DUAL ENROLLMENT HANDBOOK 2023-2024

ABBEVILLE
EDGEFIELD
GREENWOOD
LAURENS
MCCORMICK
NEWBERRY
SALUDA

PIEDMONT TECHNICAL COLLEGE

www.ptc.edu/dual

PIEDMONT TECHNICAL COLLEGE · PORTA AD SUCCESSUM ·

Established 1966

2023-2024
DUAL ENROLLMENT HANDBOOK

Visit www.ptc.edu for the most current information.
This handbook is effective Fall 2023.

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

Table of Contents

Academic Calendar

FALL 2023

Administrative and Inservice Days*	**August 7-15, 2023**
Registration Deadline (Full and A Terms)	**August 15**
Classes Begin (Full and A Terms)	**August 16**
Add/Drop Period (A Term)	**August 16-18**
Add/Drop Period (Full Term)	**August 16-22**
Labor Day (College Closed)	**September 4**
Registration Deadline (Late Term)	**September 19**
Classes Begin (Late Term)	**September 20**
Add/Drop Period (Late Term)	**September 20-22**
Registration Deadline (B Term)	**October 9**
Classes End (A Term)	**October 9**
Classes Begin (B Term)	**October 10**
Add/Drop Period (B Term)	**October 10-12**
Grades Due (A Term)	**October 12**
Thanksgiving Break (College Closed)	**November 22-24**
Classes End (Full, Late and B Terms)	**December 4**
Administrative and Inservice Days*	**December 5-15**
Graduation	**December 7**
Final Grades Due	**December 7**
Winter Break (College Closed)	**December 18-31**

SPRING 2024

New Year's Day (College Closed)	**January 1, 2024**
Administrative and Inservice Days*	**January 2-5 and 8-9**
Registration Deadline (Full and A Terms)	**January 9**
Classes Begin (Full and A Terms)	**January 10**
Add/Drop Period (A Term)	**January 10-12**
Add/Drop Period (Full Term)	**January 10-17**
Martin Luther King, Jr. Day (College Closed)	**January 15**
Registration Deadline (Late Term)	**February 13**
Classes Begin (Late Term)	**February 14**
Add/Drop Period (Late Term)	**February 14-16**
Classes End (A Term)	**March 1**
Spring Break*	**March 4-8**
Registration Deadline (B Term)	**March 8**
Classes Begin (B Term)	**March 11**
Add/Drop Period (B Term)	**March 11-13**
Grades Due (A Term)	**March 13**
Classes End (Full, Late and B Terms)	**April 30**
Administrative and Inservice Days*	**May 1-3**
Graduation	**May 2**
Final Grades Due	**May 3**

SUMMER 2024

Administrative and Inservice Days*	**May 6-10, 2024**
Registration Deadline (Full and A Terms)	**May 10**
Classes Begin (Full and A Terms)	**May 13**
Add/Drop Period (A Term)	**May 13-14**
Add/Drop Period (Full Term)	**May 13-15**
Registration Deadline (Late Term)	**May 24**
Memorial Day (College Closed)	**May 27**
Classes Begin (Late Term)	**May 28**
Add/Drop Period (Late Term)	**May 28-30**
Registration Deadline (B Term)	**June 17**
Classes End (A Term)	**June 17**
Classes Begin (B Term)	**June 18**
Add/Drop Period (B Term)	**June 18-19**
Grades Due (A Term)	**June 20**
Independence Day (College Closed)	**July 4**
Faculty Break (No Classes)	**July 1-4**
Administrative and Inservice Day*	**July 5**
Classes End (Full, Late and B Terms)	**July 29**
Administrative and Inservice Days*	**July 30-August 2**
Graduation	**August 1**
Final Grades Due	**August 2**

*no classes

Important Dates

TERM DATES

Fall 2023
Full Term:	August 16-December 4, 2023
A Term:	August 16-October 9, 2023
Late Term:	September 20-December 4, 2023
B Term:	October 10-December 4, 2023

Spring 2024
Full Term:	January 10-April 30, 2024
A Term:	January 10-March 1, 2024
Late Term:	February 14-April 30, 2024
B Term:	March 11-April 30, 2024

Summer 2024
Full Term:	May 13-July 29, 2024
A Term:	May 13-June 17, 2024
Late Term:	May 28-July 29, 2024
B Term:	June 18-July 29, 2024

REGISTRATION BEGINS

Spring 2024	November 1, 2023
Summer 2024	March 1, 2024
Fall 2024	April 1, 2024

LAST DAY TO WITHDRAW FROM A CLASS

Fall 2023	November 17, 2023
Spring 2024	April 12, 2024
Summer 2024	July 12, 2024

GRADUATION DATES

APPLICATION DEADLINES

Fall 2023 Graduates	October 13, 2023
Spring 2024 Graduates	March 1, 2024
Summer 2024 Graduates	June 7, 2024

GRADUATION CEREMONY DATES

Fall 2023	December 7, 2023
Spring 2024	May 2, 2024
Summer 2024	August 1, 2024

FINANCIAL AID 60% OF TERM DATES

Fall 2023
Full Term:	October 18, 2023
A Term:	September 18, 2023
Late Term:	November 1, 2023
B Term:	November 8, 2023

Spring 2024
Full Term:	March 20, 2024
A Term:	February 9, 2024
Late Term:	April 3, 2024
B Term:	April 10, 2024

Summer 2024
Full Term:	June 24, 2024
A Term:	June 3, 2024
Late Term:	July 8, 2024
B Term:	July 16, 2024

PLEASE NOTE:
Students taking OnDECK and middle college classes are expected to follow the Piedmont Technical College schedule for spring break. **If there is a break at the high school that does not correlate with PTC's schedule, students will NOT be excused from any dual credit class**. And, students will be responsible for catching up on missed assignments.

DUAL ENROLLMENT
AT PIEDMONT TECHNICAL COLLEGE

Welcome to the Dual Enrollment program at Piedmont Technical College! What a wonderful choice you've made to get a head start on your college career. This handbook is designed to give insight on the program as well as to provide you with important tools and guidelines to ensure that you have a successful experience in the program. Dual Enrollment students have the same rights and responsibilities as any other student at PTC, and should refer to the website for a complete listing of PTC's Policies and Procedures. Visit **catalog.ptc.edu/student-handbook** for more information.

MORE INFORMATION
Contact the Dual Enrollment Office at **(864) 941-8315**, or visit our website at **www.ptc.edu/dual**.

WHAT IS DUAL ENROLLMENT?

Dual Enrollment (High School Students)
Dual enrollment allows high school juniors and seniors to earn college credit and high school credit simultaneously. Dual enrolled students must have the approval of their school counselors or school administrators for the specific courses that will be awarded as both high school and college credit. Participating high schools offer dual enrollment programs on site, either through a traditional class format or through distance education, both for general education courses and technical career courses. Students can earn dual credit for courses taught at the college with the proper approval forms and admission requirements, which may be found at **www.ptc.edu/dual**. General education courses that are listed in the statewide articulation agreement, found on the Piedmont Technical College website, are transferable to all public four-year senior colleges and universities in the state. Dual Enrollment students should check with the colleges of their choice to ensure transfer of their college courses. Additional information can be found at **www.ptc.edu/dual**.

Early Admission Program (High School Students)
This program allows high school juniors and seniors to get a jump start on college courses while still in high school. Early Admission is for students who have completed all necessary Carnegie units to graduate from high school and wish to earn college credits while in high school. Admission requirements for early admission are the same as those for dual enrollment. To complete proper approval forms and admission requirements, students should meet with their school counselor. Visit **www.ptc.edu/dual** for additional information.

Home-School Students
Home-school students are invited to participate in OnDeck, traditional and online courses. Admission requirements for home-school students are the same as those for dual enrollment. Students should consult with their home-school administrator for guidance with classes needed to satisfy the requirements for high school graduation. The Dual Enrollment Office is available to assist with the registration process and to answer any questions about the program. Interested students should call the office to schedule an appointment.

DID YOU KNOW?
By taking dual credit classes, you are getting a jump start on your college career, and you're saving money on courses you would need to take in your freshman year at college. Piedmont Technical College offers even more transfer options for students headed toward a bachelor's degree. Students may transfer seamlessly to colleges and universities such as: Clemson, College of Charleston, University of South Carolina, Lander University, Columbia College, Newberry College, Presbyterian College, USC Upstate and USC Aiken. And, we offer transfer degrees that allow you to complete the first two years of a bachelor's degree here, at a much lower cost, before transferring to your destination school.

CERTIFICATE PROGRAMS
Dual Enrollment students not only have the opportunity to take college courses while in high school, motivated students can now earn the credit hours for a certificate. Interested students should speak to their school counselor.

LIBRARY RESOURCES
Piedmont Technical College's library resources are available to you 24 hours a day, 7 days a week, from any location. If you're off campus, visit **www.ptc.edu/library** and log in with your PTC P number as your user name and your 6-digit date of birth as your password. If you'd like personal assistance, you can also visit the PTC Library or any of the Learning Resource Centers at the Abbeville, Laurens, Newberry, Saluda or McCormick campuses.

Important College Policies

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.

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

An instructor who has reason to believe that a student enrolled in his/her class has committed an act of academic misconduct must discuss the matter with the student. The instructor must advise the student of the alleged act of academic misconduct and the information upon which it is based. The student must be given an opportunity to refute the allegation. If the student chooses not to participate in the discussion, the instructor will make a decision based upon the available information.

If the instructor, after meeting with the student, determines that the student has engaged in academic misconduct as alleged, the instructor will inform the student about the decision and the academic sanction that will be imposed. The instructor may impose one of the following academic sanctions:

a. Completion of an educational activity relating to the nature of the offense.

b. Assign a lower grade or score to the paper, project, assignment or examination involved in the act of misconduct.

c. Require the student to repeat or resubmit the paper, project, assignment, or examination involved in the act of misconduct.

d. Assign a failing grade for the course.

e. Require the student to withdraw from the course.

ATTENDANCE POLICY

Students are expected to attend all class meeting times for classes in which they are enrolled. It is the student's responsibility to ensure that his/her instructor(s) are properly notified in the event of an absence, and keep on-going communication to complete any missed assignments. We strive to accommodate all high school scheduled breaks; however, if there is a break at the high school that does not correlate with PTC's schedule, students will NOT be excused from any dual credit class. And, students will be responsible for catching up on missed assignments.

ATTENDANCE POLICY FOR ONLINE COURSES

There is an introductory activity in each online class. The student must do this activity prior to the end of the add/drop date or the student will be dropped for never attending. This includes students who register during the late-registration period. A student may choose to drop a class within the add/drop period with no penalty, even if the initial activity is complete. The last date of attendance (LDA) for the course will be documented using the student's completion of a course activity such as a discussion post, email to the instructor, or assignment. The last date will not be calculated from a student's log-in to the course only.

CAMPUS POLICE AND SECURITY

The Campus Police and Security team work hard to maintain a safe and secure campus for students, employees and guests of the college. They provide services such as:

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

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

Students are responsible for their personal equipment and property, as Piedmont Technical College does not assume responsibility for stolen articles. Equipment and vehicles should be kept locked at all times. To report missing items, please contact the Campus Police and Security Office. There are courtesy phones on campus for the convenience of all students. Calls by students on office phones are not authorized.

CLASSROOM BEHAVIOR AND CONDUCT POLICY

Dual Enrollment students are expected to conduct themselves in a mature manner. Students should be respectful of instructors, fellow classmates, themselves and PTC facilities at all times. The guidance counselor and/or parents will be contacted for any student who has disciplinary issues.

DROP OR WITHDRAWAL POLICY

Students may drop a course during the add/drop period without receiving a mark on their transcript. Drops occur earlier in the semester. After the add/drop period, a student may withdraw from a class. Before withdrawing, the student should FIRST speak with the instructor regarding his/her options. If it is impossible for the student to complete the course successfully, the student should immediately notify both the Office of Dual Enrollment and the high school guidance counselor. Students will be responsible for any grade awarded by the instructor and, if applicable, tuition cost for any class that doesn't receive a proper withdrawal.

Students who would like to withdraw from classes after the add/drop period must complete the withdrawal process through their PTC Pathway account under "Registration Tools." Students may withdraw from class with a grade of "W" prior to classes ending (see calendar in PTC Pathway for Last Date to Withdraw). After the Last Date to Withdraw, instructors have the option to award an "I" or a letter grade of "F."

LATE INSTRUCTOR POLICY

We do not expect faculty to be late. In an event of an emergency, however, if an instructor is late in arriving for a class, students should wait 15 minutes from the assigned start time before notifying the Dual Enrollment Office or the county campus director.

TUITION AND FEES

Dual Enrollment at Piedmont Technical College is designed to be affordable to all students.

- South Carolina residents taking between 6 and 12 credit hours in a semester (generally two to four classes), at their high school, on our campus, or online, will attend tuition free.
- Students taking only one course on a PTC campus or online will attend at a standard tuition rate of $150/credit hour.
- Dual Enrollment student bills are not finalized until mid-semester. Payment will be requested, if a balance remains, at that time.

Those students who are taking only one course at their high school or career center taught by a district employee will attend at $50/credit hour.

MIDTERM/FINAL GRADES

Both midterm and final grades are viewable in a student's PTC Pathway account. Please see PTC Pathway: A User's Guide for instructions on viewing grades. Students are encouraged to keep up with grades throughout the semester. Midterm grades

Midterm Grade	Definition
S	"Satisfactory" Progress: To date, you have been keeping up with assignments and doing well on them. If you continue to do the same for the remainder of the term, you are likely to get a grade of "C" (or higher) in the course.
M	"Marginal" Progress: You are close to making a passing grade, but without some additional effort on your part you are likely to not pass the course.
U	"Unsatisfactory" Progress: You have fallen behind on assignments and/or not done well on several assignments. Without improved effort and academic progress, you are likely to not pass the course.

will only be reported to the high school provided that a student isn't doing well in a course. The student's performance will be shared with the guidance counselor. The student will have the option to remain in the class or withdraw. Students who wish to withdraw must withdraw through their PTC Pathway account. See PTC Pathway: A User's Guide for withdrawal instructions. Students who aren't doing well at midterm are encouraged to discuss options with the instructor, as well as seek tutoring services, if applicable. Below to the left are midterm grades and their definitions.

Students will receive two sets of final grades, a numerical and a letter grade. Numerical grades will be sent to the high school to be calculated on the high school's grading scale. Letter grades will be maintained in the student's records, and will be reflected on the student's final PTC transcript. Home-school students' grades may be sent via email upon request. Below are the letter grades that are awarded, which are based on the quality of a student's work.

FINAL GRADES		
A=90-100	Excellent	4 grade points per term hour
B=80-90	Above Average	3 grade points per term hour
C=70-80	Average	2 grade points per term hour
D=60-70	Passing	1 grade points per term hour
F=59-0	Failure	0 grade points
W=	Withdrawal	0 grade points

FERPA POLICY:
FERPA is a federal guideline that applies to all schools that receive any funding that is administered by the Department of Education. Once a student attends a postsecondary institution, he or she becomes an "eligible student," and all rights formerly given to parents under FERPA transfer to the student.

Under FERPA, a school may not disclose personally identifiable information from an eligible student's education records to a third party unless the eligible student has provided written consent. Note: There are exceptions such as (1) school officials with a legitimate educational interest in the information, (2) another school in which the student seeks or intends to enroll, (3) to determine eligibility for financial aid or the amount of aid for which the student has applied, (4) to parents of a "dependent student" upon proof that the student was claimed as a dependent on the most recent year's income tax statement, or (5) "directory information" as determined by the school.

Refer to the college website for more information: **www.ptc.edu/ferpa**.

THINGS TO REMEMBER:
- Due to differences in grading scales, PTC and high school grades may differ.
- Final grades may be appealed within 2 consecutive terms following the term in which the grade was received. For example: Spring grade-Summer/Fall appeal; Summer grade-Fall/Spring appeal; Fall grade-Spring/Summer appeal.
- Students who signed a Waiver Form may NOT appeal a grade.
- All students will need to request a final transcript to be sent to their college or university upon high school graduation.

OFFICIAL TRANSCRIPT

Upon high school graduation, students will need to have dual enrollment classes transferred to the college or university they plan to attend. This can be done by requesting an official transcript through Parchment via the Piedmont Technical College website at **www.ptc.edu/transcripts**.

THINGS TO REMEMBER:
- Official transcripts will not be released for those students who have holds on their accounts or owe any debt to the college.
- Official transcripts will NOT be sent without the student's written consent.
- Check Pathway prior to requesting a transcript to ensure that all final grades have been posted.

SEVERE WEATHER POLICY

PTC is committed to providing a safe and secure campus for students, employees and visitors. 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 Shelter in Place areas throughout campus. Shelter in Place areas are interior classrooms, offices or hallways that do not have windows or outside doorways. Students should NOT attempt to leave campus during this period.

When weather conditions return to normal, students, faculty and staff will be directed to

return to their classrooms and offices. In the case of severe weather conditions during the night, such as snow and ice, the college will notify students in several ways. Visit **www.ptc.edu/weather** for full details.

STUDENT DISABILITY SERVICES

Appropriate and reasonable accommodations are available to assist students who have a documented disability while attending PTC. Students must self-identify as a student with a disability and provide appropriate documentation in order to receive accommodations. The accommodations that are allowed in a college level course need to be determined by the college through an interactive process that includes review of documentation and student interview. Please note, college approved accommodations may be different than those indicated on an IEP or 504 Plan. Please contact Brenda Dailey at **(864) 941-8378** or email **dailey.b@ptc.edu** for more information.

STUDENT ID AND PARKING DECAL

Student's first ID and parking decal are FREE. Students can request these items through the PTC Pathway account.

STUDENT RESPONSIBILITIES

- Reading and understanding the Dual Enrollment Student Handbook
- Completing the online application, submitting birth certificate copy, Registration Form, and high school transcript prior to class registration
- Memorizing P number, as well as the username and password for PTC Pathway and Brightspace (D2L)
- Ensuring the transferability of courses to the college or university you plan to attend
- Checking PTC Pathway to ensure the accuracy of course schedule, final grades and billing information
- Obtaining Student ID and parking decal
- Having textbooks and course materials on the first day of class
- Reading and understanding course syllabi
- Communicating with instructors regarding absences, missed assignments, class progress, etc.
- Properly withdrawing from a class within the appropriate timeframe —

If you fail to withdraw prior to the deadline, you will be responsible for the grade awarded even if it's a D or F and tuition cost.
- Requesting final academic transcript

TEXTBOOK POLICY

Students are responsible for purchasing textbooks. Students should have textbooks in-hand on the first day of classes. To ensure the accuracy of textbooks, students should purchase textbooks from the Campus Shop, Barnes and Noble, located on the Lex Walters Campus-Greenwood. Students may also purchase textbooks online at www.ptc.bncollege.com and have them shipped free of charge to their local county campus. The bookstore has used textbooks available for purchase. There are also a select few that are available for rental.

TOBACCO USE POLICY

It is the policy of Piedmont Technical College that the use of tobacco, tobacco products and electronic cigarettes is prohibited. Violations could result in a $25 citation and a referral to the Associate Dean of Students.

TUTORING POLICY

Students are entitled to one FREE hour of tutoring a week for each subject in which they are enrolled. Students desiring tutoring may complete an online request form at **www.ptc.edu/tutoring**.

Online tutoring assistance is also available through Net Tutor. Students may connect to Net Tutor through the Brightspace (D2L) homepage. Net Tutor provides live and archived tutoring assistance via the Web.

**NOTE: Students who have signed a Waiver of Placement Form are not eligible to take advantage of free tutoring services.

Registration Guidelines

PREREQUISITE

Many credit classes require prerequisites. Prerequisites are conditions that are required beforehand in order to gain access to a specific course. These conditions are usually completion of, or enrollment in other courses or specific college placement scores (e.g. English 101 must be taken before enrollment into Speech 205). Students who haven't met the prerequisite for a course will not be enrolled.

PTC IDENTIFICATION NUMBER (P NUMBER)

A random PTC ID number or P number will be generated after completing the online application. This number will take the place of your social security number. You will receive your P number by mail once the online application has been completed. This number should be memorized as it will follow you throughout your enrollment at PTC, and will be required to access many of the college's services, including obtaining a Student ID and parking decal, purchasing textbooks, and as a login to PTC Pathway and Brightspace (D2L).

REGISTRATION FORM

Students will need to complete the electronic Registration Form and acquire the signatures of a parent/guardian and their high school counselor or administrator for the specific courses that will be awarded as both high school and college credit. Once the student completes the online form, the parent/guardian and high school representative will automatically receive an email prompting them to sign the form. It is the student's responsibility to contact and receive written assurance from any non-public institution in South Carolina or any public or private institution outside South Carolina of that institution's willingness to accept a dual enrollment course toward degree requirements.

RETURNING STUDENTS

Students who have taken dual credit classes in recent semesters, will only need to submit a completed electronic Registration Form each year. The electronic Registration Form will need to be completed for each term the student wishes to enroll in. Class choices should be discussed during the IGP meeting with the high school counselor. The electronic form can be found here: **www.ptc.edu/DEform**.

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 the PTC Pathway Tab on the college homepage at **www.ptc.edu** or visit **pathway.ptc.edu**. Enter your PTC Student ID Number in the USERNAME and password. *First-Time users seek the "What is my Password section" listed below.*

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

You should have received a PTC Student ID via the Admissions letter sent from the Admissions Office. The letter P followed by eight numerical digits, your PTC ID replaces your social security number for all PTC services.

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

If you don't know your PTC ID, you can look it up online:
1. Go to pathway.ptc.edu
2. Click on "Forgot Your Username?"
3. Follow the onscreen instructions.

What is my Password? How do I get it?

Your password is a combination of symbols, letters and numbers. For first-time users, this password is:

- The first and second letters of your last name (lowercase)
- A period
- Your birthdate formatted as MMDDYY

   Example: *John Smith was born on October 5, 1980. His password is sm.100580*

If you forget your password or need to change password, you must:
1. Click on **Student Password Reset?** on the Pathway login screen.
                        or
1. Call the Help Desk at **(864) 941-8627** to have it reset.
                        or
1. From the Pathway login screen, click on **Tech Support & Maintenance** at the bottom of the page.
2. Submit a ticket to have your password reset.

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 PTC announcements, dates, news and Quick Launch Tool Bar.

How do I navigate my student account?

Return to the PTC Pathway Home Page:
1. Click the **Student** tab.
2. The **Student** tab link contains the Admissions, Student Contact Information, Student Tools, Advising, Student Records, student ID Cards/ Parking Stickers, College Resources, PTC Counseling & Support, Bookstore, Reporting Forms, Library resources, Piedmont Points, and student life Sections.

How do I print my schedule?

Return to the **Student** tab:
1. In the **Student Tools** section, select the **Student Profile/Tools** link.
2. Click on the **Class Schedule & Account Summary**.
3. Select the term and click **Run Report**.
4. This brings up your **Schedule/Account Summary/Tuition Balance**.

Note: Please disregard any amount due at the beginning of the semester. Dual Enrollment billing isn't finalized until later in the semester. If you are enrolled in at least 6 credit hours and you are a SC resident, the tuition balance you see due will be waived.

How do I access my Brightspace (D2L) courses?

From the PTC Pathway Home Page:
1. Click the **D2L Login** image in the **Quick Launch Tool Bar** on the top right side of the screen.
2. D2L opens in a new window taking you to your D2L homepage.
3. **My Courses Section** will have your pinned courses per semester.

How do I access my email?

1. Log into the PTC Pathway Home Page.
2. From the **Quick Launch Tool Bar** select the **Student Email** image on the right side of the screen.

Note: Storage space is limited; check your email daily and delete unwanted messages.

What is my email address?

Your email address will be your **Student ID number@live.ptc.edu**, for example: **P00026628@live.ptc.edu**

How do I check my grades?

From the Student Account Home Page:
1. You may view your grades in the **Student Tools** section by selecting the **Student Profile/Tools** link.
2. Then Select the Term, Course Level and View Grades.

How do I view my unofficial transcript?

From the Student Account Home Page:
1. In the **Student Tools** section, select **Student Profile/Tools**
2. Select **Academic Transcript**.

For an official copy of your transcript, click on "order official transcript" in the Student Records Section. You will be redirected to the Parchment website where you can order your transcript.

How do I submit the required forms (birth certificate, transcript, registration form)?

The birth certificate, high school transcript, and any additional test scores can be attached to the electronic Registration Form found here: **www.ptc.edu/DEform**.

BRIGHTSPACE (D2L) QUICKGUIDE

GETTING STARTED

From the PTC Pathway Home Page:

1. Click the **D2L Login** image in the **Quick Launch Tool Bar** on the right side of the screen.
2. D2L opens in a new window taking you to your D2L homepage.
3. **My Courses Section** will have your pinned courses per semester.

Navigation: My Courses and the Main Navigation Bar

My Home is your starting point inside D2L. On the homepage, you will find **Help, Resources,** and other information. The **My Courses** area will display course titles after you pin them. *(Remember you cannot enter courses until the first day of class.)*

The **Minibar** is located at the top of a page. It is your main navigation tool to courses, email, alerts, and personal settings in D2L.

The course selector lists your courses. You can select specific courses from the course selector and pin them to the top of the list for easier navigation. Pinned courses also display as tiles in your **My Courses** area.

To pin courses, click on the course selector in the Minibar and select the pin icon beside the course title.

Navigation: The Course Homepage and Navbar

The **Course Home** is similar to the **D2L My Courses** but contains course related information and tools. The **Announcements** area is where instructors will share important information with you. The Calendar displays course related events.

The course homepage navbar contains links to tools used for the course. The **title of the course** will always bring you back to the course homepage. The home icon will return you to the **My Courses** page.

TIPS

- **Are You D2L Ready?** contains resources for users who are new to D2L.
- Run a **System Check** on every computer you use to access D2L.
- Be sure to clear your browser cookies and cache often to prevent technical difficulties.
- Be sure to set your security questions in **Pathway** so that you can reset your password when needed.
- Notification settings allow you to set up periodic updates by email or text message about **Assignments, Quizzes, Grades, or Announcements.**
- The D2L **Brightspace Pulse** app is available for Android or iOS mobile devices. The app allows you to access and view details about upcoming Assignments, Discussions, and Quizzes as well as Announcements from your instructors. You can download **Brightspace Pulse** from the Apple Store or Google Play.

D2L COURSE TOOLS

The **Content Tool** contains the main course material for your courses. Your syllabus, assignment schedule and other course documents can be found by accessing this link from the course navigation bar.

Frequently Used Course Tools: Discussion, Assignments, Quizzes

The **Discussions Tool** allows you to communicate with your instructor and peers without having to be online at the same time. **To start a thread**:

1. Click **Discussion**.
2. Choose and click on a Discussion Topic.
3. Click **Start and New Thread**.

The **Assignments Tool** is used for homework assignments. Homework assignments appear in folders. **To submit a file for assignment**:

1. Click **Assignments**.
2. From the list of folders, choose and click the folder link.
3. Click **Add a File**.
4. Click **Upload**. (Locate and click the file you wish to submit from your file documents.)
5. Click **Add**.
6. Click **Submit**.

The **Quizzes Tool** is used by instructors for quizzes, exams, and tests. Some instructors may require exams and quizzes to be proctored or timed.
To use the **Quizzes Tool**:

1. Click **Quiz**.
2. Click on the quiz you wish to take. Read the quiz details and instructions. Be sure to note any enforced time limits.
3. Begin the quiz. D2L automatically saves your answers as you progress through the quiz.
4. When you have finished your quiz, click **Submit Quiz**.
5. Click **Submit Quiz** on the **Quiz Submission Confirmation** page.
6. Review your answers and score on the **Quiz Submissions** page.

Note: Instructors may not allow you to review questions until after the quiz period has ended.

Frequently Used Communication Tool: Classlist

The **Classlist** provides a list of all your classmates and instructors with a direct email link.

Frequently Used Progress Tools: Grades, Class Progress

The **Grades Tool** shows the grades for your course. The **Class Progress Tool** displays your course progress with content, discussions, assignments, quizzes and more.

Important Contacts

PTC OFFICE	CONTACT INFO	SERVICES OFFERED
Dual Enrollment	P: (864) 941-8315 F: (864) 941-8454	All dual enrollment related questions (admission, registration, holds, etc.)
Campus Police and Security	P: (864) 941-8000	First aid needs, safety escort
Tutoring	P: (864) 941-8356	Extra help in coursework
Helpdesk	P: (864) 941-8627	Resetting your password for Brightspace (D2L) and PTC Pathway if your account is disabled
Student Records	P: (864) 941-8361 F: (864) 941-8566	Requesting official transcript
Business Office	P: (864) 941-8322 F: (864) 941-8741	Payment of tuition
Bookstore	P: (864) 941-8683	Purchasing textbooks, supplies and college apparel
Student Disability Services	P: (864) 941-8378	Accommodations for students with disabilities

PTC Campus Locations

PTC CAMPUS	CONTACT INFO	ADDRESS
Abbeville County Campus	P: (864) 446-8324 F: (864) 366-3405	143 Highway 72 W • Abbeville, SC 29620
Edgefield County Campus	P: (803) 637-5388 F: (803) 637-9166	506 Main St. • Edgefield, SC 29824
Laurens County Campus	P: (864) 938-1508 F: (864) 938-1533	663 Medical Ridge Rd. • Clinton, SC 29325
Lex Walters Campus-Greenwood	P: (864) 941-8324 F: (864) 941-8555	620 N. Emerald Rd. • Greenwood, SC 29646
McCormick County Campus	P: (864) 852-3191 F: (864) 852-2094	1008 Kelly St. • McCormick, SC 29835
Newberry County Campus	P: (803) 276-9000 F: (803) 768-8147	1922 Wilson Rd. • Newberry, SC 29108
Saluda County Campus	P: (864) 445-3144 F: (864) 445-3516	701 Batesburg Highway • Saluda, SC 29138
Center for Advanced Manufacturing	P: (864) 682-3702	109 Innovation Drive • Laurens, SC 29360

PIEDMONT
TECHNICAL COLLEGE

Dual Enrollment Office • **(864) 941-8315** • **www.ptc.edu/dual**