



2024-2025

DUAL ENROLLMENT HANDBOOK

ABBEVILLE
EDGEFIELD
GREENWOOD
LAURENS
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www.ptc.edu/dual





2024-2025 DUAL ENROLLMENT HANDBOOK

Visit www.ptc.edu for the most current information.
This handbook is effective Fall 2024.

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.

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 Title IX, Section 504, or Title II inquiries, contact: Employee and Job Applicants, Vice President of Human Resources, PTC, PO Box 1467, Greenwood, SC 29648, (864) 941-8611, brown.a@ptc.edu; or Students and Prospective Students, Dean of Student Services, PTC, PO Box 1467, Greenwood, SC 29648, (864) 941-8364, adger.j@ptc.edu.

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Academic Calendar

FALL 2024

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)
 Labor Day (College Closed)
 Registration Deadline (Late Term)
 Classes Begin (Late Term)
 Add/Drop Period (Late Term)
 PTC Golf Classic 2024
 Classes End (A Term)
 Registration Deadline (B Term)
 Classes Begin (B Term)
 Add/Drop Period (B Term)
 Grades Due (A Term & Midterm Full)
 General Election Day*
 Thanksgiving Break (College Closed)
 Classes End (Full, Late and B Terms)
 Administrative and Inservice Days*
 Final Grades Due
 Graduation
 Winter Break (College Closed)

August 5-9 & 12-16, 2024

August 16

August 19

August 19-21

August 19-23

September 2

September 23

September 24

September 24-26

October 4

October 9

October 9

October 10

October 10-14

October 14 (by noon)

November 5

November 27-29

December 6

December 9-13 & 16-19

December 11 (by noon)

December 12

December 23-31

SPRING 2025

New Year's Day (College Closed)
 Winter Break (College Closed)
 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)
 Martin Luther King, Jr. Day
 (College Closed)
 Registration Deadline (Late Term)
 Classes Begin (Late Term)
 Add/Drop Period (Late Term)
 Classes End (A Term)
 Spring Break*
 Registration Deadline (B Term)
 Classes Begin (B Term)
 Add/Drop Period (B Term)
 Grades Due (A Term & Midterm Full)
 Classes End (Full, Late and B Terms)
 Administrative and Inservice Days*
 Graduation
 Final Grades Due

January 1, 2025

January 2-3

January 6-10 & 13-14

January 14

January 15

January 15-20

January 15-22

January 20

February 18

February 19

February 19-21

March 7

March 10-14

March 14

March 17

March 17-19

March 17 (by noon)

May 6

May 7-9

May 8

May 9 (by noon)

SUMMER 2025

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)
 Memorial Day (College Closed)
 Registration Deadline (Late Term)
 Classes Begin (Late Term)
 Add/Drop Period (Late Term)
 Classes End (A Term)
 Registration Deadline (B Term)
 Classes Begin (B Term)
 Add/Drop Period (B Term)
 Grades Due (A Term & Midterm Full)
 Administrative and Inservice Day*
 Summer Break*
 Independence Day Observed (College
 Closed)
 Classes End (Full, Late and B Terms)
 Administrative and Inservice Days*
 Graduation
 Final Grades Due

May 12-16, 2025

May 16

May 19

May 19-20

May 19-21

May 26

June 2

June 3

June 3-5

June 23

June 23

June 24

June 24-25

June 26

June 30

June 30-July 4

July 4

August 4

August 5-8

August 7

August 7 (by noon)

*no classes

Important Dates

TERM DATES

Fall 2024

Full Term:	August 19-December 6, 2024
A Term:	August 19-October 9, 2024
Late Term:	September 24-December 6, 2024
B Term:	October 10-December 4, 2024

Spring 2025

Full Term:	January 15-May 6, 2025
A Term:	January 15-March 7, 2025
Late Term:	February 19-May 6, 2025
B Term:	March 17-May 6, 2025

Summer 2025

Full Term:	May 19-August 4, 2025
A Term:	May 19-June 23, 2025
Late Term:	June 3-August 4, 2025
B Term:	June 24-August 4, 2025

REGISTRATION BEGINS

Spring 2025	November 1, 2024
Summer 2025	March 1, 2025
Fall 2026	April 1, 2025

LAST DAY TO WITHDRAW FROM A CLASS

Fall 2024	November 15, 2024
Spring 2024	April 22, 2025
Summer 2024	July 18, 2025

GRADUATION DATES

APPLICATION DEADLINES

Fall 2024 Graduates	October 11, 2024
Spring 2025 Graduates	March 7, 2025
Summer 2025 Graduates	June 6, 2025

GRADUATION CEREMONY DATES

Fall 2024	December 12, 2024
Spring 2025	May 8, 2025
Summer 2025	August 7, 2025

FINANCIAL AID 60% OF TERM DATES

Fall 2024

Full Term:	October 21, 2024
A Term:	September 19, 2024
Late Term:	November 1, 2024
B Term:	November 11, 2024

Spring 2025

Full Term:	March 26, 2025
A Term:	February 17, 2025
Late Term:	April 9, 2025
B Term:	April 16, 2025

Summer 2025

Full Term:	July 8, 2025
A Term:	June 9, 2025
Late Term:	July 14, 2025
B Term:	July 22, 2025

PLEASE NOTE:

Students taking OnDECK and middle college classes are expected to follow the Piedmont Technical College schedule for spring break.

If there is a break at the high school that does not correlate with PTC's schedule, students will NOT be excused from any dual credit class. And, students will be responsible for catching up on missed assignments.

DUAL ENROLLMENT

AT PIEDMONT TECHNICAL COLLEGE

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

MORE INFORMATION

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

WHAT IS DUAL ENROLLMENT?

Dual Enrollment (High School Students)

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

Early Admission Program (High School Students)

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

Home-School Students

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

DID YOU KNOW?

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

CERTIFICATE PROGRAMS

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

LIBRARY RESOURCES

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

DUAL ENROLLMENT PROCEDURES

RETURNING STUDENTS:

Returning PTC Dual Enrollment students (*have taken PTC Dual Enrollment courses previously*) should complete the following steps:

- Submit the High School Registration Form only.
- Online form is now available at **www.ptc.edu/DEform**.

NEW STUDENTS:

New PTC Dual Enrollment students (*have NEVER taken PTC Dual Enrollment courses*) should complete the following steps:

1. Submit online application: **www.ptc.edu/apply**.
2. Submit completed High School Registration Form online after the application is completed and a P# has been assigned. Online form is available at **www.ptc.edu/DEform**.
3. Attach a copy of your birth certificate to the online High School Registration Form.
4. Attach a copy of your HS transcript to the online High School Registration Form.

ONLINE REGISTRATION FORM INSTRUCTIONS:

1. Log into your PTC Pathway account.
2. Go to student tab.
3. Select Enrollment Checklist.
4. View your checklist and see "Click here to complete the HS Registration Form."
5. Upload your transcript, birth certificate, and test scores here.
6. Students must decide at the time of registration if they want dual credit for the class.
7. To add another course, check the "Add Another Course" box on the right.
8. Parent(s) must review and sign the form through email.
9. Counselor must review and sign the form through email.

ONDECK SCHEDULE

Need a blurb here about OnDECK courses and what they are, etc. and direct students to the website to review the proposed course schedules for each county.

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To learn more about OnDECK courses, contact the DE office at (864) 941-8315.



PIEDMONT MIDDLE COLLEGE

SAVE THOUSANDS. Get ahead on your bachelor's degree.

The Middle College program enables high school juniors and seniors to earn up to 60 credits toward a bachelor's degree, and to earn up to a full associate degree from Piedmont Technical College while still in high school.

SCHEDULE FOR ASSOCIATE IN ARTS DEGREE: (61/64 credit hours)

YEAR ONE: (30 credit hours)*

Summer

COURSE	CREDIT HOURS
COL 103: College Skills.....	3.0 credit hours
ENG 101: English Composition I.....	3.0 credit hours
TOTAL CREDIT HOURS: 6	

Fall

COURSE	CREDIT HOURS
MUS 105: Music Appreciation.....	3.0 credit hours
MAT 120: Probability and Statistics.....	3.0 credit hours
PSY 201: General Psychology.....	3.0 credit hours
SOC 101: Introduction to Sociology.....	3.0 credit hours
TOTAL CREDIT HOURS: 12	

Spring

COURSE	CREDIT HOURS
ART 101: Art History and Appreciation.....	3.0 credit hours
ENG 102: English Composition II.....	3.0 credit hours
PHI 101: Introduction to Philosophy.....	3.0 credit hours
MAT 110: College Algebra.....	3.0 credit hours
TOTAL CREDIT HOURS: 12	

YEAR TWO: (30 credit hours)*

Summer

COURSE	CREDIT HOURS
SPA 101: Elementary Spanish I.....	4.0 credit hours
SPA 102: Elementary Spanish II.....	4.0 credit hours
TOTAL CREDIT HOURS: 8	

Fall

COURSE	CREDIT HOURS
BIO 101: Biological Science I.....	4.0 credit hours
ENG 102: English Composition II.....	3.0 credit hours
MAT 130: Elementary Calculus.....	3.0 credit hours
SPC 205: Public Speaking.....	3.0 credit hours
TOTAL CREDIT HOURS: 13	

Spring

COURSE	CREDIT HOURS
ECO 210: Macroeconomics.....	3.0 credit hours
ENG 209: World Literature II.....	3.0 credit hours
HIS 102: Western Civilization Post 1689.....	3.0 credit hours
PSC 201: American Government.....	3.0 credit hours
TOTAL CREDIT HOURS: 12	



UNIVERSITY STUDIES CERTIFICATE: (30 credit hours needed)*

Fall/Spring/Summer

COURSE	CREDIT HOURS
ART 101: Art History and Appreciation.....	3.0 credit hours
BIO 101: Biological Science I (<i>fall only</i>).....	4.0 credit hours
ECO 210: Macroeconomics.....	3.0 credit hours
ENG 101: English Composition I (<i>required</i>).....	3.0 credit hours
ENG 102: English Composition II (<i>required</i>).....	3.0 credit hours
HIS 102: Western Civilization Post 1689.....	3.0 credit hours
MAT 120: Probability and Statistics.....	3.0 credit hours
PSC 201: American Government.....	3.0 credit hours
PSY 201: General Psychology.....	3.0 credit hours
SPA 101: Elementary Spanish I.....	4.0 credit hours
SPA 102: Elementary Spanish II.....	4.0 credit hours
SPC 205: Public Speaking (<i>Prerequisite: ENG 101</i>).....	3.0 credit hours

TOTAL CREDIT HOURS: 39

TUITION AND FEES

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

- South Carolina residents taking at least 6 credit hours in a semester (generally at least two classes), at their high school, on our campus, or online, will attend tuition free.
- Students taking less than 6 credit hours on a PTC campus or online will attend at a standard tuition rate of \$120/credit hour.

Note: The above rates are subject to the availability of Lottery Tuition Assistance funds for those students who qualify.

**Course offerings are subject to change.*

**To learn more about Middle College,
contact the DE office at (864) 941-8315.**

CAREER QUICK START

A PIEDMONT TECHNICAL COLLEGE DUAL ENROLLMENT PROGRAM

Get started on the path to a great career now.

Your school district and Piedmont Technical College are working together with businesses in the area to give you a jump start on a rewarding career. The courses offered through our Career Quick Start program will prepare you for work in a critical workforce area of your choice.

Through our program, you can take the first steps and, in several cases, complete industry recognized credentials while you're still in high school. Plus, your coursework will easily transfer into related majors if you attend Piedmont Tech after graduating from high school.

NOW TUITION-FREE

Dual Enrollment at PTC is designed to be affordable to all students. South Carolina residents taking at least 6 credit hours (generally two classes) per semester through Piedmont Technical College's Dual Enrollment program, can attend classes tuition-free at their high school, on a PTC campus, or online. That means real, substantial savings on a college education.

PROGRAM OFFERINGS:

Piedmont Tech currently offers 10 Career Quick Start programs students can enroll in during their junior and senior years of high school. Each program is part of a career pathway that can lead to a certificate, diploma or associate degree depending on the subject area. The college is working to add more programs to the list. Visit www.ptc.edu/quickstart for the latest information.

CAREER PATHWAYS

Automotive Technology

Commercial Art

Computer Technology

Criminal Justice

Emergency Services

Healthcare

HVAC

Machine Tool Technology

Mechatronics Technology

Welding



Scan QR code to learn more about Career QuickStart.



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. All PTC Students are allotted to miss 15% of course meetings in a given semester. Students who receive unexcused absences beyond the allotted 15% will be put up for withdrawal for non-attendance. All withdrawal for non-attendance submissions are reviewed and processed by the Dual Enrollment and Registrar's Office. 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. All PTC Students are allotted to miss 15% of course meetings in a given semester. Students who receive unexcused absences beyond the allotted 15% will be put up for withdrawal for non-attendance. All withdrawal for non-attendance submissions are reviewed and processed by the Dual Enrollment and Registrar's Office. A student may choose to drop a class within the add/drop period with no penalty, even if the initial activity is complete. The last date of attendance (LDA) for the course will be documented using the student's completion of a course activity such as a discussion post, email to the instructor, or assignment. The last date will not be calculated from a

student's log-in to the course only.

CAMPUS POLICE AND SECURITY

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

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

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

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

CLASSROOM BEHAVIOR AND CONDUCT POLICY

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

DROP OR WITHDRAWAL POLICY

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

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 15 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 \$120/credit hour.
- Dual Enrollment student bills are not finalized until mid-semester. Payment will be requested, if a balance remains, at that time.

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

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.

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

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

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

FERPA POLICY:

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

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

information: www.ptc.edu/ferpa.

THINGS TO REMEMBER:

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

OFFICIAL TRANSCRIPT

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

THINGS TO REMEMBER:

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

SEVERE WEATHER POLICY

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

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

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

When weather conditions return to normal, students, faculty and staff will be directed to return to their classrooms and offices. In the

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

STUDENT ACCESIBILITY 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 Alexis Banks at (864) 941-8378 or email banks.a@ptc.edu for more information.

STUDENT ID AND PARKING DECAL

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

STUDENT RESPONSIBILITIES

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

deadline, you will be responsible for the grade awarded even if it's a D or F and tuition cost.

- Requesting final academic transcript

TEXTBOOK POLICY

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

TOBACCO USE POLICY

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

TUTORING POLICY

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

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

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

Registration Guidelines

PREREQUISITE

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

PTC IDENTIFICATION NUMBER (P NUMBER)

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

REGISTRATION FORM

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

RETURNING STUDENTS

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

PTC PATHWAY: A USER'S GUIDE

What is PTC Pathway?

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

How do I log into PTC Pathway?

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

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

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

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

If you don't know your PTC ID, you can look it up online:

1. Go to pathway.ptc.edu
2. Click on "Forgot Your Username?"
3. Follow the onscreen instructions.

What is my Password? How do I get it?

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

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

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

If you forget your password or need to change password, you must:

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

How do I navigate PTC Pathway?

After logging in, you'll find that getting around PTC Pathway is a snap!

- The **Home** tab contains important PTC announcements, dates, news and Quick Launch Tool Bar.

How do I navigate my student account?

Return to the PTC Pathway Home Page:

1. Click the **Student** tab.
2. The **Student** tab link contains the Admissions, Student Contact Information, Student Tools, Advising, Student Records, student ID

Cards/ Parking Stickers, College Resources, PTC Counseling & Support, Bookstore, Reporting Forms, Library resources, Piedmont Points, and student life Sections.

How do I print my schedule?

Return to the **Student** tab:

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

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

How do I access my Brightspace (D2L) courses?

From the PTC Pathway Home Page:

1. Click the **D2L Login** image in the **Quick Launch Tool Bar** on the 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** on the screen.

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

What is my email address?

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

How do I check my grades?

From the Student Account Home Page:

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

How do I view my unofficial transcript?

From the Student Account Home Page:

1. In the **Student Tools** section, select **Student Profile/Tools**
2. Select **Academic Transcript**.

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

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

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

BRIGHTSPACE (D2L) QUICKGUIDE

GETTING STARTED

From the PTC Pathway Home Page:

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

Navigation: My Courses and the Main Navigation Bar

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

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

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

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

Navigation: The Course Homepage and Navbar

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

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

TIPS

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

D2L COURSE TOOLS

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

Frequently Used Course Tools: Discussion, Assignments, Quizzes

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

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

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

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

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

To use the **Quizzes Tool:**

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

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

Frequently Used Communication Tool: Classlist

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

Frequently Used Progress Tools: Grades, Class Progress

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

Important Contacts

PTC OFFICE

Dual Enrollment

Campus Police and Security

Tutoring

Helpdesk

Student Records

Business Office

Bookstore

Student Accessibility Services

CONTACT INFO

P: (864) 941-8315

F: (864) 941-8454

P: (864) 941-8000

P: (864) 941-8356

P: (864) 941-8627

P: (864) 941-8361

F: (864) 941-8566

P: (864) 941-8322

F: (864) 941-8741

P: (864) 941-8683

P: (864) 941-8378

SERVICES OFFERED

All dual enrollment related questions
(admission, registration, holds, etc.)

First aid needs, safety escort

Extra help in coursework

Resetting your password for Brightspace (D2L)
and PTC Pathway if your account is disabled

Requesting official transcript

Payment of tuition

Purchasing textbooks, supplies and college apparel

Accommodations for students with disabilities

PTC Locations

PTC CAMPUS

Abbeville County Campus

Edgefield County Campus

Laurens County Campus

Lex Walters Campus-Greenwood

McCormick County Campus

Newberry County Campus

Saluda County Campus

Center for Advanced Manufacturing

CONTACT INFO

P: (864) 446-8324

F: (864) 366-3405

P: (803) 637-5388

F: (803) 637-9166

P: (864) 938-1508

F: (864) 938-1533

P: (864) 941-8324

F: (864) 941-8555

P: (864) 852-3191

F: (864) 852-2094

P: (803) 276-9000

F: (803) 768-8147

P: (864) 445-3144

F: (864) 445-3516

P: (864) 682-3702

ADDRESS

143 Highway 72 W • Abbeville, SC 29620

506 Main St. • Edgefield, SC 29824

663 Medical Ridge Rd. • Clinton, SC 29325

620 N. Emerald Rd. • Greenwood, SC 29646

1008 Kelly St. • McCormick, SC 29835

1922 Wilson Rd. • Newberry, SC 29108

4391 Batesburg Highway • Saluda, SC 29138

109 Innovation Drive • Laurens, SC 29360

