Piedmont Technical College Services

<table>
<thead>
<tr>
<th>Area</th>
<th>Contact</th>
<th>Location</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Probation</td>
<td>Tamatha Soile</td>
<td>Student Records, 140-A</td>
<td>(864) 941-8365</td>
</tr>
<tr>
<td>Academic Advisement</td>
<td>Staff or Your Faculty Adviser</td>
<td>Student Success Center, 101-A</td>
<td>(864) 941-8614</td>
</tr>
<tr>
<td>Accidents</td>
<td>Staff</td>
<td>Campus Police and Security, 109-F</td>
<td>(864) 941-8000</td>
</tr>
<tr>
<td>Assessment Center</td>
<td>Ken Butler</td>
<td>119-K</td>
<td>(864) 941-8746</td>
</tr>
<tr>
<td>Books/Supplies</td>
<td>Staff</td>
<td>Campus Shop, 106-F</td>
<td>(864) 941-8683</td>
</tr>
<tr>
<td>Career Decision-Making, Career Information, Personal Issues and Questions About Your Major</td>
<td>Staff</td>
<td>Career Planning and Counseling Center, 149-A</td>
<td>(864) 941-8356</td>
</tr>
<tr>
<td>College Transfer</td>
<td>Lynn Mack</td>
<td>107-G</td>
<td>(864) 941-8449</td>
</tr>
<tr>
<td></td>
<td>Evelyn Beck</td>
<td>139-K</td>
<td>(864) 941-8450</td>
</tr>
<tr>
<td>County Campuses</td>
<td>Lisa Toland</td>
<td>Dean of Off Campus Instruction</td>
<td>(864) 760-8157</td>
</tr>
<tr>
<td></td>
<td>Mark Meyers</td>
<td>Abbeville County Campus</td>
<td>(864) 466-8254</td>
</tr>
<tr>
<td></td>
<td>Sherry Holmes</td>
<td>Edgefield County Campus</td>
<td>(864) 677-5388</td>
</tr>
<tr>
<td></td>
<td>Paige Mills</td>
<td>Laurens County Campus</td>
<td>(864) 830-1305</td>
</tr>
<tr>
<td></td>
<td>Phoebe Elinmore</td>
<td>McCormick County Campus</td>
<td>(864) 452-3191</td>
</tr>
<tr>
<td></td>
<td>Ruth Jager</td>
<td>Newberry County Campus</td>
<td>(864) 276-8000</td>
</tr>
<tr>
<td></td>
<td>Robin Black</td>
<td>Saluda County Campus</td>
<td>(864) 455-3144</td>
</tr>
<tr>
<td></td>
<td>Wanda Hill</td>
<td>Center for Advanced Manufacturing</td>
<td>(864) 852-1702</td>
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<tr>
<td>Emergencies</td>
<td>Staff</td>
<td>Campus Police and Security, 109-F</td>
<td>(864) 941-8000</td>
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<td>Financial Aid</td>
<td>Staff</td>
<td>Financial Aid Office, 140-B</td>
<td>(864) 941-8365</td>
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<td>Graduation Information</td>
<td>Staff</td>
<td>Student Records, 139-A</td>
<td>(864) 941-8361</td>
</tr>
<tr>
<td>Health Science Resources and Program</td>
<td>Staff</td>
<td>H Building</td>
<td>(864) 941-8304</td>
</tr>
<tr>
<td>Health Sciences and Nursing Division</td>
<td>Staff</td>
<td>Nursing Division</td>
<td>(864) 941-8724</td>
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<tr>
<td>Job Search Assistance, Interviewing Tips, and Resume Writing</td>
<td>Staff</td>
<td>SC Works, 101-A</td>
<td>(864) 941-8395</td>
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<tr>
<td></td>
<td>Staff</td>
<td>Student Success Center, 101-A</td>
<td>(864) 941-8614</td>
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<tr>
<td>Learning or Physical Disabilities</td>
<td>Brenda Dailey</td>
<td>Career Planning and Counseling Center, 245-AB</td>
<td>(864) 941-8276</td>
</tr>
<tr>
<td>Library</td>
<td>Meredith Daniel</td>
<td>234-K</td>
<td>(864) 941-8442</td>
</tr>
<tr>
<td>Lost &amp; Found Items</td>
<td>Staff</td>
<td>Campus Police and Security, 109-F</td>
<td>(864) 941-8000</td>
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<tr>
<td>Online Course Assistance</td>
<td>Instructional Development Office</td>
<td>108-G</td>
<td>(864) 941-8449</td>
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<td>(864) 941-8682</td>
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<tr>
<td>SC Works</td>
<td>Staff</td>
<td>101-A</td>
<td>(864) 941-8395</td>
</tr>
<tr>
<td>Parking Sticker</td>
<td>Staff</td>
<td>Library</td>
<td>(864) 941-8441</td>
</tr>
<tr>
<td>Payment Plan</td>
<td>Staff</td>
<td>Business Office, 150-A</td>
<td>(864) 941-8522</td>
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<td>Program Changes, Class Changes and Withdrawals</td>
<td>Staff</td>
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<td>(864) 941-8361</td>
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<td>Refunds and Billing Questions</td>
<td>Staff</td>
<td>Business Office, 150-A</td>
<td>(864) 941-8522</td>
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<tr>
<td>Residency</td>
<td>Crystal Pittman</td>
<td>Business Office, 178-A</td>
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<td>Staff</td>
<td>Library</td>
<td>(864) 941-8441</td>
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<td>Student Life, Clubs and Organizations</td>
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<td>Student Support Service Program</td>
<td>Staff</td>
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<tr>
<td>Teaching and Learning Center (TLC)</td>
<td>Audley Hearst</td>
<td>TLC, 118-K</td>
<td>(864) 941-8435</td>
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<td>Transcript Request</td>
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<td>Tutoring</td>
<td>Audley Hearst</td>
<td>Tutoring Center, 110-K</td>
<td>(864) 941-8435</td>
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<td>Veterans Educational Benefits</td>
<td>Staff</td>
<td>Financial Aid Office, 140-B</td>
<td>(864) 941-8365</td>
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</table>

Academic Calendar

**FALL 2014**

- **Administrative Days**
  - November 22 - December 12
- **Inservice Days**
  - August 13 - 15
- **Classes Begin (Full Term, A Term)**
  - August 22
- **End Add/ Drop Period (A Term)**
  - August 28
- **Labor Day (College Closed)**
  - September 1
- **Classes Begin (L Term)**
  - September 29
- **End Add/Drop Period (L Term)**
  - October 1
- **Classes End (A Term)**
  - October 15
- **Classes Begin (B Term)**
  - October 16
- **End Add/Drop Period (B Term)**
  - October 20
- **Thanksgiving Break (College Closed)**
  - November 26-28
- **Classes End** (Full Term, B Term, L Term)
  - December 10

- **Graduation**
  - December 11

- **Administrative Days**
  - December 12, 15-19

- **Winter Break (College Closed)**
  - December 22-31

**SUMMER 2015**

- **Administrative Days**
  - May 11-15, 18-19
  - May 20
  - May 22
  - May 27
  - May 25
  - June 3
  - June 5
  - June 24
  - June 25
  - June 29
  - June 29
  - July 3
  - July 1-3
  - August 4
  - August 6
  - August 8
  - August 7

**SCHOOL CLOSINGS**

- **New Year’s Day Observed (College Closed)**
  - January 1, 2015
- **Administrative and Inservice Days**
  - January 5-9, 12-13
- **Classes Begin (Fall Term, A Term)**
  - January 14
- **End Add/Drop Period (A Term)**
  - January 19
- **Martin Luther King, Jr. Day (College Closed)**
  - January 21
- **End Add/Drop Period (Full Term)**
  - February 16
- **Classes Begin (L Term)**
  - February 18
- **Classes Begin (B Term)**
  - March 5
- **Classes End (A Term)**
  - March 6
- **End Add/Drop Period (B Term)**
  - March 10
- **Spring Break (No Classes)**
  - April 6-10
- **Classes End (Fall Term, B Term, L Term)**
  - May 4
- **Final Grades Due**
  - May 6
- **Administrative Days**
  - May 5-8
- **Graduation**
  - May 7

**SPRING 2015**

- **New Year’s Day Observed (College Closed)**
  - January 1, 2015
- **Administrative and Inservice Days**
  - January 5-9, 12-13
- **Classes Begin (Fall Term, A Term)**
  - January 14
- **End Add/Drop Period (A Term)**
  - January 19
- **Martin Luther King, Jr. Day (College Closed)**
  - January 21
- **End Add/Drop Period (Full Term)**
  - February 16
- **Classes Begin (L Term)**
  - February 18
- **Classes Begin (B Term)**
  - March 5
- **Classes End (A Term)**
  - March 6
- **End Add/Drop Period (B Term)**
  - March 10
- **Spring Break (No Classes)**
  - April 6-10
- **Classes End (Fall Term, B Term, L Term)**
  - May 4
- **Final Grades Due**
  - May 6
- **Administrative Days**
  - May 5-8
- **Graduation**
  - May 7
### August 2014

**Full Term (August 22-December 10) • A Term (August 22-October 15)**

<table>
<thead>
<tr>
<th>SUNDAY</th>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
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</thead>
<tbody>
<tr>
<td>3</td>
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<td>5</td>
<td>6</td>
</tr>
<tr>
<td><em>FALL TUITION &amp; FEES DUE (Full &amp; A Terms)</em></td>
<td>Final Grades Due by 7 p.m. (Full, B &amp; Late Terms)</td>
<td>Student Records Office Closed</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>11</td>
<td>12</td>
<td>13</td>
</tr>
<tr>
<td>Bookstore Charges Open (Full, A, Late &amp; B Terms)</td>
<td>Potential Drop Notification (Full &amp; A Terms)</td>
<td></td>
<td></td>
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<tr>
<td>17</td>
<td>18</td>
<td>19</td>
<td>20</td>
</tr>
<tr>
<td><em>DROP FOR NON-Payment (Full &amp; A Terms)</em></td>
<td>$350 Late Registration Fee Begins (Full &amp; A Terms)</td>
<td>New Student Orientation</td>
<td></td>
</tr>
<tr>
<td>24</td>
<td>25</td>
<td>26</td>
<td>27</td>
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<tr>
<td></td>
<td>Add/Drop Ends (A Term)</td>
<td>0% Refund (A Term)</td>
<td></td>
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**Late Term (September 29-December 10) • B Term (October 16-December 10)**

<table>
<thead>
<tr>
<th>THURSDAY</th>
<th>FRIDAY</th>
<th>SATURDAY</th>
</tr>
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<tbody>
<tr>
<td>1</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td><em>SUMMER CLASSES END (Full, Late &amp; B Terms)</em></td>
<td>Last day to enroll in the Fall Tuition Payment Plan with 0% down payment</td>
<td></td>
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<tr>
<td>7</td>
<td>8</td>
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<tr>
<td>Graduation</td>
<td><em>FINANCIAL AID COMPLETION DEADLINE</em></td>
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<td>14</td>
<td>15</td>
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<tr>
<td>Fall SAP Appeals Due</td>
<td><em>LAST DAY TO APPLY FOR ADMISSION</em> (Full Term)</td>
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<tr>
<td>21</td>
<td>22</td>
<td>23</td>
</tr>
<tr>
<td>New Student Orientation</td>
<td><em>FALL CLASSES BEGIN (Full &amp; A Terms)</em></td>
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</tr>
<tr>
<td>28</td>
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<td>30</td>
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<tr>
<td><em>Add/Drop Ends (Full Term)</em></td>
<td><em>FINANCIAL AID FREEZE DATE</em> (Full &amp; A Terms)</td>
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</tr>
<tr>
<td>31</td>
<td>25</td>
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**Notes**

- Dates are subject to change. Please refer to the Events page on the college website for current information: [www.ptc.edu/calendar](http://www.ptc.edu/calendar)
<table>
<thead>
<tr>
<th>SUNDAY</th>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td>September 2014</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>Full Term (August 22-December 10)</td>
<td>A Term (August 22-October 15)</td>
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<td></td>
<td></td>
<td></td>
<td>Notes</td>
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<tr>
<td></td>
<td></td>
<td>College Closed</td>
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<tr>
<td></td>
<td></td>
<td>- Labor Day</td>
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<tr>
<td></td>
<td></td>
<td>- Spring Merit &amp; Program-Ready Applications available online</td>
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<td>Fall Kick-Off and Club Fair</td>
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<td>- FALL TUITION &amp; FEES DUE (Late Term)</td>
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<tr>
<td></td>
<td></td>
<td>- Student Evaluation of Instruction (SEI) open in Pathway (A Term)</td>
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<td>14</td>
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<td>- LAST DAY TO APPLY FOR ADMISSION (LATE TERM)</td>
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<td></td>
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<td>- Potential Drop Notification (Late Term)</td>
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<td></td>
<td>- Bookstore Charges Reopen (Full Term)</td>
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<td></td>
<td></td>
<td>- Direct Deposits Available and Financial Aid Disbursement Checks Mail (Fall Term Grants &amp; 1/2 Loan, A Term Grants and Loans)</td>
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<td>21</td>
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<tr>
<td></td>
<td></td>
<td>- DROP FOR NON-PAYMENT (Late Term)</td>
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<td>- 60% of Term (A Term)</td>
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<td>- Last Day to Enroll in Full Tuition Payment Plan</td>
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<td>- Academic Success Workshop</td>
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<td></td>
<td>FALL CLASSES BEGIN (Late Term)</td>
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<table>
<thead>
<tr>
<th>THURSDAY</th>
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<tbody>
<tr>
<td>5</td>
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</tr>
<tr>
<td>• Potential Drop Notification (B Term)</td>
<td>• Bookstore Charges End (Full &amp; Late Terms)</td>
<td>• InterClub Council Meeting</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>13</td>
<td>14</td>
<td>15</td>
</tr>
<tr>
<td>• DROP FOR NON-PAYMENT (B TERM)</td>
<td>• $50 Late Registration Fee Begins (B Term)</td>
<td>• Deadline to Report Never Attends (Late)</td>
<td>• Academic Success Workshop</td>
</tr>
<tr>
<td>19</td>
<td>20</td>
<td>21</td>
<td>22</td>
</tr>
<tr>
<td>• SPRING 2015 VIP REGISTRATION BEGINS</td>
<td>• Add/Drop Ends (B Term)</td>
<td>• Midterm Grades Due by 7 pm (A Term)</td>
<td>• Payment Plan for Spring begins - 0% down payment</td>
</tr>
<tr>
<td>26</td>
<td>27</td>
<td>28</td>
<td>29</td>
</tr>
<tr>
<td>• 60% of Term (Full Term)</td>
<td>• Bookstore Charges End (Full, A, Late &amp; B Terms)</td>
<td>• Deadline to Report Never Attends (B Term)</td>
<td>• Academic Success Workshop</td>
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**THURSDAY**

<table>
<thead>
<tr>
<th>FRIDAY</th>
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</thead>
<tbody>
<tr>
<td>2</td>
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</tr>
<tr>
<td>• FINANCIAL AID FREEZE DATE (Late Term)</td>
<td>• FALL TUITION &amp; FEES DUE (Late Term)</td>
</tr>
<tr>
<td>• DROP FOR NON-PAYMENT (Late Term)</td>
<td>• Last Day to Apply for Fall Graduation</td>
</tr>
<tr>
<td>• Summer “F” Grades Convert to “F”</td>
<td>• Summer “F” Grades Convert to “F”</td>
</tr>
<tr>
<td>• Spring “C/F” Grades Convert to “F”</td>
<td>• Student Evaluation of Instruction (SEI) closed in Pathway (A Term)</td>
</tr>
</tbody>
</table>

**Notes**

• FALL CLASSES END (Late Term) • FALL CLASSES BEGIN (B Term) • No Classes & Faculty Break

| Late Term (September 29-December 10) • B Term (October 16-December 10) |
|--------------------------|--------------------------|--------------------------|
| 9 | 10 | 11 |
| • FALL TuITION & FEES DUE (B Term) | • Last Day to Apply for Fall Graduation |

| 16 | 17 | 18 |
| 23 | 24 | 25 |
| 30 | 31 |   |

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## November 2014

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>• FAFSA Priority Date (Spring Term)</td>
<td>• Academic Success Workshop</td>
<td></td>
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<td>9</td>
<td>10</td>
<td>11</td>
<td>12</td>
</tr>
<tr>
<td>• 60% of Term (Late Term)</td>
<td>• 60% of Term (B Term)</td>
<td>• Academic Success Workshop</td>
<td>• InterClub Council Meeting</td>
</tr>
<tr>
<td>16</td>
<td>17</td>
<td>18</td>
<td>19</td>
</tr>
<tr>
<td>• SPRING 2015 VIP REGISTRATION ENDS</td>
<td></td>
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<tr>
<td>23</td>
<td>24</td>
<td>25</td>
<td>26</td>
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<tr>
<td>• LAST DAY TO WITHDRAW</td>
<td>College Closed</td>
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### Late Term (September 29-December 10) • B Term (October 16-December 10)

<table>
<thead>
<tr>
<th>THURSDAY</th>
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<th>SATURDAY</th>
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<td>• Direct Deposits Available and Financial Aid Disbursement Checks</td>
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<tr>
<td>• Thanksgiving Day</td>
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<tr>
<td>College Closed</td>
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*Dates are subject to change. Please refer to the Events page on the college website for current information: [www.ptc.edu/calendar](http://www.ptc.edu/calendar)
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**December 2014**

Full Term (August 22-December 10) • A Term (August 22-October 15)

- SPRING 2015 OPEN REGISTRATION BEGINS ($25 Registration Fee)
- InterClub Council Meeting
- Last Day to Enroll in the Spring Tuition Payment Plan with 0% Down Payment
- FALL CLASSES END (Full, Late & B Terms)
- Student Records Office Closed
- Payment Plan - 33% down payment
- Hanukkah Begins
- Hanukkah Ends
- Christmas Eve
- New Year’s Eve
- College Closed
- College Closed
- College Closed
- College Closed

**THURSDAY** | **FRIDAY** | **SATURDAY** |
---|---|---|
| 4 | 5 | 6 |
| 11 | 12 | 13 |
| 18 | 19 | 20 |
| 25 | 26 | 28 |

Notes

Graduation
- Student Records Office Closed
- Final Grades Due by 7 p.m. (Full, Late & B Terms)
- Student Evaluation of Instruction (SEI) closed in Pathway (Full, Late & B Terms)
- Late Term (September 29-December 10) • B Term (October 16-December 10)

*Dates are subject to change. Please refer to the Events page on the college website for current information: www.ptc.edu/calendar
### January 2015

**Full Term (January 14-May 4) • A Term (January 14-March 5)**

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<thead>
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<tr>
<td>College Closed</td>
<td>18</td>
<td>19</td>
<td>20</td>
</tr>
<tr>
<td>• MLK, Jr. Day</td>
<td>• DROP FOR NON-PAYMENT (Full &amp; A Terms)</td>
<td>• SPRING CLASSES BEGIN (Full &amp; A Terms)</td>
<td>• Add/Drop Ends (A Term)</td>
</tr>
</tbody>
</table>

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<thead>
<tr>
<th>THURSDAY</th>
<th>FRIDAY</th>
<th>SATURDAY</th>
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<tbody>
<tr>
<td>College Closed</td>
<td>College Closed</td>
<td>New Student Orientation</td>
</tr>
<tr>
<td>• New Year’s Day</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>• spring tuition &amp; fees due (Full &amp; A terms)</td>
<td>• Add/Drop Ends (A Term)</td>
<td>• Potential Drop Notification (Full &amp; A Terms)</td>
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*Dates are subject to change. Please refer to the Events page on the college website for current information: [www.ptc.edu/calendar](http://www.ptc.edu/calendar)
### February 2015

#### Full Term (January 14-May 4) • A Term (January 14-March 5)

<table>
<thead>
<tr>
<th>SUNDAY</th>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
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<tbody>
<tr>
<td>1</td>
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<td>4</td>
</tr>
<tr>
<td>• Student Evaluation of Instruction (SEI) open in Pathway (A Term)</td>
<td>• SPRING TUITION &amp; FEES DUE (Late Term)</td>
<td>• Potential Drop Notification (Late Term)</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>6</td>
<td>7</td>
<td></td>
</tr>
<tr>
<td>• LAST DAY TO APPLY FOR ADMISSION (Late Term)</td>
<td>• Bookstore Charges End (Full &amp; A Terms)</td>
<td>• Deadline to Report Never Attends (Full &amp; A Terms)</td>
<td>• InterClub Council Meeting</td>
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<tr>
<td>8</td>
<td>9</td>
<td>10</td>
<td>11</td>
</tr>
<tr>
<td>• SPRING CLASSES BEGIN (Late Term)</td>
<td>• Academic Success Workshop</td>
<td>• DROP FOR NON-PAYMENT (Late Term)</td>
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<tr>
<td>12</td>
<td>13</td>
<td>14</td>
<td></td>
</tr>
<tr>
<td>• 60% of Term (A Term)</td>
<td>• InterClub Council Meeting</td>
<td>• Add/Drop Ends (Late Term)</td>
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<tr>
<td>15</td>
<td>16</td>
<td>17</td>
<td>18</td>
</tr>
<tr>
<td>• SPRING TUITION &amp; FEES DUE (B Term)</td>
<td>• InterClub Council Meeting</td>
<td>• Potential Drop Notification (B Term)</td>
<td>• Academic Success Workshop</td>
</tr>
<tr>
<td>19</td>
<td>20</td>
<td>21</td>
<td></td>
</tr>
<tr>
<td>• FALL &quot;I&quot; Grades Convert to &quot;F&quot;</td>
<td>• Scholarship Applications deadline</td>
<td>• 0% Refund (Late Term)</td>
<td></td>
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<tr>
<td>22</td>
<td>23</td>
<td>24</td>
<td>25</td>
</tr>
<tr>
<td>• FALL &quot;I&quot; Grades Convert to &quot;F&quot;</td>
<td>• Deadline to Report Never Attends (Full &amp; A Terms)</td>
<td>• InterClub Council Meeting</td>
<td></td>
</tr>
</tbody>
</table>

#### Late Term (February 16-May 4) • B Term (March 6-May 4)

<table>
<thead>
<tr>
<th>THURSDAY</th>
<th>FRIDAY</th>
<th>SATURDAY</th>
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<tbody>
<tr>
<td>5</td>
<td>6</td>
<td>7</td>
</tr>
<tr>
<td>• Last Day to Enroll in the Spring Tuition Payment Plan</td>
<td>• Bookstore Charges Reopen (Full Term)</td>
<td></td>
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<tr>
<td>8</td>
<td>9</td>
<td>10</td>
</tr>
<tr>
<td>• $50 Late Registration Fee Begins (Late Term)</td>
<td>• Direct Deposits Available and Financial Aid Disbursement Checks Mailed (Full Term Grants and 1/2 Loan, A Term Grants and Loans)</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>13</td>
<td>14</td>
</tr>
<tr>
<td>• FINANCIAL AID FREEZE DATE (Late Term)</td>
<td>• Student Evaluation of Instruction (SEI) closed in Pathway (A Term)</td>
<td></td>
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<tr>
<td>15</td>
<td>16</td>
<td>17</td>
</tr>
<tr>
<td>• DROP FOR NON-PAYMENT (Late Term)</td>
<td>• Fall &quot;I&quot; Grades Convert to &quot;F&quot;</td>
<td>• Last Day to Apply for Spring Graduation</td>
</tr>
<tr>
<td>18</td>
<td>19</td>
<td>20</td>
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<tr>
<td>• 0% Refund (Late Term)</td>
<td>• Summer &quot;CP&quot; Grades Convert to &quot;F&quot;</td>
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<td>21</td>
<td>22</td>
<td>23</td>
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</tbody>
</table>

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### March 2015

**Full Term (January 14-May 4) • A Term (January 14-March 5)**

<table>
<thead>
<tr>
<th>SUNDAY</th>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
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<tbody>
<tr>
<td>1</td>
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<tr>
<td></td>
<td>• DROP FOR NON-PAYMENT (B Term)</td>
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<tr>
<td></td>
<td>• Bookstore Charges End (Full &amp; Late Terms)</td>
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<td></td>
<td>• InterClub Council Meeting</td>
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<tr>
<td></td>
<td>• College Transfer Fair</td>
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<td></td>
<td>• Add/Drop Ends (B Term)</td>
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<td>• Academic Success Workshop</td>
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<td></td>
<td>• 60% of Term (Full Term)</td>
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<td></td>
<td>• Bookstore Charges End (Full, Late, A &amp; B Terms)</td>
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<td></td>
<td>• InterClub Council Meeting</td>
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<tr>
<td></td>
<td>• Student Evaluation of Instruction (SEI) open in Pathway (Full, Late &amp; B Terms)</td>
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<td></td>
<td>• Academic Success Workshop</td>
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<tr>
<td></td>
<td>• SUMMER 2015 VIP REGISTRATION BEGINS</td>
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<td></td>
<td>• FALL 2015 VIP REGISTRATION BEGINS</td>
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<tr>
<td></td>
<td>(for Current Students)</td>
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<td></td>
<td>• 60% of Term (Late Terms)</td>
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<td></td>
<td>• Payment Plan for Summer Begins - 0% Down Payment</td>
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**Late Term (February 16-May 4) • B Term (March 6-May 4)**

<table>
<thead>
<tr>
<th>THURSDAY</th>
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<tr>
<td>5</td>
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<tr>
<td>• SPRING CLASSES END (A Term)</td>
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<td>• InterClub Council Meeting</td>
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<tr>
<td>• Employers Day</td>
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<td>• Deadline to Report Never Attends (B Term)</td>
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<tr>
<td>• Scholarship Luncheon</td>
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<tr>
<td>• Direct Deposits Available and Financial Aid Disbursement Checks Mailed (B Term)</td>
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<tr>
<td>• Direct Deposits Available and Financial Aid Disbursement Checks Mailed (B Term)</td>
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### April 2015

#### Full Term (January 14-May 4) • A Term (January 14-March 5)

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<th>SUNDAY</th>
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<td>Spring Break (Faculty Break)</td>
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#### Late Term (February 16-May 4) • B Term (March 6-May 4)

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<td>Student Awards and Recognition Program</td>
</tr>
</tbody>
</table>

#### Notes
- Spring Break (Faculty Break)
- Easter
- Academic Success Workshop
- 60% of Term (B Term)
- LAST DAY TO WITHDRAW
- InterClub Council Meeting
- SUMMER 2015 VIP REGISTRATION ENDS
- Student Evaluation of Instruction (SEI) open in Pathway (Full, Late & B Terms)

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May 2015

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- **D2L Down** (until 12 a.m.)
- Potential Drop Notification (Full & A Terms)
- Bookstore Charges Open (Full, A, Late & B Terms)
- Final Grades Due by 7 p.m. (Full, Late & B Terms)
- Last Day to Enroll in the Summer Tuition Payment Plan with 0% Down Payment
- Student Records Office Closed

- **D2L Down** (until 12 a.m.)
- **SUN** \( \cdot \) **MEMORIAL DAY**
- SPRING CLASSES END (Full, Late & B Terms)
- Summer SAP Appeals due

- **D2L Down** (until 12 a.m.)
- **SUN** \( \cdot \) **NEW STUDENT ORIENTATION**
- SPRING CLASSES BEGIN (Full & A Terms)
- Summer Tuition & Fees Due (Full & A Terms)

- **D2L Down** (until 12 a.m.)
- **SUN** \( \cdot \) **FINANCIAL AID FREEZE DATE (Full & A Terms)**
- SPRING CLASSES BEGIN (Full & A Terms)
- Summer Tuition & Fees Due (Full & A Terms)

- **D2L Down** (until 12 a.m.)
- **SUN** \( \cdot \) **NEW STUDENT ORIENTATION**
- SPRING CLASSES BEGIN (Full & A Terms)
- Summer Tuition & Fees Due (Full & A Terms)

- **D2L Down** (until 12 a.m.)
- **SUN** \( \cdot \) **FINANCIAL AID FREEZE DATE (Full & A Terms)**
- SPRING CLASSES BEGIN (Full & A Terms)
- Summer Tuition & Fees Due (Full & A Terms)

- **D2L Down** (until 12 a.m.)
- **SUN** \( \cdot \) **NEW STUDENT ORIENTATION**
- SPRING CLASSES BEGIN (Full & A Terms)
- Summer Tuition & Fees Due (Full & A Terms)

- **D2L Down** (until 12 a.m.)
- **SUN** \( \cdot \) **FINANCIAL AID FREEZE DATE (Full & A Terms)**
- SPRING CLASSES BEGIN (Full & A Terms)
- Summer Tuition & Fees Due (Full & A Terms)

- **D2L Down** (until 12 a.m.)
- **SUN** \( \cdot \) **NEW STUDENT ORIENTATION**
- SPRING CLASSES BEGIN (Full & A Terms)
- Summer Tuition & Fees Due (Full & A Terms)

- **D2L Down** (until 12 a.m.)
- **SUN** \( \cdot \) **FINANCIAL AID FREEZE DATE (Full & A Terms)**
- SPRING CLASSES BEGIN (Full & A Terms)
- Summer Tuition & Fees Due (Full & A Terms)

- **D2L Down** (until 12 a.m.)
- **SUN** \( \cdot \) **NEW STUDENT ORIENTATION**
- SPRING CLASSES BEGIN (Full & A Terms)
- Summer Tuition & Fees Due (Full & A Terms)

- **D2L Down** (until 12 a.m.)
- **SUN** \( \cdot \) **FINANCIAL AID FREEZE DATE (Full & A Terms)**
- SPRING CLASSES BEGIN (Full & A Terms)
- Summer Tuition & Fees Due (Full & A Terms)

- **D2L Down** (until 12 a.m.)
- **SUN** \( \cdot \) **NEW STUDENT ORIENTATION**
- SPRING CLASSES BEGIN (Full & A Terms)
- Summer Tuition & Fees Due (Full & A Terms)

- **D2L Down** (until 12 a.m.)
- **SUN** \( \cdot \) **FINANCIAL AID FREEZE DATE (Full & A Terms)**
- SPRING CLASSES BEGIN (Full & A Terms)
- Summer Tuition & Fees Due (Full & A Terms)

- **D2L Down** (until 12 a.m.)
- **SUN** \( \cdot \) **NEW STUDENT ORIENTATION**
- SPRING CLASSES BEGIN (Full & A Terms)
- Summer Tuition & Fees Due (Full & A Terms)

- **D2L Down** (until 12 a.m.)
- **SUN** \( \cdot \) **FINANCIAL AID FREEZE DATE (Full & A Terms)**
- SPRING CLASSES BEGIN (Full & A Terms)
- Summer Tuition & Fees Due (Full & A Terms)

- **D2L Down** (until 12 a.m.)
- **SUN** \( \cdot \) **NEW STUDENT ORIENTATION**
- SPRING CLASSES BEGIN (Full & A Terms)
- Summer Tuition & Fees Due (Full & A Terms)

- **D2L Down** (until 12 a.m.)
- **SUN** \( \cdot \) **FINANCIAL AID FREEZE DATE (Full & A Terms)**
- SPRING CLASSES BEGIN (Full & A Terms)
- Summer Tuition & Fees Due (Full & A Terms)

- **D2L Down** (until 12 a.m.)
- **SUN** \( \cdot \) **NEW STUDENT ORIENTATION**
- SPRING CLASSES BEGIN (Full & A Terms)
- Summer Tuition & Fees Due (Full & A Terms)

- **D2L Down** (until 12 a.m.)
- **SUN** \( \cdot \) **FINANCIAL AID FREEZE DATE (Full & A Terms)**
- SPRING CLASSES BEGIN (Full & A Terms)
- Summer Tuition & Fees Due (Full & A Terms)

- **D2L Down** (until 12 a.m.)
- **SUN** \( \cdot \) **NEW STUDENT ORIENTATION**
- SPRING CLASSES BEGIN (Full & A Terms)
- Summer Tuition & Fees Due (Full & A Terms)

- **D2L Down** (until 12 a.m.)
- **SUN** \( \cdot \) **FINANCIAL AID FREEZE DATE (Full & A Terms)**
- SPRING CLASSES BEGIN (Full & A Terms)
- Summer Tuition & Fees Due (Full & A Terms)

- **D2L Down** (until 12 a.m.)
- **SUN** \( \cdot \) **NEW STUDENT ORIENTATION**
- SPRING CLASSES BEGIN (Full & A Terms)
- Summer Tuition & Fees Due (Full & A Terms)

- **D2L Down** (until 12 a.m.)
- **SUN** \( \cdot \) **FINANCIAL AID FREEZE DATE (Full & A Terms)**
- SPRING CLASSES BEGIN (Full & A Terms)
- Summer Tuition & Fees Due (Full & A Terms)

- **D2L Down** (until 12 a.m.)
- **SUN** \( \cdot \) **NEW STUDENT ORIENTATION**
- SPRING CLASSES BEGIN (Full & A Terms)
- Summer Tuition & Fees Due (Full & A Terms)

- **D2L Down** (until 12 a.m.)
- **SUN** \( \cdot \) **FINANCIAL AID FREEZE DATE (Full & A Terms)**
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- SPRING CLASSES BEGIN (Full & A Terms)
- Summer Tuition & Fees Due (Full & A Terms)
<table>
<thead>
<tr>
<th>SUNDAY</th>
<th>MONDAY</th>
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</tr>
<tr>
<td>• FAFSA Priority Date (Fall Term)</td>
<td>• SUMMER CLASSES BEGIN (Late Term)</td>
<td>• $50 Late Registration Fee begins (Late Term)</td>
<td>• $50 Late Registration Fee begins (Late Term)</td>
</tr>
<tr>
<td>• DROP FOR NON-PAYMENT (Late Term)</td>
<td>• SUMMER CLASSES BEGIN (Late Term)</td>
<td>• Deadline to Report Never Attends (Full &amp; A Terms)</td>
<td>• Deadline to Report Never Attends (Full &amp; A Terms)</td>
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<tr>
<td>• Financial Aid Freeze Date (Late Term)</td>
<td>• Bookstore Charges End (Late Term)</td>
<td>• Last day to enroll in Summer Tuition Payment Plan</td>
<td>• Bookstore Charges End (Late Term)</td>
</tr>
<tr>
<td>• DROP FOR NON-PAYMENT (Late Term)</td>
<td>14</td>
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<tr>
<td>• $50 Late Registration Fee begins (Late Term)</td>
<td>17</td>
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<td>19</td>
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<tr>
<td>• SUMMER CLASSES END (A Term)</td>
<td>• Deadline to Report Never Attends (Late Term)</td>
<td>• Scholarship Applications deadline</td>
<td>• Scholarship Applications deadline</td>
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<td>21</td>
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<tr>
<td>• SUMMER CLASSES END (A Term)</td>
<td>• $50 Late Registration Fee begins (B Term)</td>
<td>• Add/Drop Ends (Late Term)</td>
<td>• Add/Drop Ends (Late Term)</td>
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<tr>
<td>• DROP FOR NON-PAYMENT (B Term)</td>
<td>24</td>
<td>25</td>
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<tr>
<td>• SUMMER CLASSES BEGIN (B Term)</td>
<td>27</td>
<td>28</td>
<td>29</td>
</tr>
<tr>
<td>• No Classes</td>
<td>• No Classes &amp; Faculty Break</td>
<td>• $50 Late Registration Fee begins (B Term)</td>
<td>• $50 Late Registration Fee begins (B Term)</td>
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<td>32</td>
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<tr>
<td>• Financial Aid Freeze Date (B Term)</td>
<td>• Financial Aid Freeze Date (Late Term)</td>
<td>• FALL 2015 VIP REGISTRATION ENDS</td>
<td>• FALL 2015 VIP REGISTRATION ENDS</td>
</tr>
<tr>
<td>• DROP FOR NON-PAYMENT (B Term)</td>
<td>• SUMMER CLASSES BEGIN (B Term)</td>
<td>• Add/Drop Ends (B Term)</td>
<td>• Add/Drop Ends (B Term)</td>
</tr>
<tr>
<td>• 0% Refund (Late Term)</td>
<td>33</td>
<td>34</td>
<td>35</td>
</tr>
<tr>
<td>• Degree Pickup for Spring Graduates</td>
<td>• Potential Drop Notification (B Term)</td>
<td>• Last Day to Apply for Summer Graduation</td>
<td>• Last Day to Apply for Summer Graduation</td>
</tr>
<tr>
<td>• Financial Aid Freeze Date (B Term)</td>
<td>36</td>
<td>37</td>
<td>38</td>
</tr>
<tr>
<td>• Add/Drop Ends (Late Term)</td>
<td>• Scholarships Application deadline</td>
<td>• Financial Aid Freeze Date (Late Term)</td>
<td>• Financial Aid Freeze Date (Late Term)</td>
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<td>• 0% Refund (Late Term)</td>
<td>39</td>
<td>40</td>
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<tr>
<td>• Financial Aid Freeze Date (Late Term)</td>
<td>• Scholarship Applications deadline</td>
<td>• Financial Aid Freeze Date (B Term)</td>
<td>• Financial Aid Freeze Date (B Term)</td>
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<td>• Add/Drop Ends (B Term)</td>
<td>42</td>
<td>43</td>
<td>44</td>
</tr>
<tr>
<td>• 0% Refund (B Term)</td>
<td>• Financial Aid Freeze Date (B Term)</td>
<td>• Financial Aid Freeze Date (Late Term)</td>
<td>• Financial Aid Freeze Date (Late Term)</td>
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<td>• Add/Drop Ends (B Term)</td>
<td>• Financial Aid Freeze Date (Late Term)</td>
<td>• Financial Aid Freeze Date (B Term)</td>
<td>• Financial Aid Freeze Date (B Term)</td>
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*Dates are subject to change. Please refer to the Events page on the college website for current information: [www.ptc.edu/calendar](http://www.ptc.edu/calendar)*
### July 2015

<table>
<thead>
<tr>
<th>SUNDAY</th>
<th>MONDAY</th>
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<td><strong>No Classes &amp; Faculty Break</strong>&lt;br&gt;- FALL 2015 OPEN REGISTRATION BEGINS ($25 Registration Fee)**</td>
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<td></td>
<td><strong>Bookstore Charges End</strong> (Full, A, Late &amp; B Terms)**</td>
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<td><strong>60% of Term (Late Term)</strong></td>
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<td><strong>LAST DAY TO WITHDRAW</strong></td>
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### Late Term (June 3-August 4) • B Term (June 25-August 4)

<table>
<thead>
<tr>
<th>THURSDAY</th>
<th>FRIDAY</th>
<th>SATURDAY</th>
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<tr>
<td>2</td>
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<tr>
<td><strong>No Classes &amp; Faculty Break</strong>&lt;br&gt;- Independence Day**</td>
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<tr>
<td><strong>Deadline to Report Never Attends (B Term)</strong></td>
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<td>16</td>
<td>17</td>
<td>18</td>
</tr>
<tr>
<td><strong>Direct Deposits Available and Financial Aid Disbursement Checks Mailed (B Term)</strong></td>
<td></td>
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<td>23</td>
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<td>25</td>
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<tr>
<td><strong>60% of Term (B Term)</strong></td>
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**Notes**

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# August 2015

**SUNDAY** | **MONDAY** | **TUESDAY** | **WEDNESDAY**
---|---|---|---
3 | 7 | 2 | 6
11 | 15 | 18 | 22
25 | 12 | 19 | 26
4 | 8 | 10 | 14
17 | 21 | 28 | 29
23
24
30
31

**Notes**

- **Graduation**

- Summer Classes End (Full, Late & B Terms)
- Student Records Office Closed
- Final Grades Due by 7 p.m. (Full, Late & B Terms)
- Graduation

**SERVICES**

- Student Records Office Closed

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*Dates are subject to change. Please refer to the Events page on the college website for current information: [www.ptc.edu/calendar](http://www.ptc.edu/calendar)
Important Dates

TERM DATES

Fall 2014
- Full Term: August 22-December 10, 2014
- A Term: August 22-October 15, 2014
- L Term: September 29-December 10, 2014
- B Term: October 16-December 10, 2014

Spring 2015
- Full Term: January 14-May 4, 2015
- A Term: January 14-March 5, 2015
- L Term: February 16-May 4, 2015
- B Term: March 6-May 4, 2015

Summer 2015
- Full Term: May 20-August 4, 2015
- A Term: May 20-June 24, 2015
- L Term: June 3-August 4, 2015
- B Term: June 25-August 4, 2015

FINANCIAL AID DATES

FAFSA DEADLINES

Fall 2014 FAFSA Priority Date: June 2, 2014
Spring 2015 FAFSA Priority Date: November 3, 2014
Summer 2015 FAFSA Priority Date: April 1, 2015
Fall 2015 FAFSA Priority Date: June 1, 2015

FA FILE COMPLETION DEADLINES

Fall 2014: August 8, 2014
Spring 2015: January 6, 2015
Summer 2015: May 15, 2015

FINANCIAL AID STUDENTS CAN PURCHASE BOOKS

Fall 2014
- Full, A, and B Terms Charges Open: August 11, 2014
- Full and A Terms Charges End: September 18, 2014
- Full Terms Charges Open Again: September 22, 2014
- Full and L Terms Charges End: October 6, 2014
- All Bookstore Charges End: October 27, 2014

Spring 2015
- Full, A, and B Terms Charges Open: January 6, 2015
- Full and A Terms Charges End: February 3, 2015
- Full Terms Charges Open Again: February 13, 2015
- Full and L Terms Charges End: March 3, 2015
- All Bookstore Charges End: March 16, 2015

Summer 2015
- Full, A, and B Terms Charges Open: May 11, 2015
- Full and A Terms Charges End: May 28, 2015
- L Terms Charges End: June 17, 2015
- All Bookstores Charges End: July 6, 2015

FINANCIAL AID ENROLLMENT FREEZE DATES

Fall 2014
- Full and A Terms: August 29, 2014
- L Term: October 2, 2014
- B Term: October 21, 2014

Spring 2015
- Full and A Terms: January 22, 2015
- L Term: February 19, 2015
- B Term: March 11, 2015

Summer 2015
- Full and A Terms: May 28, 2015
- L Term: June 8, 2015
- B Term: June 30, 2015

PAYMENT PLAN DATES

Fall 2014 Payment Plan Opens: July 3, 2014
Last day to enroll with no down payment: August 1, 2014
Last day to enroll in payment plan: September 23, 2014
Spring 2015 Payment Plan Opens: October 20, 2014
Last day to enroll with no down payment: December 9, 2014
Last day to enroll in payment plan: February 5, 2015
Summer 2015 Payment Plan Opens: March 30, 2015
Last day to enroll with no down payment: May 6, 2015
Last day to enroll in payment plan: June 9, 2015

DROPS FOR NON-PAYMENT

Fall 2014
- Full Term: October 27, 2014
- A Term: September 23, 2014
- L Term: November 10, 2014
- B Term: November 18, 2014

Spring 2015
- Full Term: March 16, 2015
- A Term: February 16, 2015
- L Term: March 30, 2015
- B Term: April 15, 2015

Summer 2015
- Full Term: July 8, 2015
- A Term: June 11, 2015
- L Term: July 15, 2015
- B Term: July 23, 2015

FINANCIAL AID DISBURSEMENT DATES

Checks Mailed/Direct Deposits Available

Fall 2014
- Full Term: September 22, 2014
- A Term: October 20, 2014
- B Term: November 7, 2014

Spring 2015
- Full Term: February 13, 2015
- A Term: March 13, 2015
- B Term: March 27, 2015

Summer 2015
- Full and A Terms: June 8, 2015
- Late Term: Direct Deposits: June 26, 2015
- B Term: Direct Deposits: July 17, 2015

APPLICATION DEADLINES

December 2014 Graduates: October 3, 2014
May 2015 Graduates: February 27, 2015
August 2015 Graduates: June 12, 2015

GRADUATION CEREMONY DATES

Summer 2014: August 7, 2014
Fall 2014: December 11, 2014
Spring 2015: May 7, 2015
Summer 2015: August 6, 2015

FINANCIAL AID 60% OF TERM DATES

Fall 2014
- Full Term: November 10, 2014
- A Term: November 18, 2014

Spring 2015
- Full Term: March 30, 2015
- A Term: April 15, 2015

Summer 2015
- Full Term: July 15, 2015
- B Term: July 23, 2015

GRADUATION DATES

FINANCIAL AID DISBURSEMENT DATES
PTC Pathway: A User’s Guide

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

>>What is my PIN? Why do I need it?
You should have received a PTC ID when you met with your advisor. The letter P followed by eight numerical digits, your PTC ID replaces your social security number for all PTC services. Your PTC ID will also be used in the Campus Store and Library. Memorize your PTC ID. Don’t forget it; write it down!

If you don’t know your PIN, you can look it up online:
1. Go to pathway.ptc.edu.
2. Click on What is my PIN?
3. Follow the instructions.

>>How do I navigate PTC Pathway?
After logging in, you’ll find that getting around PTC Pathway is a snap!
1. From the Pathway login screen, click on the link to Student tab:

   • The Student tab links you to DegreeWorks, D2L, registration resources, advising information, student records, academic resources, my grades, textbook, library resources, personal information and Academic Services.
   • The Financial Aid and Tuition tab links you to financial aid requirements, financial aid awards, financial aid dates, credit/debit card payment and business office.

Accessing the Academic Services menu:
From the Student tab, scroll down to the Academic Services area. This link gives you access to view personal information, student and financial aid.

>>What is my PIN? How do I get it?
Your PIN is a six-digit number. For first-time users, this PIN is your birthdate in the following format: MMDDYY. If you forget your PIN, follow the steps below to have it reset. It will be reset to your birthdate in the following format: MMDDYY. If you forget your PIN, you must:
1. Call the Help Desk at (864) 941-8627 to have it reset.
2. From the Pathway login screen, click on Need Help? Click Here.
3. Submit a ticket to have your PIN reset.

>>How do I change my PIN?
From the Home tab (see gray box):
1. From the Students tab, click on the link to Academic Services.
2. Under Personal Information, click Change PIN.
3. Key in your old PIN, enter and re-enter new PIN.
4. Click Change PIN. Remember this PIN!

How do I print my schedule?
Return to the Student tab:
1. Just below the link for D2L, click on View Your Class Schedule.
2. Select the term and click Run Report.
3. This brings up your schedule/account summary that can be used to purchase books at the bookstore.
4. Click File and Print in your browser window.

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

>>How do I view my unofficial transcript?
View your unofficial transcript in PTC Pathway. From the Student tab:
1. In the Academic Services box, click on the Academic Services link.
2. Click Student.
3. Click Student Records.
4. Click Academic Transcript.
5. Now, click Submit to view your unofficial Web transcript.
For an official copy of your transcript, you must contact Student Records at (864) 941-8561.

>>How do I find out what courses I need to complete my major?
you are able to complete a Degree Evaluation in DegreeWorks via your PTC Pathway account. From the Student tab:
1. In the Degree Information box, click on DegreeWorks.
2. This opens your degree evaluation worksheet.
3. Scroll down to see the requirements for your program, including courses you have completed and those that you still need to complete for your major.
4. To view another major, click on What If to the left of the worksheet.
5. Select the new major with the drop-down menu.
6. Click Process What-If.
For additional information on how to use DegreeWorks, please contact your academic advisor.

>>How do I check my Financial Aid Status?
From the Financial Aid and Tuition tab, you can check financial aid requirements and Financial Aid Awards. To check these items, choose an award year and click Go.

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

>>How do I access my D2L courses?
From the Student tab:
1. Select the D2L link in the My Courses box.
2. D2L opens in a new window taking you to your D2L homepage.
3. You must enter your usernames (PTC ID) and password.

>>How do I access my e-mail?
Access your e-mail.
1. In the My e-mail link box, click on E-mail Access.
2. If you’re a first-time user, you’ll need to enter your PTC ID and date of birth to set up your account. Follow the instructions available through the Click here to view step-by-step instructions link.
3. Storage space is limited; check your e-mail frequently and delete unwanted messages.

What are my responsibilities in the advising partnership?
• Know about college policies, procedures and requirements.
• Recognize that you are ultimately responsible for knowing and fulfilling program requirements and for meeting deadlines and financial obligations.

How do I prepare for my advising appointment?
Advising conferences may be held in person, by telephone or even through e-mail. Being prepared will help your session go more smoothly.
• Determine the courses you need to take to complete your program in DegreeWorks in Pathway.
• Be prepared with questions you want to ask about your progress toward completing your program.

Who is my advisor?
Your assigned Academic Advisor is listed in DegreeWorks. To view a list of all academic advisors by major, visit the Advising Web page at www.ptc.edu/academics/advising.

Scheduling Classes
PTC has a Class Scheduler program that will assist you in finding just the right schedule of classes to fit your individual needs. The Class Scheduler can be accessed through your Pathway account on the Student Tab. The program allows you to generate a number of potential schedules within minutes. Once you have chosen the schedule that fits your needs, with just a few additional clicks, you can register for those classes immediately.

Advising Tips
You are urged to establish a close relationship with your academic advisor. Your academic advisor is a faculty member assigned to help you set and reach your academic and career goals.

Why should I meet with an academic advisor?
Your advisor can:
• Interpret college and career requirements.
• Provide information about opportunities in your major and intended career.
• Acquaint you with campus resources and services.
• Discuss academic problems or concerns.
• Help you understand consequences of your academic decisions.
• Clarify academic policies and procedures.
• Monitor your progress toward graduation.

You must be logged into PTC Pathway and be a registered student in order to use the Class Scheduler.

How do I prepare for my advising appointment?
Advising conferences may be held in person, by telephone or even through e-mail. Being prepared will help your session go more smoothly.
• Determine the courses you need to take to complete your program in DegreeWorks in Pathway.
• Be prepared with questions you want to ask about your progress toward completing your program.

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as long as you have met the prerequisite requirements for each course.
Check your DegreeWorks and contact your academic advisor to determine the appropriate classes for your major and to verify you have met all requirements before using the Class Scheduler.
Enrollment Tips

Checklist for New Students
After meeting with your enrollment advisor, be sure to:
- Make a student ID
- Request a parking sticker
- Sign up for New Student Orientation
- Order your textbooks
- Make sure tuition and fees are paid prior to drop dates

Checklist for Returning Students
- Make an appointment with your academic advisor
- Review courses needed to complete your academic program by referring to your DegreeWorks checklist in Pathway or the College catalog
- Review course offerings and self-register in Pathway
- Review your financial aid if needed
- Identify and use college resources as needed
- Order your textbooks
- Make sure tuition and fees are paid prior to drop dates

Student Programs and Services

The mission of the Student Development Division is to design and implement support systems that will foster the growth and development of the whole student and enable the college to become a more effective learning community. In collaboration with faculty, staff and administration, the division is responsible for providing valuable programs and services to complement the educational process and assist all students in reaching their goals.

In keeping with the college’s commitment to excellence, the Student Development Division assesses students’ experiences as well as their improvements in the college through surveys and questionnaires. This information is used to improve services on a continuing basis. Profesional counselors are available to assist students with attendance problems, academic or personal counseling, personal concerns and to provide tips on study skills, time management and a variety of topics. Referrals to other agencies are sometimes made for additional information to assist students.

The Student Success Center is designed to increase college retention and graduation rates; to improve retention and graduation rates for at-risk students. The program provides career planning, mentoring and counseling resources to improve retention and graduation rates for at-risk students. The program provides career planning, mentoring and counseling resources to improve retention and graduation rates for at-risk students.

Career Planning
Choosing a particular career path can be a difficult decision. Students should evaluate their own interests, abilities and goals before investing time and money in a particular program of study. They should also be fully informed as to job opportunities, starting salaries and training required. To learn about the different PTC curriculums and take interest inventories that may lead to the appropriate career direction, visit the Career Planning and Counseling Center. The career planning process may include using occupational outlook information, career planning workshops and individual counseling sessions free of charge. Call (864) 941-8356 or check "College Resources" on the PTC website.

Counseling Services
Academic, personal and career counseling services are offered on an ongoing basis. Professional counselors are available to assist students with attendance problems, academic or personal counseling, personal concerns and to provide tips on study skills, time management and a variety of topics. Referrals to other agencies are sometimes made for additional information to assist students.

Student Disability Services
Appropriate and reasonable accommodations are available to assist any student who has a documented disability while attending Piedmont Technical College. Identification of such disabilities may be made by the individual student to the designated counselor. The college is committed to providing equal access and opportunity to all students so that each might realize his or her full potential.

Confidentiality of a student’s disability is maintained in accordance with the Family Educational Rights and Privacy Act, which restricts the college’s release of certain records without the written consent of the student. Also in accordance with federal laws and regulations, ramps, reserved parking spaces, curb-cuts, public restrooms and elevators are available for easy accessibility to students who are disabled.

Services, tutoring services, counseling and guidance services are also available to individuals with disabilities.

CAREER PLANNING AND COUNSELING CENTER
The Career Planning and Counseling Center, located in Room 149-A, is committed to providing career, educational and personal development opportunities to its students on the Greenwood Campus, as well as at all county campuses, in an effective and time-efficient manner. This is accomplished through a variety of support services that facilitate successful outcomes. For more information, please call (864) 941-8356 or check "College Resources" on the PTC website.

SC Works
SC Works offers free services to all students who are seeking work. Workforce Investment Act (WIA) services include scholarship opportunities, on-the-job training, assistance with resumes, and interview preparation. For more information about the WIA program, please attend one of the weekly information sessions held in local SC Works Centers. See www.uppersworks.com for a schedule of the information sessions. Individuals can check job listings, type and fax resumes, access the Internet and explore the career library in a self-service environment. Please call (864) 941-8359 for assistance.

Student Success Center
Located in 111-A, the Student Success Center provides a variety of services including:
- Academic Advising
- Counseling Services
- Career Counseling
- Computer Training
- Financial Aid
- Placement Testing
- Student Disability Services
- Study Skills
- Writing Center
- WIA
- Workforce Development

STUDENT SUCCESS CENTER

WHAT DO YOU NEED TO DO?
Make an appointment with Brenda Dailey, Counselor, Student Disability Services, at (864) 941-8378 or dailey.b@ptc.edu.

DOCUMENTATION
Any student requesting services based on a disability must submit recent and appropriate documentation from school, physician, psychologist or psychiatric source. See the counselor for more information or to review your documentation.

WHAT NEXT?
After reviewing your documentation, your counselor will help you determine what reasonable accommodations you need to reach your academic goals.

ACCOMMODATIONS
A minimum of two weeks’ notice is required after appropriate documentation has been evaluated to arrange accommodations.

Individual arrangements can be made during the application process including placement testing, orientation and advisement advising.

COURSE MODIFICATIONS
Based on your individual needs and supporting documentation, accommodations may be provided in the classroom. Referral to outside agencies and other resources are also available.

OUTREACH
Consultation and in-service training concerning reasonable accommodations, rights of people with disabilities, sensitivity and awareness, and federal and state laws such as the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1975 are provided if needed.

Financial aid advising, transfer information, career development, tutoring services, tutoring services, counseling and guidance services are also available to individuals with disabilities.

FORMS
Visit www.ptc.edu/college-resources/academic-assistance to download the necessary documentation forms.

STUDENT SUCCESS CENTER
Located in 111-A, the Student Success Center provides a variety of services including:
- Academic Advising
- Counseling Services
- Career Counseling
- Computer Training
- Financial Aid
- Placement Testing
- Student Disability Services
- Study Skills
- Writing Center
- WIA
- Workforce Development

Academic Advising
The purpose of the academic advisement program is to help students more smoothly through their college career. While responsibilities for both advisors and students are listed on page 33, it is also helpful to contrast between Enrollment Advisors and Academic Advisors. New students to the college or those returning after a year or more absence must meet with an Enrollment Advisor who will assist the student in course selection for the first semester and provide orientation information. A student’s Academic Advisor assists in planning the academic career and is typically a faculty member within the student’s major of study. For more information, please visit www.ptc.edu/academics/advising.

Project Genesis
Project Genesis aligns with PTC’s mission to transform lives and strengthen communities by providing college outreach services to promote enrollment growth, retention, graduation and academic and social support for African American males. Project Genesis focuses on easing the transition into college and implementing a case management approach to providing assistance to each participant. Programs such as peer mentoring, workshops in success skills, financial literacy, contextual learning, tutoring, health/wellness education and leadership training will further support participants’ access and success. Project Genesis serves African American students in the Heating Ventilation & Air Conditioning, Computer Technology, Industrial Electronics, Mechatronics, Associate in Arts and Criminal Justice programs.

Student Employment Services
Assistance with finding employment is available to all current and former students. Priority is given to recent graduates of the college and those students nearing completion. Services include:
- Notification of job openings via the “Jobs At A Glance” Web page
- Coordination of campus recruiting by business and industry representatives, including an annual Employers Day which is held during the spring term
- This even informs students of various types of career opportunities and allows faculty and students to interact with company representatives
- Assistance with job search strategies, resume preparation and interviewing skills.

Please call (864) 941-8614 to schedule an appointment to discuss any of the above services. Although the Student Success Center cannot guarantee anyone a job, all efforts are made to assist students as much as possible. Students should remember that employers are looking for well-educated individuals who will be dependable, effective and responsible employees. Faculty recommendations, grades point average and college involvement are also very important.

Student Support Services Program
The Student Support Services Program, a TRIO federal grant program, is designed to increase college retention and graduation rates; to increase the transfer rates from a two-year to a four-year institution; and to foster an institutional climate supportive of the success of low income, first generation college students and individuals with disabilities. The program provides a variety of free support services to enrolled students, including:
- Tutorial services
- Academic counseling
- Exposure to cultural events/activities
- Career counseling
- Activities to assist in securing admission and financial assistance for enrollment in a four-year college or university
- College tours
- Financial literacy
can be obtained in the Student Success Center (101-A), or by telephone at (864) 941-8356.

Scholarships
Many scholarships are available to current students after they have completed 12 credit hours in their major and have earned at least a 2.5 grade point average (GPA). A few scholarships are available to high school seniors. Most scholarships are based on academic achievement and financial need. Application instructions are available online and are offered during specified dates.

Student Life
Many opportunities for student interaction and involvement outside of the classroom are offered and designed to complement the academic programs, including:

ACTIVITIES
Annual activities are sponsored by the Student Success Center including Fall Kickoff and Spring Activities Day. Special educational and cultural events, such as activities related to Black History Month, may also be offered throughout the year.

INTER-CAMPUS CLUB
Students have a voice in campus affairs through the Inter-Club Council. The ICC is a Piedmont Technical College organization composed of representatives of each active and approved student club and organization. The purpose of ICC is to provide: input to the administration and give students a voice in the governance of the college, to help plan events and activities for students; and to provide leadership opportunities for members and other students.

PRESIDENTIAL AMBASSADORS
Second-year students selected to represent Piedmont Technical College are chosen on the basis of their leadership ability, academic achievement, college involvement and their desire to assist other students. Presidential Ambassadors represent the college at various functions and on campus each year, speak to visiting groups about their college experience, lead campus tours and serve as new student orientation leaders. If you are interested in becoming an Ambassador, visit the Student Success Center or visit the website at www.ptc.edu/pa.

CAMPUS NEWS
The Campus Connection is an online newsletter that includes information on upcoming campus and community activities, events, scholarships and campus news. It is available on the Clubs & Organizations Web page. Information is also displayed on television monitors placed across the Lexington Campus.

Computer Club
The ECD Club is open to any student in the early care and education program. All club members must maintain a 2.0 GPA each semester in order to remain in the club.

FULL THROTTLE
To promote leadership among students in the automotive technology program, this club provides members networking opportunities within the automotive industry.

Kappa Kappa Sigma Society of Cardiovascular Students
Open to students in CTV and other health care professional programs who are interested in cardiovascular professions and who maintain overall GPA of at least 2.75. The club promotes cardiovascular care and heart disease awareness in our community.

Lambda Beta Society
A national honor society for the respiratory care profession whose purpose is to promote, recognize and honor scholarly achievement and character of students, graduates and faculty members of the respiratory care profession. Members must be in the top 25 percent of the class.

American Chemical Society
This club is open to all students interested in chemistry. The Student Affiliate of the American Chemical Society Chapter is strongly committed to the celebration and promotion of chemistry education on campus and in the community.

AOT Club
The AOT Club is open to all students with a major of Administrative Office Technology (including the associate degree and certificate programs). This club, through networking opportunities, educational programs, professional development activities, and community involvement, supports AOT students in their goal to become administrative professionals. Club members will participate in community service projects, including a canned food drive for the Greenwood Food Bank and a food supplies drive for the Greenwood Humane Society. In addition, through fundraising, members are given the opportunity to participate in educational programs and professional development activities when available.

BCT-4-Life
Open to building construction students and graduates, this club provides a vehicle for campus involvement and professional development of members.

Christian Student Union
Open to all students, faculty and staff, the club provides a ministry to individuals in the campus community and encourages Christian growth and outreach. Past activities have included a “Sure You at the Pole” event, donation drives for local charities and regular fellowship meetings.

College Prep Club
The College Prep Club offers college preparatory and transitional studies students opportunities to take on leadership responsibilities and be involved in campus life through club meetings, social events and community service.

Collegiate FFA
Collegiate FFA is a form of membership within the National FFA Organization. Collegiate FFA has been around since 1935, and has continued to be an influential part of agricultural education on the postsecondary and secondary level of education. Members continue to make a difference on their campuses and in communities through leadership and service.

Computer Club
The ECD Club is open to any student interested in the computer technology field. Club members help users of the college and the community with computer problems and questions. The club strives to educate on current technologies and frequently has guest speakers and offer computer assistance to students in need.

ECO Club
The ECO Club is open to any student in the early care and education program. All club members must maintain a 2.0 GPA each semester in order to remain in the club.

Full Throttle
To promote leadership among students in the automotive technology program, this club provides members networking opportunities within the automotive industry.

Kappa Kappa Sigma Society of Cardiovascular Students
Open to students in CTV and other health care professional programs who are interested in cardiovascular professions and who maintain overall GPA of at least 2.75. The club promotes cardiovascular care and heart disease awareness in our community.

Lambda Beta Society
A national honor society for the respiratory care profession whose purpose is to promote, recognize and honor scholarly achievement and character of students, graduates and faculty members of the respiratory care profession. Members must be in the top 25 percent of the class.

Lambda Chi Nu
Open to ADN students and graduates who meet certain criteria. The honor society recognizes academic and clinical excellence in nursing and all members must be recommended by the faculty.

Massage Therapy Club
Open to all students in the massage therapy program. The primary purpose of this club is to market and recruit, team build within the club, and raise money for the massage therapy program.

Medical Assisting Club
Open to all students. The mission of this club is to provide leadership, fellowship and to enhance knowledge of the profession.

Patient Care Technology Club
Open to all patient care technology students. The club promotes the profession and provides an excellent opportunity for networking and community service.

Phi Lambda
Phi Lambda is the two-year college division of Future Business Leaders of America. PBL has over 11,000 student members nationwide preparing for careers in business and business-related fields such as Accounting, Computer Technology, Economics, Entrepreneurship, Management, Marketing and Human Resources.

Phi Theta Kappa International Honor Society
Open to students in associate degree programs, the award winning society’s four hallmarks are scholarship, leadership, fellowship and service. Activities have included assistance with community events, attendance at international and regional conventions, and participation in activities relating to the international honors topic.

PN Care Club
Open to students enrolled in the EN clinical program, the club recognizes practical nursing as a professional organization, unites students to support and promote the profession, provides a network with which to communicate with state and national organizations and promotes continuing education.

PSA Honor Society
A national honor society for students in the field of psychology. The campus chapter provides opportunities for community service involvement, leadership development and educational enrichment.

Psychology Club
The Psychology Club is open to all students with an interest in the field of psychology.

PTC Photo/Art Club
Open to ARV, CPT and other students with an interest in photography or art. Club members promote involvement on campus and in the community through art, lectures and community services.

Rad Tech Club
Open to all radiologic technology and pre-rad students. The club is involved with promoting the rad tech profession and activities such as appreciation programs at local hospitals, attendance at regional conferences and visits by rad tech alumni to speak about the profession.

Respiratory Care Club
Open to respiratory care and pre-respiratory care students, this club promotes the profession and gives members the opportunity to connect with working professionals.

RX Techs
A club for pharmacy technician students. The club’s mission is networking, personal and professional growth and service to the community.

Student Nurses Association
As a national organization, open to nursing and pre-nursing students, this association’s purpose is to help in the professional development of the nursing student.

Student Support Services Advisory Council
Open to all students. Student Support Services program participants. The primary purpose of this organization is to develop leadership skills, provide peer interactions and assist with the planning and facilitation of SSS events.

Surgical Technology Club
Open to all surgical technology and pre-surgical technology students, this club promotes the surgical technology profession through group interaction.

Tal Tal Ambassadors
Tal Tal Ambassadors are open to students in engineering technologies and graduates who achieve high academic standards. Members are involved in campus and community activities and are working to build a network of local business professionals.

Tal Tal Ypsilon Alpha
Open to students who have declared a major in human services, who have completed at least 12 hours in courses toward an associate degree and who have overall GPA of 3.25 and rank in the top 15% of their class. Alpha Theta honors academic excellence and promotes excellence in service to humanity.

Veterinary Technology Club
A student chapter of NAVTA (National Association of Veterinary Technicians in America). Open to students enrolled in the veterinary technology program, the primary purpose of the club is to promote the professional and educational advancement of veterinary technology students, through community service, educational advancement and leadership development.

Library Resources
Publications, Web sites and other online resources are available to you 24 hours a day, 7 days a week, from any location. The starting point for accessing all library resources is: www.ptc.edu/library. If you’re off campus, you can log in with your PTC P number as your user name and your 6-digit date of birth as your password. Our librarians are available to assist. If you need help, please call the library at (864) 941-8441 or send an e-mail to librarian@ptc.edu. If you’d like personal assistance, you can also visit the PTC Library or any of the Learning Resource Centers at the Abbeville, Laurens, McCormick, Newberry or Saluda campuses. College IDs are made at the PTC Library Computer Lab, as well as the Laurens and Newberry Learning Resource Centers. A current schedule is required to obtain an ID.

Campus Police and Security
Located on the first floor of the 9 building, the Campus Police and Security team works hard to maintain a safe and secure campus for students, employees and guests of the college. They provide services such as:

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

For immediate assistance from a Campus Police and Security Office, please call 911. Additional information about the services above are available at www.ptc.edu/campuspolicing.
Students are responsible for their personal equipment and property, as Piedmont Technical College assumes responsibility for study articles. Equipment and vehicles should be kept locked at all times. To report missing items, please contact the Campus Police and Security office. The courtesy phones on campus are for the convenience of all students. Calls on student phones are not authorized. Students who withdraw from all classes will not be allowed continued access to the college unless they have legitimate business on the premises.

STUDENT RESPONSIBILITIES AND COLLEGE POLICIES

Bulletin Boards

All student club notices and other publicity such as posters and fliers must be approved through the Student Success Center. Posters or other materials shall not be posted on glass, vinyl, wood or painted surfaces of the buildings.

Campus Safety and Security Policy

Piedmont Technical College is committed to maintaining a safe and supportive campus for all faculty, staff and students. The college affirms the principle that individuals have the right to be free from any form of harassment. Harassment consists of unsolicited conduct, whether verbal, physical or visual, that is based upon a person’s sex, color, race, religion, national origin, age, disability or other protected status. Piedmont Technical College will not tolerate harassing conduct that interferes unreasonably with a student’s educational process; an individual’s work performance; or that creates an intimidating, hostile or offensive campus environment.

Definitions

Sexual harassment includes unwelcome sexual advances, requests for sexual favors; and other physical, verbal or visual conduct based on sex. Sexual harassment is indicated when: (1) submission to the conduct is an explicit or implicit term or condition of employment; (2) submission to or rejection of the conduct is used as the basis for evaluating learning or for an employment decision; or (3) the conduct has the purpose or effect of unreasonably interfering with an individual’s learning or performance or creating an intimidating, hostile or offensive campus environment.

Disciplinary Procedures

Disciplinary actions imposed for sexual assault and sexual harassment offenses vary according to the severity of the conduct and may include expulsion of a student. The college will follow a schedule of procedures for addressing Alleged Acts of Sexual Violence and Sexual Harassment on pages 50-52 of this Student Handbook.

Educational Programs

Piedmont Technical College provides programming to enhance the awareness and prevention of sexual assault, sexual harassment, domestic violence, dating violence and stalking. Designated staff members and community experts give presentations and provide resources on request.

Notification to Students

At the beginning of each term the Dean of Students will send an e-mail to every student with links to information on available counseling, health and legal services for students as well as options that are available for academic accommodations, if appropriate.

Children on Campus

At this time, Piedmont Technical College is not able to offer child care services to students with children. As a result, students must make arrangements for child care while they are attending classes or working in labs. The presence of children in classes or labs is disruptive for the instructor and fellow classmates, and we ask everyone to gain as much as possible from the educational experience at PTC.

Copyright Policy and Infringement

Piedmont Technical College expects all students and employees to adhere to federal copyright laws. Copyright infringement is the reproduction, publication, distribution, performance, public display or derivation of a copyrighted work without the explicit authorization of the copyright owner. Infringement is a serious offense that violates the rights of the copyright owner and is punishable under federal laws. More information on copyright law and infringement is available at www.ptc.edu/college/resources/library/library-help/copyright-center.

Dress and Personal Appearance

Students are encouraged to use their own discretion and judgment in selection of clothing to be worn and personal appearance at the college. If, however, extreme styles of dress interfere with the educational process, or are found by the offended student, appropriate attire will be suggested to the student. Each department head has the prerogative to require dress appropriate to the career field for which the student is preparing.

Policy for the Use of Alcohol and Other Drugs

It is the policy of the South Carolina Technical College System to provide a drug-free, healthy, safe and secure work and educational environment. Employees and students are required and expected to report to work, class or student activities in appropriate mental and physical condition to meet the requirements and expectations of their respective roles.

STUDENT RESPONSIBILITIES

It is the policy of the South Carolina Technical College System to provide a drug-free, healthy, safe and secure work and educational environment. Employees and students are required and expected to report to work, class or student activities in appropriate mental and physical condition to meet the requirements and expectations of their respective roles.

Refund Policy

Students may receive refunds of tuition upon reduction of credit hours during the add/drop period of each term. To receive refunds, students must submit the Change of Class Schedule form or drop courses through their Pathway account prior to the end of the add/drop period. Students are considered to be enrolled unless the student initiates the drop through Pathway or through the use of the Change of Class Schedule form. Please see the student calendar, the college website at www.ptc.edu or the Student Records Office for dates of the add/drop period. Refunds for student-initiated drops will be processed as they occur and mailed on Friday of the following week.

It is a condition of employment and admission that all employees and students must abide by the policy on alcohol and other drugs as well as related procedures, statements, laws and guidelines. Violation of any provisions may result in disciplinary action up to and including termination or expulsion, respectively, and may have further legal consequences consistent with federal and state laws and regulations. Additionally, management may require an employee or student enter an employee/student assistance or drug rehabilitation program as a condition of employment or enrollment.

Use of employee assistance programs, student assistance programs or drug/alcohol rehabilitation is encouraged.

Policy Regarding Students Called to Military Duty

TUITION REFUND

Students are members of the National Guard or Reserves and have been ordered to active military duty will be provided a full refund of tuition and fees or will be provided a credit to be used against future terms. The adjustment of tuition and fees will be based on the student’s objective status, taking into account the date of the student’s call to active duty and the source of the student’s funding. All students who have to withdraw due to military call-up should be referred to the Business Office to ensure that all adjustments can be made to the appropriate program and through the appropriate college offices. If you have questions regarding the refund policy, please contact the Business Office at (864) 941-8322.

TEXTBOOKS

Students or their families will need to coordinate any return of books through the Campus Shop or the Textbook office. Book refunds will be based on the condition of the books returned.

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS

The term in which the student is withdrawing will not count against the maximum allowable terms for that program. The student’s file will be noted with the term affected by the military call-up. Refunds for student-initiated drops will be processed as they occur and mailed on Friday of the following week.

In order to prevent the consequences of alcohol and other drug abuse at the workplace and in the educational setting, the South Carolina Technical College System has implemented a Drug-Free Work and Educational Environment. The South Carolina Technical College System recognizes that chemical dependency through use of controlled or uncontrolled substances, including alcohol, is a treatable illness. The agency supports and recommends employee and student rehabilitation and assistance programs and encourages employees and students to use such programs.

All locations will also implement drug-free awareness programs for employees and students. Such programs will annually ensure that employees and students are aware that:

• Alcohol and other drug abuse at the workplace and in the educational setting is dangerous because it leads to physical impairment, loss of judgment, safety violations, the risk of injury, poor health or death. Information on health risks and effects of controlled substances and alcohol will be provided to students and employees.

• Alcohol and other drug abuse can also significantly lower performance on the job and in the classroom, thus impacting the agency and the college mission as well as seriously affecting educational and career objectives. It is the instructor’s discretion to award a grade of A, B, C or D rather than a W.

• The term is defined as any contact in any capacity initiated after the student calendar, the college website at www.ptc.edu or the Student Records Office for dates of the add/drop period. Refunds for student-initiated drops will be processed as they occur and mailed on Friday of the following week.

• Alcohol and other drug abuse at the workplace and in the educational setting is dangerous because it leads to physical impairment, loss of judgment, safety violations, the risk of injury, poor health or death. Information on health risks and effects of controlled substances and alcohol will be provided to students and employees.

• Alcohol and other drug abuse can also significantly lower performance on the job and in the classroom, thus impacting the agency and the college mission as well as seriously affecting educational and career objectives. It is the instructor’s discretion to award a grade of A, B, C or D rather than a W.
Severe Weather Policy: The college is committed to providing a safe and secure campus for students, employees, and visitors. To that end, college personnel will take appropriate actions to prevent conditions that could result in the harm of lives and/or property.

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

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

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

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

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.

When students and employees of PTC are expected to exhibit both in the classroom and throughout the campus values, attitudes and behaviors that nurture character and ethical behavior. These core values are respect, responsibility, honesty and self-discipline.

Respect
Showing regard, consideration and courtesy of the rights and feelings of students AND employees and conducting oneself in a manner corresponding to these expectations.

Responsibility
Distinguishing between right and wrong and being held accountable for one’s actions.

Honesty
Being truthful, respecting others’ property and demonstrating integrity.

Self-Discipline
Controlling one’s actions and attitudes so as not to inflict emotional and physical harm on others.

Use of Computers
It is the policy of Piedmont Technical College to allow students to use the computer resources for educational purposes or for conducting college business, such as registration or processing financial aid applications. Students who use the computer resources for any other activity deemed to be inappropriate will be asked to stop each activity. Continued inappropriate use may lead to disciplinary action according to the Student Code for the South Carolina Technical College System.

The Student Code for the South Carolina Technical College System

Procedure 3-2-106.1

GENERAL PROVISIONS

I. Purpose

The Student Code for South Carolina Technical Colleges sets forth the rights and responsibilities of the individual student, identifies behaviors that are not consistent with the values of college communities, and describes the procedures that will be followed to adjudicate cases of alleged misconduct, except cases of alleged acts of violence and sexual harassment. Cases of alleged acts of sexual violence and sexual harassment will be adjudicated through SBCTC procedure 3-2-106.2. This Code applies to behavior on college property, at college-sponsored activities and events, and to off-campus behavior that adversely affects the college and/or the college community.

The Code applies to all students from the time of application for admission through the awarding of a degree, diploma or certificate.

II. Principles

Technical/community college students are members of both the community at large and the academic community. As members of the academic community, students are subject to the obligations that accrue to them by virtue of their membership.

As members of a larger community, students are entitled to all rights and protections accorded them by the laws of that community, the enforcement of which is the responsibility of duly constituted authorities. If a student’s alleged behavior simultaneously violates college regulations and the law, the college may take disciplinary action independent of that taken by legal authorities.

When it has been determined that a student violated a federal, state, or local law, college disciplinary action may be initiated only when the presence of the student on campus will disrupt the educational process of the college.

When a student’s alleged violation of the law, whether occurring on campus or off campus, may adversely affect the college’s pursuit of its educational objectives or activities, the college may enforce its own regulations through this Student Code.

II. Principles

Technical/community college students are members of both the community at large and the academic community. As members of the academic community, students are subject to the obligations that accrue to them by virtue of their membership.

III. Solutions of Problems

The college will first seek to solve problems through internal review procedures. When necessary, off-campus law enforcement and judicial authorities may be involved.

In situations where South Carolina Technical/Community Colleges have shared programs, the Chief Student Services Officer where the alleged violation of the Student Code for the South Carolina Technical College System occurred will handle the charge. A change of venue to the other college may be granted, based on the nature of the offense, provided it is agreed to by the Chief Student Services Officers of both colleges. Any sanctions imposed will apply across both colleges.

In situations where a student is dually enrolled in two or more South Carolina Technical/Community Colleges and is charged with a violation of the Student Code for the South Carolina Technical College System, the Chief Student Services Officer of the college where the alleged infrastructure occurred will handle the charges and the sanctions may apply at each college in which the student is enrolled.

IV. Definitions

When used in this document, unless the content requires other meaning:

A. “College” means any college in the South Carolina Technical College System.

B. “President” means the chief executive officer of the college.

C. “Administrative Officer” means anyone designated at the college as being on the administrative staff such as President, Vice President, Dean of Students or Student Services, Chief Academic Officer, Dean of Instruction, or Business Manager.

D. “Chief Student Services Officer” means the Administrative Officer at the college who has overall management responsibility for students, or his/her designee.

E. “Chief Academic Officer” means the Administrative Officer at the College who has overall management responsibility for academic programs and services, or his/her designee.

F. “Student” means a person taking any course(s), credit or non-credit, offered by the college.

G. “Instructor” means any person employed by the college to conduct classes.

H. “Staff” means any person employed by the college for reasons other than conducting classes.

I. “SBC” means the Student Government Association of the college or other group of students convened for the purpose of representing student interests to the college’s administration or in the college’s governance system.

J. “Campus” means any place where the college conducts or sponsors educational, public service or research activities.

K. “Violation of Law” means a violation of a law of the United States or any state or subdivision of a state which has jurisdiction over the place in which the violation occurs.

L. “Institutional Weekday” means any day except Saturday, Sunday or any other day on which the college is closed.

STUDENT CODE

I. Students’ Rights

A. FREEDOM FROM DISCRIMINATION

There shall be no discrimination in any respect by the college against a student, or applicant for admission as a student, based on race, color, age, religion, national origin, sex or disability.

B. FREEDOM OF SPEECH AND ASSEMBLY

Students shall have the right to freedom of speech and assembly without prior restraint or censorship subject to clearly stated, reasonable, and nondiscriminatory rules and regulations regarding time, place, and manner developed and approved by the college.

In the classroom and in other instructional settings, discussion and expression of all views relevant to the subject matter are recognized as necessary to the educational process, but students have no right to
I. Student Responsibilities

A. Students are expected to conduct themselves in a manner that is civil, that respects the rights of others, and that is compatible with the college’s educational mission.

B. Students are expected to comply with all of the college’s duly established rules and regulations regarding student behavior while on campus, while participating in off-campus college sponsored activities, and while participating in off-campus clinical, field, internship, or service experiences.

C. Students are expected to comply with all course requirements as specified by instructors in course syllabi and to meet the standards of acceptable classroom behavior set by instructors.

D. The following list identifies violations for which students may be subject to disciplinary action. The list is not all-inclusive, but reflects the categories of inappropriate behavior and provides examples of prohibited behaviors.

A. Academic Misconduct

All forms of academic misconduct including, but not limited to, cheating on tests, plagiarism, collusion, falsification of information may call for disciplinary action.

1. Cheating on tests is defined to include the following:
   a. Copying from another student’s test or answer sheet.
   b. Using materials or equipment during a test not authorized by the person giving the test.
   c. Collaborating with any other person during a test without permission.
   d. Using or having access to any electronic device, electronic storage, or other aid during a test.
   e. Submitting for another test, or permitting another test to be submitted for oneself.

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

B. Abuse of Freedom of Freedom of Speech or Assembly

No student, acting alone or with others, shall obstruct or disrupt any lawful student, administrative, or faculty function, or any other activity authorized or conducted on the campus of the college or any other location where such activity is conducted or sponsored by the college. This disruption does not necessarily have to involve violence or force for the student to face disciplinary action.

C. False Information or other Acts Intended to Deceive

False information or other acts intended to deceive include, but are not limited to the following:

1. Forging, altering, or misusing college documents, records or identification cards.
2. Falsifying information on college records.
3. Providing false information for the purpose of obtaining a service or privilege.

D. Actions Which Endanger Students and the College Community

Actions which endanger students and the college community include, but are not limited to the following:

1. Possessing or using on campus a firearm or other dangerous weapon, unless such possession or use has been authorized by the college.
2. Possessing or using any incendiary device or explosive unless such possession or use has been authorized by the college.
3. Setting fires or damaging fire safety equipment.
4. Using, or threatening to use, physical force to interrupt the freedom of action or movement of others or to harm others.
5. Endangering the health, safety, or well-being of others through the use of physical, written, or verbal abuse, threats, intimidation, harassment, and coercion.
6. Sexual violence, which refers to physical sexual acts perpetrated against person’s will or when a person is incapable of giving consent. Cases of alleged acts of sexual violence will be adjudicated through SBTCE procedure 3-2-106.2.
7. Retaliation, or threatening to retaliate, against any person for filing a complaint, providing information relating to a complaint, or participating as a witness in any hearing or administrative process.

E. Infringement of Rights of Others

Information of rights of others is defined to include, but is not limited to the following:

1. Stalking, destroying, damaging, or harassing college property or the property of others on campus or off campus during any college activity.
2. Sexually harassing another person. In addition to sexual violence, sexual harassment can include unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature, when submission to such conduct is made a term or condition of the person’s education, a basis for academic conditions affecting the student, or the conduct is sufficiently serious to interfere with the student’s academic performance or otherwise deny or limit the student’s ability to participate in any aspect of the college’s program.
3. Endangering a student’s or college community’s health, safety, or well-being through the use of physical, written, or verbal abuse, threats, intimidation, harassment, and coercion.

II. Student Conduct Regulations

A. A student charged with misconduct under this code will be identified in other sections of this Code.

B. Procedures and sanctions that follow are designed to channel faculty, staff or student complaints against students, except for those complaints alleging acts of sexual violence or sexual harassment which are processed under SBTCE procedure 3-2-106.2. Because due process is essential in dealing with infractions of college regulations, any disciplinary actions against students may only be imposed when the accused student or student organization will follow the provisions of this code.

III. Student Disciplinary Procedures

A. Interim Suspension

In certain situations, the President, or President’s designee, may temporarily suspend a student before the initiation of disciplinary procedures. Interim suspension may only be imposed when there is reason to believe that the continued presence of the accused student at the college poses a substantial and immediate threat to the student or others or poses a serious threat of disruption of, or interference with, the normal operations of the college.

The interim suspension process follows:

1. The President, or President’s designee, shall notify the Chief Student Services Officer in writing of the nature of the alleged violation of the Code (and the basis for the decision of the incident(s)) and the student’s name before 5 p.m. of the first class day following the decision to impose the interim suspension.

2. Stalking, which is defined as engaging in a course of conduct, through physical, electronic, or other means, that would place a reasonable person in fear for his/her life or safety, that has, in fact, placed an individual in such fear. Where the stalking is based on race, sex, national origin, color, age, religion, or disability, it may constitute harassment under other provisions of this Code.

3. Harassing conduct, including verbal acts and name calling; graphic and written statements, which may include the use of college phones, the internet, or other electronic devices; and other conduct that may be physically harmful, threatening, or harassing. Harassment based on race, national origin, color, age, sex, religion, or disability will be a violation of the Code when it is a basis for academic decisions affecting the student or the conduct is sufficiently serious to interfere with the student’s academic performance or otherwise deny or limit the student’s ability to participate in any aspect of the college’s program, thereby creating an intimidating or hostile learning environment.

4. Engaging in any activity that disrupts the educational process of the college, interferes with the rights of others, or adversely interferes with other normal functions and services.

5. Other Acts which Call for Discipline

Other acts which call for discipline include, but are not limited to the following:

1. Possessing, using, distributing any narcotics or other unlawful drugs as defined by the laws of the United States or the State of South Carolina.
2. Possessing, using or distributing on campus any beverage containing alcohol.
3. Violating institutional policies while on campus or off campus while participating in a college sponsored event or activity.
4. Violating any South Carolina and/or federal laws while on campus or off campus when participating in a college sponsored event or activity.

6. Infringement of Rights of Others

Information of rights of others is defined to include, but is not limited to the following:

1. Stalking, destroying, damaging, or harassing college property or the property of others on campus or off campus during any college activity.
2. Sexually harassing another person. In addition to sexual violence, sexual harassment can include unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature, when submission to such conduct is made a term or condition of the student’s education, a basis for academic conditions affecting the student, or the conduct is sufficiently serious to interfere with the student’s academic performance or otherwise deny or limit the student’s ability to participate in any aspect of the college’s program, thereby creating an intimidating or hostile learning environment.

3. Endangering a student’s or college community’s health, safety, or well-being through the use of physical, written, or verbal abuse, threats, intimidation, harassment, and coercion.

4. Sexual violence, which refers to physical sexual acts perpetrated against person’s will or when a person is incapable of giving consent. Cases of alleged acts of sexual violence will be adjudicated through SBTCE procedure 3-2-106.2.
2. The Chief Student Services Officer, or designee, will inform the student, in writing, about the decision to impose an interim suspension. The student will be responsible for paying any fees charged by his/her counsel. Within two instructional weekdays of the meeting with the student, the Chief Student Services Officer, or designee, will base the decision upon the available information.

3. If the student is found responsible for the academic misconduct, within five instructional weekdays of the meeting with the student, the instructor will submit a written report about the incident and the sanction imposed to the Chief Academic Officer.

4. The Chief Academic Officer, or designee, will send a letter to the student summarizing the incident, the finding, the terms of the imposed sanction, and informing the student that he/she may appeal the decision and/or the sanction by submitting a written request to the Chief Academic Officer within two instructional weekdays of the date of the Chief Academic Officer’s letter.

5. If the student requests an appeal, the Chief Academic Officer, or designee, will send a certified letter to the student’s last known address. This letter must contain the following information:
   a. A restatement of the charge(s);
   b. The time, place and location of the appeal;
   c. A list of witnesses that may be called; and
   d. A list of the student’s basic procedural rights.

These rights follow:
1. The right to consult with counsel. The role of the person acting as counsel is solely to advise the student. Counsel may not participate in any appeal, or make any statements on behalf of the student. The student will be responsible for paying any fees charged by his/her counsel.
2. The right to present witnesses on one’s behalf.
3. The right to present evidence and notice that the Chief Academic Officer, or designee, may determine what evidence is admissible.
4. The right to know the identity of the person(s) bringing the charge(s).
5. The right to hear witnesses on behalf of the person bringing the charges.
6. The right to testify or to refuse to testify without such refusal being detrimental to the student.
7. The right to appeal the decision to the President.
8. A statement informing the student that the decision imposed by the instructor will be held in abeyance pending the outcome of the information presented at the appeal, the Chief Academic Officer, or designee, will render one of the following decisions:
   a. Accept the decision and the sanction imposed by the instructor.
   b. Accept the instructor’s decision but impose a less severe sanction.
   c. Overturn the instructor’s decision.

Within two instructional weekdays of the meeting with the student, the Chief Academic Officer, or designee, will send the student a letter informing the student of the decision. The letter must also inform the student that the decision may be appealed to the College’s President and that any appeal request must be written and mailed within five days. If the appeal is filed within five instructional weekdays of the receipt of the Chief Academic Officer’s decision.

After receiving the student’s request, the President will review all written materials, non-written materials, and evidence relating to this incident and render one of the following decisions:
   a. Accept the decision and the sanction imposed.
   b. Accept the decision, but impose a less severe sanction.
   c. Overturn the decision.
   d. Remand the case to the Student Hearing Committee to be re-heard.

The President’s decision is final and cannot be appealed further.

C. STUDENT MISCONDUCT

Any member of the college community may file charges alleging a violation of the Code. A charge, that includes a description of the alleged violation, must be submitted in writing to the Chief Student Services Officer as soon as possible after the incident occurs, but no later than 30 instructional weekdays after the incident, unless the person filing the charge demonstrates that exceptional circumstances prevented filing the charge within this time period. The Chief Student Services Officer, or designee, will determine whether the circumstances merit an extension of the deadline.

1. Preliminary Hearing
Within five (5) instructional weekdays after the charge has been filed, the Chief Student Services Officer, or designee, shall schedule a preliminary hearing to discuss the charge and schedule a meeting with the student. After discussing the alleged infraction with the student and reviewing available information, the Chief Student Services Officer, or designee will decide whether the information presented during the meeting indicates that a violation occurred as alleged. When the student cannot be reached to schedule an appointment, or when the student fails to attend the meeting, the Chief Student Services Officer, or designee, will base the decision upon the available information.

If the available information indicates that the violation occurred as alleged, then one of the following sanctions will be imposed:

a. Reprimand: A written warning documenting that the student violated a student conduct regulation and indicating that subsequent violations could result in more serious disciplinary sanctions.

b. Restitution: Compensation for loss or damage to college property or the property of others while on the campus or at a college event or activity including but not limited to field trips, internships, and clinicals.

c. Special Conditions: Completion of a variety of educational activities, relating to the nature of the offense may be imposed. Examples include, but are not limited to, the following: a formal apology; an essay or paper on a designated topic; or participation in a special project or activity.

d. Disciplinary Probation: A written reprimand documenting that the student violated a student conduct regulation. Probation is for a specified period of time and it serves as a warning that subsequent violations could most likely result in more serious disciplinary sanctions.

e. Loss of Privileges: Suspension or termination of particular student privileges.

f. Suspension from the college: Separation from the college for a specified period of time. Suspended students will not receive academic credit for the semester in which the suspension was imposed. During the suspension period, the student may not return to the campus unless prior permission by the Chief Student Services Officer has been granted. Expulsion from the college: Permanent separation from the college. An expelled student may not return to the campus unless prior permission by the Chief Student Services Officer has been granted. An expelled student will not receive academic credit for the semester in which the expulsion was imposed.

b. Any combination of the above.

Within five (5) instructional weekdays of the preliminary hearing, the Chief Student Services Officer, or designee, will send a certified letter to the student. This letter will convey the date of the preliminary hearing, identify the specific regulation(s) that the student allegedly violated, identify the decision, summarize the rationale, and, if the student violated the regulation(s), state the sanction that is imposed. This letter must also state that if the student disagrees with the decision or the sanction, the student may request a hearing before the Hearing Committee, that the student must submit this request no later than two instructional weekdays after receiving the decision letter unless a request is made and approved by the Chief Student Services Officer for an extension, and that any decision made and sanctioned imposed at the preliminary hearing may be held in abeyance should the student decide to go before the Hearing Committee.

2. Hearing Committee
a. The Hearing Committee shall be composed of the following:
   1. Three faculty members appointed by the Chief Academic Officer and approved by the President.
   2. Three student members appointed by the appropriate student governing body and approved by the President.
   3. One member of the Student Services staff appointed by the Chief Student Services Officer and approved by the President.

b. The Hearing Committee shall perform the following functions:
   1. Hear cases of alleged violations of the Code of Student Conduct.
   2. Issue the President’s procedural rules are not.
   3. Make decisions based on only evidence and information presented at the hearing.

   a. Provide the student with a statement of the committee’s decision including findings of fact and, if applicable, impose one or more of the following sanctions:
       a. Academic Misconduct (caused to the Hearing Committee)
          1. Assign a lower grade or score to the paper, project, assignment or examination involved in the act of misconduct.
          2. Require the student to repeat or resubmit the paper, project, assignment, or examination involved in the act of misconduct.
          3. Make decisions based only on evidence and information presented at the hearing.

   b. Student Misconduct

          1. Reprimand: A written warning documenting that the student violated a student conduct regulation and indicating that subsequent violations would result in more serious disciplinary sanctions.

          2. Special Conditions: Completion of a variety of educational activities, relating to the nature of the offense may be imposed. Examples include, but are not limited to, the following: a formal apology; an essay or paper on a designated topic; or participation in a special project or activity.

          3. Disciplinary Probation: A written reprimand documenting that the student violated a student conduct regulation. Probation is for a specified period of time and it serves as a warning that subsequent violations could most likely result in more serious disciplinary sanctions.

          4. Loss of Privileges: Suspension or termination of particular student privileges.

          5. Suspension from the college: Separation from the college for a specified period of time. Suspended students will not receive academic credit for the semester in which the suspension was imposed. During the suspension period, the student may not return to the campus unless prior permission by the Chief Student Services Officer has been granted. Expulsion from the college: Permanent separation from the college. An expelled student may not return to the campus unless prior permission by the Chief Student Services Officer has been granted. An expelled student will not receive academic credit for the semester in which the expulsion was imposed.

          6. Suspension from the college: Separation from the college for a specified period of time. Suspended students will not receive academic credit for the semester in which the suspension was imposed. During the suspension period, the student may not return to the campus unless prior permission by the Chief Student Services Officer has been granted. Expulsion from the college: Permanent separation from the college. An expelled student may not return to the campus unless prior permission by the Chief Student Services Officer has been granted. An expelled student will not receive academic credit for the semester in which the expulsion was imposed.

   c. Overturn the decision

   1. The right to consult with counsel. The role of the person acting as counsel is solely to advise the student. Counsel may not participate in any appeal, or make any statements on behalf of the student. The student will be responsible for paying any fees charged by his/her counsel.
   2. The right to present witnesses on one’s behalf.
   3. The right to present evidence and notice that the Chief Academic Officer, or designee, may determine what evidence is admissible.
   4. The right to know the identity of the person(s) bringing the charge(s).
   5. The right to hear witnesses on behalf of the person bringing the charges.
   6. The right to testify or to refuse to testify without such refusal being detrimental to the student.
   7. The right to appeal the decision to the President.
   8. A statement informing the student that the decision imposed by the instructor will be held in abeyance pending the outcome of the information presented at the appeal, the Chief Academic Officer, or designee, will render one of the following decisions:
      a. Accept the decision and the sanction imposed by the instructor.
      b. Accept the instructor’s decision but impose a less severe sanction.
      c. Overturn the instructor’s decision.

Within two instructional weekdays of the meeting with the student, the Chief Academic Officer, or designee, will send the student a letter informing the student of the decision. The letter must also inform the student that the decision may be appealed to the College’s President and that any appeal request must be written and mailed within five days. If the appeal is filed within five instructional weekdays of the receipt of the Chief Academic Officer’s decision.

After receiving the student’s request, the President will review all written materials, non-written materials, and evidence relating to this incident and render one of the following decisions:
   a. Accept the decision and the sanction imposed.
   b. Accept the decision, but impose a less severe sanction.
   c. Overturn the decision.
   d. Remand the case to the Student Hearing Committee to be re-heard.

The President’s decision is final and cannot be appealed further.

C. STUDENT MISCONDUCT

Any member of the college community may file charges alleging a violation of the Code. A charge, that includes a description of the alleged violation, must be submitted in writing to the Chief Student Services Officer as soon as possible after the incident occurs, but no later than 30 instructional weekdays after the incident, unless the person filing the charge demonstrates that exceptional circumstances prevented filing the charge within this time period. The Chief Student Services Officer, or designee, will determine whether the circumstances merit an extension of the deadline.
students will not receive academic credit for the semester in which the suspension was imposed. During the suspension period, the student may not return to the campus unless prior permission by the Chief Student Services Officer has been granted.

7. Expulsion from the college--Permanent separation from the college. An expelled student may not return to the campus unless prior permission by the Chief Student Services Officer has been granted. An expelled student will not receive academic credit for the semester in which the expulsion was imposed.

8. Any combination of the above.

c. Hearing Committee Procedures

1. The Chief Student Services Officer, or designee, shall refer the matter to the Hearing Committee together with a report of the nature of the alleged misconduct, the name of the person(s) filing the complaint(s), the name of the student against whom the charge(s) has (have) been filed, and a summary of the findings from the preliminary hearing.

2. At least seven instructional days before the date set for the Hearing Committee’s meeting, the Chief Student Services Officer, or designee, shall send a certified letter to the student’s last known address. The letter must contain the following information:

a. A statement of the charge(s).

b. A brief description of the incident that led to the charge(s).

c. The name of the person(s) admitting the incident report.

d. The date, time, and place of the scheduled hearing.

2. A list of all witnesses who might be called to testify.

f. A statement of the student’s procedural rights.

These rights follow:

1. The right to consult counsel. This role of the person acting as counsel is solely to advise the student. Counsel may not address the Hearing Committee or participate in any of the questioning. The student has the responsibility for paying any of the counsel’s fees and any other of the counsel’s charges.

2. The right to present witnesses on one’s behalf.

3. The right to know the names of any witnesses who may be called to testify at the hearing.

4. The right to review all available evidence, documents, exhibits, etc., that may be presented at the hearing.

5. The right to present evidence; however, the Hearing Committee will determine what evidence is admissible.

6. The right to know the identity of the person(s) bringing the charge(s).

7. The right to hear witnesses on behalf of the person bringing the charge.

8. The right to testify or to refuse to testify without such refusal being detrimental to the student.

9. The right to a fair and impartial decision.

10. The right to appeal the Hearing Committee’s decision.

3. On written request of the student, the hearing may be held prior to the expiration of the seven day advance notification period if the Chief Student Services Officer, or designee, concurs with this change.

4. The Chief Student Services Officer, or designee, may postpone the hearing due to circumstances beyond the control of the parties.

4. Hearing Committee Meetings

1. The chair shall be appointed by the President from among the membership of the committee. Ex officio members of the committee may not serve as the chair of the committee.

2. Committee hearings shall be closed to all persons except the student, the person(s) initiating the charge(s), counsel for the student and for the College, witnesses who will be invited into the hearing and a person or persons appointed by the committee and the student, to serve as the recorder.

3. The committee may identify someone to take written notes and the committee will have the hearing, with the exception of deliberations, recorded. No other party in the hearing may record the proceedings and no other party is entitled to a copy of the notes or the recording. The written notes and the recording will be maintained in the office of the Chief Student Services Officer. The student may review the notes and listen to the recording under the supervision of the Chief Student Services Officer or designee.

4. Witnesses shall be called in one at a time to make a statement and to respond to questions.

5. After hearing all of the information, the Hearing Committee will begin its deliberations. Using the standard “clear and convincing,” which means that the information presented at the hearing would lead one to conclude that it is highly probable that the violation(s) occurred as alleged, the members will determine, by majority vote, whether the violation occurred as alleged. If it is determined that the violation(s) occurred as alleged, by majority vote, the members will decide upon the appropriate sanction.

6. The Chair of the Hearing Committee will send a certified letter to the student’s last known address within two instructional weekdays of the Committee’s decision. The letter shall inform the student about the Committee’s decision, the date of the decision, and, if applicable the sanction(s) imposed. The letter will also inform the student about the appeal process.

3. Appeals

If the student disagrees with either the decision or the sanction, the student may submit a written appeal to the College’s President. This letter must be submitted within ten instructional weekdays of the date on which the Hearing Committee made its decision. The written appeal must include a statement indicating why the student disagrees with the Hearing Committee’s findings.

The President, or designee, shall review the Hearing Committee’s findings, conduct whatever additional inquiries as deemed necessary and render a decision without further hearing the appeal. The President, whose decision is final, shall have the authority to approve, modify, or overturn the Hearing Committee’s decisions and, if needed, void the process and reconvene another Hearing Committee. The President’s decision regarding disciplinary actions under the Student Code 3-1-108.1 is not appealable.

The President, or designee, may inform the student about the outcome of the appeal in a certified letter sent to the student’s last known address.

II. Definitions

When used in this document, unless the context requires other meaning:

A. “College” means any college in the South Carolina Technical College System.

B. “President” means the chief executive officer of the college.

C. “Administrative Officer” means anyone designated at the college as being on the administrative staff, such as the President, Chief Academic Officer, Chief Student Services Officer, etc.

D. “Chief Student Services Officer” means the Administrative Officer at the College who has overall management responsibility for student services or his/her designee.

E. “Chief Academic Officer” means the Administrative Officer at the College who has overall management responsibility for academic programs and services or his/her designee.

F. “Grievable Act or Decision” means a misappropriation of a college’s policies, procedures, or regulations, or a violation of a state or federal law.

G. “Days” means an instructional weekly, excluding Saturday and Sunday and all days in which the college is closed.

H. “Student” means a person taking any course(s) offered by the college.

I. “Instructor” means any person employed by the college to conduct classes.

J. “Staff” means any person employed by the college for reasons other than conducting classes.

K. “Campus” means any place where the college conducts or sponsors educational, public service, or research activities.

III. Grievance Process

A. FILING A COMPLAINT

This procedure must be initiated by the student within 30 instructional weekdays of becoming aware of the decision, action, or event giving rise to the grievance. This time limit may be extended by the President or his/her designee, if the student requests an extension within the 30-day period.

Before initiating the Student Grievance process, a student may go to the college employee who originated the alleged problem and attempt to resolve the matter informally. In instances alleging discrimination or harassment, including sexual harassment and violence, the student is not required to initially try to resolve the matter with the person alleged to have committed the violation under this policy. Where applicable, if the student is not satisfied with the outcome of this meeting or if the student prefers to ignore this step, the student may file a written complaint and initiate the grievance process. The written complaint shall describe the decision or action that is being grieved, the date of the decision or action, and the college employee(s) involved in the decision or action.

1. Written complaints about alleged discrimination or harassment on the basis of age, gender, race, color, national origin, disability or veteran’s status or written complaints about sexual sexual harassment or violence shall be submitted to the employee(s) designated in the college’s Statement of Nondiscrimination to coordinate Section 504, Title II, and Title IX compliance.

2. Written complaints about decisions and actions not related to discrimination on the basis of age, gender, race, color, national origin, disability or veteran’s status or written complaints about sexual sexual harassment or violence shall be submitted to the college’s Chief Student Services Officer.

3. Any written complaint naming the college’s President as the person whose alleged action or decision originated the problem shall be submitted to the President of the South Carolina Technical College System.

B. PRE-HEARING

The person receiving the student’s written complaint will send a written acknowledgment to the student no later than two instructional weekdays after receiving the written complaint.

The person receiving the complaint will forward the complaint to the individual whose alleged action or decision originated the problem no later than two instructional weekdays after it has been received. When the President is named in the complaint, the South Carolina Technical College System’s President of Academic Affairs will be responsible for the pre-hearing.

As a part of the effort to resolve the matter, the supervisor, or the South Carolina Technical College System’s Vice President for Academic Affairs, will consult, as needed, with the employee named in the complaint, the student filing the complaint, and Chief Administrative Officer of the division or component concerned.

The supervisor, or the South Carolina Technical College System’s Vice President for Academic Affairs, shall respond in writing to the student within ten instructional weekdays of receipt of the complaint. The response, sent by certified mail, shall include a summary of the findings and, as needed propose the steps that shall be taken to resolve the complaint. If the student does not agree with the proposed resolution, the student may request to have the complaint heard by the Student Grievance Committee.

The Student Grievance Procedure for the South Carolina Technical College System

Procedure 3-2-106.5

I. Purpose

The purpose of the student grievance procedure is to provide a system to channel and resolve student complaints against a college employee concerning decisions made or actions taken. A decision or action can be grievances only if it involves a misappropriation of a college’s policies, procedures, or regulations, or a state or federal law. This procedure may not be used in the following instances: 1) to griev a claim against a college employee for any matter unrelated to the employee’s role or position at the college; 2) for complaints or appeals of grades unless the student or the College otherwise agrees to allow the complaint to be heard; 3) to griev or a decision in which the State Grievance Board has already acted; or 4) to griev a decision in which an appeal already exists.

The student filing the grievance must have been enrolled at the college at the time of decision or action being grieved and must be the victim of the alleged mistreatment. A grievance cannot be filed on behalf of another person.

II. Definitions

When used in this document, unless the context requires other meaning:

A. “College” means any college in the South Carolina Technical College System.

B. “President” means the chief executive officer of the college.

C. “Administrative Officer” means anyone designated at the college as being on the administrative staff, such as the President, Chief Academic Officer, Chief Student Services Officer, etc.

D. “Chief Student Services Officer” means the Administrative Officer at the College who has overall management responsibility for student services or his/her designee.

E. “Chief Academic Officer” means the Administrative Officer at the College who has overall management responsibility for academic programs and services or his/her designee.

F. “Grievable Act or Decision” means a misappropriation of a college’s policies, procedures, or regulations, or a violation of a state or federal law.

G. “Days” means an instructional weekly, excluding Saturday and Sunday and all days in which the college is closed.

H. “Student” means a person taking any course(s) offered by the college.

I. “Instructor” means any person employed by the college to conduct classes.

J. “Staff” means any person employed by the college for reasons other than conducting classes.

K. “Campus” means any place where the college conducts or sponsors educational, public service, or research activities.
When the College’s President is named in the complaint, the President of the South Carolina Technical College System will convene a three person ad hoc committee consisting of System Presidents to hear the student’s complaint.

C. STUDENT GRIEVANCE HEARING

1. Requesting a Hearing

a. The student must submit a written request for a Grievance Hearing to the Chief Student Services Officer within five instructional weekdays after receiving the supervisor’s written response and no later than fifteen instructional days after the supervisor sent the summary of findings. The request must include a copy of the student’s original written complaint, a copy of the supervisor’s response, and a statement describing why the supervisor’s response was unsatisfactory.

b. If the student does not submit the written request for a hearing within fifteen instructional weekdays, and the student can demonstrate that extenuating circumstances resulted in the failure to meet this deadline, the Chief Student Services Officer may allow the hearing to take place.

c. Within two instructional days of receiving the request for a hearing, the Chief Student Services Officer shall notify the President or, as appropriate, the System President about the need to convene a Student Grievance Committee or an ad hoc committee of System Presidents. These committees shall be formed to hear specific complaints and a new committee may be formed each time a grievance covered by this procedure is filed.

2. Grievance Committees

a. Student Grievance Committee: The President must appoint all recommended members. The committee shall be composed of the following:

1. Three students recommended by the governing body of the student body.
2. Two faculty members recommended by the Chief Academic Officer.
3. One Student Services staff member recommended by the Chief Student Services Officer.
4. One administrator, other than the Chief Student Services Officer, to serve as the Committee’s chairperson.
5. The Chief Student Services Officer, or designee, who serves as an ex-officio, non-voting member of the committee.

b. Ad hoc Committee of Presidents: The President of the South Carolina Technical College System will select three System Presidents to serve on this committee and identify one of the three Presidents to serve as the chairperson for the hearing.

c. The Chief Student Services Officer, or designee, will send a certified letter to the student filing the complaint and to the employee(s) named in the complaint at least five instructional weekdays before the scheduled hearing. This letter shall include:

1. A brief description of the complaint, including the name of the person filing the complaint.
2. The date, time, and location of the meeting.
3. The name of any person who might be called as a witness.

4. A list of the student’s procedural rights. These rights follow:

a. The right to review all available evidence, documents or exhibits that each party may present at the meeting. This review must take place under the supervision of the Chief Student Services Officer, or designee.

b. The right to appear before the Hearing Committee and to present information and additional evidence, subject to the Committee’s judgment that the evidence is relevant to the hearing.

c. The right to consult with counsel. This person serving as counsel may not address the committee, question the employee(s) named in the complaint, or any witnesses. The student will be responsible for paying any fees charged by the advisor.

d. The right to present witnesses who have information relating to the complaint. Witnesses will be dismissed after presenting the information and responding to questions posed by the Grievance Committee, the student filing the complaint, and the employee(s) named in the complaint.

5. At least ten (10) instructional weekdays before the scheduled hearing the parties must submit the names of the parties anticipate calling as witnesses as well as any evidence that the parties intend to introduce at the hearing.

c. Hearings are closed to the public. When testimony is being given, only the committee members, the student and his/her advisor, the employee and his/her advisor, and the witness giving testimony may be present. During deliberations, only the members of the Committee may be present.

d. Hearings are informal and a tape recording of the testimony presented during the hearing may be made. The Committee’s deliberations are not taped recorded. After resolution of the appeal, the tape recording will be kept for three months in the office of the Chief Student Services Officer, or designee. The student filing the complaint or the employee(s) named in the complaint may listen to this tape recording under the supervision of the Chief Student Services Officer, or designee.

e. The Committee may question the student and the employee(s). The Committee may also question the employee’s (employees’) supervisor(s) and any additional witnesses that it considers necessary to render a fair decision. Questions must be relevant to the issues of the grievance.

f. Both parties to the grievance may ask questions of the other during the hearing. These questions must be relevant to the issues stated in the written complaint. The Chairperson of the Committee will determine the appropriateness of the questions.

g. The Committee bears the burden of determining whether the allegations are supported by the information available through the hearing. The Committee will use a preponderance of the evidence standard in making this determination.

h. The Committee shall decide the solution of the grievance by a majority vote. In case of a tie, the chairperson may vote.

i. The chairperson shall forward a copy of the Committee’s decision to the student filing the complaint and to the employee(s) named in the complaint within two instructional weekdays of the Committee’s decision. This letter will include a rationale for the Committee’s decision and inform the student and employee(s) that they have a right to appeal the Committee’s decision.

D. APPEAL PROCESS

If either party is not satisfied with the Student Grievance Committee’s decision, that person may submit a written appeal to the President of the College within ten instructional weekdays of the Committee’s decision. The written appeal must include a statement indicating why the person was not satisfied with the committee’s decision. The President shall review the Committee’s findings, conduct whatever additional inquiries are necessary and render a decision within ten instructional weekdays of receipt of the appeal. The President’s decision is final and this decision cannot be the sole reason for filing a grievance against the President.

If either party is not satisfied with the System Officer’s ad hoc Committee of System Presidents’ decision, that person may submit a written appeal to the President of the South Carolina Technical College System within ten instructional weekdays of the Committee’s decision. The written appeal must include a statement indicating why the person was not satisfied with the Committee’s decision. The System President shall review the Committee’s findings, conduct whatever additional inquiries are necessary and render a decision within ten instructional weekdays of receipt of the appeal. The System President’s decision is final.
If the alleged harasser or violator of this policy is a student, the case may be adjudicated through the process that follows.

1. PRELIMINARY HEARING

Within 5 instructional weekdays after the charge has been filed, the Chief Student Services Officer, or designee, shall complete a preliminary investigation of the charge and schedule a meeting with the alleged violator and, if needed, the victim. After discussing the alleged infraction with the accused student and reviewing available information, the Chief Student Services Officer, or designee will decide whether the information presented during the meeting indicates that the violation occurred as alleged. When the student cannot be reached to schedule an appointment, or when the student fails to attend the meeting, the Chief Student Services Officer, or designee, will base the decision upon the available information.

If the available information indicates that the violation occurred as alleged, then one of the following sanctions will be imposed:

- a. Reprimand: A written warning documenting that the student violated a student conduct regulation and indicating that subsequent violations could result in more serious disciplinary sanctions.
- b. Restitution: Compensation for loss or damage to college property or the property of others while on the campus, or at a college event or activity including but not limited to field trips, internships, and clinical settings.
- c. Special Conditions: Completion of a variety of educational activities, relating to the nature of the offense may be imposed. Examples include, but are not limited to, the following: a formal apology, an essay or paper on a designated topic, or participation in a special project or activity.
- d. Disciplinary Probation: A reprimand documenting that the student violated a student conduct regulation. Probation is for a specified period of time and it serves as a warning that subsequent violations could most likely result in more serious disciplinary sanctions.
- e. Loss of Privileges: Suspension or termination of particular student privileges.
- f. Suspension from the college: Separation from the college for a specified period of time and it serves as a warning that subsequent violations could most likely result in more serious disciplinary sanctions. Examples include, but are not limited to, the following: a formal apology, an essay or paper on a designated topic, or participation in a special project or activity.
- g. Probation: Completion of a special project or activity.
- h. Expulsion from the college: Permanent separation from the college.

An expelled student will not receive academic credit for the semester in which the expulsion was imposed.

b. Any combination of the above.

Within 5 instructional weekdays of the preliminary hearing, the Chief Student Services Officer shall send a certified letter to the student charged with violating the Student Code and to the victim. This letter will confirm the date of the preliminary hearing, identity the specific regulation(s) that the student allegedly violated, identify the decision, summarize the rationale, and, if the student violated the regulation(s), state the sanction that was imposed. This letter must also state that if the student is charged with the violation or the victim disagrees with the decision or the sanction, either party may request a hearing before the Hearing Committee, that the request must be submitted no later than two instructional weekdays after receiving the decision letter unless a request is made and approved by the Chief Student Services Officer for an extension, and that any decision made and sanction imposed at the preliminary hearing may be held in abeyance pending the outcome of the Hearing Committee’s meeting.

2. HEARING COMMITTEE

a. The Hearing Committee shall be composed of the following:

   1. Three faculty members appointed by the Chief Academic Officer and approved by the President.
   2. Three student members appointed by the appropriate student government body and approved by the President.
   3. One member of the Student Services staff appointed by the Chief Student Services Officer and approved by the President.
   4. The Chief Student Services Officer, or designee, who serves as an ex officio nonvoting member of the Committee and who presides over the case.

b. The Hearing Committee shall perform the following functions:

   1. Hear cases of alleged violations of the Code of Student Conduct.
   2. Insure that the student’s procedural rights are met.
   3. Make decisions based only on evidence and information presented at the hearing.
   4. Provide the student with a statement of the committee’s decision including findings of fact and, if applicable, impose one or more of the following sanctions:
      - a. Reprimand: A written warning documenting that the student violated a student conduct regulation and indicating that subsequent violations could result in more serious disciplinary sanctions.
      - b. Special Conditions: Completion of a variety of educational activities, relating to the nature of the offense may be imposed. Examples include, but are not limited to, the following: a formal apology, an essay or paper on a designated topic, or participation in a special project or activity.
      - c. Probation: Completion of a special project or activity.
      - d. Expulsion from the college: Permanent separation from the college.
      - e. Loss of Privileges: Suspension or termination of particular student privileges.
      - f. Suspension from the college: Separation from the college for a specified period of time and it serves as a warning that subsequent violations could most likely result in more serious disciplinary sanctions.

An expelled student will not receive academic credit for the semester in which the expulsion was imposed.

b. Any combination of the above.

2. Insure that the student’s procedural rights are met.

3. Make decisions based only on evidence and information presented at the hearing.

4. Provide the student with a statement of the committee’s decision including findings of fact and, if applicable, impose one or more of the following sanctions:

   a. Reprimand: A written warning documenting that the student violated a student conduct regulation and indicating that subsequent violations could result in more serious disciplinary sanctions.
   b. Special Conditions: Completion of a variety of educational activities, relating to the nature of the offense may be imposed. Examples include, but are not limited to, the following: a formal apology, an essay or paper on a designated topic, or participation in a special project or activity.
   c. Probation: Completion of a special project or activity.
   d. Expulsion from the college: Permanent separation from the college.
   e. Loss of Privileges: Suspension or termination of particular student privileges.
   f. Suspension from the college: Separation from the college for a specified period of time and it serves as a warning that subsequent violations could most likely result in more serious disciplinary sanctions.
   g. Loss of Privileges: Suspension or termination of particular student privileges.
   h. Expulsion from the college: Separation from the college for a specified period of time.

3. Make decisions based only on evidence and information presented at the hearing.

4. Provide the student with a statement of the committee’s decision including findings of fact and, if applicable, impose one or more of the following sanctions:

   a. Reprimand: A written warning documenting that the student violated a student conduct regulation and indicating that subsequent violations could result in more serious disciplinary sanctions.
   b. Special Conditions: Completion of a variety of educational activities, relating to the nature of the offense may be imposed. Examples include, but are not limited to, the following: a formal apology, an essay or paper on a designated topic, or participation in a special project or activity.
   c. Probation: Completion of a special project or activity.
   d. Expulsion from the college: Permanent separation from the college.
   e. Loss of Privileges: Suspension or termination of particular student privileges.
   f. Suspension from the college: Separation from the college for a specified period of time.

4. Provide the student with a statement of the committee’s decision including findings of fact and, if applicable, impose one or more of the following sanctions:

   a. Reprimand: A written warning documenting that the student violated a student conduct regulation and indicating that subsequent violations could result in more serious disciplinary sanctions.
   b. Special Conditions: Completion of a variety of educational activities, relating to the nature of the offense may be imposed. Examples include, but are not limited to, the following: a formal apology, an essay or paper on a designated topic, or participation in a special project or activity.
   c. Probation: Completion of a special project or activity.
   d. Expulsion from the college: Permanent separation from the college.
   e. Loss of Privileges: Suspension or termination of particular student privileges.
   f. Suspension from the college: Separation from the college for a specified period of time.
7. The right to hear witnesses on behalf of the person bringing the charges.
8. The right to testify or to refuse to testify without such refusal being detrimental to the student.
9. The right to a fair and impartial decision.
10. The right to appeal the Hearing Committee’s decision.

3. On written request of the charged student or the victim, the hearing may be held prior to the expiration of the seven-day advance notification period if the Chief Student Services Officer, or designee, consents to this change.

4. The chairperson of the Hearing Committee, in his/her discretion, may postpone the hearing due to circumstances beyond the control of the parties.

a. Hearing Committee Meetings
   1. The chair shall be appointed by the President from among the membership of the Committee. Ex officio members of the committee may not serve as the chair of the committee.
   2. Committee hearings shall be closed to all persons except the student, the person(s) initiating the charge(s), counsel for any student and for the College, witnesses who will be invited into the hearing and a person, mutually agreed upon by the Committee and the student(s), to serve as the recorder.
   3. The Committee may identify someone to take written notes and the committee will have the hearing, with the exception of deliberations, recorded. No other party in the hearing may record the proceedings and no other party is entitled to a copy of the notes or the recording. The written notes and the recording will be maintained in the office of the Chief Student Services Officer. The student may review the notes and listen to the recording under the supervision of the Chief Student Services Officer or designee.
   4. Witnesses shall be called in one at a time to make a statement and to respond to questions.
   5. After hearing all of the information, the Hearing Committee will begin its deliberations. Using the “preponderance of evidence” standard, which means that it is more likely than not that the violation occurred as alleged, the members will determine, by majority vote, whether the violation occurred. If it is determined that the violation occurred as alleged, by majority vote, the members will decide upon the appropriate sanction.

6. The Chair of the Hearing Committee will send a certified letter to the student’s and to the victim’s last known address within two instructional weekdays of the Committee’s decision. The letter shall inform the students about the Committee’s decision, the date of the decision, and, if applicable the sanction(s) imposed. The letter will also inform each recipient about the appeal process.
   a. When the case results in a finding that the student engaged in an act of sexual violence, the Chair’s letter to the victim will also include the sanction imposed by the Hearing Committee.
   b. When the case results in a finding that the student engaged in an act of non-violent sexual harassment, the Chair’s letter to the victim will only include the sanction imposed by the Hearing Committee if the sanction directly relates to the victim (e.g., the harasser has been directed to stay away from the victim while on the college’s campus).

3. Appeal
   If either student disagrees with the decision or, only in the case of charges involving sexual violence, the sanction, the student may submit a written appeal to the College’s President. This letter must be submitted within ten instructional weekdays of the date on which the Hearing Committee made its decision. The written appeal must include a statement indicating why the student disagrees with the Hearing Committee’s findings.

   The President, or designee, shall review the Hearing Committee’s findings, conduct whatever additional inquiries as deemed necessary, and render a decision within ten instructional weekdays of receiving the appeal. The President, whose decision is final, shall have the authority to approve, modify, or overturn the Hearing Committee’s decisions and, if needed, void the process and reconvene another Hearing Committee.

   The President, or designee, will inform each student about the outcome of the appeal in a certified letter sent to the student’s last known address.

Student Grievance Form

I. NAME OF GRIEVANT: ____________________________
   PHONE #: ______________________________________
   ADDRESS: ______________________________________

II. NAME OF PERSON AGAINST WHOM GRIEVANCE IS BEING FILED: ____________________________

III. NATURE OF GRIEVANCE: ____________________________

IV. DESIRED SOLUTIONS: ____________________________

V. ACTION TAKEN BY GRIEVANT TO DATE (ATTACH ALL PERTINENT WRITTEN DOCUMENTATION AND FORWARD TO APPROPRIATE SUPERVISOR): ____________________________

SIGNATURE ____________________________ DATE ____________________________
Student Instructional Complaint Process

COMPLAINT PROCESS
This process provides a system by which a student can make a complaint concerning (1) instruction during a course, (2) instructors or (3) the terminal grade. The routing process for complaints for each involved party is illustrated in the chart below.

To initiate an instructional complaint, begin by filling out the form on the following page and submit the form to the appropriate person as outlined in the chart below.

Following each complaint, an instructor’s supervisor will make a binding decision.

Following each complaint, an instructor’s supervisor will make a binding decision.

APPEAL PROCESS
Following the decision, either the student or the instructor may use the appeal process to challenge the decision reached during the complaint process. The appeal process must begin within 30 instructional days following the decision; implementation of the prior decision will, if possible, be postponed pending the results of such an appeal. The appealing party should follow the steps illustrated in the chart below.

At each step of the process, the complaining party must obtain date and signature of each individual hearing the complaint.

Any student wishing to initiate a complaint about instruction, instructor or grades should complete this form and bring it to either the instructor or to the instructor’s supervisor (department chair or dean). Upon final disposition, copies of the completed form will be distributed to the student initiating the complaint, the instructor, the instructor’s supervisor and the curriculum dean. An official copy will be on permanent file in the office of the Vice President for Academic Affairs.

Instructional Complaint/Appeal Form

STUDENT NAME: P#:
STUDENT ADDRESS: PHONE #: CELL #: EMAIL:
INSTRUCTOR: SEMESTER: FORMAT (CIRCLE ONE): TRADITIONAL | PEN | ONLINE
COURSE NAME/SECTION: ACTION REQUESTED:
COMPLAINT/APPEAL BROUGHT BY:
NATURE OF COMPLAINT/APPEAL:
SUPPORTING INFORMATION (USE OTHER SHEETS AS NEEDED):
DECISION AND REASONS
REVIEWED BY INSTRUCTOR: DATE:
REVIEWED BY INSTRUCTOR SUPERVISOR: DATE:
REVIEWED BY DIVISION DEAN: DATE:
REVIEWED BY VP FOR ACADEMIC AFFAIRS, PRESIDENT’S REPRESENTATIVE:
FINAL DISPOSITION:
Academic Programs by Division

ARMS AND SCIENCES
Evelyn Beck, Dean | (864) 941-8450
Melissa Gregory, Administrative Specialist | (864) 941-8447

<table>
<thead>
<tr>
<th>Program</th>
<th>Contact</th>
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<tbody>
<tr>
<td>Associate in Arts and Sciences</td>
<td>Evelyn Beck</td>
<td>(864) 941-8450</td>
</tr>
<tr>
<td>Science</td>
<td>Dale Smoak</td>
<td>(864) 941-8635</td>
</tr>
<tr>
<td>College Transfer Programs</td>
<td>Evelyn Beck</td>
<td>(864) 941-8450</td>
</tr>
<tr>
<td>English</td>
<td>Tonya Laker</td>
<td>(864) 941-8459</td>
</tr>
<tr>
<td>Humanities</td>
<td>Dave Smerdin</td>
<td>(864) 941-8465</td>
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<tr>
<td>Mathematics</td>
<td>Kimberly Neal</td>
<td>(864) 941-8472</td>
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<tr>
<td>Social Sciences</td>
<td>Robert Ivey</td>
<td>(864) 941-8500</td>
</tr>
<tr>
<td>Transient</td>
<td>Admissions</td>
<td>(864) 941-8500</td>
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<tr>
<td>Undecided</td>
<td>Career Planning and Counseling Center</td>
<td>(864) 941-8500</td>
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BUSINESS/PUBLIC SERVICE
Sissy Copeland, Dean | (864) 941-8501
Maryanne Goff, Administrative Specialist | (864) 941-8720

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<tr>
<th>Program</th>
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<tbody>
<tr>
<td>Administrative Office Technology</td>
<td>Menka Brown</td>
<td>(864) 941-8474</td>
</tr>
<tr>
<td>Business</td>
<td>Steve Fennell</td>
<td>(864) 941-8465</td>
</tr>
<tr>
<td>Commercial Art</td>
<td>Kendall Adams</td>
<td>(864) 941-8474</td>
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<tr>
<td>Computer Technology</td>
<td>Lesley Price</td>
<td>(864) 941-8474</td>
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<tr>
<td>Criminal/Justice</td>
<td>Josh Lindsay</td>
<td>(864) 941-8461</td>
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<tr>
<td>Early Care and Education</td>
<td>Ashley Hollingsworth</td>
<td>(864) 941-8478</td>
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<tr>
<td>Pottery</td>
<td>Kendall Adams</td>
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COLLEGE PREPARATORY AND TRANSITIONAL STUDIES
Allison Bouknight, Administrative Specialist | (864) 941-8353

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<tr>
<td>English</td>
<td>Claudia Edwards</td>
<td>(864) 941-8440</td>
</tr>
<tr>
<td>Math</td>
<td>Rick Judy</td>
<td>(864) 941-8772</td>
</tr>
<tr>
<td>Reading/College Skills</td>
<td>Joyce Brown</td>
<td>(864) 941-8727</td>
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ENGINEERING/INDUSTRIAL TECHNOLOGY
David Kohler, Interim Dean | (864) 941-8475
Maggie Slummer, Administrative Specialist | (864) 941-8486

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<th>Program</th>
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<tbody>
<tr>
<td>Agriculture</td>
<td>Hugh Bland</td>
<td>(864) 445-3144, ext. 3104</td>
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<tr>
<td>Automotive Technology</td>
<td>Brad Emery</td>
<td>(864) 941-8468</td>
</tr>
<tr>
<td>Building Construction Technology</td>
<td>Bobby Bade</td>
<td>(864) 941-8465</td>
</tr>
<tr>
<td>Engineering Graphics Technology</td>
<td>Sandy Warner</td>
<td>(864) 941-8466</td>
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<tr>
<td>Electronic Engineering Technology</td>
<td>Farhad Mohajer</td>
<td>(864) 941-8478</td>
</tr>
<tr>
<td>Gunsmithing</td>
<td>Jerry Capone</td>
<td>(864) 941-8473</td>
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<tr>
<td>Horticulture Technology</td>
<td>Josh Munsick</td>
<td>(864) 941-8471</td>
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<tr>
<td>HVAC Technology</td>
<td>Kersten Tallent</td>
<td>(864) 941-8473</td>
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<td>Industrial Electronics Technology</td>
<td>Kevin Boster</td>
<td>(864) 941-8467</td>
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<td>Machine Tool Technology</td>
<td>Bob Koster</td>
<td>(864) 941-8471</td>
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<tr>
<td>Mechanical Engineering Technology</td>
<td>Sung Kim</td>
<td>(864) 941-8477</td>
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<tr>
<td>Mechatronics Technology</td>
<td>Kevin Moore</td>
<td>(864) 941-8460</td>
</tr>
<tr>
<td>Welding</td>
<td>Jim Fleming</td>
<td>(864) 941-8470</td>
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HEALTH SCIENCE
Kim M. Esler, Administrative Specialist | (864) 941-8536
Denise Wiley, Health Records Assistant | (864) 941-8532

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<th>Program</th>
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<tr>
<td>Cardiopulmonary Resuscitation</td>
<td>Laura Rawlings</td>
<td>(864) 941-8717</td>
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<td>Dental Hygiene</td>
<td>Lenette Thompson</td>
<td>(864) 941-8516</td>
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<tr>
<td>Emergency Medical Technician</td>
<td>Deborah Hoffman</td>
<td>(864) 941-8452</td>
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<td>Funeral Service</td>
<td>David Martin</td>
<td>(864) 941-8506</td>
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<td>Health Information Management</td>
<td>Lenette Thompson</td>
<td>(864) 941-8516</td>
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<tr>
<td>Human Services</td>
<td>Beverly Burton</td>
<td>(864) 941-8503</td>
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<tr>
<td>Massage Therapy</td>
<td>Michelle Liggott</td>
<td>(864) 941-8457</td>
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<tr>
<td>Medical Assisting</td>
<td>Deborah McCallum</td>
<td>(864) 941-8464</td>
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<td>Medical Laboratory Technology</td>
<td>Lenette Thompson</td>
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<td>Nursing Assistant</td>
<td>Deborah Hoffman</td>
<td>(864) 941-8426</td>
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<td>Occupational Therapy Assistant</td>
<td>Isabelle Beveridge</td>
<td>(803) 789-2632</td>
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<tr>
<td>Patient Care Technology</td>
<td>Kaye Chinco</td>
<td>(803) 789-2652</td>
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<td>Pharmacy Technician</td>
<td>Clayton Spruce</td>
<td>(864) 941-8527</td>
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<td>Phlebotomy Technician</td>
<td>Deborah McCallum</td>
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<td>Physical Assisting</td>
<td>Lenette Thompson</td>
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<td>Radiologic Technology</td>
<td>Lee Valentine</td>
<td>(864) 941-8523</td>
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<tr>
<td>Respiratory Care</td>
<td>Ann Allen</td>
<td>(864) 941-8533</td>
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<tr>
<td>Surgical Technology</td>
<td>Susan Kinney</td>
<td>(864) 941-8535</td>
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<tr>
<td>Veterinary Technology</td>
<td>Ruthie Buist</td>
<td>(803) 789-2612</td>
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NURSING
Tara Harris, Dean | (864) 941-8525
Deidre Stidum, Administrative Specialist | (864) 941-8724
Jansan Ranh, Nursing Support Counselor | (864) 941-8720

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<th>Program</th>
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<td>Nursing</td>
<td>Tara Harris</td>
<td>(864) 941-8525</td>
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<tr>
<td>Advanced Placement Nursing</td>
<td>Jansan Ranh</td>
<td>(864) 941-8720</td>
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