COLLEGE CODE OF CONDUCT

It is a common goal of the faculty, staff, students and administration of Piedmont Technical College to foster a campus environment that is conducive to teaching, learning and personal development. All students and employees of PTC are expected to exhibit both in the classroom and throughout the campus values, attitudes and behaviors that nurture character and ethical behavior. Piedmont Technical College students are expected to conduct themselves in a mature, dignified and honorable manner both inside and outside the college. Activities that are considered detrimental to the aims and objectives of the college may be cause for disciplinary action. All instructors, as well as administrators, have express authority for general supervision of student conduct. The Office of Student Affairs will recommend methods of handling cases of alleged misconduct, according to the Student Code for the South Carolina Technical College System.
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Academic Calendar

FALL 2021

- Administrative and Inservice Days*
- Registration Deadline (Full & A Terms)
- Classes Begin (Full Term, A Term)
- Add/Drop Period (A Term)
- Add/Drop Period (Full Term)
- Labor Day (College Closed)
- Registration Deadline (Late Term)
- Classes Begin (Late Term)
- Add/Drop Period (Late Term)
- PTC Golf Classic 2021
- Registration Deadline (B Term)
- Classes Begin (B Term)
- Add/Drop Period (B Term)
- Thanksgiving Break (College Closed)
- Classes End (Full, Late & B Terms)
- Administrative and Inservice Days*
- Final Grades Due
- Graduation
- Winter Break (College Closed)
- August 9-13 & 16-20, 2021
- August 20
- August 23
- August 23-25
- August 23-27
- September 6
- September 28
- September 29
- September 29-October 1
- October 1
- October 15
- October 15
- October 18
- October 18-20
- November 24-26
- December 10
- December 13-16
- December 15
- December 16
- December 20-31

SPRING 2022

- New Year’s Day Observed
- Administrative and Inservice Days*
- Registration Deadline (Full & A Terms)
- Classes Begin (Full & A Terms)
- Add/Drop Period (A Term)
- Add/Drop Period (Full Term)
- Martin Luther King, Jr. Day (College Closed)
- Registration Deadline (Late Term)
- Classes Begin (Late Term)
- Add/Drop Period (Late Term)
- Spring Break (No Classes)
- Registration Deadline (B Term)
- Classes Begin (B Term)
- Add/Drop Period (B Term)
- Classes End (Full, Late & B Terms)
- Administrative and Inservice Days*
- Graduation
- Final Grades Due
- January 3, 2022
- January 4-7
- January 7
- January 10
- January 10-12
- January 10-14
- January 17
- February 15
- February 16
- February 16-18
- March 4
- March 7-11
- March 11
- March 14
- March 14-16
- May 3
- May 4-6
- May 5
- May 6

SUMMER 2022

- Administrative and Inservice Days*
- Registration Deadline (Full and A Terms)
- Classes Begin (Full and A Terms)
- Add/Drop Period (A Term)
- Add/Drop Period (Full Term)
- Registration Deadline (Late Term)
- Memorial Day (College Closed)
- Classes Begin (Late Term)
- Add/Drop Period (Late Term)
- Registration Deadline (B Term)
- Classes End (A Term)
- Classes Begin (B Term)
- Add/Drop Period (B Term)
- Grades Due (A Term)
- Independence Day Observed (College Closed)
- Faculty Break*
- Administrative and Inservice Day*
- Classes End (Full, Late and B Terms)
- Administrative and Inservice Days*
- Graduation
- Final Grades Due
- May 9-13, 2022
- May 13
- May 16
- May 16-17
- May 16-18
- May 27
- May 30
- May 31
- May 31-June 2
- June 20
- June 20
- June 21
- June 21-23
- June 23
- July 4
- July 4-7
- July 8
- August 1
- August 2-5
- August 4
- August 4

*no classes
# Important Dates

## TERM DATES

<table>
<thead>
<tr>
<th>Term</th>
<th>Full Term</th>
<th>A Term</th>
<th>Late Term</th>
<th>B Term</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fall 2021</strong></td>
<td>August 23-December 10, 2021</td>
<td>August 23-October 15, 2021</td>
<td>September 29-December 10, 2021</td>
<td>October 18-December 10, 2021</td>
</tr>
<tr>
<td><strong>Summer 2022</strong></td>
<td>May 16-August 1, 2022</td>
<td>May 16-June 20, 2022</td>
<td>June 1-August 1, 2022</td>
<td>June 21-August 1, 2022</td>
</tr>
</tbody>
</table>

## FINANCIAL AID 60% OF TERM DATES

<table>
<thead>
<tr>
<th>Term</th>
<th>Full Term</th>
<th>A Term</th>
<th>Late Term</th>
<th>B Term</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fall 2021</strong></td>
<td>October 25, 2021</td>
<td>September 24, 2021</td>
<td>November 9, 2021</td>
<td>November 16, 2021</td>
</tr>
<tr>
<td><strong>Spring 2022</strong></td>
<td>March 23, 2022</td>
<td>February 11, 2022</td>
<td>April 6, 2022</td>
<td>April 14, 2022</td>
</tr>
<tr>
<td><strong>Summer 2022</strong></td>
<td>June 27, 2022</td>
<td>June 7, 2022</td>
<td>July 11, 2022</td>
<td>July 19, 2022</td>
</tr>
</tbody>
</table>

## REGISTRATION BEGINS

<table>
<thead>
<tr>
<th>Term</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring 2022</td>
<td>November 1, 2021</td>
</tr>
<tr>
<td>Summer 2022</td>
<td>March 1, 2022</td>
</tr>
<tr>
<td>Fall 2022</td>
<td>April 1, 2022</td>
</tr>
</tbody>
</table>

## LAST DAY TO WITHDRAW FROM A CLASS

<table>
<thead>
<tr>
<th>Term</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 2021</td>
<td>November 19, 2021</td>
</tr>
<tr>
<td>Spring 2022</td>
<td>April 15, 2022</td>
</tr>
<tr>
<td>Summer 2022</td>
<td>July 15, 2022</td>
</tr>
</tbody>
</table>

## GRADUATION DATES

### APPLICATION DEADLINES

<table>
<thead>
<tr>
<th>Graduates</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 2021 Graduates</td>
<td>October 8, 2021</td>
</tr>
<tr>
<td>Spring 2022 Graduates</td>
<td>March 4, 2022</td>
</tr>
<tr>
<td>Summer 2022 Graduates</td>
<td>June 10, 2022</td>
</tr>
</tbody>
</table>

### GRADUATION CEREMONY DATES

<table>
<thead>
<tr>
<th>Term</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 2021</td>
<td>December 16, 2021</td>
</tr>
<tr>
<td>Spring 2022</td>
<td>May 5, 2022</td>
</tr>
<tr>
<td>Summer 2022</td>
<td>August 4, 2022</td>
</tr>
</tbody>
</table>

**PLEASE NOTE:**

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

**COVID-19 INFORMATION:**

Get contact information, answers to common questions and connect with other resources at [www.ptc.edu/covid-19](http://www.ptc.edu/covid-19).
Welcome to the Dual Enrollment program at Piedmont Technical College! What a wonderful choice you’ve made to get a head start on your college career. This handbook is designed to give insight on the program as well as to provide you with important tools and guidelines to ensure that you have a successful experience in the program. Dual Enrollment students have the same rights and responsibilities as any other student at PTC, and should refer to the website for a complete listing of PTC’s Policies and Procedures. Visit catalog.ptc.edu/student-handbook for more information.

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

WHAT IS DUAL ENROLLMENT?

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

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

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

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

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

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

All forms of academic misconduct including, but not limited to, cheating on tests, plagiarism, collusion and fabrication of information will call for discipline.

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

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

3. “Collusion” means knowingly assisting another person in an act of academic dishonesty.

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

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

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

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

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

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

d. Assign a failing grade for the course.

e. Require the student to withdraw from the course.

ATTENDANCE POLICY

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

ATTENDANCE POLICY FOR ONLINE COURSES

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

CAMPUS POLICE AND SECURITY

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

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

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

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

CLASSROOM BEHAVIOR AND CONDUCT POLICY

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

DROP OR WITHDRAWAL POLICY

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

Students who would like to withdraw from classes after the add/drop period must complete the withdrawal process through their PTC Pathway account under “Registration Tools.” Students may withdraw from class with a grade of “W” prior to classes ending (see calendar in PTC Pathway for Last Date to Withdraw). After the Last Date to Withdraw, instructors have the option to award an “I” or a letter grade of “F.”
LATE INSTRUCTOR POLICY
We do not expect faculty to be late. In an event of an emergency, however, if an instructor is late in arriving for a class, students should wait 15 minutes from the assigned start time before notifying the Dual Enrollment Office or the county campus director.

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

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

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

MIDTERM/FINAL GRADES
Both midterm and final grades are viewable in a student’s PTC Pathway account. Please see PTC Pathway: A User’s Guide for instructions on viewing grades. Students are encouraged to keep up with grades throughout the semester. Midterm grades will only be reported to the high school provided that a student isn’t doing well in a course. The student’s performance will be shared with the guidance counselor. The student will have the option to remain in the class or withdraw. Students who wish to withdraw must withdraw through their PTC Pathway account. See PTC Pathway: A User’s Guide for withdrawal instructions. Students who aren’t doing well at midterm are encouraged to discuss options with the instructor, as well as seek tutoring services, if applicable. Below to the left are midterm grades and their definitions.

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

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

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

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

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

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

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

SEVERE WEATHER POLICY
PTC is committed to providing a safe and secure campus for students, employees and visitors. College personnel will take appropriate actions to prevent conditions that could result in the harm of lives and/or property.

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

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

STUDENT

STUDENT DISABILITY SERVICES
Piedmont Technical College strives to provide reasonable accommodations for people with disabilities. The college makes every effort to ensure access to educational opportunities in its programs. If any of this information is not accessible to you based on your disability, please contact Brenda Dailey at (864) 941-8378 or email dailey.b@ptc.edu.

STUDENT ID AND PARKING DECAL
Student’s first ID and parking decal are FREE. Students can request these items through the PTC Pathway account.

STUDENT RESPONSIBILITIES
- Reading and understanding the Dual Enrollment Student Handbook
- Completing the online application, submitting birth certificate copy, Registration Form, and SAT/ACT score reports prior to class registration
- Memorizing P number, as well as the username and password for PTC Pathway and Brightspace (D2L)
- Ensuring the transferability of courses to the college or university you plan to attend
- Checking PTC Pathway to ensure the accuracy of course schedule, final grades and billing information
- Obtaining Student ID and parking decal
- Having textbooks and course materials on the first day of class
- Reading and understanding course syllabi
- Communicating with instructors regarding absences, missed assignments, class progress, etc.
- Properly withdrawing from a class within the appropriate timeframe — If you fail to withdraw prior to the deadline, you will be responsible for the grade awarded even if it’s a D or F and tuition cost.
- Requesting final academic transcript

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

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

TUTORING POLICY
Students are entitled to one FREE hour of tutoring a week for each subject in which they are enrolled. Students desiring tutoring may complete an online request form at www.ptc.edu/tutoring or contact the Tutoring Center at (864) 941-8435 or the TLC Coordinator at (864) 941-8629 to schedule an appointment.

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

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

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

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

REGISTRATION FORM
Students will need to complete and sign the Registration Form as well as collect the signatures of a parent/guardian, and their high school guidance counselors or school administrator for the specific courses that will be awarded as both high school and college credit. It is the student’s responsibility to contact and receive written assurance from any non-public institution in South Carolina or any public or private institution outside South Carolina of that institution’s willingness to accept a dual enrollment course toward degree requirements.

RETURNING STUDENTS
Students who have taken dual credit classes in recent semesters, will only need to submit a completed Registration Form each year. The Registration Form is valid for fall and spring semesters in an academic year. A printable Registration Form is found at www.ptc.edu/dual-form. Class choices should be discussed during the IGP meeting with the guidance counselor.
What is PTC Pathway?
PTC Pathway is your gateway to online college services. A fully accessible Intranet, Pathway allows you to access a number of college services and information.

How do I log into PTC Pathway?
You can find a link to PTC Pathway on the college homepage at www.ptc.edu or visit pathway.ptc.edu. Enter your PTC ID and password.

What is my PTC ID? Why do I need it?
You should have received a PTC ID via letter from Admissions and when you met with your New Student Advisor. The letter P followed by eight numerical digits, your PTC ID replaces your social security number for all PTC services.

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

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

What is my Password? How do I get it?
Your password is a combination of symbols, letters and numbers. For first-time users, this password is:
• The first and second letters of your last name (lowercase)
• A period
• Your birthdate formatted as MMDDYY

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

If you forget your password, you must:
1. Click on “Forgot Your Password?” on the Pathway login screen.
   or
2. Call the Help Desk at (864) 941-8627 to have it reset.
   or
3. From the Pathway login screen, click on Tech Support at the bottom of the page.
2. Submit a ticket to have your password reset.

How do I change my Password?
From the Home tab:
1. Click Change My Password in the Personal Information area.
2. Follow the on-screen instructions.
3. Click Change Password. Remember this password!

How do I navigate PTC Pathway?
After logging in, you’ll find that getting around PTC Pathway is a snap!
• The Home tab contains important announcements and quick access to email and Brightspace (D2L).
• The Student tab links you to DegreeWorks, registration resources, advising information, career resources, student records, academic resources, my grades, bookstore, library resources, my classes and student life.

• The Financial Aid and Tuition tab links you to financial aid requirements, financial aid awards, financial aid dates, credit/debit card payment and business office.

How do I print my schedule?
Return to the Student tab:
1. Class Schedule and Account Summary.
2. Select the term and click Run Report.
3. This brings up your schedule/account summary that can be used to purchase books at the bookstore.
4. Click File and Print in your browser window.

How do I check my Tuition Balance?
From the Financial Aid and Tuition tab, select account statement and schedule in the Business Office box.

Note: Students will receive a bill after the start of each semester.

How do I access my Brightspace (D2L) courses?
From the Home tab:
1. Click the Brightspace (D2L) image on the right side of the screen.
2. Brightspace (D2L) opens in a new window taking you to your Brightspace (D2L) homepage.

How do I access my email?
Before you access your email, you must set up your email account. To do this, you must:
1. Log into PTC Pathway. From the Home tab click on the Student Email image on the right side of the screen to access your email.
2. Storage space is limited; check your email frequently and delete unwanted messages.

What is my email address?
Your email address will be your PTC ID number, for example: P00026628@live.ptc.edu.

How do I check my grades?
Once posted each semester, you may view your grades on Pathway. From the Student tab:
1. Select the term you want to view and click Go in the My Grades box.
2. You can view both Midterm Grades and Final Grades.

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

How do I view my unofficial transcript?
View your unofficial transcript in PTC Pathway. From the Student tab:
1. Click “view unofficial transcript” under Student Records area.
2. Click Submit.
3. Your unofficial transcript will be displayed.

For an official copy of your transcript, click on “order official transcript” on the Student tab. You will be redirected to the Parchment website where you can order your transcript.
D2L COURSE TOOLS

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

Frequently Used Course Tools: Discussion, Assignments, Quizzes
The Discussions Tool allows you to communicate with your instructor and peers without having to be online at the same time. To start a thread:
1. Click Discussion.
2. Choose and click on a Discussion Topic.
3. Click Start and New Thread.

The Assignments Tool is used for homework assignments. Homework assignments appear in folders. To submit a file for assignment:
1. Click Assignments.
2. From the list of folders, choose and click the folder link.
3. Click Add a File.
4. Click Upload. (Locate and click the file you wish to submit from your file documents.)
5. Click Add.
6. Click Submit.

The Quizzes Tool is used by instructors for quizzes, exams, and tests. Some instructors may require exams and quizzes to be proctored or timed. To use the Quizzes Tool:
1. Click Quiz.
2. Click on the quiz you wish to take. Read the quiz details and instructions. Be sure to note any enforced time limits.
3. Begin the quiz. D2L automatically saves your answers as you progress through the quiz.
4. When you have finished your quiz, click Submit Quiz.
5. Click Submit Quiz on the Quiz Submission Confirmation page.
6. Review your answers and score on the Quiz Submissions page.

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

Frequently Used Communication Tool: Classlist
The Classlist provides a list of all your classmates and instructors with a direct email link.

Frequently Used Progress Tools: Grades, Class Progress
The Grades Tool shows the grades for your course. The Class Progress Tool displays your course progress with content, discussions, assignments, quizzes and more.
### Important Contacts

<table>
<thead>
<tr>
<th>PTC OFFICE</th>
<th>CONTACT INFO</th>
<th>SERVICES OFFERED</th>
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<tbody>
<tr>
<td>Dual Enrollment</td>
<td>P: (864) 941-8315</td>
<td>All dual enrollment related questions (admission, registration, holds, etc.)</td>
</tr>
<tr>
<td></td>
<td>F: (864) 941-8454</td>
<td></td>
</tr>
<tr>
<td>Campus Police and Security</td>
<td>P: (864) 941-8000</td>
<td>First aid needs, safety escort</td>
</tr>
<tr>
<td>Tutoring</td>
<td>P: (864) 941-8435</td>
<td></td>
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<tr>
<td>Helpdesk</td>
<td>P: (864) 941-8627</td>
<td>Extra help in coursework</td>
</tr>
<tr>
<td>Student Records</td>
<td>P: (864) 941-8361</td>
<td>Requesting official transcript</td>
</tr>
<tr>
<td></td>
<td>F: (864) 941-8566</td>
<td></td>
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<tr>
<td>Business Office</td>
<td>P: (864) 941-8322</td>
<td>Payment of tuition</td>
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<tr>
<td></td>
<td>F: (864) 941-8741</td>
<td></td>
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<tr>
<td>Bookstore</td>
<td>P: (864) 941-8683</td>
<td>Purchasing textbooks, supplies and college apparel</td>
</tr>
<tr>
<td>Student Disability Services</td>
<td>P: (864) 941-8378</td>
<td>Accommodations for students with disabilities</td>
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### PTC Campus Locations

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