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 2023

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

## SPRING 2024

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

## SUMMER 2024

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

*no classes
## Important Dates

### TERM DATES

<table>
<thead>
<tr>
<th></th>
<th>Fall 2023</th>
<th>Spring 2024</th>
<th>Summer 2024</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fall</strong></td>
<td>Full Term: August 16-December 4, 2023</td>
<td>Full Term: January 10-April 30, 2024</td>
<td>Full Term: May 13-July 29, 2024</td>
</tr>
<tr>
<td></td>
<td>A Term: August 16-October 9, 2023</td>
<td>A Term: January 10-March 1, 2024</td>
<td>A Term: May 13-June 17, 2024</td>
</tr>
<tr>
<td></td>
<td>Late Term: September 20-December 4, 2023</td>
<td>Late Term: February 14-April 30, 2024</td>
<td>Late Term: May 28-July 29, 2024</td>
</tr>
<tr>
<td></td>
<td>B Term: October 10-December 4, 2023</td>
<td>B Term: March 11-April 30, 2024</td>
<td>B Term: June 18-July 29, 2024</td>
</tr>
</tbody>
</table>

### FINANCIAL AID 60% OF TERM DATES

<table>
<thead>
<tr>
<th></th>
<th>Fall 2023</th>
<th>Spring 2024</th>
<th>Summer 2024</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fall</strong></td>
<td>Full Term: October 18, 2023</td>
<td>Full Term: March 20, 2024</td>
<td>Full Term: June 24, 2024</td>
</tr>
<tr>
<td></td>
<td>A Term: September 18, 2023</td>
<td>A Term: February 9, 2024</td>
<td>A Term: June 3, 2024</td>
</tr>
<tr>
<td></td>
<td>Late Term: November 1, 2023</td>
<td>Late Term: April 3, 2024</td>
<td>Late Term: July 8, 2024</td>
</tr>
<tr>
<td></td>
<td>B Term: November 8, 2023</td>
<td>B Term: April 10, 2024</td>
<td>B Term: July 16, 2024</td>
</tr>
</tbody>
</table>

### REGISTRATION BEGINS

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

### LAST DAY TO WITHDRAW FROM A CLASS

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

### GRADUATION DATES

#### APPLICATION DEADLINES

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

#### GRADUATION CEREMONY DATES

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

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

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

WHAT IS DUAL ENROLLMENT?

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

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

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

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

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

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

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

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

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

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

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

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

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

a. Completion of an educational activity relating to the nature of the offense.
b. Assign a lower grade or score to the paper, project, assignment or examination involved in the act of misconduct.
c. Require the student to repeat or resubmit the paper, project, assignment, or examination involved in the act of misconduct.
d. Assign a failing grade for the course.
e. Require the student to withdraw from the course.

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

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

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

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

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

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

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

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

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

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

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

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

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

MIDTERM/FINAL GRADES
Both midterm and final grades are viewable in a student's PTC Pathway account. Please see PTC Pathway: A User's Guide for instructions on viewing grades. Students are encouraged to keep up with grades throughout the semester. Midterm grades 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.
- Final grades may be appealed within 2 consecutive terms following the term in which the grade was received. For example: Spring grade-Summer/Fall appeal; Summer grade-Fall/Spring appeal; Fall grade-Spring/Summer appeal.
- Students who signed a Waiver Form may NOT appeal a grade.
- All students will need to request a final transcript to be sent to their college or university upon high school graduation.

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

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

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

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

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

When weather conditions return to normal, students, faculty and staff will be directed to
If you fail to withdraw prior to the deadline, you will be responsible for the grade awarded even if it's a D or F and tuition cost.

• Requesting final academic transcript

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

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

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

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

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

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

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

PTC 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).

STUDENT RESOURCES
- Reading and understanding the Dual Enrollment Student Handbook
- Completing the online application, submitting birth certificate copy, Registration Form, and high school transcript prior to class registration
- Memorizing P number, as well as the username and password for PTC Pathway and Brightspace (D2L)
- Ensuring the transferability of courses to the college or university you plan to attend
- Checking PTC Pathway to ensure the accuracy of course schedule, final grades and billing information
- Obtaining Student ID and parking decal
- Having textbooks and course materials on the first day of class
- Reading and understanding course syllabi
- Communicating with instructors regarding absences, missed assignments, class progress, etc.
- Properly withdrawing from a class within the appropriate timeframe — return to their classrooms and offices. In the case of severe weather conditions during the night, such as snow and ice, the college will notify students in several ways. Visit www.ptc.edu/weather for full details.

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

Registration Guidelines

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

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

TUTORING 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.

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

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

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

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

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

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

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

RETURNING STUDENTS
Students who have taken dual credit classes in recent semesters, will only need to submit a completed electronic Registration Form each year. The electronic Registration Form will need to be completed for each term the student wishes to enroll in. Class choices should be discussed during the IGP meeting with the high school counselor. The electronic form can be found here: www.ptc.edu/DEform.
What is PTC Pathway?
PTC Pathway is your gateway to online college services. A fully accessible Intranet, Pathway allows you to access a number of college services and information.

How do I log into PTC Pathway?
You can find the PTC Pathway Tab on the college homepage at www.ptc.edu or visit pathway.ptc.edu. Enter your PTC Student ID Number in the USERNAME and password. First-Time users seek the “What is my Password section” listed below.

What is my PTC Student ID?
Why do I need it?
You should have received a PTC Student ID via the Admissions letter sent from the Admissions Office. The letter P followed by eight numerical digits, your PTC ID replaces your social security number for all PTC services. Your PTC Student ID will also be used in the Campus Shop and Library. Memorize your PTC Student ID. Don't forget it; write it down!

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

What is my Password? How do I get it?
Your password is a combination of symbols, letters and numbers. For first-time users, this password is:
• The first and second letters of your last name (lower case)
• A period
• Your birthdate formatted as MMDDYY
Example: John Smith was born on October 5, 1980. His password is sm.100580

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

How do I navigate PTC Pathway?
After logging in, you'll find that getting around PTC Pathway is a snap!
• The Home tab contains important PTC announcements, dates, news and Quick Launch Tool Bar.

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

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

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

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

How do I access my email?
1. Log into the PTC Pathway Home Page.
2. From the Quick Launch Tool Bar select the Student Email image on the right side of the screen.

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

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

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

How do I view my unofficial transcript?
From the Student Account Home Page:
1. In the Student Tools section, select Student Profile/Tools
2. Select Academic Transcript.
   
   For an official copy of your transcript, click on “order official transcript” in the Student Records Section. You will be redirected to the Parchment website where you can order your transcript.

How do I submit the required forms (birth certificate, transcript, registration form)?
The birth certificate, high school transcript, and any additional test scores can be attached to the electronic Registration Form found here: www.ptc.edu/DEform.
D2L COURSE TOOLS

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

Frequently Used Course Tools: Discussion, Assignments, Quizzes
The Discussions Tool allows you to communicate with your instructor and peers without having to be online at the same time.

To start a thread:
1. Click Discussion.
2. Choose and click on a Discussion Topic.
3. Click Start and New Thread.

The Assignments Tool is used for homework assignments. Homework assignments appear in folders.

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

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

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

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

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

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

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

PTC Campus Locations

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

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