year. Activities include Spring Activities Day, Fall Kickoff and participation in community projects. The cultural life of the college is enhanced by programs that focus on the diversity of the student body (i.e., black history programs, international events). Works by student and community artists are exhibited throughout the Greenwood campus as well as our county centers. For more information, please call (864) 941-8614 or check the Student Life Web site at www.ptc.edu/studentlife/.

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.

Leadership Development

Leadership opportunities are plentiful at Piedmont Technical College. In addition to involvement in clubs and organizations, students may attend seminars, workshops and conferences sponsored by the college. Other leadership opportunities include the Presidential Ambassadors. Contact the Student Success Center for more information or visit the Student Life Web site.

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 Web site 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 Student Life Web site. Information is also displayed on television monitors placed across the Greenwood Campus as well as at the Laurens County Higher Education Center.

Student Center

The college's newly renovated Student Center is available for social gatherings and relaxation on campus. The Student Center offers free wifi, laptop stations, study areas and an eating area.

STUDENT ORGANIZATIONS

All student organizations meet during the designated activity period, 12:45-1:45 p.m.

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 club members. Current clubs and organizations include:

ALPHA THETA

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.

ALUMNI ASSOCIATION

All curriculum graduates of Piedmont Technical College are eligible for membership in the Alumni Association. This organization's goals are to aid the college in recruitment, to promote continued contacts and fellowship among the alumni and to provide the college with helpful follow-up information. For details, call Fran Wiley at (864) 941-8351.

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.

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 have guest speakers and offer computer assistance to students in need.

EBONY CLUB

Open to all students. The Ebony Club's mission is to provide activities that are cultural and educational. Members strive to promote diversity and leadership. Activities sponsored by the club have included the street festival,

Pre-Kwanzaa Celebration, Martin Luther King, Jr. Celebration and the Black History Month activities.

FUNERAL SERVICE CLUB

Open to all students interested in pursuing careers in funeral service. Club members have the opportunity to attend regional and national conferences, meet other professionals in the funeral service field, and visit funeral homes and other funeral service schools.

FUTURE EDUCATORS OF AMERICA

Open to AA and ECD members, this club promotes care in education and engages members with children in the community.

HORTICULTURE CLUB

Open to students pursuing certificates in horticulture landscape management. This club is affiliated with the American Society of Horticulture Science. It provides students with the opportunity to meet industry leaders, attend regional or national conferences and participate in campus activities through club involvement.

INTERNATIONAL ASSOCIATION OF ADMINISTRATIVE PROFESSIONALS

Open to anyone interested in the administrative professional field. The primary purposes of the club are to assist career-oriented business students in developing a better understanding of office professions and the business world, to stimulate interest in lifetime careers and advancement opportunities as administrative support personnel and to interact among students, educators and business professionals.

INTERNATIONAL CLUB

Open to all international students, faculty and staff, this club encourages educational, social and communication skills. Activities have included speaking to elementary schools, regular fellowship and cultural sharing, potluck dinners and attending international festivals.

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 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.

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.

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.

PUBLIC SERVICE CLUB

Open to all students in public service majors, the Public Service Club promotes the profession and provides an opportunity for networking and community service.

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.

SURGICAL TECHNOLOGY CLUB

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

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.

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.

TURNING POINT

Addressing the various needs of returning adults who seek support to learn ways to succeed in college. Some topics include online learning, campus resources, addressing fears and anxieties and balancing school with work and family responsibilities.

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.

STUDENT RESPONSIBILITIES

General Information

IPods, MP3 players, cell phones, pagers and other electronic devices must be turned off when in class and in college offices.

Students should advise their families and friends that they will be called out of class for a telephone call only in case of emergency. The courtesy telephones on campus are for the convenience of all students. Calls by students on office phones are not authorized.

Students are not to bring children to classes or labs nor leave children unattended while in classes or labs.

Students who withdraw from all classes will not be allowed continued access to the Student Center or to participate in college clubs or activities or to loiter on campus.

Students should enter faculty and business offices and storerooms only when authorized by faculty or staff personnel.

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.

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.

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.

Tobacco Use Policy

It is the policy of Piedmont Technical College that the use of tobacco is prohibited. For more information, visit www.ptc.edu/tobaccofree.

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.

Use of Cell Phones

It is inappropriate for students to use cell phones during any class, clinical or laboratory activity, in the college library, or in any college office. Students who refuse to abide by this policy will be subject to the sanctions of the South Carolina Student Code of Conduct.

ID Checks

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, public safety staff members are empowered by the administration to make periodic identity checks.

Picture identification cards will be worn on the exterior clothing of all students, faculty and staff. Identification cards will be visibly placed on the front portion of clothing in a non-offensive manner located within an area below the neck and above the waist of the individual.

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.

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 Student Services will recommend methods of handling cases of alleged misconduct, according to the Student Code for the South Carolina Technical College System.

HARASSMENT & SEXUAL ASSAULT 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 or discrimination. 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 Harassment 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 Public Safety 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 the Sexual Trauma and Counseling Center. The Vice President for Student Development 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 at Piedmont Technical College is facing sexual harassment, he/she should contact the Vice President for Student Development 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 49-50.

Victim Assistance

Campus Security will advise a sexual assault victim of their option to file criminal charges with local law enforcement authorities. They will also assist victims with transportation to the nearest designated sexual assault treatment center. The college will provide victims of sexual assault and sexual harassment with counseling and information about victim support services, such as the Sexual Trauma and Counseling Center.

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 regarding sexual assault and both parties have the right to appeal. All procedures are found in the South Carolina Student Code found on pages 45-50 of this Student Handbook.

Educational Programs

Piedmont Technical College provides programming to enhance the awareness and prevention of harassment, including sexual assault and sexual harassment. Designated staff members and community experts give presentations and provide resources on request. In addition, pamphlets and brochures are available in the Student Success Center.

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. Thank you for helping to ensure the academic success of all of our students, including your own.

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 SAFE zones throughout campus. SAFE zones 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 Web site at www.ptc.edu.

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.

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.

ENGLISH FLUENCY IN HIGHER EDUCATION ACT

All instructional faculty members (full-time and adjunct) whose second language is English are required to write and speak fluently in the English language according to the English Fluency in Higher Education Act. Piedmont Technical College reports annually to the South Carolina Technical College System a summary of any grievances filed by students under the provisions of this act. An English Fluency Evaluation Committee has been established at PTC to hear grievances filed by students for faculty members who do not meet the requirements of this act. Once a grievance has been filed, the instructor will be referred to the committee within 30 days for proficiency evaluation, using the procedures and methods described in Institutional Directive 8-31, Section B.

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 charts 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.

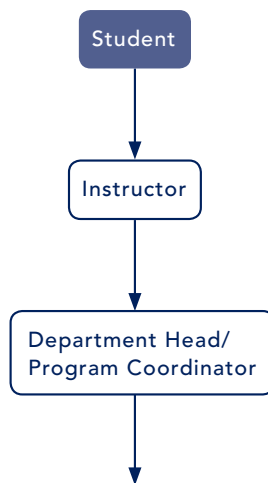
Following each complaint, an instructor's supervisor will make a binding decision.

APPEAL PROCESS

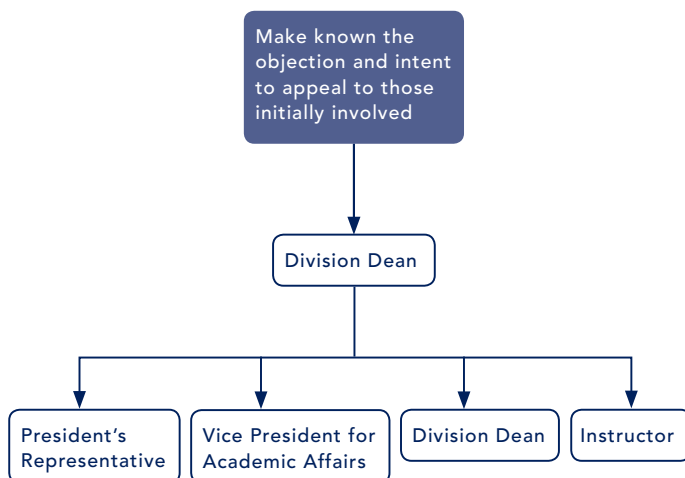
Following the decision, either the student or the instructor may use the appeal process to challenge the decision reached during the complaint process. The appeal process must begin within one week following the decision; implementation of the prior decision will, if possible, be postponed pending the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

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

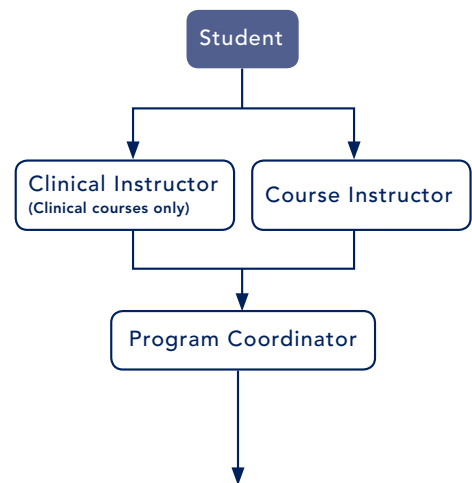
COMPLAINT PROCESS:



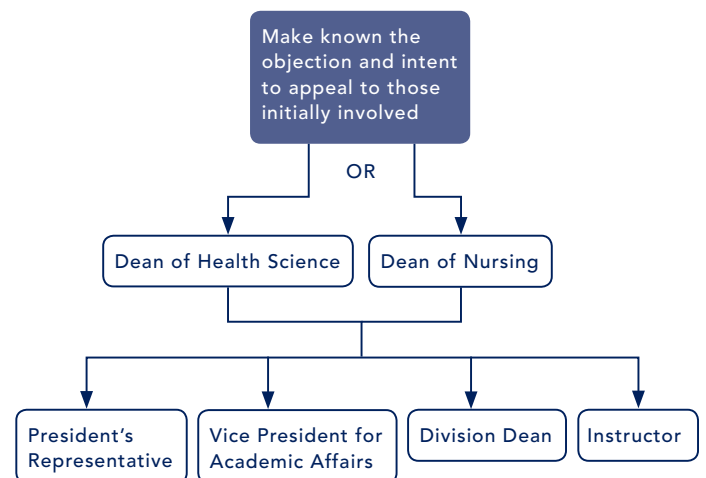
APPEAL PROCESS:



COMPLAINT PROCESS: (FOR NURSING/HEALTH SCIENCES ONLY)



APPEAL PROCESS: (FOR NURSING/HEALTH SCIENCES ONLY)



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/APEAL BROUGHT BY: _____

NATURE OF COMPLAINT/APEAL: _____

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

The Student Code for the South Carolina Technical College System

GENERAL PROVISIONS

I. Principles

Technical 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 the larger community of which the college is a part, students are entitled to all rights and protection accorded them by the laws of that community.

By the same token, students are also subject to all laws; the enforcement of which is the responsibility of duly constituted authorities. When students violate laws, they may incur penalties prescribed by legal authorities. In such instance, college discipline will be initiated only when the presence of the student on campus will disrupt the educational process of the college. However, when a student's violation of the law also adversely affects the college's pursuit of its recognized educational objectives, the college may enforce its own regulations. When students violate college regulations, they are subject to disciplinary action by the college whether or not their conduct violates the law. If a student's behavior simultaneously violates both college regulations and the law, the college may take disciplinary action independent of that taken by legal authorities.

The Student Code for South Carolina Technical Colleges sets forth the rights and responsibilities of the individual student.

II. Solutions of Problems

The college will seek to solve problems by internal procedures of due process. When necessary, off-campus law enforcement and judicial authorities may be involved.

In situations where South Carolina Technical 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 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.

III. 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 Instructional 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) 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 Student Government Association of the college. "Campus" means any place where the college conducts or sponsors educational, public service or research activities.
- J. "Violation of Law" means a violation of the 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.
- K. "Suspension" means a temporary separation of the college and student under specified conditions.
- L. "Expulsion" means permanent separation of the college and student.

STUDENT CODE

I. General Rights of Students

A. NONDISCRIMINATION

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.

Students desiring to conduct an assembly must submit a request to the President, or other designated college official requesting a specific date, time, location and manner no later than 15 working days prior to the date of the desired event. The request will be approved, amended or denied no more than 10 working days prior to the desired event.

C. FREEDOM OF THE PRESS

In official student publications, they 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. PROTECTION AGAINST 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. STUDENT REPRESENTATION IN COLLEGE GOVERNANCE

Students should be represented on campus committees that have the following duties:

1. To propose policy that affects student activities and conduct.
2. To make policy decisions on such matters.
3. To implement policy.

F. CLASSROOM BEHAVIOR

Discussion and expression of all views relevant to the subject matter is 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.

The instructor sets the standards of behavior acceptable in the classroom by announcing these standards early in the term. If a student behaves disruptively in class after the instructor has explained the unacceptability of such conduct, the instructor may dismiss the student for the remainder of that class period.

The instructor shall initiate a discussion with the student to resolve the issue prior to the next class meeting. A further disruption by the student may result in a second dismissal and referral in writing by the faculty member to the Chief Student Services Officer. These procedures for classroom behavior do not limit the action that may be taken for proscribed conduct under Section III herein and instructors may dismiss students from class for the remainder of the class period for such conduct. Students remain subject to other sanctions hereunder for such conduct.

G. EVALUATION AND GRADING

Instructors will follow the announced standards in evaluating and grading students. Grades are awarded for student academic achievement. No grade will be reduced as a disciplinary action for student action or behavior unrelated to academic achievement.

H. 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.

I. RECORDS

1. General

The Student Records Office will maintain and safeguard student records. All official student and former 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.

2. Confidentiality of Records

Before information in any student file may be released to anyone, the student must give prior written consent except in those instances stated below:

- a. To instructors and administrators for legitimate educational purposes.
- b. To accrediting organizations to carry out their functions.
- c. To appropriate parties to protect the health and safety of students or other individuals in emergencies with the understanding that only information essential to the emergency situation will be released.
- d. The Chief Student Services Officer may release directory information as authorized by the college through federal and state privacy legislation.
- e. If the inquirer has a court order, the Chief Student Services Officer or someone designated by that official will release information from the student's file.

3. Disciplinary Records

Records of disciplinary action shall be maintained in the office of the Chief Student Services Officer. No record of disciplinary action shall be entered or made on the student's academic records.

4. Treatment of Records after Student Graduation or Withdrawal

When students withdraw or graduate from a technical college, their records shall continue to be subject to the provisions of this code.

II. Student Government and Student Organizations

A. STUDENT GOVERNMENT ASSOCIATIONS

The college Student Government Association's constitution, as approved by the area commission, establishes the governance structure for students at a college. Amendments to the constitution require approval as stipulated in each Student Government Association constitution.

B. STUDENT ORGANIZATIONS

An essential prerequisite for a student organization to be approved is that it has educational importance and that its objectives be clearly explained in a proposed charter.

The formation of organizations strictly as social clubs should be discouraged. Prior to consideration for approval as an organization, an organization constitution or bylaws must be prepared, a person must be identified who is willing to serve as advisor, and the names of charter members must be submitted.

III. Proscribed Conduct

A. GENERAL

Certain conduct is proscribed and upon violation of such proscriptions, a student shall be subject to one or more of the sanctions specified in Section IV.D.2.c. However, it is expected that the more severe sanctions of suspension and expulsion will be imposed sparingly and only for more extreme or aggravated violations or for repeated violations.

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 who violates the law will be turned over to the appropriate authorities. In the event of illegal or disruptive activity on a college campus, the Chief Student Services Officer or other administrative officer will request those involved either to leave the campus or abide by regulations governing uses of, or presence on, the campus. The Chief Student Services Officer or other official will further announce that failure to disperse will result in enforcement of Section 16-17-420 of the South Carolina Code of Laws pertaining to illegal or disruptive activity on a college campus. According to South Carolina law, "It shall be unlawful for any person willfully or unnecessarily (a) to interfere with or disturb in any way or in any place the students or teachers of any school or college in this state, (b) to enter upon any such school or school premises, (c) to loiter around the premises, except on business, without the permission of the principal or president in charge, or (d) to act in an obnoxious manner thereon." (Section 16-17-420 part 2 of South Carolina Code of Laws).

C. ACADEMIC MISCONDUCT

All forms of academic misconduct including, but not limited to, cheating on tests, plagiarism, collusion and fabrication of information will call for discipline. Alleged violations will be handled according to the procedures presented in Section IV.B.

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" means 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.

D. FALSIFICATION OF INFORMATION, AND OTHER UNLAWFUL ACTS WITH INTENT TO DECEIVE IS DEFINED AS:

1. Forgery, alteration or misuse of college documents, records or identification cards.

2. Destruction of evidence with the intent to deny its presentation to the appropriate hearing or appeals panel when properly notified to appear.

E. INFRINGEMENT OF RIGHTS OF OTHERS IS DEFINED TO INCLUDE, BUT NOT LIMITED TO, THE FOLLOWING:

1. Physical or verbal abuse inflicted on another person.
2. Severe emotional distress inflicted upon another person.
3. Theft, destruction, damage or misuse of the private property of members of the college community or non-members of the college community occurring on campus or off campus during any college approved activity.
4. Sexual harassment inflicted on another person. This is defined as sexual discrimination where the harassment created a hostile environment. Therefore, unwelcome sexual favors and other verbal or physical conduct of a sexual nature constitutes sexual harassment when the conduct is sufficiently severe, persistent or pervasive to limit an individual's ability to participate in or benefit from the education program or to create a hostile or abusive educational environment.
5. Stalking is defined as engaging in a course of conduct that would place a reasonable person in fear for their safety, and that has in fact, placed an individual in such fear.

F. OTHER UNLAWFUL ACTS WHICH CALL FOR DISCIPLINE INCLUDE, BUT ARE NOT LIMITED TO:

1. Destruction, theft, damages or misuse of college property occurring on or off campus.
2. Unauthorized entry upon the property of the college after closing hours.
3. Unauthorized presence in any college facility after hours.
4. Unauthorized possession or use of a key to any college facility or other property.
5. Possession or use on campus of any firearm or other dangerous weapon or incendiary device or explosive unless such possession or use has been authorized by the college.
6. Possession, use or distribution on campus of any narcotics, dangerous or unlawful drugs as defined by the laws of the United States or the State of South Carolina.
7. Possession, use or distribution on campus of any beverage containing alcohol.
8. Violation of institutional policies while on campus or off campus when participating in a college sponsored activity.
9. Violation of South Carolina and/or federal laws while on or off campus when participating in a college sponsored activity.
10. 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.

IV. Rules of Student Disciplinary Procedure and Sanctions

The sanctions that follow are designed to channel faculty, staff or student complaints against students. Due process of law is essential in dealing with infractions of college regulations and state and federal statutes. Consequently, any disciplinary sanction imposed on a student or organization will follow the provisions of this code.

A. ADMINISTRATIVE SUSPENSION

1. If an act of misconduct threatens the health or well being of any member of the academic community or seriously disrupts the function and good order of the college, an administrative officer may direct the student involved to cease and desist such conduct and advise the student that failing to cease and desist may result in immediate administrative suspension. If the student fails to cease and desist, or if the student's continued presence constitutes a danger, the President of the College, or his/her designee, may temporarily suspend the student from the college pending the outcome of a disciplinary hearing on the charge(s).

2. The President, or his/her designee, shall notify the Chief Student Services Officer in writing about the nature of the infraction and the name of the student before 5 p.m. of the first class day following its imposition of the administrative suspension. The Chief Student Services Officer will inform the student, in writing, about the decision. This written notice will be hand-delivered to the student or sent by certified mail within two working days of receiving the information from the President or his/her designee.

B. ACADEMIC MISCONDUCT

1. An instructor who has reason to believe that a student enrolled in his/her class has committed an act of academic misconduct must meet with the student to discuss this matter. 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.

2. 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:

- a. Assign a lower grade or score to the paper, project, assignment or examination involved in the act of misconduct.
- b. Require the student to repeat or resubmit the paper, project, assignment or examination involved in the act of misconduct.
- c. Assign a failing grade for the course.
- d. Require the student to withdraw from the course.

3. If the student is found responsible for the academic misconduct, within five working days of the meeting, the instructor will submit a written report about the incident and the sanction imposed to the Chief Instructional Officer.

4. The Chief Instructional 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 Instructional Officer within seven working days of the date of the Chief Instructional Officer's letter.

5. If the student requests an appeal, the Chief Instructional Officer, or designee, will schedule a time for the meeting. The Chief Instructional Officer, or designee, will send a certified letter to the student. In addition to informing the student that the Chief Instructional Office, or designee, will hear the appeal, this letter must also contain the following information:

- a. A restatement of the charges.
- b. The time, place and location of the meeting.
- c. A list of witnesses that may be called.
- d. A list of the student's procedural rights. These rights are presented in the Student Code and Grievance Procedure, Section V.A.1.e.

6. On the basis of the information presented at the appeal, the Chief Instructional Officer, or designee, will render one of the following decisions:

- a. Accept the decision and the sanction imposed by the instructor.
- b. Accept the instructor's decision but impose a less severe sanction.
- c. Overturn the instructor's decision.

7. The Chief Instructional Officer, or designee, will send the student a letter within two working days of the meeting. This letter will inform the student of the decision and inform the student that the decision can be appealed to the President of the College by sending a letter detailing the reasons for the appeal to the President's Office within five working days.

8. After receiving the student's request, the President will review all written materials relating to this incident and render one of the following decisions. The President's decision is final and cannot be appealed further:

- a. Accept the decision and the sanction imposed.
- b. Accept the decision but impose a less severe sanction.
- c. Overturn the decision.
- d. Remand the case to the Student Appeals Committee to re-hear the case according to the procedures listed in section IV.D and section V.

C. STUDENT MISCONDUCT

1. A charge involving a student infraction must be filed in writing at the office of the Chief Student Services Officer within five working days after the alleged infraction or after such infraction becomes known to an administrative officer of the college.

2. Within five working days after the charge is filed, the Chief Student Services Officer, or designee, shall complete a preliminary investigation of the charge and schedule immediately a meeting with the student. After discussing the alleged infraction with the student, the Chief Student Services Officer, or designee, may act as follows:

- a. Drop the charges.
- b. Impose a sanction consistent with those in Section IV.D.2.c, Student Appeals Committee.
- c. Refer the student to a college office or community agency for services.

3. The decision of the Chief Student Services Officer, or designee, shall be presented to the student in writing within five working days following the meeting with the student. In instances where the student cannot be reached to schedule an appointment, or where the student refuses to cooperate, the Chief Student Services Officer, or designee, shall send a certified letter to the student's last known address, providing the student with a list of the charges, the Chief Student Services Officer's or designee's decisions, and instructions governing the appeal process.

4. A student who disagrees with the decision may request a hearing before the Student Appeals Committee. This request must be submitted within two working days after receipt of the decision unless a request is made and approved for an extension of time. The Chief Student Services Officer shall refer the matter to the Committee together with a report of the nature of the alleged misconduct, the name of the complainant, the name of the student against whom the charge has been filed and the relevant facts revealed by the preliminary investigation.

D. THE STUDENT APPEALS COMMITTEE

Each college shall have a Student Appeals Committee (hereafter referred to as the Committee) to consider the case of a student who declines to accept the findings of the Chief Student Services Officer. The hearing shall be held within 15 working days after the student has officially appealed the decision of the Chief Student Services Officer.

1. Membership of the Committee shall be composed of the following:

- a. Three faculty members appointed by the Chief Instructional Officer and approved by the President.
- b. Three student members appointed by the appropriate student governing body and approved by the President.
- c. One member of the Student Services staff appointed by the Chief Student Services Officer and approved by the President.
- d. The Chief Student Services Officer serves as an ex-officio non-voting member of the Committee.
- e. 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. Functions of the Committee are described as follows:

- a. To hear an appeal from a student charged with an infraction that may result in disciplinary action.
- b. To hand down a decision based only on evidence introduced at the hearing.
- c. To provide the student defendant with a statement of the committee's decision including findings of fact and if applicable, to impose one or more of the following sanctions:

1. Academic Misconduct

- a. Assign a lower grade or score to the paper, project, assignment or examination involved in the act of misconduct.
- b. Require the student to repeat or resubmit the paper, project, assignment or examination involved in the act of misconduct.
- c. Assign a failing grade for the course.
- d. Require the student to withdraw from the course.

2. Student Misconduct

- a. A written reprimand.
- b. An obligation to make restitution or reimbursement.
- c. A suspension or termination of particular student privileges.
- d. Disciplinary probation.
- e. Suspension from the college.
- f. Expulsion from the college.
- g. Any combination of the above.

V. Procedures for Hearings before the Student Appeals Committee

A. PROCEDURAL DUTIES OF THE CHIEF STUDENT SERVICES OFFICER

1. At least seven working days prior to the date for hearing before the Committee, the Chief Student Services Officer shall send written notice to all involved and a certified letter to the student's last known address providing the student with the following information:

- a. A restatement of the charge or charges.
- b. The time and place of the hearing.
- c. A list of all witnesses who might be called to testify.
- d. The names of Committee members.
- e. A statement of the student's basic procedural rights.

These rights follow:

1. The right to counsel. The role of the person acting as counsel is solely to advise the student. The counsel shall not address the Committee. Payment of legal fees is the responsibility of the student.
2. The right to produce witnesses on one's behalf.
3. The right to request, in writing, that the President disqualify any member of the committee for prejudice or bias. (At the discretion of the President, reasons for disqualification may be required.) A request for disqualification, if made, must be submitted at least two working days prior to the hearing. If such disqualification occurs, the appropriate nominating body shall appoint a replacement to be approved by the President.
4. The right to present evidence. The Committee may determine as to what evidence is admissible.
5. The right to know the identity of the person(s) bringing the charge(s).
6. The right to hear witnesses on behalf of the person bringing the charges.
7. The right to testify or to refuse to testify without such refusal being detrimental to the student.
8. The right to appeal the decision of the Committee to the President who will review the official record of the hearing. The appeal must be in writing and it must be made within seven working days after receipt of the decision.

2. 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 concurs with this change.

B. THE CONDUCT OF THE COMMITTEE HEARINGS

1. Hearings before the Committee shall be confidential and shall be closed to all persons except the following:

a. The student and the person who initiated the charges; however the hearing may be conducted without either party present if either party ignores the notice of the hearing and is absent without cause.

b. Counsels for the student and the college.

c. A person, mutually agreed upon by the student and the Committee, to serve in the capacity of recorder.

d. Witnesses who shall:

1. Give testimony singularly and in the absence of other witnesses.

2. Leave the committee meeting room immediately upon completion of the testimony.

2. The Committee shall have the authority to adopt supplementary rules of procedure consistent with this code.

3. The Committee shall have the authority to render written advisory opinions concerning the meaning and applications of this code.

4. The conduct of hearings before this Committee is unaffected by charges of local, state or federal authorities against the student for acts that are the same, or similar to, charges of misconduct to be heard by the Committee. Two separate jurisdictions are involved in such cases. Therefore, hearings may be held and decisions rendered independent of any resolution by the court system.

5. In addition to written notes, the hearing may be tape recorded, except for the Committee's deliberations. After the conclusion of the hearing, the tape will be kept in the office of the Chief Student Services Officer. The student may listen to the tape of his/her hearing under the supervision of the Chief Student Services Officer or designee. The student is not entitled to a copy of the tape or a written transcript of the hearing.

6. Upon completion of a hearing, the Committee shall meet in executive session to determine concurrence or non-concurrence with the original finding and to impose sanctions, if applicable.

7. Decisions of the Committee shall be made by majority vote.

8. Within two working days after the decision of the Committee, the Chairperson shall send a certified letter to the student's last known address providing the student with the Committee's decision and a summary of the rationale for the decision.

C. APPEAL TO THE PRESIDENT

When the student appeals to the President, the President, whose decision is final, shall have the authority to:

1. Receive from the student an appeal of the Committee's decision.

2. Review the findings of the proceedings of the Committee.

3. Hear from the student, the Chief Student Services Officer, and the members of the Committee before ruling on an appeal.

4. Approve, modify or overturn the decision of the Committee.

5. Inform the student in writing of the final decision within 10 working days of the receipt of the appeal.

The Student Grievance Procedure for the South Carolina Technical College System

I. Purpose

The purpose of the student grievance procedure is to provide a system to channel student complaints against faculty or staff, concerning the following:

- A. Alleged discrimination on the basis of age, gender, race, disability or veteran's status, excluding sexual harassment complaints. Because of the sensitive nature of this type of complaint, a conference with the Chief Student Services Officer may replace the first step of the grievance procedure. The Chief Student Services Officer will counsel with the student to determine the appropriate action that is required.
- B. Alleged sexual harassment complaints should be directed to the Chief Student Services Officer. Because of the sensitive nature of this kind of complaint, a conference with the Chief Student Services Officer will replace the first step of the grievance procedure. The Chief Student Services Officer will counsel with the student to determine the appropriate action that is required. If the grievance is not resolved after this meeting, then the remainder of the grievance procedure will be followed.
- C. Academic matters, excluding individual grades except when the conditions in items A or B above apply.

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 Instructional 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) 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. "Campus" means any place where the college conducts or sponsors educational, public service or research activities.

III. Procedures

A. FIRST STEP: FILING A COMPLAINT

This procedure must be initiated by the student within sixty instructional days of the decision, action or event giving rise to the grievance. This time limit may be extended by the college official having

jurisdiction over the grievance, if the student requests an extension within the sixty day period.

Before initiating the Student Grievance process, a student could go to the college employee who originated the alleged problem and attempt to resolve the matter informally. 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.

Written complaints about alleged discrimination on the basis of age, gender, race, disability or veteran's status and written complaints about alleged sexual harassment shall be submitted to the employee designated in the college's Statement of Nondiscrimination to coordinate Section 504 Title II, and Title IX compliance.

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.

B. SECOND STEP: PRE-HEARING

The person receiving the student's written complaint will send a written acknowledgement to the student no later than two instructional days after receiving the written complaint. The written complaint will also be forwarded to the immediate supervisor of the employee named in the complaint no later than two instructional days after it has been received. As a part of the effort to resolve the matter, the supervisor will consult, as needed, with the employee named in the complaint, the student filing the complaint, and the Chief Administrative Officer of the division or component concerned.

The supervisor 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, the steps that shall be taken to resolve the complaint. If the supervisor's written response does not resolve the matter, the student may request to have the complaint heard by the Student Grievance Committee.

C. THIRD STEP: THE STUDENT GRIEVANCE HEARING

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. The request must include a copy of the student's original written complaint and a statement describing why the supervisor's response was unsatisfactory, and a copy of the supervisor's response.

The Chief Student Services Office shall immediately notify the President who shall ensure that the Committee is organized in a manner consistent with Section IV. A of this procedure. The Chief Student Services Officer, or designee, will send copies of the appeal to the members of the Committee, the employee, and the employee's supervisor. The employee against whom the grievance was filed shall be given an opportunity to respond in writing to the chairperson of the Committee.

The Student Grievance Committee's meeting(s) shall be conducted between five and fifteen 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.

D. FOURTH STEP

If either party is not satisfied with the Committee's decision, that person may submit an appeal to the President of the college within ten instructional weekdays of 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.

IV. The Student Grievance Committee

A. THE STUDENT GRIEVANCE 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 Instructional 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, non-voting member of the committee.

The President must approve all recommended members.

B. PURPOSE AND FUNCTION OF GRIEVANCE COMMITTEE

1. All student grievance committees are ad hoc and shall be formed to hear specific complaints. A new committee may be formed every time that a grievance covered under this procedure is filed.
2. Whenever a committee is formed, it may adopt additional rules and guidelines not in contradiction with these procedures.

C. RIGHTS OF THE PARTIES INVOLVED IN A GRIEVANCE

When a grievance committee meeting is scheduled, the parties involved are entitled to:

1. A written notice of the complaint that shall be forwarded to all parties at least five instructional weekdays prior to the meeting unless the student filing the complaint waives this requirement. This notice shall include the following:
 - a. A brief description of the complaint, including the name of the person filing the complaint;
 - b. the date, time, and location of the meeting; and
 - c. the name of any person who might be called as a witness.
2. 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 his/her designee.
3. Appear in person, present information on his or her behalf, and present additional evidence to the committee, subject to the Committee's judgment that the evidence is relevant to the appeal.

4. Call witnesses who are dismissed after providing testimony and responding to questions posed by the Committee and either party in the appeal.

5. An advisor who shall not address the Committee or ask any witness a question. Payment of legal fees is the student's responsibility.

D. HEARING PROCEDURES

1. 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.

2. Hearings are informal and a tape recording of the testimony presented during the appeal 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. Either party in the appeal may listen to this tape recording under the supervision of the Chief Student Services Officer or designee.

3. The Committee may question the student and the employee. The Committee may also question the employee's supervisor and any additional witnesses that it considers necessary to render a fair decision. Questions must be relevant to the issues of the appeal. In addition, the Committee may gather any other documentation and information it considers necessary to render a fair decision.

4. Both parties to the appeal may ask questions of the other during the meeting. These questions must be relevant to the issues of the appeal. The Chairperson of the Committee will determine the appropriateness of the questions.

5. The Committee bears the burden of determining whether the allegations are supported by the information available through the hearing.

6. The Committee shall decide the solution of the grievance by a majority vote. In case of a tie, the chairperson shall vote and thus break the tie.

7. 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 the employee(s) that they have a right to appeal the Committee's decision.

Academic Programs by Division

ARTS AND SCIENCE

Donna Foster, Dean | (864) 941-8430

Lavetta Seymore, Administrative Specialist | (864) 941-8447

Program	Contact	Phone Number
Associate in Arts and Sciences	Donna Foster	(864) 941-8430
College Transfer Programs	Evelyn Beck	(864) 941-8450
General Studies	Donna Foster	(864) 941-8430
Transient	Steve Coleman	(864) 941-8603
Undecided	Student Success Center	(864) 941-8614

BUSINESS/PUBLIC SERVICE

Sissy Copeland, Dean | (864) 941-8501

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

Program	Contact	Phone Number
Administrative Office Technology	Angel Alexander	(864) 941-8515
Business	Steve Fennell	(864) 941-8645
Commercial Art	Kendall Adams	(864) 941-8474
Computer Technology	Lesley Price	(864) 941-8746
Criminal Justice	Steve Curtis	(864) 941-8788
Early Care and Education	Ashley Hollingsworth	(864) 941-8787
Funeral Service	David Martin	(864) 941-8506
Human Services	Beverly Burton	(864) 941-8503
Pottery	Kendall Adams	(864) 941-8474

ENGINEERING/INDUSTRIAL TECHNOLOGY

Keith Lasure, Dean | (864) 941-8687

Jan Wirtjes, Administrative Specialist | (864) 941-8486

Program	Contact	Phone Number
Agriculture	Hugh Bland	(864) 445-3144
Automotive Technology	Grayson Jefferies	(864) 941-8498
Building Construction Technology	Bobby Roche	(864) 941-8465
Engineering Graphics Technology	Christina Knight	(864) 941-8483
Electronic Engineering Technology	Farhad Mohajer	(864) 941-8478
Horticulture Technology	Aaron Wood	(864) 941-8671
HVAC Technology	David Kibler	(864) 941-8475
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 Boiter	(864) 941-8467
Welding	Jim Fleming	(864) 941-8470

HEALTH SCIENCE

Jerry Alewine, Dean | (864) 941-8536

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

Program	Contact	Phone Number
Cardiovascular Technology	Cindy Evans	(864) 941-8717
Dental Hygiene	Lenette Thompson	(864) 941-8516
Health Information Management	Lenette Thompson	(864) 941-8516
Massage Therapy	Michelle Liggett	(864) 941-8617
Medical Assisting	Deborah McCallum	(864) 941-8464
Medical Laboratory Technology	Lenette Thompson	(864) 941-8516
Patient Care Technology	Shelley Hood	(864) 941-8571
Pharmacy Technician	Tonya Phillips	(864) 941-8527
Phlebotomy Technician	Shelley Hood	(864) 941-8571
Physical/Occupational Therapy 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	Sylvia MacFarlane	(803) 276-9000, ext. 324

NURSING

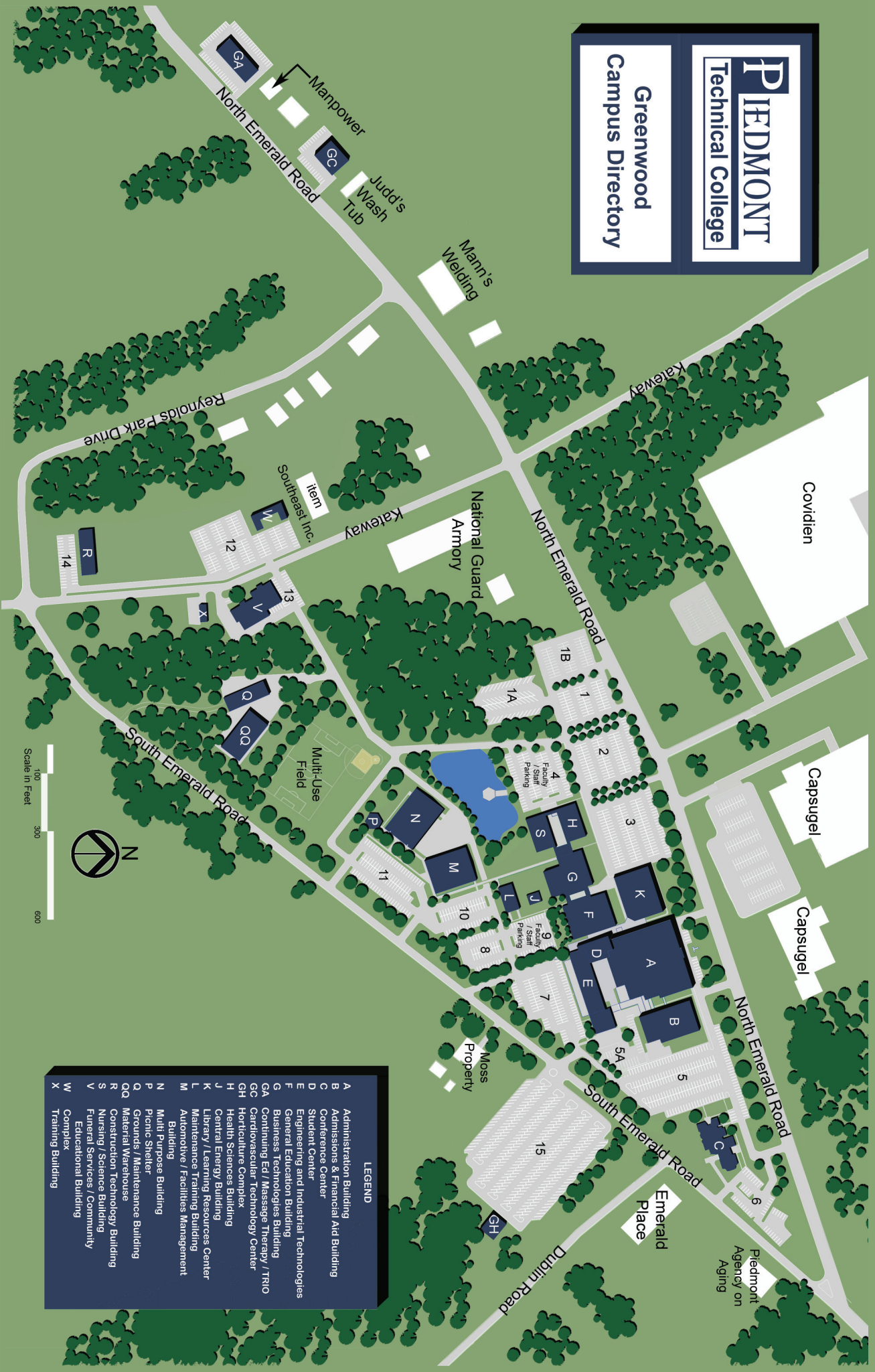
Rosalie Stevenson, Interim Dean | (864) 941-8529

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

PIEDMONT
Technical College
 Greenwood
 Campus Directory



LEGEND

A	Administration Building
B	Admissions & Financial Aid Building
C	Conference Center
D	Student Center
E	Engineering and Industrial Technologies
F	General Education Building
G	Business Technologies Building
GA	Continuing Ed / Massage Therapy / TRIO
GC	Cardiovascular Technology Center
GH	Horticulture Complex
H	Health Sciences Building
I	Central Energy Building
J	Library / Learning Resources Center
K	Maintenance Training Building
L	Automotive / Facilities Management Building
M	Multi Purpose Building
N	Picnic Shelter
P	Grounds / Maintenance Building
QQ	Material Warehouse
R	Construction Technology Building
S	Nursing / Science Building
V	Funeral Services / Community Educational Building
W	Complex
X	Training Building