

Faculty Handbook

Piedmont Technical College

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Introduction

GREETINGS TO FACULTY

This faculty handbook is designed to help you be informed and effective in answering questions your students may ask. It includes detailed information that experience has shown to be most commonly needed. It does not cover all situations, and your supervisor should be consulted if you need more information on specific policies and procedures.

Our desire is that you become better informed about Piedmont Technical College and equipped to communicate essential information to your students as the need arises. This handbook should assist you to that end.

Best wishes to you for a successful academic year! If I can assist you in any way, please contact me.

Susan

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VISION, MISSION, GOALS, AND VALUES

INSTITUTIONAL VISION

We will become a premier community college with a shared commitment to create vibrant learning communities through relentless pursuit of student success and economic prosperity for all stakeholders.

INSTITUTIONAL MISSION

Piedmont Technical College transforms lives and strengthens communities by providing opportunities for intellectual and economic growth.

The College, a member of the South Carolina Technical College and Comprehensive Education System, is a public comprehensive two-year post-secondary institution. Piedmont Technical College contributes to the economic growth and development of the largest and most diverse region of the technical college system, Abbeville, Edgefield, Greenwood, Laurens, McCormick, Newberry and Saluda counties and to the state. The College responds to the academic, training and public service needs of the community through excellence in teaching and educational services. Piedmont Technical College's open admissions policy provides accessibility for individuals with diverse backgrounds the opportunity to acquire the knowledge and skills for employment in engineering technology, industrial technology, agriculture, business, health, and public service. Piedmont Technical College graduates develop competencies in communication, mathematics, problem solving and technology.

The College offers university transfers; associate degrees, diplomas and certificates in technical and occupational areas; college preparatory programs; student development programs providing academic, career and individual support; and custom-designed Continuing Education programs provide training for business and industry. To optimize access to higher education in the rural seven-county service area, Piedmont Technical College offers courses in multiple modes of delivery that include synchronous and asynchronous distance learning. (Revisions approved by the Area Commission on June 18, 2013)

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MISSION GOALS

Piedmont Technical College fulfills its mission through a comprehensive planning process focused on annual operational plans in support of the following mission goals:

- I. Promote excellence in teaching, learning, and educational services to ensure that each student has the opportunity to attain his or her fullest potential.
- II. Offer quality credit courses and programs leading to associate degrees, diplomas, and certificates in career and technical fields; university transfer; and developmental education to meet the emerging needs of the communities served.

- III. Promote community and workforce development and economic growth through new and existing partnerships with business, industry, government, community agencies, and educational institutions.
- IV. Provide effective enrollment management systems and student support services to ensure optimal access, retention, enrollment, program completion and student success.
- V. Foster a cooperative and healthy environment that enhances the awareness, understanding and celebration of differences and encourages open communication.
- VI. Exercise efficient and responsible stewardship of the College's human, financial, and physical resources to ensure sustainability.
- VII. Use data and assessment results to make well-informed decisions regarding the continuous improvement of our programs and services.
- VIII. Integrate appropriate technology throughout instructional, administrative, and operational services.
- IX. Ensure public awareness and recognition of the value of the College through public relations activities.
- X. Provide a safe and accessible learning and working environment.
- XI. Develop and support professional development opportunities for all employees.

CORE VALUES

Piedmont Technical College is guided by the practice of these Core Values: (approved by PTC Area Commission, June 23, 2009)

- Leadership and Innovation
- Integrity, Accountability, and Transparency
- Collaboration and Collegiality
- Inclusivity, Diversity, & Accessibility
- Student Success and Customer Service
- Entrepreneurship and Workforce Development
- Lifelong Learning and Community Improvement
- Data-driven Decision Making
- The Ongoing Pursuit of Excellence
- Commitment to Lean Principles

STRATEGIC DIRECTIONS AND GOALS

Ensuring Sustainability and Growth:

We will enhance existing revenue streams and identify new sources of funding to expand and improve the College's services.

We will position the College to maximize all funding sources.

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We will advance the institution through comprehensive and successful grant writing that is aligned with the overall strategic plan.

We will ensure campus facilities are modern, safe and environmentally efficient.

Ongoing Pursuit of Excellence:

We will only achieve excellence through the growth, development, and nurturing of our most valuable resource, our people.

We will recruit and retain exceptional faculty and staff who reflect the global environment in which we live.

We will establish a culture of trust and respect through open communication.

We will provide a comprehensive professional development program.

We will recognize and reward performance based on vision, mission, and values.

Culture of Continuous Improvement:

We will embrace a culture of data-driven decision making to systematically evaluate the effectiveness of our programs and services and use the results for continuous improvement.

We will implement strategies to measure outcomes and analyze results to improve the College effectiveness and excellence.

We will engage in strategic and operational planning to build a culture of continuous improvement.

Communicating our Mission:

We will establish a strong brand identity to ensure widespread recognition of our role in and value to the communities we serve.

We will develop a consistent and high-quality brand image.

We will effectively communicate the College's values to all its constituencies.

Strengthening Communities:

We will be the preeminent catalyst for workforce and economic development in our service region and the state.

We will proactively engage in community development throughout the region through partnerships, coalitions, strategic alliances.

We will be proactive and responsive to the needs of business and industry.

Transforming Lives:

Everything we do is driven by our commitment to the success of our students.

We will be the college of choice for a wider range of students.

We will meet students where they are and take them where they want to be regardless of previous educational preparation, socio-economic status, race or gender.

We will increase the percentage of students completing degrees, diplomas, and certificates.

We will offer educational programs and services that are responsive, flexible and of the highest quality.

We will expand course and program delivery through various regional sites, modality methods, partnerships and alliances.

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EDUCATIONAL VISION

Piedmont Technical College places learning first by engaging and empowering each learner to achieve learning outcomes within an innovative, learning-enriched environment.

EDUCATIONAL MISSION

At Piedmont Technical College, our educational mission is to provide the instructional experiences necessary for students to attain general and technical competencies in their respective curricula. These competencies are reflected in the skills necessary for a student to enter the workplace, to participate in continuous lifelong learning and to adapt to a changing world. The achievement of these educational competencies is a collaborative effort among the College, the students and the workplace. The competencies serve as the linkage in this effort by providing structure for the College's curricula and instructional processes, an academic "roadmap" for active student participation in educational experiences and the criteria for assessing the quality of the educational preparation received by the College graduates.

GENERAL EDUCATION COMPETENCIES

The General Education Competencies for graduates of all college curricula are to:

1. Communicate effectively.
2. Apply mathematical skills appropriate to an occupation.
3. Employ effective processes for resolving problems and making decisions.
4. Demonstrate the basic computer skills necessary to function in a technical world.

NEW STUDENT PHILOSOPHY

We believe that the success of our mission to transform lives and strengthen communities hinges on the effectiveness of our efforts with our new students. During the critically important first academic year, we will establish a solid educational foundation and begin building strong relationships that will lay the groundwork for the future academic, personal, and professional success.

We will meet new students where they are in life and provide them with the opportunity to achieve their goals, regardless of their social or academic background. From their first point of contact with the College, all the way through graduation, we will provide students with a warm,

welcoming environment, and with an individualized education plan that is tailored to their unique needs.

Through a data-driven process of continuous improvement, we will partner with all students to assess their skills, to understand their needs, and to provide the instruction, tools, resources and support system enabling them to succeed at our institution. As a result, students will leave us qualified to achieve their career goals and to become self-directed learners.

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FACULTY SENATE

The Faculty Senate invites all full-time faculty to join the Senate. It is a time to meet other faculty and share successes and concerns.

PRESENT SLATE OF OFFICERS (2013 ACADEMIC YEAR)

Brad Griggs-President

Ann Allen-Vice President and President Elect

Leigh Theofanous-Secretary

Heather Burden-Treasurer

CONSTITUTION OF THE FACULTY SENATE

Preamble

The Faculty Senate of Piedmont Technical College is organized to promote faculty morale and further the spirit of cooperation between faculty and administration. The following Constitution and By-Laws will define the role of the Senate.

Section 1. Membership

The Faculty Senate shall consist of all full-time teaching staff, Department Heads/Academic Program Directors and other members as provided for in the By-Laws.

Section 2. Function

The function of the Faculty Senate shall be to bring before the College administration any matters affecting the welfare of the faculty or the academic policies of the institution which the Faculty Senate, by majority vote of those present at any meeting, recommends for consideration. The Faculty Senate shall also consider any matter brought before the membership by a member of the administration.

Section 3. Officers

The officers of the Faculty Senate shall consist of a President, Vice President, and Secretary and Treasurer. The officers shall be elected as provided by the By-Laws.

Section 4. Meetings

Meetings of the Faculty Senate shall be held at least every three months during the fall and spring terms or more often, as the President deems necessary. No meetings will be held during the summer. A faculty member may request that the President call a special meeting. All meetings will be posted on the College calendar.

Section 5. Amendment

The Faculty Senate may amend this Constitution at any of the scheduled meetings by a two-thirds majority vote of the members present. A proposed amendment must be presented to the members in writing at least two weeks prior to the vote.

FACULTY-SENATE BY-LAWS

Section I. Membership

A petition for the election of membership in the Faculty Senate of any part-time instructor must be submitted to the Faculty Senate for action at the next regular meeting. Election to membership shall be by a simple majority vote of the members present.

Section II. Officers and Their Duties

The President shall preside at all meetings and will represent the Faculty Senate in matters taken before the administration. The President shall also appoint a Nominating Committee in March each year to nominate a slate of officers for the next year and will appoint other committees and representatives as necessary.

The Vice President will assist the President and act as a replacement in the president's absence. If the President resigns, the Vice President will take over the office of President immediately. The Vice President will also be the President-Elect, assuming the office of President at the end of the one-year term as Vice President.

The Secretary will keep accurate minutes of all meetings listing all members who are in attendance. Copies of all minutes shall be given to each member no later than 48 hours after the meeting. The Secretary will type all matters of action to be presented to the administration and will do all correspondence concerning the Faculty Senate activities.

The Treasurer will keep account of all moneys and will present a quarterly statement of cash position showing receipts and expenditures to all members.

Section III. Election of Officers

The officers shall be elected by the Faculty Senate at the organizational meeting in May of each year. They shall serve for a term of one-year ending with the election of the new officers. Election shall be by secret ballot. A nominating committee consisting of three members, appointed by the President in March of each year, shall meet in April and will present a slate of officers at the organizational meeting in May. Nominations will also be accepted from the membership at the May meeting.

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POLICIES AND PROCEDURES

Piedmont Technical College, as part of the South Carolina Technical College System (SCTCS), **operates in accordance with the policies and procedures established by the [State Board for Technical and Comprehensive Education](#).**

Piedmont Technical College (PTC) provides **additional policies and procedures**, in accordance with the guidelines set up in the PTC 1-1-1010.1 Policy and Procedure Development procedure, to meet the mission and goals of the College.

Pursuant to section 41-1-110 of the code of laws of South Carolina, as amended, the language used in the Piedmont Technical College and South Carolina Technical College System policy and procedure manual does not create an employment contract between the employee and the College or System.

The College or System reserves the right to revise the content of the policy and procedures manual, in whole or in part.

Piedmont Technical College's policies and procedures can be found on the PTC website or through this [hyperlink](#).

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Academic Information

ACADEMIC RECORDS AND REPORTING

INTRODUCTION

The responsibilities for maintaining accurate student records and implementing schedule adjustment procedures are shared by the faculty and the Student Development Division.

It is the responsibility of the Registrar to administer (manage) the academic records. The registrar shall:

1. Coordinate data entry of appropriate records to the state office.
2. Recommend policies, procedures and forms to the Deans' Council.
3. Make available to the faculty forms and instruction for completion.
4. Insure security and privacy of records.
5. Maintain appropriate student files on all active students and graduates.

It is the responsibility of the Deans' Council to approve all policies and procedures related to academic records.

It is the responsibility of the faculty to cooperate with the Registrar by completing all required records with accuracy and timeliness.

MAXIMUM STUDENT LOAD

No student may carry more than 18 credit hours unless required by curriculum configuration. Any exception to this policy requires approval of the appropriate Department Head/Academic Program Director and Division Dean. The maximum that any student may take is 21 credit hours. The Vice President for Academic Affairs must approve any exception to this maximum.

SCHEDULE ADJUSTMENTS

Adding/Dropping—Adding and dropping courses must be completed on the Change of Class Schedule form **prior** to the end of the published add/drop period. The form can be obtained from the Student Records Office, County Campuses or from the College website at www.ptc.edu/student-records-forms. Change of status may affect financial aid eligibility. It is recommended that students consult their academic advisor, instructor, or Financial Aid Advisor before changing their schedule or withdrawing from a course. A drop will remove the student

from the class list (roster). Dropped courses during this period do not appear on the student's transcript. After the add/drop period is over, only course withdrawals are processed.

TYPES OF DROPS

- | | |
|--|------|
| 1. Student initiated | (DD) |
| 2. Student dropped via WEB | (DW) |
| 3. Administrative/Faculty – Never Attend | (DN) |
| 4. Non-paid | (DP) |
| 5. Course Cancellation | (DC) |

Drops are only accepted through the end of the add/drop period for each part of term.

How do students initiate a drop?

1. Drop themselves through their self-service account (Pathway).
2. Call the advisor/Student Records Office/County Campus.
3. Complete a Change in Class Schedule form and submit it to the Student Records Office.

Change of status will affect Title IV eligibility. Contact the Office of Student Financial Aid to determine earned aid and future eligibility. Questions concerning refunding should be directed to the Business Office.

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ACADEMIC FRESH START

This program is offered to allow a student who may have done poorly in a previous attempt at the College to gain a “fresh start.” In order to qualify for Academic Fresh Start, a student must meet the following criteria:

1. Student has not attempted more than 24 credit hours since returning to Piedmont Technical College.
2. Student has a period of at least five years, before returning to PTC, in which they were not enrolled in any post-secondary institution.

Under this program, all Piedmont Technical College credit earned prior to the granting of Academic Fresh Start will be eliminated from the computation of the student's grade point average and may never be used toward graduation at Piedmont Technical College. Students should see the Registrar for more details about this program. For financial assistance, the federal government requires a student's academic progress to be tracked from the first date of enrollment, whether or not financial aid was received. Academic Fresh Start will not change this policy or alter the student's course completion rate. Please refer to the [Standards of Satisfactory Academic Progress](#) for further information.

ACADEMIC PROBATION

A student is placed on academic probation if a minimum cumulative grade-point average (GPA) has not been achieved. The grade point standard is as follows:

1 – 12 credit hours attempted	1.50 GPA minimum
13 - 24 credit hours attempted	1.75 GPA minimum
25+ credit hours attempted	2.00 GPA minimum

The student is officially notified by the Registrar of probationary status. Probation status is as follows: warning/first time; probation/second time; suspension/third or more times. If the student is placed on probation for the second consecutive term, in order for the student to register for the next term, the following steps must be taken:

1. The student must meet with the Registrar or Student Success Center counselor within two weeks of notice. The Registrar or counselor will calculate the grades necessary for the student to earn in the current term to get off probation.
2. The Registrar or counselor will complete an [Academic Probation Contract Agreement](#) with the student.
3. At the end of the following term, the Registrar validates whether the student met their grade requirement on the Academic Probation Contract form.

If the terms of the Academic Probation Contract have been met, then the student may register for the following term. However, if the terms of the contract are not met, the student will be suspended for one term.

COURSE REQUIREMENTS

During the first week of class, instructors are required to provide students with a syllabus which states Piedmont's attendance policy, the specific requirements of the course, the course objectives, and the schedule of instructional grading policy. Adjunct faculty in most departments can obtain course outlines from the Department Head/Academic Program Director.

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ENTRY INTO CLASS

Before a student may be officially seated in any class, they must appear on the preliminary course roster (issued on the first day of class) or display a computerized receipt of class schedule. The procedure is as follows:

1. A student must appear on the class roll or present evidence of successful registration.
2. If a student has not properly registered, he/she should be referred to the Business Office. Allow this student to remain in class for the period, but do not allow the student to return to class until he/she has a signed Admit to Class form from the Business Office.

3. The Business Office will supply the student with an "Admit to Class" form, after the registration or payment problem has been resolved.
4. Instructors must return all Admit to Class forms to the student in order that he/she may gain admission to his/her other classes.

Note: Under no condition should a student be admitted to class if he/she does not appear on the official class list issued after add/drop day.

LATE ENTRY INTO CLASS

A student may register in any course until the end of the add/drop period. However, during this period, late registrants will be subject to the following attendance policy:

1. Absences from class due to late registration are counted as any absence during the term. That is, each class meeting a student misses due to late registration is a class absence.
2. Each instructor is responsible for informing the student of this policy and for recording absences due to late registration.
3. If a student registers sufficiently late to have already missed the allotted number of classes in a given course, they will contract with the instructor on the [Attendance and Assignment Contract](#) form to determine that student's attendance requirements for the remainder of the term and the procedures for making up work.

Late registration will be a maximum of five days following the official registration day for full term courses. Mini-term has a three-day late registration period (two-day in summer term.) Students should be required to make up the assignments and/or hours missed.

ATTENDANCE POLICY

It is the philosophy of Piedmont Technical College (PTC) that student-instructor and student-student interactions are critical to bringing about student learning. Such interactions allow students to develop competencies in the skills and knowledge of the particular course subject, work ethic and interpersonal skills. It is important, therefore, that students regularly participate in class sessions. Unless there are circumstances beyond the control of an individual student that prevent him/her from attending a class session, each student should attend all class sessions of a course. Students may miss up to 15 percent of class, and this percentage includes both excused and unexcused absences. After exceeding the maximum number of absences for a term, students may be automatically withdrawn from the class by the instructor. Three tardies count as one absence, and three early dismissals (leaving early) also count as one absence. The College's attendance policy and specific procedures may be found on Piedmont Technical College's Web page and on the PTC [Procedure 3-2-1050.3](#). In addition, the syllabus of every course states the attendance requirements, and make-up policy and procedures.

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 completed. If a student has completed the introductory activity, the student will be considered to be enrolled in the course but may be withdrawn from the course if he/she does not complete subsequent assignments in a timely fashion or by posted course due dates. 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, e-mail to the instructor, or assignment. The last date will not be calculated from a student's log-in to the course only.

HYBRID COURSES- a hybrid course made up of two components: an online component and a "live" component that takes places in a classroom or lab. As such, if a student completes an assignment in the online portion of the class during the first week of that course, but does not attend the "live" portion, the student will still be considered in attendance. Also, if a student attends the live portion during the first week of that course but does not complete any online work, the student will be considered in attendance.

Students should not be dropped as a Never Attend if they have submitted work in the online portion of a hybrid course, even if they did not attend the class during the first week of that course (and vice versa).

REPORTING DROPS FOR NEVER ATTENDS

A "Never Attends (NA)" is a student who is on the roster but has "never attended" the class during the Never Attend period on the calendar— not even once. If teaching an online class, a student should be reported as a "Never Attends" if he/she has not submitted the assignment (or completed the activity) that is being used to verify attendance. Just logging into the course is not "proof of attendance." All students who never attend a class are reported within the add/drop period for the session to the Student Records office.

HOW: Directions for posting Never Attends are available in Pathway.

1. Log-in to Pathway.
2. Click on the Faculty/Advisor Info Tab.
3. Look in the Faculty Toolbox. Directions for Reporting Never Attends will be listed there.

WHY: is it necessary to drop students for Never Attend?

Financial Aid Awards may be affected if student information is incorrect.

1. Students can only receive aid for the classes they have attended
2. Failure to report this information within the deadlines could result in the student owing both the college and the federal government money.

REPORTING STUDENT ATTENDANCE FOR WIA

The Workforce Investment Act or WIA is a federal employment program. The SC Works for the WIA program is located in 101A. Students seeking work may use the facilities of the SC Works for their job search: the computer lab, resume software, job listings, career workshops, free

fax, free internet access, etc. The staff welcomes instructors to bring their classes to the SC Works for an overview of services. Please call 8395 to schedule a time.

The WIA program offers scholarships and/or job search assistance to individuals who are unemployed or underemployed and seeking to improve their employment opportunities. WIA participants receive individual employment counseling and the services of a WIA job developer. WIA information sessions are held weekly at the Piedmont Technical College SC Works and at the Employment Security Commission SC Works in each of our local counties. Individuals who have been laid off or who have lost their job due to a plant closure do not have to meet family income guidelines. Displaced homemakers may also be eligible. For more information, check the local SC Works website at www.us1stops.com.

The WIA program requires a signed attendance record. Instructors should enter a "P" for present or an "A" for absent and sign the sheet. Attendance sheets verify eligibility for transportation payments, childcare payments, and extended Unemployment insurance (TRA) for students in the Trade Act program. Students are required turn in attendance sheets every two weeks to WIA/Trade staff.

With regards to WIA attendance for PEN class students at distance sites, faculty are encouraged to use the D2L Attendance Tool to record attendance for easy access by the WIA staff to your PEN class attendance records at the various centers. For assistance with the tool, contact the IDEA staff via the Help Desk (941-8627) for an appointment and/or attend the short session provided by the staff at the beginning of the term for training.

PROCESSING WITHDRAWALS

Effectively immediately after the add/drop period ends for each part of term, the reporting of withdrawals with the last dates of attendance will begin. There are two types of Withdrawals: student-initiated and faculty-initiated (administrative).

How does a student initiate a withdrawal?

1. This is done through the PTC Pathway under Registration Tools.
2. Student cannot withdraw from **ALL** classes without first meeting with an advisor, counselor, or financial aid staff to discuss the potential financial consequences of total withdrawal. The College Withdrawal form which is available in the Student Records Office must be signed by the student, instructor, and advisor before submitting it to Student Records.

What is an administrative withdrawal?

1. An Administrative/Faculty withdrawal posted through Pathway.
2. There is no refunding to a student for this type of withdrawal even if submitted through Pathway during the refunding period. [back to Table of Contents](#)

ACADEMIC ADVISING

ADVISING PROCESS AT PTC

Enrollment Advising, County Campus Advising, Academic Advising -

1. Enrollment Advisors – Student Services counselors and advisors who specialize in working with new students from application through first-semester enrollment. Emphasis with Enrollment Advisors is placed on career goals and transfer plans, completion of the enrollment process (financial aid, transcripts, testing, etc.), campus resources and orientation to the College.
2. Academic Advisors – Faculty, typically in the student's major. All full-time faculty housed in Greenwood have an assigned advising caseload. Faculty advisors focus on completion of degree requirements, paperwork required for graduation, career goals and transfer plans. Students in pre-health, pre-nursing and pre-funeral service have an advisor from the Arts & Science or College Preparatory and Transitional Studies divisions.
3. County Campus Advisors – County Campus advisors work with both new and continuing students. Full-time faculty housed at County Campuses serve as advisors for specific majors.

Training – All new advisors are provided advisor training prior to the start of advising duties. Ongoing training is offered upon request or through the faculty in-service offerings. Individual training or refresher is available upon request. Updates for pre-health and pre-nursing advisors are provided prior to the start of each registration period.

Online Advisor Manual – www.ptc.edu/advisormanual Located on the College Intranet, advisors may also access the Online Advisor Manual through the Faculty Tool Kit in Pathway. Located there are commonly used forms, instructions for using Banner advising screens, placement score and progression charts for reading, English and math coursework, resources for advisors.

Advising Team – A cross-division team focusing on advising is being organized Fall 2012. The purpose is to address issues relating to PTC advising system and make suggestions for improvement.

Degree Works – A new tool for advisors and students, Degree Works is designed to assist with monitoring student's progress as well as planning for future semesters. The Checklist provides a list of all courses students need to complete their program of study. A "What If" analysis allows a student and advisor to review possible options, should a student choose a different major. The Student Planner tool may be used to assist a student in developing a long-term plan, deciding which courses to take each semester. The Notes function allows advisors to add any important notes, which are visible to both the advisor and the student.

Placement Testing – All students entering the College should either take a placement test or have prior college credit for college-level English and math.

Waiver of Placement – A student may choose to waive a college preparatory (RDG 032, ENG 032, MAT 032) or transitional studies (RDG 100, ENG 100, MAT 152) course to enter the college-level course needed. The student must first retest. A link to placement test study materials is available on the Placement Testing webpage. If, after retest, a student chooses to waive the college prep or transitional course, a Waiver of Placement would be completed. This is available in the Faculty Tool Kit in Pathway or in the Online Advisor Manual (www.ptc.edu/advisormanual). The advisor should review the information with the student, and follow instructions on the form to print and obtain the student's signature.

Substitutions – If an advisor determines that a course may substitute for a required course in the student's program of study, the advisor should request the substitution prior to registering the student for the course. The substitution request should be made to the Department Head/Academic Program Director of the student's major. If approved, the Department Head/Academic Program Director will submit a petition in Degree Works.

Contact – Carol Paguntalan, Director of Academic Advising, 864-941-8679,
paguntalan.c@ptc.edu.

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GRADING POLICY

CLASS GRADE BOOK

Instructors are required to keep an accurate, up-to-date class grade book on the College's Learning Management System (LMS) to maintain each student's attendance record and grades. At present the College is using D2L. Since students have one year to question the grade, the grade records in D2L are kept for one year.

METHOD OF ASSIGNING GRADES

The method of assigning midterm and final grades is through the College's Pathway system. Please refer to Faculty Toolbox in Pathway for instructions. After completion of the grading process, students may view their grades through their Pathway account.

MID-TERM GRADING

At the mid-point of each semester, the instructor will assign a mid-term grade for each student. Academic advisors will refer to these midterm grades when advising students for the next semester. The following grade designations will be used:

S = Satisfactory

M = Marginal

U = Unsatisfactory

FINAL GRADING

At the end of each semester, letter grades are given in all courses to indicate the quality of work done by the student.

A = 94-100 Excellent—4 grade points per term hour.

B = 85- 93 Above Average—3 grade points per term hour.

C = 75- 84 Average—2 grade points per term hour.

D = 70- 74 Passing—1 grade point per term hour.

F = 69- 0 Failure—no grade points.

*Departments may use an alternate grading scale if granted approval from the V.P. for Academic Affairs.

AU Audit—assigned when a student has enrolled in a course for audit purposes (No credit awarded).

CF Carry Forward—awarded only for a course that is scheduled across terms such as self-paced, distance learning, or, where applicable, independent study. No credit or grade points are given at the time of grading. The CF grade must be replaced by a permanent grade when the course is completed. If course is not completed, the CF grade will convert to “F” after 20 weeks. After initial course registration, the student will not be required to re-register for a course crossing term to receive a permanent grade.

E Exempt—indicates a course was exempted by the student.

Specific codes for the appropriate types of exemption are:

- EA = Exemption-Technical Advanced Placement (TAP) High School Articulation
- EC = Exemption-College credit over 10 years old
- EE = Exemption-Examination
- EL = Exemption-Life Experience
- EM = Exemption-Military
- EP = Exemption-Advanced Credit (AP exams, CLEP)

I	A small part of the term's work remains undone. The student is allowed 30 school days to remove the incomplete grade; otherwise, the "I" is changed to an "F."
NC	No credit—student has made satisfactory progress in a developmental course but needs to re-enroll to complete the course.
TR	Transfer—awarded for allowable equivalent credits earned at other colleges or universities.
S	Satisfactory—indicates an acceptable level of performance in a Continuing Education course.
U	Unsatisfactory—denotes failure to attain an acceptable level of achievement in a Continuing Education course.
W	Withdrew—May be initiated by faculty or student up to two weeks prior to the end of the semester.

Please be reminded that grades of "W", "I", "NC", "CF" and "F" must have a LAST DATE OF ATTENDANCE and should be posted in the Final Grade Column in Pathway.

At the end of the term, grade point averages (GPA's) are computed for the academic work completed for that term and for the cumulative academic work completed while at Piedmont Technical College. Unless a course is repeated, **the grade point average is determined by dividing the total number of grade points earned by the number of term hours attempted.** When a course is repeated, the highest grade earned will be used in computing the cumulative grade point average. The student's record, however, will continue to carry the original grade awarded, but it will not be calculated into the GPA.

SPECIAL GRADING CONSIDERATIONS FOR VETERANS

Requirements of the Veterans' Administration make special grading conditions necessary for veterans enrolled at the College. Some which are especially pertinent are:

1. A veteran who officially withdraws from a course after midterm will receive a grade of "W" (Withdrew Passing).
2. A veteran who withdraws from a course before mid-term will receive a grade of "W". This grade is non-punitive and is NOT paid for by the VA.
3. A veteran who enrolls in any curriculum course must receive a standard letter grade (A, B, etc.) at the end of the term.
4. A veteran who fails a curriculum course (grade of "F") that is required for graduation is entitled to re-enroll in the course and receive VA benefits.
5. A veteran who receives a grade of "I" (Incomplete) in a course is not entitled to VA benefits for the time spent in making up the deficiency. In such a case, the veteran should not register again for the course while making up incomplete work.

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GRADE APPEALS

Students must check their final grades at the end of each term on PTC Pathway. Terminal grades may be appealed only within two 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.

GRADE CHANGING PROCEDURES

Grade changes should be rare. However, if a student is lacking a small part of the term's work and/or receives an "I" (incomplete) grade for the course, he/she grade must be changed when the missing work is completed and evaluated by the instructor who awarded the "incomplete." Also, if an instructor makes an error in computing a student's grade, a grade change is justified. To report a grade change, the instructor should complete the [Grade Change](#) Form giving the student's name, previous grade, grade change, course number, and justification for the grade change. The form should be signed and dated and returned to the Registrar's office.

REMOVAL OF INCOMPLETE

All instructors should give a grade of incomplete with discretion since the responsibility for advising the student in removing the "I" and reporting the new grade lies with the instructor who gave the original grade. According to PTC's stated grading policy, an "I" can be given if "a small part of the term's work remains undone." This usually means one paper, one test, or the final exam. An "I" grade will automatically become an "F" unless the required course work is completed within 30 school days after the end of the term. The "I" will not compute into the GPA until the grade is reported on the Grade Change form. If the grade is for a 0-level course, the grade will not be computed into the GPA.

CONDUCT OF STUDENTS

PRINCIPLES OF STUDENT CONDUCT

The principles of student conduct and procedures for dealing with violations are set forth in the *Piedmont Technical College Handbook*. It is distributed to all students and faculty. Of particular interest to instructors is the question of managing disruptive situations in the classroom. The Student Code for the SC Technical College System declares that while discussion of relevant subject matter is necessary to the educational process, no student has the right to interfere with the freedom of instructors to teach or the rights of other students to learn.

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BEHAVIOR PROBLEMS

The *Student Handbook* states: "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 temporarily dismiss the student for the remainder of that class period." This includes unacceptable use of college computers. Public Safety may be called if any person enters or remains in the classroom after being asked by the instructor to leave.

The instructor shall initiate a discussion with the student to resolve the issue prior to the next class meeting. If intervention by PTC's counseling services is needed, the instructor may complete an [Early Alert Student Success Plan](#) form. A further disruption, or computer incident, by the student may result in a second dismissal and referral in writing by the faculty member to the Dean of Students. This can be by e-mail and should describe the specific behavior.

In all cases, written documentation of the incident is recommended. Instructors may ask a student whom they feel is behaving improperly to leave the class. However, further actions, such as permanent dismissal from the class or the College, must be determined by the Vice President for Student Development according to College policy. These policies also apply to PEN interactive video classes.

Public Safety should be immediately contacted for assistance if an instructor feels threatened by a student or if a student's behavior threatens other classmates. Threatening or harassing behavior by a student should also be referred to the Dean of Students.

STUDENT REFERRAL

If an instructor knows a student is experiencing an academic, attitudinal or personal problem, the instructor should inform a counselor personally or by using the Early Alert Student Success Plan form. The instructor should sign and forward the referral to the counselor as soon as possible. Counselors are available to assist with follow-up on students regarding attendance problems.

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SECURITY OF STUDENT RECORDS

With increasing numbers of faculty having access to computerized student information, the security of records becomes more complex. We are mandated by the 1974 Buckley Amendment, Family Education and Rights to Privacy Act, Public Law 93-380, to guarantee each

student's academic privacy. The following procedures are in place at Piedmont Technical College to assure compliance with the Rights to Privacy Act.

1. Transcripts and enrollment verifications will be issued through the National Student Clearinghouse. Access to this feature is available on PTC website at www.ptc.edu/college-resources/student-recorsd-office. Transcripts will be furnished to other colleges, agencies, or to the student only upon written request from the student. A transcript request can be made electronically through the National Student Clearinghouse. Official transcripts must be issued only by Student Records personnel. (Signed request authorizations must be obtained from the student and kept on file in the records office.)
2. Directory information may be provided in accordance with the provisions of the Rights to Privacy Act and may include the following:
 - ◆ Name
 - ◆ Address
 - ◆ Enrollment status
 - ◆ Attendance dates
 - ◆ Curriculum
 - ◆ Graduation status
 - ◆ Location of classes (only if legitimate reasons are determined by the Public Safety staff.)

Students may request extended security be placed on their record by contacting the Student Records Office.

3. Directory information that **CANNOT** be issued to **ANYONE** over the telephone or in person: (The student may be given this information in person only--not over the telephone.)
 - ◆ Social Security Number
 - ◆ Grades
 - ◆ GPA
 - ◆ AP Status
 - ◆ Telephone Number*
 - ◆ Address*

*These can be issued only with approval of the Registrar.
4. Parents who can provide documentation (a copy of their income-tax return listing the student as a dependent) may have access to the above information. A signed Request Authorization must be obtained to authorize release of this information.
5. Grade rosters must not be posted on classroom doors. The courts have ruled that since student numbers are usually alphabetized on the grade roster, it would be too easy for

students to determine which grade was assigned to which person. Posting grades would violate the Privacy Act and would result in a school liability. [back to Table of Contents](#)

FINANCIAL AID INFORMATION

The **Federal Pell Grant** is the foundation of financial aid packages. It is designed to help the student with costs associated with tuition and fees for attending the institution. Grants range from \$400 to \$4,731 per academic year.

The **Federal Supplemental Educational Opportunity Grant (SEOG)** is awarded to students with exceptional financial need as determined by the Free Application for Federal Student Aid.

The **Federal Work Study Program (FWS)** allows students to earn money while gaining work experience. Jobs are available on-campus and at some off-campus locations. Currently this program pays \$6.60 per hour.

The **SC Need-based Grant** is provided to assist students who are South Carolina residents in meeting college costs. This grant ranges from \$100 to \$1,650 per year at Piedmont Technical College.

The **SC LIFE Scholarship** is earned by South Carolina high school graduates who have a cumulative GPA of 3.0 and meet other eligibility requirements. The SC LIFE Scholarship covers tuition and fees and a book allowance for Fall and Spring semesters and can be renewed for a second year. Second year associate degree students can earn the scholarship if they have earned 30 credit hours (excluding remedial credit hours) with at least a 3.0 GPA in their first year of college.

The **SC Lottery Assistance** is provided to assist students who are South Carolina residents and meet other eligibility requirements in meeting tuition costs. This assistance is awarded by the semester and is based on funding received from CHE.

The **Federal Stafford Student Loan Program** is a federal loan program insured by the federal government. Eligible students can borrow up to \$4,500 per academic year to meet college costs. Repayment begins six months after graduation or after the student ceases to be enrolled on at least a half-time basis. The Federal Stafford Loan is a long-term, variable-interest loan.

Students are also encouraged to check with the Financial Aid Office before dropping or withdrawing from any classes to determine how the change will affect their current financial

aid package and how it will impact their aid for subsequent terms. Students must meet all Standards of Satisfactory Academic Progress to continue receiving financial assistance.

Scholarships

Students may contact the Student Success Center for scholarship information.

COUNSELING SERVICES

Academic, career and personal counseling services are provided for students day and evening in the Student Success Center (149A), on the Lex Walters Campus-Greenwood. These services are also available to students at the County Campuses on an appointment basis. Faculty members are encouraged to use the [Early Alert Student Success Plan](#) to make a referral when a student's behavior suggests there may be problems. Professional counselors are available to assist students with attendance problems, academic probation counseling, personal concerns, and disability issues and to provide tips on study skills, time management and a variety of topics.

Counselors are available Monday through Thursday from 8:00 a.m. until 7:00 p.m., and on Friday from 8:00 a.m. until 4:00 p.m. Appointments are not necessary but are recommended. To make an appointment, please call (864) 941-8356.

INCLEMENT WEATHER POLICY

In the event of severe inclement weather, the president of Piedmont Technical College will determine the need to cancel, delay, or shorten classes. That decision will be announced on area radio stations and on the recorded message on the College telephone answering system 864-941-8324, both on the Lex Walters Campus-Greenwood and at all County Campuses in Abbeville, Edgefield, Laurens, McCormick, Newberry and Saluda. You may also go to the College Web page at <http://www.ptc.edu>; go to the drop down menu at the bottom of the home page, choose "News @ PTC" and click on the "Weather Alert" icon for closing information. In general, the College suspends classes when public schools in the area are closed because of weather conditions. During periods of inclement weather, continue to monitor broadcast media or check College telephones regarding evening classes, which may be conducted even though day classes are canceled.

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CLASSROOM MATERIALS

OPERATING MATERIALS

The Department Head/Academic Program Director or administrative assistant will provide instructors with the necessary operating materials.

These materials must be returned before the final paycheck will be issued.

PRINTING TESTS

Tests require special handling for security reasons. Seal examinations in inter-office envelopes (one large enough to hold all copies required from the Print Shop) and mark the envelope CONFIDENTIAL. Indicate that exams are enclosed and to whom the Print Shop should return the completed work. Deliver the sealed envelope to the Print Shop or request the division secretary to do so for you. The Print Shop will return the copies of the test in the sealed envelope.

COPYING

Instructors, requiring materials to be copied, should bring them to the Print Shop or send them electronically. The copies will then be returned either to the instructor's mailbox or to the instructor personally. They may also be picked up at the Print Shop by the instructor or administrative assistant.

Printers in the divisional areas are to be used for limited copies.

PRINTING SERVICES

The Print Shop, located in 102 F, provides a multitude of services for faculty including printing, laminating, envelopes, letterheads, and transparence making. All requests should be taken to the Print Shop or requested via the Printing Services form on the Tech Support help link: <http://www.ptc.edu/tech-support>.

Hours of Operation: 8:00 – 3:00 Monday – Thursday
8:00 – 2:00 Friday

Contact Information: Print Shop (864) 941-8341

Gregg Smith, Media Center Manager, Print Shop (864) 941-8444

The services provided are:

1. Quick Copy (photocopy).
2. USPS, UPS and SC Inter-Agency Mail Services.
3. Mail & Distribution Services (Lex Walters Campus-Greenwood).
4. Off-Campus via courier.

END OF TERM PROCEDURES

At the end of each term, all instructors are responsible for the following:

1. Holding class through the examination period (regardless of whether a final exam is given.)
2. Reporting student grades through Pathways, by the College's deadline.
3. Maintaining a copy of the completed Grade Report Form for each class for a minimum of one year.
4. Returning all borrowed materials.

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ADDITIONAL FACULTY POLICIES AND PROCEDURES

LEAN

At Piedmont Technical College, we have embraced the **LEAN** philosophy making it a part of our everyday work environment. **LEAN** is a systematic method for doing more with less—getting more value out of the time spent on a task and reducing waste. Implemented correctly, with institution-wide buy-in, **LEAN** has the power to transform an organization.

It is a collection of tools that allow us to make data-driven decisions. It is part of a continuous improvement methodology that requires us to think and act differently.

To assist faculty in learning this methodology, a 16-hour **LEAN** training class has been established.

PTC took home the 2013 Bellwether Trophy in the Planning, Governance, and Finance Category, with its LEAN project, making it the first college in South Carolina to win a Bellwether Award.

CUSTOMER SERVICE

The following behaviors were selected to demonstrate our commitment to excellence in customer service as it applies to our students, fellow employees and visitors.

1. Telephone Customer

❖ When Answering:

- Smile cheerfully when answering the phone; identify yourself by name and department.

- Answers **calls by third ring**, and courteously offer to assist customer.
- Listen attentively and query politely to ascertain the needs of the caller; respond with reflective answering techniques..
- Provide honest, detailed, and well-informed guidance to callers. Proactively seek to resolve their needs.
- Assume ownership of repeat calls, and offer to expedite contact with necessary persons. If calls are made to the wrong department, reroute them to the proper area.
- ❖ When Transferring or Forwarding:
 - Articulate to customers to whom or where you are transferring or referring their call. Supply customer with the extension number and encourage them to leave voice mail and/or send email when necessary.
 - If placing customer on hold, explain the necessity and ask permission, granting time for a response before hitting the hold button.
 - When applicable, while the caller is on hold, contact the third party to establish that the party is actually available and to prep them with an explanation of the call you are transferring to ease the transition.
- ❖ Voice Mail Standards:
 - Keep out-going voice mail greetings current with out-of-office updates and alternate contact information included.
 - Check messages regularly, at least three times per work day, handling business and **returning calls within 24 hours** with updates and resolutions. Clears out message boxes routinely, as defined by department standards.

2. Electronic Customer

- ❖ Respond Promptly & Comprehensively:
 - Check e-mail daily, and **respond within 24 hours** (1 business day).
 - If a complete answer cannot be provided within 24 hours, e-mail the customer to acknowledge receipt. Inform customer that you are going to research unknown answers and will get back in touch with them within a specified timeframe. **Follow up as promised.**
 - Ensure that information regarding inquiries is complete, accurate, precise, and consistent.
 - Proofread e-mails; check to ensure that intended attachments have been inserted before clicking send. Use a detailed and unique subject line.
 - Forward misdirected e-mails to the correct department, and **cc:** the person who sent the e-mail.

- ❖ Maintain Consistency:
 - Include a signature block that has your name, title, department, PTC address, telephone number, FAX number, and e-mail address
 - Consistently provide the same answer to an inquiry whether the customer uses the web, phone, e-mail, live chat, or brochures.
- ❖ Practice Good Electronic Communication Etiquette:
 - Activate an out-of-office message that will be used whenever the College is closed or associate will be out of the office for longer than one work day. Include the name and contact information for the employee who is covering for them.
 - Adhere to PTC's code of conduct as it relates to communication and information devices.
 - Be professional and positive in the use of social networking sites, whether for work-related or personal purposes.

3. Walk-In Customers

- ❖ Be Hospitable and Engaging:
 - Smile.
 - Make Eye Contact.
 - Acknowledge immediately (w/in **3** seconds).
 - Greet in warm and friendly manner.
 - Use customer's name.
- ❖ Demonstrate Caring:
 - Accept ownership of customer's issue, and follow-up in a timely manner. Explain delays or how long a response may take.
 - Use reflective listening techniques to provide accurate and specific answers.
 - Inquire if additional assistance is needed before customer departs.
- ❖ Display Professionalism:
 - Wear name tag at all times, displayed prominently for immediate visual identification.
 - Practice punctuality, and be prepared for student/customer appointments.
 - Provide clean, comfortable environment.
 - Cease non-work related activities and conversations upon customer arrival.

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ACCESSIBILITY TO STUDENTS

Adjunct Faculty

In order to better promote the availability of faculty to assist students on an individual basis, adjunct faculty is asked to check e-mail on a consistent basis and provide student conferences with students when necessary. PTC has provided a space in the library called the HUB where

adjuncts have access to a mailbox, computer, printer, and a place to meet with students. The HUB is open during library hours. Call 864-941-8441 for more information about the HUB.

FACULTY PERFORMANCE MANAGEMENT SYSTEM

Faculty job performance is evaluated each year using the Faculty Performance Management System (FPMS). This review examines all aspects of a faculty member's job responsibilities including instruction, support, professional development, advisement, and service to the College and community. A copy of the FPMS can be provided by one's Department Head/Academic Program Director. The procedure for the FPMS is [FPMS \(8-4-1010.1\)](#); [FPMS Time-Line](#)

FACULTY EVALUATION

Each instructor is evaluated in every class in both the fall and spring semesters by their students. The Department Head/Academic Program Director will discuss results of the student evaluation with the instructor. The results of student evaluations are available on Pathway. (Student evaluations are not completed during summer term.)

The Department Head/Academic Program Director in which the instructor is teaching will also evaluate each instructor.

In most departments, the Department Head/Academic Program Director will ask the instructor for an invitation into the classroom during a class session of the instructor's choice. This way, the instructor has the opportunity to select the section, time, content and classroom activity that the Department Head/Academic Program Director will evaluate.

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 is required to report annually to the Commission on Higher Education and the State Board for Technical and Comprehensive Education a summary of the 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 against 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 thirty (30) days for a proficiency evaluation.

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FACULTY ATTENDANCE

SCHEDULED CLASSES

If an instructor must be absent from a scheduled class, he/she must notify the Department Head/Academic Program Director in which they are teaching. The faculty member bears the responsibility of securing a substitute. The Department Head/Academic Program Director can often help locate a substitute.

For Adjunct Faculty-For the first time an adjunct is absent, there will be no wage reduction. However, for subsequent absences during the semester, whether a substitute instructor is hired or not, wages will be withheld for the number of hours the class is scheduled to meet.

FULL UTILIZATION OF CLASS TIME

All full-time and part-time instructors must abide by the scheduled class time and utilize the entire class period for instruction. At the end of the term, instructors are responsible for holding the class through the examination period regardless of whether a final exam is given. Deans are responsible to assure that all instructors are abiding by the scheduled class time, and Department Heads/Academic Program Directors will monitor and identify any instructor not fully meeting the class time scheduled. A system of warnings, discipline, and other actions for violation of the policy is in place, and action will be taken when necessary to assure students of a quality education.

IN-SERVICE TRAINING AND PROFESSIONAL DEVELOPMENT

1. At the beginning of each term, most of PTC's departments have an orientation meeting for new faculty. In addition, some of PTC's departments plan special in-service training sessions for instructors. The respective departments will notify the instructors of such plans.
2. In-service training sessions are offered for the use of the SMART classrooms, PEN classroom, and D2L.
3. New and/or novice faculty training class will be offered during fall and spring semesters. Adjuncts instructors are encouraged to attend. Some training may be mandatory. A three-credit-hour release will be given to the faculty in either the fall or spring semesters.
4. All of PTC's instructors are encouraged to participate in faculty/staff development programs scheduled on campus. The Office of Instructional Development (ID) is responsible for researching, planning, coordination and offering in-service and professional development activities that assist faculty in remaining current in technical trends and work skill requirements. The ID maintains records of all events it sponsors and provides these records to the Deans for use in the faculty evaluations (FPMS).

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GRADUATION

Graduation ceremonies are held at the end of each semester and summer term. Faculty are required to attend each graduation ceremony. Graduation presents a time when the faculty can show support for their students who are completing their degrees.

EVENING ASSISTANCE

For assistance between the hours of 5:30 and 9:30 p.m., Monday through Thursday contact the following:

1. Academic: (room problems, class conflicts, Distance Learning problems, or media technical problems, etc.) call the HELP DESK at Ext. 8627. Call (864) 941-8627, if off campus.
2. Absence: Notify your Department Head /Academic Program Director or the HELP DESK at Ext. 8627 and provide the name of the substitute, if available.
3. Field trips: Log trip or classes held away from the scheduled area with the Public Safety Office at Ext. 8000.
4. Locked doors: Contact the Public Safety Office at Ext. 8000.
5. Emergencies or accidents: Notify the Public Safety Office at Ext 8000, or the HELP DESK at Ext 8627. When notified they will contact Greenwood County EMS (911).

For any other problems that might occur, contact the HELP DESK which is located in room 119G or by calling extension **8627** or calling the wireless number **(864) 554-6918**.

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General Information

COMPREHENSIVE EMERGENCY OPERATIONAL PLAN

The Public Safety Department plays a key role in protecting the campus and its occupants during emergency or crisis situations which develop. Such situations include natural acts and those which may be created by the actions of persons. A Comprehensive Emergency Operational Plan has been developed for the purpose of articulating specific procedures to be observed, as circumstances require. This plan is a part of the Public Safety Office Directive and establishes guidance to the faculty/staff, students and visitors in the event of an emergency.

Click a link below to download the plan:

- [Abbeville](#)
- [Edgefield](#)
- [Greenwood](#)
- [Laurens](#)
- [Newberry](#)
- [McCormick](#)
- [Saluda](#)

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NEED INFORMATION ON ...?

If you have this need...

Contact

ID/Library Card.....	Library 8441 Information Commons (225 K) 8729
Parking Sticker.....	Library 8441 Information Commons (225 K) 8729
Personal Computer.....	Computer Lab 8433 Information Commons (225 K) 8729 Teaching Learning Center (118 K) 8433
Proctored Testing and Make-up Testing.....	Ken Butler (864) 941-8748 Assessment Center (119 K)
Scantron Test Scoring Machine.....	Teaching Learning Center (122 K) 8433
First Aid.....	Public Safety 800
Locked Classroom.....	Public Safety 8000
Student Disruption.....	Public Safety 8000
Supplies and Materials.....	Supervisor or Division Administrative Assistants

Transfer Coordinator.....	Lynn Mack (107 G) (864) 941-8449 Evelyn Beck (139 K) (864) 941-8450
Tutoring Services.....	Audrey Hearst (118 K)(864) 941-8435
Reserve Audiovisual Services.....	Gregg Smith (109 G) (864) 941-8444
College Preparatory and Transitional Studies.....	Lisa Martin (176 K) (864) 941-8393
PTC Policies and Procedures Manual.....	PTC web site
Voicemail Set-Up.....	Matthew Parris (864) 941-8569 back to Table of Contents

LIBRARY SERVICES FOR FACULTY AND STUDENTS

LIBRARY SERVICES FOR STUDENTS

Piedmont Technical College's Library and Computer Lab have merged to become the Information Commons. The Information Commons is a central, one-stop shop offering library materials and services, general computer applications, specialized instructional software, coin-op copier and fax services, and comfortable areas for work or study.

Flexible Borrowing Privileges

Employees may borrow any library item unless it has been placed on the Reserve Shelf; this includes audiovisual, reference (special need only) and periodical materials.

No circulation limits or overdue fines are placed on employee records; however, employees are expected to return or renew items on time for the benefit of others who may need them. If borrowed library materials are lost, employees will be charged \$25 for each lost item.

Web-Based Library Catalog

The library offers Web access to its catalog. Users should refer to the catalog to learn what book and audiovisual resources are available in the Lex Walters Campus-Greenwood library and

at the County Campuses. Users may also use the catalog to review their personal borrowing record and to renew library materials.

Inter-Library Loan Service & PASCAL Delivers

If the library does not own a book or article, the materials can usually be requested from another library within 3-10 days. At times, lending libraries charge for this service, but PTC's library will contact you before incurring any costs.

PASCAL Delivers is a second, free way for students and employees to borrow books from other South Carolina College and University libraries. Users should first search PTC's catalog. If a book is unavailable, then they should click on the PASCAL Delivers option, search for the title, and use their PTC ID Number to request the book. Books usually arrive within 3-5 days.

Reserve Shelf

Faculty members may place either library resources or their own personal materials in the library's reserve collection as allowed by U.S. copyright laws. These items are temporarily housed in the library workroom for a time period agreed upon by the instructor and librarian. Reserve shelf items are not allowed to leave the library while in "reserve" status. Instead, users are required to check the materials out and use them in the library only. Photo identification is required to borrow these resources.

Customized Class Instruction

The library offers class-sized instruction customized to instructor specifications. Librarians will work with instructors to accommodate class instruction at any PTC location and in any course format. Depending on class needs and location, sessions may include a general overview of services and resources, a library tour and/or a library activity. During more customized sessions, librarians may focus on the most relevant resources and provide assignment-related handouts.

For more details: Meredith Daniel, Dean of Learning Resources

Collection Development

The library staff works year-round to build and maintain a current and diverse collection that supports the academic programs of the College. Librarians, however, are not always subject-matter experts and do require the input of faculty. Instructors are expected to participate in library collection development by reporting the need for specific resource titles and by identifying particular topics in which resources are needed. To help instructors with this process, the library will provide information about what resources are already housed in the collection as well as guides, bibliographies, reviews and publisher's catalogs for future selections. The library staff reserves the final decision on the purchase of selections.

For more details: Meredith Daniel, Dean of Learning Resources

College ID Cards & Parking Stickers

Employees and students should visit the Information Commons in Lex Walters Campus-Greenwood or the Learning Resource Centers in Laurens and Newberry County Campuses to obtain College ID Cards and Parking Stickers. Employees must know their PTC ID number (p#) to get an ID card. Vehicle tag numbers are required for employee parking stickers.

LIBRARY RESOURCES FOR FACULTY

Book Collection

The library provides approximately 27,000 circulating and reference books in the Information Commons on the Lex Walters Campus-Greenwood and at the six County Campuses. The Library of Congress Classification System is used to organize the collection.

Audiovisual Collection

The library currently houses approximately 2,000+ audiovisual items in the Information Commons and in the Learning Resource Centers at the Laurens, Newberry, and Saluda County Campuses. Types of media include DVDs, VHS tapes, books on CD and on tape, and slide kits. Most AV items may be borrowed by students; however, some have been identified by faculty as critical resources that must remain in the library at all times.

Periodicals

The library currently subscribes to approximately 300 magazines, journals and newspapers. Magazines and journals are kept for several years, and newspapers are kept for two weeks. While College employees may borrow these, students must use them in the library. Certain periodicals are also available at each County Campus.

Article Databases

Primarily through its participation in the South Carolina State Library's DISCUS Project and the Partnership of South Carolina Academic Libraries' Collegiate DISCUS Project, the library is able to offer Web access to 55 subscription-based article databases. Some databases have a general focus and cover a wide range of topics while others may offer more scholarly articles or resources from specific fields (ex. business, health, social issues, agriculture, and computer technology). Thousands of articles are available in full text, and all databases can be accessed either on campus or remotely (with a password). The library's off-campus username and password are available to students and employees on the Library tab in PTC Pathway.

Electronic Book Collection

The library owns or licenses four collections of full-text, electronic books. Collections include over 50,000 e-books covering a wide range of topics. E-books can be accessed via the Web from any location; those wishing to use e-books from off-campus, however, must use the

library's off-campus username and password. This information is available to students and employees on the Library tab in PTC Pathway.

PTC Copyright Center

The library staff has created the online [Copyright Center](#) to help faculty and staff navigate the complicated allowances and restrictions that relate to federal copyright law. On the Copyright Center Web site, instructors will find resources pertaining to copyright as well as a form that will help them document their efforts to comply with copyright.

For more details: Meredith Daniel, Dean of Learning Resources

LIBRARY FACILITIES FOR FACULTY

Information Commons Computer Lab

An innovative learning space carved from a once under-used area of the library, the Information Commons offers an open lab with 28 computers, instructional software, a speedy laser printer, and seating space. The computer lab also lends wireless laptop computers for limited in-house use only. Computer lab staff members work in the area to assist students and employees with computing questions.

Library Classroom

The Library Classroom (Room 205 K) is a high-tech area that is reserved for library instruction, special class projects, and faculty/staff training. It seats approximately 25 students and offers an instructor computer and printer, 21 student computers, a student printer, a multimedia projection system, television, DVD/VCR unit, document camera and student response (clicker) system. Reservations should be made with the Information Commons staff.

The Hub

The Hub (Room 211 K) offers a place for adjunct instructors to work, meet with students, use a computer, scan tests, handle inter-campus mail, and more. Its proximity to the library and computer lab will also benefit the instructors who use the area.

Conference Room

The Conference Room (Room 214 K) is ideal for meetings of 8-10 people. Reservations for the room should be made with the library staff.

Viewing & Listing Room

Watch AV materials in our Viewing & Listening Room (Room 203 K). The room is equipped with a TV and a DVD/VCR unit that is also capable of playing audio CDs. There is adequate seating for 4-5 people. Cassette players are also available at the library desk. This room is available on a "first-come, first-served" basis.

Learning Resource Centers in Laurens and Newberry

Learning Resource Centers (LRC) are available at the Laurens, Newberry and Saluda County Campuses. The LRCs offer circulating books, non-circulating reference books, magazines, newspapers and several computers for accessing online library resources. They may also offer limited video resources. LRCs have staff members who can offer students and faculty most of the services that are available in the Information Commons on the Lex Walters Campus-Greenwood.

Learning Resource Rooms in Abbeville, Edgefield and McCormick

The library has developed Learning Resource Rooms to meet the needs of students in Abbeville, Edgefield, and McCormick County Campuses. These rooms contain non-circulating reference books, magazines, newspapers and a computer for accessing online library resources. These rooms are not staffed.

Other Learning Resources – Writing and Mathematics Center

Drop-in assistance in writing and mathematics is available for all students in any course. The writing and mathematics centers are staffed by adjunct instructors for limited hours. Any student who needs assistance with writing or mathematics may seek and use these services free-of -charge. Contact the Tutoring Center, TLC, or mathematics/English departments for more information and hours of service.

LIBRARY GENERAL INFORMATION

Information Commons Hours of Operation

Monday – Thursday	8:00 a.m. – 8:30 p.m.
Friday	8:30 a.m. – 4:00 p.m.
Saturday & Sunday	Closed

Note: No evening hours are scheduled during semester breaks.

Information Commons Contact Information

General Information:	(864) 941-8441 Web site: http://www.ptc.edu/Library E-mail: librarian@ptc.edu
Dean of Learning Resources:	Meredith Daniel (864) 941-8442 daniel.m@ptc.edu

Librarian: Yvonne Hudgens
(Collection Development)
(864) 941-8647
hudgens.y@ptc.edu

County Campus LRC Staff Members

Laurens LRC Coordinator:	Penny Hill hill.j@ptc.edu (864) 938-1539	Mary Evans evans.m@ptc.edu (864) 938-1539
Saluda LRC Coordinator:	Jessica Corder corder.j@ptc.edu (864) 445- 3144 ext.3100	Wanda Shull shull.w@ptc.edu (864) 445-3144 ext.3102
Newberry LRC Coordinators:	Jennifer Crosby crosby.j@ptc.edu (803) 768-8167	back to Table of Contents

MEDIA SERVICES **(Audio Visual Instructional Support)**

The Media Center is a service organization. The needs of the faculty and staff are a first priority. Media requests should be made via the Media Request Form located on the left on the Technical Support Site at <http://www.ptc.edu/tech-support>.

Instructors are encouraged to use the Media Center to produce any classroom material needed. Only school-related projects will be accepted because of limitation of staff and resources.

LOCATION: G Building (109 G) inside of the IDEA Center (105 G)

HOURS: 8:00 a.m. – 9:00 p.m. Monday - Thursday
8:00 a.m. – 1:00 p.m. Friday

Audio Visual Equipment and Media Production

PHONE: (864) 941-8444 Media Technician (Mornings)
(864) 941-7534 Media Technician Cell Phone
(864) 941-8627 Distance Learning Trouble
(864) 941-8627 Media Technician/Distance Learning Trouble (Evenings)
(864) 941-8449 Associate Dean, Instructional Development
(864) 941-8705 Systems Support Technician

EQUIPMENT AVAILABLE

Equipment available for instructional purposes may be checked out at the Media Center or may be ordered by calling Extension 8444. If no answer, leave a voicemail message. The following list contains the most frequently needed equipment:

1. Audio Cassette Recorders and Playback Units.
2. Video Cassette Recorders and Playback Units (VHS).
3. Screens (if classroom is not equipped with permanent screen.)
4. Overhead Projectors.
5. LCD DATA/Video Projector - provides theater size computer or video images with sound.
6. Phone for conference calling.
7. Webcams, flipcam, camera, headsets with audio microphones.
8. Laptops. Laptops may be checked out for short-term instructional use but no more than one semester. Availability is limited and on a first-come basis.

Note: Other special purpose equipment may be obtained by requesting the item in advance of the required date. All equipment ordered 24 hours before it is needed, or earlier, will be delivered to the classroom and set up ready to use at least 15 minutes prior to the class period. Last minute equipment requests may be picked up from the center if equipment is available.

SERVICES AVAILABLE

In addition to supplying equipment for instructional use, the Media Center provides limited services in the area of instructional software. Instructors may obtain assistance with the following procedures by visiting the production area of the Media Center.

Transparencies

Transparencies can be made on the Thermofax machine in the Media Center. Various kinds of transparency film are available there. The Media Center staff will assist instructors in producing their own materials.

Photography

1. Location photography using digital cameras. (Four day advance notice required.)
2. Copy stand work.
3. Dry mounting of prints and laminating.

Audio Recording

1. Audio cassette recording.
2. Cassette duplication of cassette tapes (within the copyright law provisions).

Video Recording

1. On location videotaping in classrooms and laboratories.
2. Duplication of video cassette tapes, 1/2 inch VHS, within copyright law provisions for school related activities.

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TIPS FOR TEACHING ON THE PEN

Learn the System

Instructions on how to use the PEN classrooms are offered each semester.

Take the time to experiment and practice with the equipment.

Maintain Eye Contact

To help remote learners participate and feel included, relate directly to them by looking directly into the camera.

Speak in a Strong, Clear Voice

Take advantage of the system to communicate naturally, using tone inflection and body language. Speak at a comfortable pace but not too quickly. Always enunciate clearly. Encourage students to respond to your questions. Give students time to respond fully.

Show Interest in All Students

Communicate with remote participants by name and/or location. Repeating questions or comments by students ensures that other sites have heard those questions or comments.

Equipment is Always On

Be mindful of your actions and comments before, during, and after class as the PEN equipment is always turned on.

Move and Gesture

Move and gesture normally while staying within the camera's view. Have your presentation aids organized so that you do not have to move in and out of the camera area.

Motivation

Use good openings and closings; student attention is highest during the first ten and last five minutes of class.

PEN FAQ

How do I use my Crestron?

Touch the Crestron screen to switch from PC, document camera, or student/teacher cameras. Don't worry; you can't break it!

How do I play a DVD?

Cyberlink Power DVD has been installed on all teacher PCs; please use this program when playing DVD.

What if the sound does not play from my video?

Make sure that the output on the Creston is set to PC.

How do I login to my PC?

The username will always be the room number. The password is password. This is true for all PEN rooms and computer labs. For Example: Login: 127G Password: password .

What do I do if my PC has been locked by the previous instructor?

Hold down the power button until the PC powers down. Press the power button to turn the PC back on. When PC comes back up, you can login.

How do I address students sitting off camera?

Please make sure to ask any students sitting off camera to move inward towards the center of the room.

What do I do if my students do not receive their class materials?

Have them request the materials from the front office at their respective Campus.

What do I do if I am having technical problems?

Call the Help Desk at 941-8627 or submit a [trouble ticket](#).

TECHNICAL SUPPORT ON PEN

How does the Help Desk work?

If you are experiencing a problem, we ask that you call 941-8627 or submit a trouble ticket to our Help Desk. Once your problem has been reported, we assign your ticket to a technician for repair.

When is the Help Desk Available?

The help desk is available Monday – Thursday from 8:00 am – 9:00 pm and on Friday from 8:00 am to 4:00 pm. After hours; trouble tickets may be submitted online, but understand they will not be assigned until the next business day.

How quickly will my problem be resolved?

All of your requests are important to us but we understand that when you are in a PEN classroom, immediate assistance is required. Please know that our technicians can address many of your PEN problems from their desk; if you do not see a technician, this does not mean your problem is being overlooked.

PEN TIPS AND TRICKS

How do I motivate my students in my PEN classroom?

Student attention is highest during the first ten minutes and last five minutes of class. Use good openings and closings that keep the students' interest. Add motivators such as multimedia to add interest to a lecture.

Can I use YouTube in my classroom?

YouTube is a great way to add multimedia as well as meaningful content. This will engage your learners and keep their interest!

Are there any interactive tools I can use in my classroom?

Yes, there are many useful tools out there for your use. An interactive tool is www.polleverywhere.com which will accept student responses via text messaging, computer and wireless laptops via the web. Such tools allow you to connect with the students at each campus while engaging their learning experience. Feel free to introduce any interactive tool that will engage your learners and help them be successful in your class.

How can I make my classroom feel like one group?

Do your best to learn your students' names. When possible, call your students at other campuses by their name. You must do your best to make all students at each campus feel like one cohesive group.

Can I use D2L for my PEN class?

We encourage PEN faculty to use D2L as the primary materials delivery method for their PEN classes. Using D2L also provides opportunities for you to involve all of your students. One example would be creating groups in D2L allowing students at different campuses the ability to work together on a class project.

Should I have a back-up plan when teaching on PEN?

Technology is great, but inevitably you will experience a technical problem when teaching on the PEN. Have a backup plan ready when such problems arise. For example, in your syllabus you might want to add, "*if the class is dismissed due to a technical problem, there will be a discussion in D2L on the topic that was planned to be covered in class that day.*" This will get them thinking about that topic and allow them to express any questions they may have about the material that would have been covered in class.

PEN MATERIAL DELIVERIES – EXAM PROCTORING

What is PEN Materials Delivery?

Each PEN room is connected to various site locations. Materials delivery is the process used to deliver classroom materials (handouts, exams, Power Points) to the students in your PEN

classrooms. We offer a primary and secondary delivery method for our faculty. The primary method of materials delivery should be D2L. This ensures your students receive the needed materials in a timely manner. The secondary delivery method is our PEN materials delivery form. This is an [online form](#) used to upload materials which are then sent via email to your PEN sites.

How do I upload materials to D2L?

D2L should be your primary materials delivery method. We have provided detailed instructions on uploading your materials to D2L. Please refer to the video in D2L for more information (How to submit a PEN Materials Delivery Form). This video can be found under content, unit 9 section 4b.

How to I use the Materials Delivery Form?

1. Go to the Piedmont Technical College home page.
2. Under Resources on the left-hand side, click on Faculty/Staff.
3. Look for PEN Resources and click on the PEN Materials Delivery Form.
4. Materials must be uploaded in a PDF format.
5. Please specify the number of copies needed at each location.
6. All forms must be submitted 2 days prior to the event.
7. If you have questions, contact Jennifer Stroud at 8644 or stroud.j@ptc.edu.

What is the PEN Materials Delivery Policy?

All instructors teaching in a PEN room must follow the process above. If you have materials that you are unable to send via D2L, you must use the PEN Materials Delivery Form. Materials should never be sent via fax/email.

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DESIRE2LEARN (D2L)

1. Desire2Learn is Piedmont Technical College's vehicle for delivery of online learning. D2L training for faculty and students is provided by the Instructional Development (ID) department (105 G).
2. Faculty needing training on D2L are encouraged to contact the Instructional Development Office. Customized training sessions can be arranged.
3. Training opportunities and other resources can be found at the [ID Support Center website](#)- or by request from the Instructional Development Office.

4. Faculty have access to a D2L resource community course via D2L in **My Course** area. This course contains multiple information resources specifically for D2L users.
5. Faculty receive a D2L course shell each semester for each course they teach after the divisional administrative assistant has loaded the instructor's name into the College's Banner system. These shells contain the current semester's students. As students register, College software processes ensure students are simultaneously enrolled or withdrawn in D2L courses and in Pathway.
6. Faculty access their D2L account by either the D2L link on PTC's homepage (at the top) or going directly to the College's D2L site: <https://ptcsc.desire2learn.com>. Pathway log-in credentials allow faculty to go directly to the PTC Desire2Learn homepage. Courses can be found under the widget "My Courses." Note: Students cannot see their courses until the first day the course starts.
7. Crosslisting is a process that allows faculty to combine multiple sections of a course into one course/section that is easily managed. Faculty wishing to crosslist sections should complete the form found on the PTC homepage under the Faculty and Staff link. Divisional administrative assistants do Crosslisting.
8. D2L reports that are located in a D2L course helps with tracking student progress and reviewing the last date of attendance (LDA) for withdrawal purposes. Faculty should consult the resource course noted above for information on these reports or contacts below.

For additional help with D2L, contact:

Lynn Mack, Dean for Instructional Development

Office: (864) 941-8449

COUNTY CAMPUSES

Contact information and driving directions to each County Campus is listed on the PTC website. Please follow this [link](#) for more information.

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Glossaries and Indexes

GLOSSARY OF TERMS

AA/AS	Associate in Arts/Associate in Science-associate degree programs designed for the student planning to transfer to a four-year program and for the student who wishes to broaden general knowledge. The AA degree stresses literature, humanities, and social sciences. The AS degree stresses mathematics and natural and physical sciences.
Student Support Services	A federal grant program that provides special services to eligible Piedmont Technical College students. Free support services include tutoring, academic and career counseling, cultural activities, transfer assistance and assistance to students with disabilities.
Add/Drop	A period of a few days at the beginning of each term during which students can add or drop courses from their schedule (5 days for full terms, 3 days for A and B terms in Fall or Spring, 2 days for A and B terms in Summer).
Adjunct Faculty Employment Agreement	Work contract between the College and the faculty member stating what courses are being taught, hours taught and the rate of pay.
Adjunct Faculty Questionnaire	A form that is used to determine the rate of pay for adjunct faculty. Rate of pay is determined by education, work experience, teaching experience, etc.
ASSET	A paper and pencil placement test required as part of the entrance to the College. The ASSET determines a student's placement into appropriate courses in English, math, reading, and algebra. Exemptions are possible.
Associate Degree	Program of study that contains from 60-84 semester credit hours. Associate degrees must conform to system-wide models developed jointly by the State Office and institutional staff, and approved by the State Board for Technical and Comprehensive Education.
Auditing	A student desiring to attend classes regularly but not wishing to take examinations or receive credit may register to audit the class, at the discretion of the Registrar. There is a fee to register as an audit student.
CAC	(Catalog of Approved Courses) Listing and description of all courses that can be offered by the Colleges in the State Technical College system.
Certificate	An organized program of credit courses with a minimum of 8 credit hours and a maximum of 40 credit hours. Certificates are designed to meet the specific needs of each College and may not include courses in general

	education.
College Work Study	A federal program under which part-time college jobs are provided to eligible students. Students' eligibility and hours of work are based on financial need.
COMPASS	Computerized placement test.
Diploma	Program of study containing 40-52 semester credit hours. Diplomas must conform to system wide models developed jointly by the State Office and institutional staff, and approved by the State Board for Technical and Comprehensive Education.
Dual Employment Request Form	Form that must be submitted if an employee is working full-time for another state agency and wishes to work part-time for the College. Form must be completed and signed by the employee and authorized by both the requesting (secondary) agency and the employing (home) agency.
GPA	(Grade Point Average) Determined by dividing the total number of grade points earned by the number of term hours attempted (see catalog for more details).
Grade Change Form	Form used by faculty to officially change a student's grade, such as an "I" (incomplete) to a "C" (complete.)
FT	Full-time (i.e., full-time student) 12 hours in Fall and Spring semesters and Summer term.
In Service	Opportunity afforded faculty during the term break to participate in learning experiences. Adjunct faculty are welcome to attend.
WIA	(Workforce Investment Act) A federal job-training program. Students bring required attendance forms to be signed every two weeks.
A or B term	An 8-week term where classes meet twice as often per week and cover the same material as in a regular 16-week term. In the summer, A and B terms are only 5 weeks long, out of a regular 10-week term. (Mini A = first half of term. Mini B = second half of term)
PT	Part-time (i.e., part-time student) (less than 12 hours in a given term.)
PELL Grant	The main federal financial aid program that provides eligible students with grants for payment of tuition and books at PTC.
Student Success Center	Housed on the lower level of the A building and staffed by Student Services personnel, the Center provides career planning, counseling services, employment services, services for students with disabilities, women's grant services and programs on a variety of student-related topics.
Student Evaluation of Instruction	Survey distributed to students in each class in order for them to evaluate their instructor.
TLC	(Teaching and Learning Center)-Located in the lower level of the K building,

	the Center provides an open computer lab, an assessment center, a makeup test center and a tutoring center for all students to use.
TECH PREP	A business-education partnership involving 10 school districts, area business and industry leaders and Piedmont Technical College. It is a collaborative effort to implement Preparation for Technology programs of study.
Tele-class	A live interactive class broadcast electronically from one PTC site to another; either over the PEN or SCETV.
Tele-course	An independent study course taught by a series of video tapes with accompanying textbook and tests. An orientation is held on campus at the beginning of each semester.
VA	(Veterans Affairs) Government program that provides assistance for veterans, widows, war orphans, children of totally disabled veterans and members of the Selected Reserve to attend PTC.
"Campus Connection"	A weekly bulletin that includes a calendar of college events, job opportunities, scholarship notices and other items of importance to student and college staff.

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LIST OF ACRONYMS, ABBREVIATIONS, AND TERMS

1. AA: Abbeville
2. AANT: Associate in Arts-Nursing Transfer
3. ACT: American College Testing
4. ADN: Associate Degree in Nursing
5. AOT: Administrative Office Technology
6. BANNER: An administrative software system specifically used in higher education. Banner maintains student, alumni, and personal data
7. Bridge Program: Students work toward earning a two-year degree at Piedmont Technical College and pursue academic advancement by obtaining a four-year degree at the college of their choice.
8. BSN: Bachelor of Science in Nursing
9. Budd Group: Contract Custodial Group
10. Buzz: The Buzz is a work-study office and computer lab operated by work-study students. The purpose of The Buzz is to offer help to faculty and staff on projects such as filing, calling, administrative, and any clerical duties. The Computer Lab is right next to The Buzz's office and offers a place for students to work on assignments and/or quizzes or small study groups.
11. CAC: Catalogue of Approved Courses
12. CAD Lab: Computer Assisted Drawing

13. *Campus Connection*: an online newsletter that includes information on upcoming campus and community activities, events, scholarships and campus news. It is available on the PTC's Website <http://www.ptc.edu/college-resources/clubs-organizations> as well as on the student's D2L account. Information is also displayed on television monitors placed across the Lex Walter Campus-Greenwood and the Laurens County Higher Education Center.
14. Campus Shop: Piedmont Technical College's Bookstore
15. CAO: Chief Administrative Officer
16. CFO: Chief Financial Officer
17. CHE: Commission on Higher Education
18. CIO: Chief Institutional Officer
19. CLEP: College Level Examination Program for to award credit for certain subject areas.
20. Compass Test: Computerized placement test that measures skills in Reading, Writing, and Mathematics
21. CTL: Contextual learning experiences relate subject matter to real world situations to include internships, service learning, and study abroad programs, among others.
22. CE: Continuing Education: All-encompassing term within a broad spectrum of post-secondary learning activities and programs.
23. CRJ: Criminal Justice
24. CRN: Course Reference Number
25. Crosslisting: Combination of multiple sections into one course/section that is easily managed
26. CVT: Cardiovascular Technology
27. DL: Distant Learning
28. D2L: Desire 2 Learn
29. Dual Enrollment: College course offered to students at their high school campuses to earn college credit
30. Early Alert: Student success program geared towards retention
31. EAS: Emergency Alert System
32. Ebony Club: The Ebony Club's mission is to provide activities that are cultural and educational. Members strive to promote diversity and leadership.
33. ECD: Early Childhood Development program
34. EE: Edgefield
35. ESL: English as a Second Language
36. FAFSA: Free Application for Federal Student Aid
37. FoE: Foundation of Excellence
38. FoE TEC: Foundations of Excellence Technology
39. FPMS: Faculty Performance Management Systems
40. FSE: Funeral Service
41. F-Term: Fast track term; it begins three weeks prior to T-term and usually consists of approximately three weeks
42. FWSP: Federal Work Study Program
43. GAMES: Greenwood, Abbeville, McCormick, Edgefield, and Saluda
44. GED: General Educational Development

45. GG: Greenwood
46. GLEAMNS: Greenwood, Laurens, Edgefield, Abbeville, McCormick, Newberry, and Saluda
47. GPA: Grade Point Average
48. GTA: Graduate Technology Assessment
49. HOBET: Health Occupation Basic Entrance Test
50. HUS: Human Services
51. HVAC: Heating, Ventilation, and Air Conditioning Technology
52. ID: Institutional Development
53. IDEA Center: Addresses the College's strategic direction and goal: Ongoing Pursuit of Excellence
54. IE: Institutional Effectiveness
55. IEOAR: Institutional Effectiveness Outcomes and Assessment Report
56. Information Commons: Piedmont Technical College's Library Services
57. IOs: Institutional Officers
58. ITC: Information Technology Center
59. LDA: Last Date of Attendance
60. LEAN Training: Helps reduce the total amount of time and resources utilized in your processes while increasing overall value to the college
61. LRCs: Library Resource Centers
62. LTA: Lottery Tuition Assistance
63. L-Term: Late Term
64. McNaughton List: A selection of upcoming popular books, mostly fiction. Faculty and staff are allowed to select seven books from the list to be ordered as a part of a lease plan.
65. MM: McCormick
66. NA: Never Attends: Students registered for a class but do not attend
67. NACES: National Association of Credential Evaluation Services
68. NADE: National Association for Developmental Education
69. NN: Newberry
70. On Deck: College classes offered to high school students and taught on PTC campuses
71. Pascal Delivers: Free delivery service available through the Information Commons that allows students and faculty to request Library materials from other South Carolina colleges and universities
72. Pathway: Higher education management system. Pathway maintains student, faculty, financial, and personal data
73. PBI Grant: Predominantly Black Institutions Grant
74. PBL: Problem-Based Learning
75. PEN (Piedmont Educational Network): Telecommunication system that broadcasts instructional material between the Greenwood campus and the county campuses
76. PEP: Proficiency Examination Program
77. PHB: Phlebotomy
78. Presidential Ambassadors: A select group of second year students chosen to represent the president, college, and their program of study

79. PTK: Phi Theta Kappa (international organization of two-year college scholars designed to recognize and honor scholastic achievement)
80. QEP: Quality Enhancement Plan
81. SACS: Southern Association of Colleges and Schools
82. Safety Escorts: Public safety escorts on and around campus to help ensure the safety of students, faculty, and staff
83. SAP: Satisfactory Academic Progress
84. SCADE: South Carolina Association for Developmental Education
85. SCEA: South Carolina Education Association
86. SCNB: South Carolina Need-Based Grant
87. SCTCS: South Carolina Technology College System
88. SCTRAC: South Carolina Transfer and Articulation Center
89. SEOG: Supplemental Education Opportunity Grant
90. SIG: A consulting group used by PTC to improve Financial Aid, Admissions, and Recruitment processes
91. SLO: Student Learning Outcomes
92. SSC: Student Success Center
93. SFARHST: Banner steps for registration; registration history and mid-term grades
94. SFAREGS: Banner steps for registration; registration process
95. SFAREGQ: Banner steps for registration; view schedule
96. SFASRPO: Banner steps for registration; permits and overrides
97. SFASTCA: Banner steps for registration; audit trail
98. SGAADV: Banner steps for registration; update advisor information
99. SGASTDN: Banner steps for registration; general student record (confirm major and county of residence)
100. SHATERM/SHACRSE: Banner steps for registration; credit detail information
101. SOAHOLD: Banner steps for registration; view registration holds
102. SOAHSCH/SOAPCOL: Banner steps for registration; confirm receipt of high school and/or college transcripts
103. SOAIDEN: Banner steps for registration; search by P number and name
104. SOATEST: Banner steps for registration; view test scores (including TRA score)
105. SPACMNT: Banner steps for registration; view comments, post comments
106. SPAIDEN: Banner steps for registration; confirm correct address, phone number, email address, emergency contact, and view student ID
107. SS: Saluda
108. SU: Saturday and Sunday
109. TEAS: Test of Essential Academic Skills
110. TOEFL: Test of English as a Foreign Language
111. TRA: Technology Readiness Assessment
112. TRiO Program: TRiO Federal Grant Program, assists students from the seven county areas, with low incomes, first generation and/or with a documented disability to stay in College and graduate.
115. TSAAREV: Banner steps for registration; view balance information

- 116. T-Term: Traditional Term
- 117. TYCA: Two Year College Association
- 118. U: Sunday
- 119. Upward Bound: Encourages and assists selected, qualified youth to enter the college of their choice
- 120. Waiver of Placement: Waives college placement test scores allowing students to enter a higher level course
- 121. WIA: Workforce Investment Act

CURRICULUM CODES INDEX

A list of current curriculum codes can be found in the [Advisor Toolbox](#) in PTC Pathways.

FORM INDEX

Please see the [Faculty Toolbox](#) in PTC Pathways for a detailed listing of necessary forms.

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