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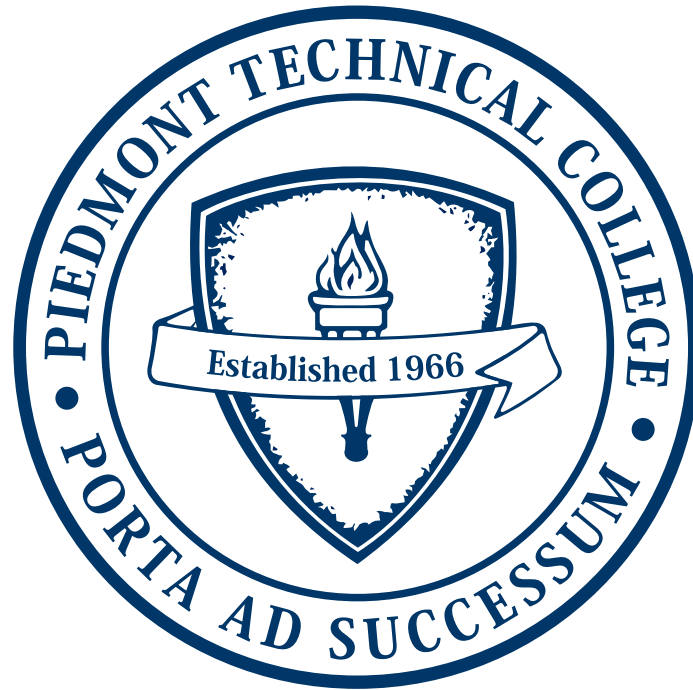
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# 2015-2016 DUAL ENROLLMENT HANDBOOK

PIEDMONT TECHNICAL COLLEGE



**2015-2016**  
**DUAL ENROLLMENT HANDBOOK**

Visit [www.ptc.edu](http://www.ptc.edu) for most current information.  
This handbook is effective Fall 2015.

*Piedmont Technical College does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, sexual orientation, or veteran status in its admissions policies, programs, activities or employment practices.*

*For information on tuition and fees, program length, graduation rates, placement rates, and median loan debt, visit [www.ptc.edu](http://www.ptc.edu).*

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# Dual Enrollment at Piedmont Tech

*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 PTC Student Calendar and Handbook for a complete listing of PTC's Policies and Procedures.*

## 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 on the Admissions Web page under Dual Enrollment. Students should speak to their high school guidance counselor regarding dual credit. 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 on the Dual Enrollment Web page at [www.ptc.edu/dualenrollment](http://www.ptc.edu/dualenrollment).

### 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/dualenrollment](http://www.ptc.edu/dualenrollment) for additional information.

### Home School Students

Home school students are invited to participate in OnDeck, traditional and online courses. Students should complete the necessary requirements for admission to PTC and 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.



### More Information

Contact the Dual Enrollment Office at (864) 941-8352, or visit our website at [www.ptc.edu/dualenrollment](http://www.ptc.edu/dualenrollment).

## 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 have had to take in your freshman year at college.

Piedmont Technical College offers even more transfer options for students headed toward a bachelor's degree. We have bridge programs with the University of South Carolina, the College of Charleston, Lander, Erskine and Newberry College. 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 in Health Care, Nursing Care or PC Technician. All courses are included in the 2-year concentrations of these programs. Interested students should contact the Dual Enrollment Office.

## 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](http://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.



# Steps to Apply Online (for new students)

- 1 Go to [www.ptc.edu/admissions/dual-enrollment](http://www.ptc.edu/admissions/dual-enrollment)
- 2 Under **Enrollment Checklist**, click **submit an online application**.
- 3 Click the **First time user account creation** link below the **login** button.
- 4 Under Application Type, select **High School Student/ Dual Enrolled**. Click **Continue**.
- 5 Apply for Admissions — Select the current term for which you are applying for (fall, spring or summer), and then enter your legal first and last name with correct capitalization. Click **Fill out Application**.

## 6 Application Checklist — Begin by clicking **Legal Name**.

- Mailing Address/Local Address:** Enter your complete address and phone information. For accuracy, the address provided will be checked against a current USPS database. Be sure to enter the apartment or unit number, if applicable.
- Emergency Contact:** Enter the complete name and telephone number of the best contact person in the event of an emergency. This can be a family member, friend, neighbor, etc. Click **Continue**.
- Personal Information:** Enter your citizenship status, email, social security number, gender, birthdate and ethnicity. Click **Continue**.  
*\*\*NOTE: Carefully read the description types before choosing your citizenship status. Students will be requested to provide additional documents prior to registration for classes.*
- High School:** Click **Lookup High School Code**. Select South Carolina as the state. Click **List Cities in Selected State, Province or Country**. Select the high school city. Click **List High Schools in selected City**. Select High School name. Click **Copy selected High School information to Data Entry form**. Enter your anticipated graduation date as January 1st or June 1st, and the year. Click **Continue**.
- Program of Study/Major:** Dual Enrollment students should **NOT** change their major. A major has already been preselected. Click **Continue**.
- Residency/Citizenship:** Enter your length of time lived in S.C., your state of legal residence, etc. Click **Continue**.
- Application Certification:** Select “yes” or “no” after reading the certification. Click **Continue**.
- When you have completed the application, click on the **Application is Complete** button.

- 7 Admissions Info Page — Click here to submit your application. **\*\*NOTE — Your application will not be processed until this step is completed. Write down your login information.**
- 8 Within three to five business days, you will receive a Congratulations letter by mail.

## PLACEMENT TEST

After completing the online application, students should call the Dual Enrollment Office to schedule a time to take the placement test. The placement test isn't a pass or fail test; however, students are encouraged to take this test seriously as scores are used as a guide to determine what level of classes a student should take. A student will retest only once if his/her initial scores didn't meet the curriculum-level requirements. If scores do not meet after the retest, then it is necessary for the student to discuss placement options with both the Dual Enrollment advisor, and the high school guidance counselor. Therefore, students **MUST** test prior to course registration!

The screenshot shows the ACT Compass website. At the top, there is a navigation bar with 'ACT improve yourself' and links for 'SOLUTIONS', 'PRODUCTS', and 'RESEARCH & POLICY'. Below this is the 'ACT Compass' logo and navigation links for 'Home', 'For Students', and 'For Test Administrators'. The main content area is titled 'Sample Test Questions' and includes a list of categories: Mathematics, Reading, Writing Skills, Writing Essay, Test-Taking Tips, and Calculator Guidelines. A section titled 'More Sample Questions' mentions that PDF versions of additional sample questions are available for download.

## FOR YOUR CONVENIENCE:

- In many cases, the e-COMPASS test is offered at the high school. Contact your high school guidance counselor for dates and times.
- The COMPASS test is administered at all Piedmont Tech county campuses. Visit the Locations homepage for your local county campus contact information: [www.ptc.edu/about/locations](http://www.ptc.edu/about/locations) or see page 11.
- Take advantage of studying for the test! For helpful study questions, visit the link below. Scroll to the bottom of the page to the area titled “More Sample Questions”: [www.act.org/compass/sample/index.html](http://www.act.org/compass/sample/index.html)
- Students who have taken the SAT or ACT and whose scores meet minimum guidelines, do not need to take the COMPASS placement test (Qualifying scores are, SAT Critical Reading 480 and Math 480 or ACT 20 Composite). Students must send a copy of their printed score report to the Dual Enrollment Office.



# Registration Guidelines

## DUAL ENROLLMENT CHECKLIST

You should complete the items below on the checklist prior to class registration. A failure to satisfy all requirements may result in a delay in the registration process.

- Complete the FREE online application at [www.ptc.edu/dualenrollment](http://www.ptc.edu/dualenrollment).
  - Be sure to select “High School/Dual Enrolled Student” on the Application Type.
- Collect all appropriate signatures on the Registration Form
  - A Registration Form will be mailed to you once we receive your online application.
  - Registration Forms may also be printed from the Dual Enrollment homepage.
  - Incomplete forms will NOT be processed, and will be returned to the student for completion.
- Take the Placement Test (see page 5 for details)
- Prove your citizenship status
  - Legal U.S. residents will be required to submit a copy of their birth certificate.
  - Deferred Action for Childhood Arrivals (DACA) will need to submit a copy of their Social Security Card (Valid for Work Only) and Employment Authorization Card.
- Pick courses that will transfer to your college or university
  - For a list of approved courses that will transfer to any public four-year senior college or university in South Carolina, visit: [www.ptc.edu/courses-transfer](http://www.ptc.edu/courses-transfer).
  - Discuss class choices with your guidance counselor as well as your college’s Registrar’s Office to ensure that your credits will be accepted.
- Mail completed Registration Form, SAT/ACT scores, and a copy of your birth certificate to:  
Regina Washington, Dual Enrollment Office, P.O. Box 1467,  
Greenwood, SC 29648; or fax to (864) 941-8751.

## 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 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/DE-Reg-Form](http://www.ptc.edu/DE-Reg-Form). Class choices should be discussed during the IGP meeting with the guidance counselor.



# Important College Policies

## ACADEMIC MISCONDUCT

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

1. "Cheating on tests" is defined to include the following:
  - Copying from another student's test or answer sheet.
  - Using materials or equipment during a test not authorized by the person giving the test (e.g. cell phone usage).
  - Collaborating with any person during a test without permission.
  - Knowingly obtaining, using, buying, selling, transporting or soliciting in whole or in part the contents of a test prior to its administration.
  - Bribing or coercing any other person to obtain tests or information about tests.
  - Substituting for another student or permitting any other person to substitute for oneself.
  - Cooperating or aiding in any of the above.
2. "Plagiarism" is defined as the appropriation of any other person's work and the unacknowledged incorporation of that work in one's own work.
3. "Collusion" means knowingly assisting another person in an act of academic dishonesty.
4. "Fabrication" is defined as falsifying or inventing information in such academic exercises as reports, laboratory results and citations to the sources of information.

An instructor who has reason to believe that a student enrolled in his/her class has committed an act of academic misconduct must meet with the student to discuss this matter. The instructor must advise the student of the alleged act of academic misconduct and the information upon which it is based. The student must be given an opportunity to refute the allegation.

If it is determined by the instructor, after meeting with the student, that the student has engaged in academic misconduct as alleged the instructor may impose one of the following academic sanctions:

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

## ATTENDANCE POLICY

Students are expected to attend all class meeting times for classes in which they are enrolled. More specifically, students should adhere to the policy on attendance outlined in the course syllabus. 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 doesn't 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. 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, 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 needs
- Safety Escorts
- Investigation of crimes
- Emergency phone response
- Emergency alert notification

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

## DEFERRED ACTION FOR CHILDHOOD ARRIVALS (DACA)

Effective March 8, 2013, Piedmont Technical College began accepting Deferred Action for Childhood Arrivals (DACA) recipients as applicants. For additional information on DACA criteria, visit <http://immigrationequality.org/issues/immigration-basics/daca/>. A verification process has been developed and DACA recipients will need to submit a copy of their Social Security Card (Valid for Work Only) and Employment Authorization Card. These documents will be requested after completing the online application. Any student who is unable to provide these documents will not be allowed to participate in the program. **\*\*NOTE—DACA recipients will be charged the "out of state" tuition rate and will NOT be eligible for the Lottery Tuition Assistance.**



## 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 Dual Enrollment advisor 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." For questions about withdrawing, please contact the Student Records Office at (864) 941-8361. Students may withdraw from class with a grade of "W" up until two weeks prior to classes ending (see college calendar 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.

## LOTTERY TUITION ASSISTANCE AND TUITION COST

Dually enrolled high school students are ineligible for federal and state financial aid, and cannot apply any college anticipated scholarships toward tuition cost. However, students who are legal South Carolina residents and registered for at least 6 credit hours within a semester, typically two courses, are eligible to receive Lottery Tuition Assistance (LTA). High school students do NOT need to complete the Free Application for Federal Student Aid (FAFSA). Courses offered at the high school or career center by an employee of the school district are offered at no charge to the student after LTA is applied, as long as there is a minimum of 6 credit hours taken, without exceeding 12 credit hours. Students participating in OnDECK, traditional or online classes will be charged tuition. Tuition rates are based on the county of residence. Students should discuss course costs with their guidance counselor, and should contact the Dual Enrollment Office with any questions.

### POINTERS:

- Costs are per semester and do NOT include the cost for textbooks.
- Dual Enrollment students will receive a bill by mail for any tuition charges not covered by LTA.
- Students can pay their balance by mail, by phone, online or at any county campus. For your convenience, the college accepts cash, personal checks, MasterCard, VISA and Discover for payment of tuition. There is a 1.5% processing fee for payments made by credit cards.
- DACA students are NOT eligible to receive LTA, and tuition will be calculated at the "out of state" rate.
- Payment plans are available through Nelnet Business Solutions. (see Pathway account for details).

## 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 are midterm grades and their definitions.

### Midterm Grade

### Definition

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

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. Homeschooled students will receive both letter and numerical grades by mail to their home address to be forwarded to their homeschool association at the end of each semester. Below are the letter grades that are awarded, which are based on the quality of a student's work.

## FINAL GRADES

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
W=	Withdrawal	No grade points

### FERPA POLICY:

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

Under FERPA, a school may not generally 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 students 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](http://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 the National Student Clearinghouse from the Piedmont Technical College website at [www.ptc.edu/transcripts](http://www.ptc.edu/transcripts). Visit the Student Records office on the Lex Walters Campus-Greenwood (A building) if you need an immediate transcript. Immediate pick-up of transcripts in the Student Records Office will require a \$10 fee.

### 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.
- The Student Records Office requires three to five business days to process transcript requests.
- 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. To that end, college personnel will take appropriate actions to prevent conditions that could result in the harm of lives and/or property.

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

**WARNING** means that severe weather is imminent and that a tornado or funnel cloud, for example, has been sighted. When a warning is issued, students will be directed to the many **Shelters in Place** areas throughout campus.

**Shelters in Place** areas are interior classrooms, offices or hallways that do not have windows or outside doorways. Students should NOT attempt to leave campus during this period.

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

## 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](mailto:dailey.b@ptc.edu).

## STUDENT ID AND PARKING DECAL

Student's first ID and parking decal are FREE. Students should bring a copy

of their PTC schedule along with their vehicle's tag information to the PTC library in Greenwood, or to a local PTC county campus. Students who withdraw or are withdrawn from all classes will not be allowed continued access to the college unless they have legitimate business on the premises.

**\*\*NOTE: Student IDs can only be made on the Greenwood, Newberry, and Laurens county campuses.**

## 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 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](http://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. Call for availability.

## TOBACCO USE POLICY

Piedmont Technical College is a tobacco-free facility. Tobacco use in any area of the college could result in a \$25 citation.

## 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/college-resources/testing-tutoring-counseling/tutoring/request-tutoring](http://www.ptc.edu/college-resources/testing-tutoring-counseling/tutoring/request-tutoring) or contact Audrey Hearst, Tutoring Center and TLC Coordinator at (864) 941-8435 to schedule an appointment.

Online tutoring assistance is also available through Net Tutor. Students may connect to Net Tutor through the 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 tutoring services.**

# PTC Pathway: A User's Guide

## >>What is PTC Pathway?

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

## >>How do I log into PTC Pathway?

You can find a link to PTC Pathway on the college homepage at [www.ptc.edu](http://www.ptc.edu) or visit [pathway.ptc.edu](http://pathway.ptc.edu). Enter your PTC ID and PIN number.

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

You should have received a PTC ID 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](http://pathway.ptc.edu)
2. Click on **What is my PTC ID?**
3. Follow the onscreen instructions.

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

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

### ! If you forget your PIN, you must:

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

## >>How do I change my PIN?

From the **Home** tab:

1. Click **Change PIN.**
2. Key in your old PIN, enter and re-enter new PIN.
3. Click **Change PIN.** Remember this PIN!

## >>How do I 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.
- The Student tab links you to DegreeWorks, D2L, registration resources, advising information, career resources, student records, academic resources, my grades, bookstore, library resources and personal information.
- 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 each semester, after the start of each semester.

## >>How do I access my D2L courses?

From the **Student** tab:

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

## >>How do I access my 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, you should see the **live@EDU Student Email Access box.** Click on the link to access your email.
2. If you're a first-time user, you'll need to enter your PTC ID and date of birth to set up your account.
3. 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 National Student Clearinghouse transcript ordering website.

# Important Contacts

PTC OFFICE	CONTACT INFO	SERVICES OFFERED
Dual Enrollment	P: (864) 941-8352 F: (864) 941-8751	All dual enrollment related questions (admission, registration, holds, etc.)
Campus Police and Security	P: (864) 941-8000	First aid needs, safety escort
Tutoring	P: (864) 941-8435	Extra help in coursework
Helpdesk	P: (864) 941-8627	Resetting your password for D2L and PTC Pathway if your account is disabled
Student Records	P: (864) 941-8361 F: (864) 941-8566	Requesting official transcript
Business Office	P: (864) 941-8322 F: (864) 941-8741	Payment of tuition
Bookstore	P: (864) 941-8683	Purchasing textbooks, supplies and college apparel

# PTC Campus Locations

PTC CAMPUS	CONTACT INFO	ADDRESS
Abbeville County Campus <i>Director: Pleshette Elmore</i>	P: (864) 446-8324 F: (864) 446-7129	143 Highway 72 W • Abbeville, SC 29620
Edgefield County Campus <i>Director: Sherry Holmes</i>	P: (803) 637-5388 F: (803) 637-9166	506 Main St. • Edgefield, SC 29824
Laurens County Campus <i>Director: Paige Mills</i>	P: (864) 938-1505 F: (864) 938-1533	663 Medical Ridge Rd. • Clinton, SC 29325
Lex Walters Campus-Greenwood	P: (864) 941-8324 F: (864) 941-8555	620 N. Emerald Rd. • Greenwood, SC 29646
McCormick County Campus <i>Director: Pleshette Elmore</i>	P: (864) 852-3191 F: (864) 852-2094	1008 Kelly St. • McCormick, SC 29835
Newberry County Campus <i>Director: Beth Jaeger</i>	P: (803) 276-9000 F: (803) 768-8147	1922 Wilson Rd. • Newberry, SC 29108
Saluda County Campus <i>Director: Robin Black</i>	P: (864) 445-3144 F: (864) 445-3516	701 Batesburg Highway • Saluda, SC 29138
Center for Advanced Manufacturing <i>Director: Jeff Estes</i>	P: (864) 682-3702	109 Innovation Drive • Laurens, SC 29360

# PIEDMONT TECHNICAL COLLEGE'S CODE OF CONDUCT

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

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

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

**HONESTY** — Being truthful, respecting others' property and demonstrating integrity.

**SELF-DISCIPLINE** — Controlling one's actions and attitudes so as not to inflict emotional and physical harm on others.

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

START  
SMART  
START  
HERE



Your goals. Our mission.

[www.ptc.edu](http://www.ptc.edu)