



# FOUNDATION FOR SUCCESS

## STUDENT RESOURCE GUIDE

At Piedmont Technical College, we believe it's your right to succeed. We believe that you **deserve an education that's driven by your goals**. And we're here to help.

The resources outlined in this guide can provide assistance as you navigate your college experience. From completing your FAFSA to applying for graduation, we've got you covered. All services contained in this guide are available at your local county campus. Contact information for your campus is located at **[www.ptc.edu/locations](http://www.ptc.edu/locations)**.



# LOOKING FOR INFORMATION

As a Piedmont Tech student, it will be important for you to stay in the know regarding program requirements, important dates, academic assistance opportunities and more. The following resources will be key along your journey.

## ACADEMIC CATALOG AND STUDENT HANDBOOK

The academic catalog and student handbook is an online publication that contains admission requirements; information on support services; the courses required for each PTC degree, certificate and diploma; the description for each credit course; general college procedures; and a list of full-time faculty and staff. Access the academic catalog and student handbook at: [catalog.ptc.edu](http://catalog.ptc.edu).

## STUDENT SEMESTER CALENDAR

The student semester calendar is published each semester (fall, spring, summer) and includes PTC events, deadlines and other helpful information. This publication is available in many PTC offices, the Campus Bookstore and online at: [www.ptc.edu/semester-calendar](http://www.ptc.edu/semester-calendar).

## PASSPORT TO SUCCESS NEWSLETTER

Published in the Fall and Spring semesters, this publication provides schedules of the academic assistance available at PTC. This publication is available in print in many PTC offices and online at: [www.ptc.edu/passport](http://www.ptc.edu/passport).

# CHARTING YOUR PATH

There are various steps to achieving your goal of a college degree. But the first step in achieving any goal is to outline a plan for success. Once that plan is laid out, you have to check in on your progress by using the right tools to ensure that you'll reach the finish line. Piedmont Tech offers the following resources to help you get there.

## PTC PATHWAY

- PTC Pathway is your gateway to online college services.
- If you forget your password for Pathway, you should click on **Forget Your Password** on the Pathway login screen or call the Helpdesk at **(864) 941-8627** to reset your password. You can also submit a ticket to have your password reset under the Tech Support tab on the bottom of the webpage.
- PTC email can be accessed on the Pathway homepage. You need to check your email regularly for important PTC information.
- You can complete your FAFSA, register for classes, see your grades and college announcements, pay your tuition and fees, and use DegreeWorks to track your progress toward graduation via Pathway.
- D2L Brightspace is the online portal for your classes. All online classes are housed there and most traditional classes will also have assignments in D2L Brightspace. There are tutorials on how to use D2L Brightspace on the **My Home** page.

## STUDENT RECORDS OFFICE

Room: 139A • (864) 941-8361

- Update contact information
- Change of major form
- PTC transcripts
- Apply for graduation

All services contained in this guide are available at your local county campus. Contact information for your campus is located at [www.ptc.edu/locations](http://www.ptc.edu/locations).

# FINANCIAL AID

**NEED MONEY FOR COLLEGE?** Piedmont Tech staff members are on-hand to help you learn more about the various programs that can assist you in paying for your college degree. The following offices and resources will help you navigate this process.

## APPLYING FOR AID

- Complete your FAFSA at [www.fafsa.gov](http://www.fafsa.gov) to be considered for federal and state grants, student loans, scholarships and work study opportunities.
- Once the information from your FAFSA has reached PTC, go into Pathway and complete the financial aid requirements listed under the Financial Aid tab.

## TYPES OF AID

Financial Aid comes in the form of scholarships, grants and loans. Aid sources include:

- Lottery Tuition Assistance (LTA)
- Life Scholarship
- Federal Pell Grant
- PTC Scholarships
- SC Needs Based Grant
- Federal Supplemental Education Opportunity Grant (FSEOG)
- Direct Loans
- Promise and Community Scholarships
- SC Wins

Learn about these Financial Aid options and more at [www.ptc.edu/aid](http://www.ptc.edu/aid).

## DID YOU KNOW?

- You do not have to be a full-time student to receive financial aid.
- Satisfactory Academic Progress (SAP) must be met in order for a student to retain financial aid. Learn more at [www.ptc.edu/sap](http://www.ptc.edu/sap).
- Federal Work Study positions may be available each semester to eligible students to help you with college expenses.
- Important Financial Aid dates can be found at [www.ptc.edu/fadates](http://www.ptc.edu/fadates).
- Many scholarships are available to current students after they have completed 12 credit hours in their program major at PTC and have earned at least a 2.5 GPA. Apply at [scholarships.ptc.edu](http://scholarships.ptc.edu).

Get assistance with any of these topics. Stop by the Financial Aid Office in the Enrollment Center, call **(864) 941-8365** or visit [www.ptc.edu/aid](http://www.ptc.edu/aid).

# PAYING YOUR TUITION

- The Business Office calculates your bill for tuition/fees, which you can find in PTC Pathway.
- Payment plans are available in your Pathway account under the Financial Aid tab.
- Students with an outstanding tuition/fee balance will be dropped from classes prior to the start of the semester dates listed in the Student Semester Calendar.
- If you are dropped from your classes due to non-payment, you must complete financial aid requirements or make payment before being reinstated into your classes. Classes cannot be reinstated after the add/drop period has ended.

For questions regarding your tuition payment, stop by the Business Office in Room 141B or call **(864) 941-8322**.



# SUCCEEDING IN COLLEGE

Whether you need help with your courses, some study tips, or if you just need someone to talk to, the college provides a number of resources to help you excel in college and beyond.

## STUDENT SERVICES

### CHOOSING A MAJOR

If you haven't already chosen a major or you are considering a change, PTC offers services to help you make a decision. Career planning services can help students find options that match their skills, personalities, goals and values.

- Career One Stop: This website serves job seekers, businesses and students with a variety of free online tools, information and resources. [www.careeronestop.org](http://www.careeronestop.org)
- Typefocus: This is an assessment used to help students discover their personality type and learn how it determines their "fit" within different careers or fields of study. [www.ptc.edu/typefocus](http://www.ptc.edu/typefocus)
- Job information for PTC majors, including salary and placement statistics. [www.ptc.edu/academics](http://www.ptc.edu/academics)
- In-depth discussion on interests, self, values, etc. to help you make an informed decision.
- To schedule an appointment, call **(864) 941-8356**.

### STUDENT EMPLOYMENT SERVICES

Gaining professional skills can help you find and keep your ideal job. Student Employment Services are available to polish your look and build your skills with: resumes, cover letters, interviews, job searches, career quick facts and crafting your image.

### ACADEMIC COUNSELING

There are counselors available to assist you with a variety of academic topics. Services include assistance with study skills, time management, stress management/relaxation, etc.

### PERSONAL COUNSELING

We are available to help students with personal issues, academic concerns and to provide support as you work toward achieving your goals. We also partner with BHS to offer a variety of solutions designed to improve your life.

For assistance or questions, visit the Student Success Center in **Room 101A** or call **(864) 941-8356**. Learn more at [www.ptc.edu/resources](http://www.ptc.edu/resources).

### STUDENT ASSISTANCE PROGRAM

Piedmont Technical College's Student Assistance Plan services are a free school-sponsored benefit that provide you with an easily accessible, safe and highly confidential means to assist with any of life's challenges and personal problems that may interfere with school, work or family responsibilities. You will have access to confidential assistance to manage life's challenges and stay happy, healthy and safe while in college. Contact BHS by calling **(800) 327-2251** or visit [www.ptc.edu/bhs](http://www.ptc.edu/bhs).



### STUDENT DISABILITY SERVICES

Anyone with a documented disability may register for services. The disability may be physical, psychiatric, learning or emotional. You must register and provide appropriate documentation to be eligible for accommodations. Please contact Brenda Dailey at **(864) 941-8378** or [dailey.b@ptc.edu](mailto:dailey.b@ptc.edu).

# SUCCEEDING IN COLLEGE

## STUDENT SUPPORT SERVICES FEDERAL GRANT PROGRAMS

Student Support Services (SSS), located in the Student Success Center, provides academic support and cultural enrichment activities for students who are low income, first generation or have a documented disability. Academic Success Workshops are open to all PTC students, and a schedule of these workshops can be found here: [www.ptc.edu/sssworkshops](http://www.ptc.edu/sssworkshops).

## TUTORING CENTER

- All Piedmont Tech students are eligible for one free hour of tutoring each week. To sign up, go to [www.ptc.edu/tutoring](http://www.ptc.edu/tutoring) or call **(864) 941-8359**.
- The NetTutor service provides access to highly qualified professional tutors anytime day or night. The service can be accessed through your D2L Brightspace account.

**For assistance, call (864) 941-8359.**



## TEACHING AND LEARNING CENTER (TLC)

Open computer labs as well as tutoring labs for math and English are available. Hours are posted each semester and published in the Passport to Success newsletter.

## DEGREE WORKS

Degree Works is a tool in Pathway to monitor progress towards graduation of the student's declared major.

Advisors can assist students to create individualized degree plans which can be accessed in Degree Works planner. Students in Health Care majors: The Degree Works Worksheet reflects only requirements of the Health Care Certificate. Review program-ready requirements, and meet with a CARE Plan advisor to develop your individualized degree plan.

## ADVISING TIPS

Academic advising is a partnership between student and advisor to guide a student to plan and monitor their academic career.

After initial enrollment, each student is assigned an academic advisor within their field of study. Find your advisor's name on the **Student tab** in Pathway. Pre-program health care students are advised by a team of advisors through the CARE Planning Center.

Contact your advisor regularly to identify and address issues, to track your progress, and to plan for upcoming terms.

Your responsibilities and what you can expect from your advisor are included in the Advising Syllabus: [www.ptc.edu/advising](http://www.ptc.edu/advising).

VIP Registration is an opportunity to register early, save the \$25 registration fee, and get first choice in classes. This is open to all students.



## TIPS FOR ONLINE SUCCESS

### BEFORE CLASSES BEGIN: GET PREPARED

- Plan your time or daily schedule for the course.
- Log into D2L Brightspace.
- Do a system check on the computer you will be using to take the course. You may not be able to complete your classes on your phone or tablet.
- Learn how to use D2L Brightspace using the "Are You D2L Ready?" information on the home page.
- If needed, register on the home page for a customized live D2L Brightspace Student Training session.

### FIRST WEEK OF CLASSES: GET STARTED

- Log in on the first day.
- Get oriented to your online course.
- Read the Syllabus and Course Information.
- Take the Syllabus and Course Information Quiz.
- Review course assignment schedule.
- Install the D2L Brightspace app on your mobile device and sign up for text alert notifications.

### DURING THE SEMESTER: STAY CONNECTED

- Log in daily.
- Check course calendar and emails regularly.
- Submit assignments by the due date.
- Use NetTutor to connect to a live tutor online 24/7.
- Seek help promptly from the instructor if you have questions.



## LIBRARY/INFORMATION COMMONS

- Offering millions of print and electronic resources, the Library is staffed by expert research librarians.
- You can get your College ID and parking decal.
- There is also a computer lab for student use.
- There are services/resources available for all county campuses.
- The main facility is located in the upper level of the K Building.
- Call **(864) 941-8441** or visit [www.ptc.edu/library](http://www.ptc.edu/library).

## CAMPUS SHOP

The Campus Shop offers a large selection of merchandise carefully chosen to meet your needs. They offer books, equipment, supplies, materials, and much more. For more information stop by or call **(864) 941-8683**.

## CAMPUS POLICE AND SECURITY

The Campus Police and Security team works hard to maintain a safe and secure campus for our students, employees and guests. The office is on the 1st floor of the F Building on the Greenwood Campus, room 109F. Emergency Phone Number: **(864) 941-8000**.

## CAMPUS CONNECT

Looking for an easy way to reach services like Financial Aid and Counseling? Do you want to contact one of the other campuses? Try our Campus Connect phone system. These locations provide a convenient way for you to contact all college services from any PTC campus. To use the service, look for one of our Campus Connect directory signs or ask the front desk for assistance.

## STUDENT LIFE

Many opportunities for student involvement are offered including cultural, educational, social, recreational, and leadership activities. Clubs and organizations exist to help students become leaders, work on community projects and network with others who share similar interests or programs of study. Activities are advertised on PTC Pathway, PTC social media accounts (Facebook, Twitter and Instagram), bulletin boards throughout the college and via the PTC website at [www.ptc.edu/studentlifeevents](http://www.ptc.edu/studentlifeevents).

### PRIZE LEVELS:

**40 points:** Sticker and Pen

**80 points:** Sticky Note Set

**120 points:** Tote Bag

**160 points:** Water Bottle

**200 points:** Earbuds with Phone Case Stand

**240 points:** Padfolio

**280 points:** License Plate Frame

**320 points:** Award Recognition

Points will be displayed beside check-in for events and on event flyers. Points expire at the end of each academic year (August) and are only valid if student is currently enrolled.

## PIEDMONT POINTS

### HOW IT WORKS:

- 1 Attend Student Life-sponsored events and sign in when you arrive. You must scan your ID or enter your P# to receive points.
- 2 Continue attending events throughout the year to rack up points!
- 3 To check your balance, please visit the Student tab on Pathway.
- 4 Email [lagreca.k@ptc.edu](mailto:lagreca.k@ptc.edu) to schedule a time to pick up prizes.

**QUESTIONS?** Please contact Kendra Lagreca at (864) 941-8698 or email [lagreca.k@ptc.edu](mailto:lagreca.k@ptc.edu).



A cornerstone of the mission at Piedmont Technical College is to transform the lives of students by providing the access and support needed to attain their career and educational goals. The **CARE Plan** has been developed to further that mission by providing a strengthened advising platform for students in the pre-program phase of health care programs.

### What is the CAREplan?

A **Quality Enhancement Plan (QEP)**, the CAREplan has been designed to promote success for students seeking careers in health care through the redesign of the advising process for these students.

Participants in the **CAREplan** will:

- **Connect** with an advisor and develop a plan that leads to program readiness
- Learn to **Access** the necessary resources to stay on course
- Follow the degree plan to **Reach** program readiness
- **Engage** with a career in health care



# SERVICE QUICK REFERENCE

**CAREER ONE STOP:** Search career paths and wage information that will help you achieve your goals. Visit [www.careeronestop.org](http://www.careeronestop.org) for more information.

**PTC PROGRAM INFO:** Job information for PTC majors, including salary and placement statistics. Visit [www.ptc.edu/academics](http://www.ptc.edu/academics) for more information.

**DEGREEWORKS:** Tool that tracks progress toward degree completion. Under Student Tab in your PTC Pathway account. The planner tool helps students review the plan created with an advisor.

**D2L Brightspace:** Course management system. All classes have a D2L component, and online classes are conducted within D2L (links within PTC Pathway).

**NETTUTOR:** Highly qualified professional tutors, available anytime day or night. Access NetTutor through your D2L Brightspace account.

## TIPS for ACADEMIC SUCCESS AT PIEDMONT TECHNICAL COLLEGE

➤ **KEEP UP WITH YOUR WEEKLY SCHEDULE AND DO YOUR WORK ON TIME.**

Use a calendar to keep track of appointments and assignments.

➤ **BE ON TIME FOR CLASS.**

➤ **IF YOU ARE A FULL-TIME STUDENT, LIMIT THE HOURS THAT YOU WORK.**

Students who work only an average of fifteen hours a week are more likely to do well in college.

➤ **IMPROVE YOUR STUDY HABITS.**

Find the most effective methods for reading, listening, taking notes, studying, and using information resources.

➤ **USE THE CAREER PLANNING AND COUNSELING SERVICES, PTC LIBRARY, STUDENT SUCCESS CENTER AND THE TEACHING AND LEARNING CENTER (TLC).**

➤ **STRIVE TO IMPROVE YOUR WRITING AND SPEAKING SKILLS.**

➤ **SPEAK UP IN CLASS.**

Research shows the more engaged in class you are, the more you will learn.

➤ **STUDY WITH A GROUP.**

➤ **BECOME ENGAGED IN CAMPUS ACTIVITIES.**

➤ **MEET WITH YOUR INSTRUCTORS OUT OF CLASS.**

➤ **MEET REGULARLY WITH YOUR ACADEMIC ADVISOR.**

➤ **TAKE YOUR HEALTH SERIOUSLY.**

How much you sleep, what you eat, whether you exercise, and how well you deal with stress will affect your college success.

➤ **HAVE REALISTIC EXPECTATIONS.**

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