**Piedmont Technical College Services**

**Academic Probation**
- Tamara Wideman
- Student Records, 140-A
- (864) 941-8364

**Academic Advisement-New Students**
- Staff
- Enrollment Center
- (864) 941-8388

**Academic Advisement-Continuing Students**
- Faculty Advisor
- Faculty Office
- (864) 941-8556

**Academic Counseling**
- Staff
- Student Success Center, 101-A
- (864) 941-8556

**Accidents**
- Staff
- Campus Police and Security, 109-F
- (864) 941-8000

**Books/Supplies**
- Staff
- Campus Shop, 106-F
- (864) 941-8683

**Cancer Decision-Making, Career Information, Personal Issues and Questions About Your Major**
- Staff
- Student Success Center, 101-A
- (864) 941-8356

**College Transfer**
- Brad Griggs
- 139-K
- (864) 941-9630

**County Campuses**
- Lisa Tisland
- Dean of Off Campus Instruction
- (803) 768-8157

- Heather Elmore
- Abbeville County Campus
- (864) 946-9254

- Sherry Holmes
- Edgefield County Campus
- (864) 937-5588

- Paige Mills
- Laurens County Campuses
- (864) 938-2305

- Heather Elmore
- McCormick County Campus
- (864) 852-1191

- Beth Jaeger
- Newberry County Campuses
- (803) 276-9000

- Robin Black
- Saluda County Campus
- (864) 465-1144

- Chris Lipp
- Center for Advanced Manufacturing
- (864) 682-3702

**D2L Help/Online Course Assistance**
- Distance Education Office
- 107-G
- (864) 941-8802

**Dual Enrollment**
- Staff
- Enrollment Center
- (864) 941-8552

**Emergency**
- Staff
- Campus Police and Security, 109-F
- (864) 941-8000

**Financial Aid**
- Staff
- Enrollment Center
- (864) 941-8565

**Graduation Information**
- Staff
- Student Records, 139-A
- (864) 941-8561

**Health Care Resources and Program Information**
- CAREPlan Advisor
- CAREPlan Center, 149-A
- (864) 941-8651

**Job Search Assistance, Interviewing Tips, and Resume Writing**
- Staff
- Student Success Center, 101-A
- (864) 941-8356

**Learning or Physical Disabilities**
- Brenda Dalley
- Student Success Center, 101-A
- (864) 941-8378

**Library**
- Meredith Daniel
- 234-K
- (864) 941-8441

**Lost & Found Items**
- Staff
- Campus Police and Security, 109-F
- (864) 941-8000

**Parking Sticker**
- Staff
- Library
- (864) 941-8441

**Payment Plan**
- Staff
- Business Office, 150-A
- (864) 941-8322

**Program Changes, Class Changes and Withdrawals**
- Staff
- Student Records, 139-A
- (864) 941-8561

**Refunds and Billing Questions**
- Staff
- Business Office, 150-A
- (864) 941-8322

**Residency**
- Crystal Pittman
- Business Office, 176-A
- (864) 941-8328

**Safety Escort**
- Staff
- Campus Police and Security, 109-F
- (864) 941-8000

**Scholarships**
- Jennifer Fleming
- Student Affairs, 239-A
- (864) 941-8559

**Student ID**
- Staff
- Library
- (864) 941-8441

**Student Life, Clubs and Organizations**
- Amelia Jackson
- Student Success Center, 101-A
- (864) 941-8565

**Student Support Services Program**
- Staff
- Student Success Center, 101-A
- (864) 941-8535

**Teaching and Learning Center (TLC)**
- Allison Scott
- TLC, 111-K
- (864) 941-8433

**Testing Center**
- Staff
- 148-B
- (864) 941-8748

**Transcript Request**
- Staff
- Student Records, 139-A
- (864) 941-8561

**Transfer Credit**
- Staff
- Student Records, 139-A
- (864) 941-8561

**Tutoring**
- Staff
- Tutoring Center, 116-K
- (864) 941-8435

**Veterans Educational Benefits**
- Ryan Shelton-Benson
- Student Success Center, 101-A
- (864) 941-8764

---

**Academic Calendar**

**FALL 2018**
- Administrative and Inservice Days*
- Classes Begin (Full Term, A Term)
- End Add/Drop Period (A Term)
- Labor Day (College Closed)
- Classes Begin (Late Term)
- End Add/Drop Period (Late Term)
- Classes End (A Term)
- Classes End (B Term)
- Thanksgiving Break (College Closed)
- Classes End (Full Term, B Term, Late Term)
- Final Grades Due
- Graduation
- Administrative and Inservice Days*
- Winter Break (College Closed)

**SUMMER 2019**
- Administrative and Inservice Days*

**SPRING 2019**
- New Year’s Day Observed
- Administrative and Inservice Days*
- Classes Begin (Full Term, A Term)
- End Add/Drop Period (A Term)
- Classes Begin (Late Term)
- Classes End (Full Term, Late Term)
- Classes End
- Graduation
- Administrative and Inservice Days*
- Final Grades Due

---

*no classes
### August 2018

**Full Term (August 20-December 7) • A Term (August 20-October 11)**

<table>
<thead>
<tr>
<th>SUNDAY</th>
<th>MONDAY</th>
<th>TUESDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- **5**
  - *FALL TUITION & FEES DUE (Full & A Terms)*
  - *Bookstore Charges Open (Full, A, Late & B Terms)*

- **6**
  - *Potential Drop Notification (Full & A Terms)*

- **7**
  - *Student Records Office Closed*

- **8**
  - *Add/Drop Ends (A Term)*

<table>
<thead>
<tr>
<th>THURSDAY</th>
<th>FRIDAY</th>
<th>SATURDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

- **2**
  - *Payment Plan - 33% Down Payment*

- **3**
  - *Payment Plan - 33% Down Payment*

- **4**
  - *Payment Plan - 33% Down Payment*

- **9**
  - *Final Grades Due by 7 p.m. (Full, Late & B Terms)*

- **10**
  - *Last Day to Enroll in the Fall Tuition Payment Plan - 0% Down Payment*

- **11**
  - *Last Day to Enroll in the Fall Tuition Payment Plan - 0% Down Payment*

### Late Term (September 25-December 7) • B Term (October 12-December 7)

<table>
<thead>
<tr>
<th>SUNDAY</th>
<th>MONDAY</th>
<th>TUESDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

- **12**
  - *Student Records Office Closed*

- **13**
  - *Final Grades Due by 7 p.m. (Full, Late & B Terms)*

- **14**
  - *Add/Drop Ends (Full Term)*

- **15**
  - *Potential Drop Notification (Full & A Terms)*

<table>
<thead>
<tr>
<th>THURSDAY</th>
<th>FRIDAY</th>
<th>SATURDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- **16**
  - *Payment Plan - 33% Down Payment*

- **17**
  - *Payment Plan - 33% Down Payment*

- **18**
  - *Payment Plan - 33% Down Payment*

<table>
<thead>
<tr>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

- **Get involved in Student Life!**

For more details about monthly events, visit [www.ptc.edu/studentlifeevents](http://www.ptc.edu/studentlifeevents).

*Dates are subject to change. Visit Pathway for the most current information: [www.ptc.edu/pathway](http://www.ptc.edu/pathway).*
<table>
<thead>
<tr>
<th>Date</th>
<th>SUNDAY</th>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>College Closed</td>
<td>• Labor Day</td>
<td>• Deadline to Report Never Attends (Full &amp; A Terms)</td>
<td>• Student Withdrawals Open in Pathway (Full &amp; A Terms)</td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td>• Student Success Workshop</td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
<td>• FALL TUITION &amp; FEES DUE (Late Term)</td>
<td>• Potential Drop Notification (Late Term)</td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td></td>
<td></td>
<td>• DROP FOR NON-PAYMENT (Late Term)</td>
<td>• Leadership Lunch &amp; Learn Seminar</td>
</tr>
<tr>
<td>10</td>
<td></td>
<td></td>
<td>• $50 Late Registration Fee Begins (Late Term)</td>
<td>• Student Success Workshop</td>
</tr>
<tr>
<td>11</td>
<td></td>
<td></td>
<td>• InterClub Council Meeting</td>
<td>• Scholarship Applications Deadline</td>
</tr>
<tr>
<td>12</td>
<td></td>
<td></td>
<td>• Full Registration Deadline (Late Term)</td>
<td>• Degree Pickup for Summer Graduates</td>
</tr>
<tr>
<td>16</td>
<td>Constitution Day</td>
<td>• Full Day to Enroll in Fall Tuition Payment Plan</td>
<td>• Bookstore Charges End (Full &amp; A Terms)</td>
<td>• Spring Merit &amp; Program-Ready Applications Deadline</td>
</tr>
<tr>
<td>17</td>
<td></td>
<td></td>
<td>• FALL CLASSES BEGIN (Late Term)</td>
<td>• 60% of Term (A Term)</td>
</tr>
<tr>
<td>18</td>
<td></td>
<td></td>
<td>• InterClub Council Meeting</td>
<td>• Add/Drop Ends (Late Term)</td>
</tr>
<tr>
<td>19</td>
<td></td>
<td></td>
<td>• FALL TUITION &amp; FEES DUE (B Term)</td>
<td>• FALL TUITION &amp; FEES DUE (B Term)</td>
</tr>
<tr>
<td>23</td>
<td></td>
<td></td>
<td>• Last Day to Enroll in Fall Tuition Payment Plan</td>
<td>• Last Day to Withdraw (A Term)</td>
</tr>
<tr>
<td>24</td>
<td></td>
<td></td>
<td>• Student Withdrawals Open in Pathway (Full &amp; A Terms)</td>
<td>• 0% Refund (Late Term)</td>
</tr>
<tr>
<td>25</td>
<td></td>
<td></td>
<td>• Student Success Workshop</td>
<td></td>
</tr>
<tr>
<td>26</td>
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<td></td>
<td></td>
<td></td>
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<tr>
<td>29</td>
<td></td>
<td></td>
<td></td>
<td>*Dates are subject to change. Visit Pathway for the most current information: <a href="http://www.ptc.edu/pathway">www.ptc.edu/pathway</a></td>
</tr>
</tbody>
</table>

Get involved in Student Life!

Check out the Club Fair this month to learn about the student clubs we have here at PTC!
<table>
<thead>
<tr>
<th>SUNDAY</th>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>FINANCIAL AID FREEZE DATE (Late Term)</td>
<td>Student Success Workshop</td>
<td></td>
</tr>
<tr>
<td></td>
<td>DROP FOR NON-PAYMENT (Late Term)</td>
<td>InterClub Council Meeting</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Potential Drop Notification (B Term)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Financial Aid Disbursement Checks Mailed for Fall and A Terms; Direct Deposits Available</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>College Transfer Fair</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>8</td>
<td>9</td>
<td>10</td>
</tr>
<tr>
<td>14</td>
<td>15</td>
<td>16</td>
<td>17</td>
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<td>21</td>
<td>22</td>
<td>23</td>
<td>24</td>
</tr>
<tr>
<td>28</td>
<td>29</td>
<td>30</td>
<td>31</td>
</tr>
</tbody>
</table>

**October 2018**

**Fall Term (August 20-December 7) • A Term (August 20-October 11)**

- FINANCIAL AID FREEZE DATE (Late Term)
- DROP FOR NON-PAYMENT (Late Term)
- • Potential Drop Notification (B Term)
- • Financial Aid Disbursement Checks Mailed for Fall and A Terms; Direct Deposits Available

**ThurSDAY**

- • FINANCIAL AID FREEZE DATE (B Term)
- • DROP FOR NON-PAYMENT (B Term)
- • Student Success Workshop
- • InterClub Council Meeting

**Friday**

- • Financial Aid Disbursement Checks Mailed for Late Term; Direct Deposits Available
- • 60% of Term (Full Term)
- • Deadline to Report Never Attends (B Term)
- • Fall Registration Deadline (B Term)
- • Bookstore Charges End (Late Term)

**Saturday**

- • Bookstore Charges End (B Term)

**Notes**

- Dates are subject to change. Visit Pathway for the most current information: [www.ptc.edu/pathway](http://www.ptc.edu/pathway)

---

**Time for Advising!**

Meet with your advisor this month to review your progress and plan for the upcoming semester. VIP Registration will open on November 1 for spring registration. Be prepared and you can be first to register for your classes!
### November 2018

**Full Term (August 20-December 7) • A Term (August 20-October 11)**

<table>
<thead>
<tr>
<th>SUNDAY</th>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
</tr>
<tr>
<td>• Veterans Day</td>
<td>• No Classes (Election Day)</td>
<td>• Leadership Lunch &amp; Learn Seminar</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>12</td>
<td>13</td>
<td>14</td>
</tr>
<tr>
<td>• 60% of Term (Late Term)</td>
<td>• Student Success Workshop</td>
<td>• InterClub Council Meeting</td>
<td></td>
</tr>
</tbody>
</table>

**Late Term (September 25-December 7) • B Term (October 12-December 7)**

<table>
<thead>
<tr>
<th>THURSDAY</th>
<th>FRIDAY</th>
<th>SATURDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>• SPRING 2019 VIP REGISTRATION BEGINS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• FAFSA PRIORITY DATE (Spring Semester)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Payment Plan for Spring Begins - 0% Down Payment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Day of the Dead Activity</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>9</td>
<td>10</td>
</tr>
<tr>
<td>15</td>
<td>16</td>
<td>17</td>
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<td>22</td>
<td>23</td>
<td>24</td>
</tr>
<tr>
<td>29</td>
<td>30</td>
<td></td>
</tr>
<tr>
<td>• SPRING 2019 VIP REGISTRATION ENDS</td>
<td></td>
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</tr>
</tbody>
</table>

**Get involved in Student Life!**

Participate in Pie Day on November 20. Learn more by visiting www.ptc.edu/studentlifeevents.

---

*Dates are subject to change. Visit Pathway for the most current information: [www.ptc.edu/pathway](http://www.ptc.edu/pathway)*
## December 2018

### December 2018

<table>
<thead>
<tr>
<th>SUNDAY</th>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>• Last Day to Enroll in the Spring Tuition Payment Plan - 0% Down Payment</td>
<td>• InterClub Council Meeting</td>
<td>• Cookies with Santa</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>10</td>
<td>11</td>
<td>12</td>
</tr>
<tr>
<td>• Student Records Office Closed</td>
<td>• Final Grades Due by 7 p.m. (Full, Late &amp; B Terms)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>16</td>
<td>17</td>
<td>18</td>
</tr>
<tr>
<td>• College Closed</td>
<td>• College Closed</td>
<td></td>
<td></td>
</tr>
<tr>
<td>23</td>
<td>24</td>
<td>25</td>
<td>26</td>
</tr>
<tr>
<td>• Christmas Eve</td>
<td>• Christmas Day</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>30</td>
<td>31</td>
<td></td>
</tr>
<tr>
<td>• College Closed</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### January 2019

<table>
<thead>
<tr>
<th>THURSDAY</th>
<th>FRIDAY</th>
<th>SATURDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>6</td>
<td>7</td>
</tr>
<tr>
<td>• SPRING 2019 OPEN REGISTRATION BEGINS</td>
<td>• FALL CLASSES END (Full, Late &amp; B Terms)</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>14</td>
<td>15</td>
</tr>
<tr>
<td>• SPRING FINANCIAL AID REQUIREMENTS COMPLETION DEADLINE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>20</td>
<td>21</td>
<td>22</td>
</tr>
<tr>
<td>No Classes (Faculty Break)</td>
<td>No Classes (Faculty Break)</td>
<td>No Classes (Faculty Break)</td>
</tr>
<tr>
<td>27</td>
<td>28</td>
<td>29</td>
</tr>
<tr>
<td>College Closed</td>
<td>College Closed</td>
<td></td>
</tr>
</tbody>
</table>

### Notes

- Dates are subject to change. Visit Pathway for the most current information: [www.ptc.edu/pathway](http://www.ptc.edu/pathway)

### Get involved in Student Life!

Have you participated in an activity this year? For a list of events, visit [www.ptc.edu/studentlifeevents](http://www.ptc.edu/studentlifeevents).
<table>
<thead>
<tr>
<th>Sundae</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>College Closed</td>
<td>Welcome Back!</td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>• New Year’s Day</td>
<td>• SPRING TUITION &amp; FEES DUE (Full &amp; A Terms)</td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>• SPRING TUITION &amp; FEES DUE (Full &amp; A Terms)</td>
<td>• Bookstore Charges Open (Full, A, Late &amp; B Terms)</td>
</tr>
<tr>
<td></td>
<td>3</td>
<td>• SPRING CLASSES BEGIN (Full &amp; A Terms)</td>
<td>• Potential Drop Notification (Full &amp; A Terms)</td>
</tr>
<tr>
<td></td>
<td>4</td>
<td>• SPRING TUITION &amp; FEES DUE (Late Term)</td>
<td>• Spring Academic Suspension/Dismissal Appeal Deadline</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Student Orientation</td>
<td>Welcome Back!</td>
<td>Welcome Back!</td>
</tr>
<tr>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>6</th>
<th>7</th>
<th>8</th>
<th>9</th>
</tr>
</thead>
<tbody>
<tr>
<td>• DROPP FOR NON-PAYMENT (Full &amp; A Terms)</td>
<td>• Last Day to Enroll in the Spring Tuition Payment Plan - 33% Down Payment</td>
<td>• Spring Registration Deadline (Full &amp; A Terms)</td>
<td>• Payment Plan - 50% Down Payment</td>
</tr>
<tr>
<td>10</td>
<td>11</td>
<td>12</td>
<td></td>
</tr>
<tr>
<td>• Scholarship Applications Available Online</td>
<td>• Add/Drop Ends (A Term)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>13</th>
<th>14</th>
<th>15</th>
<th>16</th>
</tr>
</thead>
<tbody>
<tr>
<td>• 0% Refund (A Term)</td>
<td>• Add/Drop Ends (Full Term)</td>
<td>• FINANCIAL AID FREEZE DATE (Full &amp; A Terms)</td>
<td>• DROP FOR NON-PAYMENT (Full &amp; A Terms)</td>
</tr>
<tr>
<td>17</td>
<td>18</td>
<td>19</td>
<td></td>
</tr>
<tr>
<td>• 0% Refund (Full Term)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>20</th>
<th>21</th>
<th>22</th>
<th>23</th>
</tr>
</thead>
<tbody>
<tr>
<td>College Closed</td>
<td>• Deadline to Report Never Attends (Full &amp; A Terms)</td>
<td>• Student Withdrawals Open in Pathway (Full &amp; A Terms)</td>
<td></td>
</tr>
<tr>
<td>24</td>
<td>25</td>
<td>26</td>
<td></td>
</tr>
<tr>
<td>CAREplan Cohort Meet &amp; Greet Mixer</td>
<td>• Degree Pickup for Fall Graduates</td>
<td>• Scholarship Applications Deadline</td>
<td></td>
</tr>
<tr>
<td>27</td>
<td>28</td>
<td>29</td>
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*Dates are subject to change. Visit Pathway for the most current information: www.ptc.edu/pathway

Get involved in Student Life!
Start the new year off right by getting involved! Visit www.ptc.edu/studentlifeevents.
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<th>Late Term (February 14-May 1)</th>
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**Notes**

- Spring Registration Deadline (Late Term)
- InterClub Council Meeting
- Student Success Workshop
- Spring Registration Deadline (Late Term)
- Student Withdrawals Open in Pathway (Late Term)
- Financial Aid Disbursement Checks Mailed for Full and A Terms; Direct Deposits Available
- Last Day to Withdraw (A Term)
- Spring “I” Grades Convert to “F”
- Summer “CF” Grades Convert to “F”

*Dates are subject to change. Visit Pathway for the most current information: www.ptc.edu/pathway*
### March 2019

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<td>• Midterm Grades Due (Full Term)</td>
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<td>• Last Day to Apply for Spring Graduation</td>
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<td>• DROPPING FOR NON-PAYMENT (B Term)</td>
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**Notes**

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**Time for Advising!**

Meet with your advisor this month to review your progress and plan for the upcoming semester. VIP Registration will open on **April 1** for fall registration. Be prepared and you can be first to register for your classes!
### April 2019

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<td>Summer Financial Aid Requirements Completion Deadline</td>
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**Notes**

- **PTC Golf Classic**
- **Spring Activities Day**
- **Student Awards and Recognition Program**
- **Easter**
- **LAST DAY TO WITHDRAW** (Full, Late & B Terms)
- **60% of Term (B Term)**
- **60% of Term (Late Term)**

**Get involved in Student Life!**

Participate in Spring Activities Day!

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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/pathway](http://www.ptc.edu/pathway)
### June 2019

#### Financial Aid Freezes
- **Late Term (May 29-July 30)**
- **B Term (June 20-July 30)**

#### Dates

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### Notes
- Dates are subject to change. Visit Pathway for the most current information: [www.ptc.edu/pathway](http://www.ptc.edu/pathway)
**July 2019**

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<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
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<td>• FALL 2019 OPEN REGISTRATION BEGINS ($25 Registration Fee)</td>
<td>• Financial Aid Disbursement Checks Mailed for B Term; Direct Deposits Available</td>
<td>• 60% of Term (Late Term)</td>
<td>• 60% of Term (B Term)</td>
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<td>• Payment Plan for Fall Begins - 0% Down Payment</td>
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<td><strong>FALL FINANCIAL AID REQUIREMENTS COMPLETION DEADLINE</strong></td>
<td><strong>College Closed</strong></td>
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<tbody>
<tr>
<td><strong>College Closed</strong></td>
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<tr>
<td>• Independence Day</td>
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**Notes**

- *Dates are subject to change. Visit Pathway for the most current information: [www.ptc.edu/pathway](http://www.ptc.edu/pathway)*
- Full Term (May 15-July 30) • A Term (May 15-June 19)
- Late Term (May 29-July 30) • B Term (June 20-July 30)
- College Closed
- No Classes
- Independence Day
- LAST DAY TO WITHDRAW (Full, Late & B Terms)
- College Closed
- No Classes
- Independence Day
- LAST DAY TO WITHDRAW (Full, Late & B Terms)
# August 2019

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**FALL CLASSES BEGIN**
- (Full & A Terms)

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### Graduation

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

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<tr>
<th>THURSDAY</th>
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<th>SATURDAY</th>
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*Notes
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COLLEGE CODE OF CONDUCT

It is a common goal of the faculty, staff, students and administration of Piedmont Technical College to foster a campus environment that is conducive to teaching, learning and personal development. All students and employees of PTC are expected to exhibit both in the classroom and throughout the campus values, attitudes and behaviors that nurture character and ethical behavior. Piedmont Technical College students are expected to conduct themselves in a mature, dignified and honorable manner both inside and outside the college. Activities that are considered detrimental to the aims and objectives of the college may be cause for disciplinary action. All instructors, as well as administrators, have express authority for general supervision of student conduct. The Office of Student Affairs will recommend methods of handling cases of alleged misconduct, according to the Student Code for the South Carolina Technical College System.

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

For information on tuition and fees, program length, graduation rates, placement rates, and median loan debt, visit www.ptc.edu/employment.
TERM DATES

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<td>Fall 2018</td>
<td>August 20-December 7, 2018</td>
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<tr>
<td>A Term</td>
<td>August 20-October 11, 2018</td>
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<tr>
<td>Late Term</td>
<td>September 25-December 7, 2018</td>
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<tr>
<td>B Term</td>
<td>October 12-December 7, 2018</td>
</tr>
<tr>
<td>Spring 2019</td>
<td>January 9-May 1, 2019</td>
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<tr>
<td>A Term</td>
<td>January 9-March 1, 2019</td>
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<td>Late Term</td>
<td>February 14-May 1, 2019</td>
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<td>March 11-May 1, 2019</td>
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<td>Summer 2019</td>
<td>May 15-July 30, 2019</td>
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<td>A Term</td>
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VIP REGISTRATION DATES

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<td>New Students</td>
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<td>Spring 2019</td>
<td>November 1-November 30, 2018</td>
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<td>Summer 2019</td>
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TUITION DEADLINES

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<td>Summer 2019</td>
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LAST DAY TO WITHDRAW FROM A CLASS

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<tr>
<td>Spring 2019</td>
<td>April 19, 2019</td>
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<tr>
<td>Summer 2019</td>
<td>July 19, 2019</td>
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FINANCIAL AID DATES

Full 2018
- Fall Full Term: August 6, 2018
- A Term: August 27, 2018
- Late Term: October 1, 2018
- B Term: October 17, 2018

Spring 2019
- Full Term: January 16, 2019
- A Term: January 16, 2019
- Late Term: February 19, 2019
- B Term: March 14, 2019

Summer 2019
- Full Term: May 20, 2019
- A Term: May 18, 2019
- Late Term: June 1, 2019
- B Term: June 24, 2019

FINANCIAL AID ENROLLMENT FREEZE DATES

<table>
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<tr>
<td>Late Term</td>
<td>September 20, 2018</td>
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<td>B Term</td>
<td>October 11, 2018</td>
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<td>Spring 2019</td>
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<td>Late Term</td>
<td>February 6, 2019</td>
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<td>B Term</td>
<td>March 20, 2019</td>
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<tr>
<td>Summer 2019</td>
<td>May 1, 2019</td>
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<tr>
<td>Late Term</td>
<td>June 13, 2019</td>
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FINANCIAL AID 60% OF TERM DATES

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<tr>
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<td>Late Term</td>
<td>November 5, 2018</td>
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<td>B Term</td>
<td>November 12, 2018</td>
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<tr>
<td>Spring 2019</td>
<td>March 21, 2019</td>
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<tr>
<td>A Term</td>
<td>February 11, 2019</td>
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<td>Late Term</td>
<td>April 5, 2019</td>
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<td>B Term</td>
<td>April 12, 2019</td>
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<tr>
<td>Summer 2019</td>
<td>June 25, 2019</td>
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<tr>
<td>A Term</td>
<td>June 6, 2019</td>
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<tr>
<td>Late Term</td>
<td>July 9, 2019</td>
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PAYMENT PLAN DATES

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<td>Fall 2018</td>
<td>July 3, 2018</td>
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<tr>
<td>Last day to enroll with no down payment</td>
<td>August 2, 2018</td>
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<tr>
<td>33% down payment begins</td>
<td>August 3, 2018</td>
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<tr>
<td>Last day to enroll with 33% down payment</td>
<td>August 23, 2018</td>
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<tr>
<td>50% down payment begins</td>
<td>August 24, 2018</td>
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<tr>
<td>Late day to enroll in payment plan</td>
<td>September 24, 2018</td>
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Spring 2019
- Full A Terms: January 7, 2019
- Late Term: March 4 and March 14, 2019
- B Term: May 8 and May 20, 2019
- Late Term: May 22 and June 3, 2019
- B Term: June 15 and June 24, 2019

FINANCIAL AID DISBURSEMENT DATES

<table>
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<td>A and A Terms</td>
<td>October 1, 2018</td>
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<td>Late Term</td>
<td>October 22, 2018</td>
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<td>B Term</td>
<td>November 5, 2018</td>
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<td>Spring 2019</td>
<td>February 15, 2019</td>
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<tr>
<td>A and A Terms</td>
<td>February 15, 2019</td>
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<tr>
<td>Late Term</td>
<td>March 11, 2019</td>
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<td>B Term</td>
<td>April 8, 2019</td>
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<td>Summer 2019</td>
<td>June 24, 2019</td>
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<tr>
<td>A and L Terms</td>
<td>June 24, 2019</td>
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<tr>
<td>Late Term</td>
<td>July 15, 2019</td>
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<tr>
<td>B Term</td>
<td>July 15, 2019</td>
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GRADUATION CEREMONY DATES

<table>
<thead>
<tr>
<th>Term</th>
<th>Dates</th>
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<tr>
<td>Fall 2018</td>
<td>December 13, 2018</td>
</tr>
<tr>
<td>Spring 2019</td>
<td>May 2, 2019</td>
</tr>
<tr>
<td>Summer 2019</td>
<td>August 1, 2019</td>
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GRADUATION DATES

<table>
<thead>
<tr>
<th>Term</th>
<th>Dates</th>
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<tbody>
<tr>
<td>Fall 2018</td>
<td>October 5, 2018</td>
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<td>Spring 2019</td>
<td>March 1, 2019</td>
</tr>
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<td>Summer 2019</td>
<td>June 14, 2019</td>
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PTC Pathway: A User’s Guide

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

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

What is my PTC ID? Why do I need it?
You should have received a PTC ID via letter from Admissions and when you met with your New Student Advisor. The letter P followed by eight numerical digits, your PTC ID replaces your social security number for all PTC services.

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

What is my PTC ID? How do I get it?
If you don’t know your PTC ID, you can look it up online:
1. Go to pathway.ptc.edu
2. Click on “Forgot Your Username?”
3. Follow the on-screen instructions.

What is my Password? How do I get it?
If you don’t know your PTC ID, you can look it up online:
1. Call the Help Desk at 704-447-3332
2. Submit a ticket to have your password reset.

Change My Password
In the Personal Information area.

How do I navigate PTC Pathway?
After logging in, you’ll find that getting around PTC Pathway is a snap!
• The Home tab contains important announcements and quick access to email and Brightspace (D2L).
• The Student tab links you to DegreeWorks, registration resources, advising information, career resources, student records, academic resources, my grades, bookstores, library resources, my classes and student life.
• The Financial Aid and Tuition tab links you to financial aid requirements, financial aid awards, financial aid dates, credit/debit card payment information and the business office.

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

How do I check my 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 Brightspace (D2L) courses?
From the Home tab:
1. Click the Brightspace (D2L) image on the right side of the screen.
2. Brightspace (D2L) opens in a new window taking you to your Brightspace (D2L) homepage.

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.
All faculty maintain a numerical gradebook in the college’s Brightspace (D2L) learning management system. Students should check the Grades tool in their Brightspace (D2L) course for their most current numerical grade.

How do I check my email?
Before you access your email, you must set up your email account. To do this, you must:
1. Log into PTC Pathway. From the Home tab, click on the LiveEdu image on the right side of the screen to access your email.
2. Storage space is limited; check your email frequently and delete unsent messages.

What are my responsibilities in the advising partnership?
• Make appointments by phone, email, or office sign-up sheets.
• Seek help in decision making rather than expecting your advisor to make decisions.

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/advisor.

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 link. 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, as long as you meet the prerequisites requirements for each course and have the credits. 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.

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.
• Discuss academic problems or concerns.
• Help you understand the consequences of your academic decisions.
• Clarify academic policies and procedures.
• Monitor your progress toward graduation.
• Refer you to resources available on campus.
• Verify you are in the correct major for your goals.

What are the responsibilities of the advising partnership?
• Show up on time for appointments, and if you are unable to keep an appointment, reschedule it.
• Be open to your advisor’s suggestions.
• Follow through when your advisor refers you to another resource or office.
• 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 appointments may be held in person, by telephone or even through email. 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.
• Discuss any problems you are having toward reaching your goals.

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

>>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 Advising 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 view my unofficial transcript?
View your unofficial transcript in PTC Pathway from the Student tab:
1. Click “view unofficial transcript” under Student Records area.
2. Click Submit.
3. Your unofficial transcript will be displayed.

For an official copy of your transcript, click on “order official transcript” on the student tab. You will be redirected to the National Student Clearinghouse transcript ordering website.
After meeting with your New Student Advisor, be sure to:

Checklist for New 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 register in Pathway
- Renew 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

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 register in Pathway
- Renew 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

Enrollment Tips

VETERANS SERVICES

Certification of VA Education Benefits
Students receiving VA Education Benefits should meet with the Veterans Services office to submit paperwork to activate these benefits. A VA Certification Request Form must be submitted to the VA each semester with the student’s class schedule in order for classes to be certified. Only courses required for the student’s current program of study may be certified, with certain exceptions in the student’s final semester.

Support Student Services Veterans Program (SSP)
The Student Support Services Veterans program is a federal TRIO grant program, designed especially for veteran students to increase college retention, graduation and four-year college transfer rates. Eligible students should be first-generation college students, low-income and/or have a disability. The program provides a single point of contact for eligible veteran students and provides a variety of services:

- Certification of VA Education Benefits (students do not have to.use VA Educational Benefits to qualify)
- Tutoring services
- Academic counseling and coaching
- Veteran-specific events and activities
- Financial aid, Veterans Benefits and Scholarship assistance
- Financial literacy programs

NEW STUDENT ADVISING

After completing the Admissions process, new and readmitted students will meet with a New Student Advisor who will review the student’s vocational, academic and personal goals and needs, assist the student with selection of first semester courses and provide information about the steps in the advising process as well as resources for college success. The New Student Advisor will assist in the initial steps in developing an individualized degree plan in collaboration with the student.

STUDENT SUCCESS CENTER

The Student Success Center, located in Room 101-A, is committed to providing career, educational and personal awareness opportunities to all students in an effective and timely manner. This area is made up of several departments providing 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.

CAREER PLANNING AND COUNSELING SERVICES

Career Planning
Choosing a particular career path can be a difficult decision. In the Student Success Center (SSC), a career counselor is available to assist in evaluating your self-awareness, interests, values, abilities and goals before you invest time and money in a particular program of study. Students also have access to free career and personality assessments and receive guidance regarding the results and how these factors influence career goals. Resources and information about career paths are available, including local, state, and national job markets and salary information, as well as real-life experiences of Piedmont Technical College graduates through Career Tracks data. A career counselor can assist students with learning about the available PTC programs of study, as well as programs at four-year colleges.

We can assist you in the career planning process and you will receive the resources that best match your need of information. We may begin with the following stages:

- Determine Your Interests – Who are you, what are your values, how do they fit into a career that satisfies your need?
- Discover Your Career – Explore salaries, work environments, job duties, type(s) of education needed for your career choice.
- Plan Your Goals – How do I get them from here?

To access Career Planning Services, call (864) 941-8356 or visit the SSC in room 101-A for more information or to schedule an appointment. Get the guidance you need to start on a career path to rewarding times.

Counseling Services
Academic, personal and career counseling services are offered on an ongoing basis. Counselors are available to assist students with issues prohibiting success. The issues may include communicating with the instructor, academic probation counseling, personal concerns, sexual assault/abuse and to provide strategies topics such as:

- Study Skills
- Critical Thinking
- Learning Strategies
- Time Management
- Learning Styles
- Stress Management
- Test Taking Skills

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 student might realize his or her full potential.

Confidentiality of a student’s disability is maintained in accordance with the Americans with Disabilities Education 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.

WHAT IS ELIGIBLE FOR SERVICES?
Anyone with a documented disability may register with Student Disability Services. The disability may be physical, psychiatric, psychological or emotional in nature. Assistance may be provided, but is not limited, to people with:

- Mobility impairments
- Hearing impairments
- Visual impairments
- Learning disabilities
- Chronic physical conditions
- Speech impairments
- Attention deficit hyperactivity

WHAT DO YOU NEED TO DO?
Make an appointment with Brenda Dailey, Counselor, Student Disability Services, at (864) 941-8778 or daileyb@ptc.edu.

DOCUMENTATION
Any student requesting services based on a disability must submit recent and appropriate documentation from school, physician, psychological 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.

CLASSROOM ACCOMMODATIONS
Based on your individual needs and supporting documentation, accommodations may be provided in the classroom. Refer 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 1973 are provided.

Financial aid advising, transfer information, career development, testing 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.

SERVICE ANIMALS
If you have questions about bringing a Service Dog or Emotional Support Animal on campus, please contact Brenda Dailey at (864) 941-8778 or daileyb@ptc.edu.
Student Employment Services

Assistance with finding employment 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 job fair to be held during the spring term. This event informs students of various types of career opportunities and allows faculty and students to interact with company representatives.
- Assistance with job search strategies, resumes preparation and interviewing skills.

Please call (864) 941-8377 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-rounded individuals who will be dependable, effective and responsible employees. Faculty recommendations, grade 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 rate from a two-year to a four-year institution; and to foster an institutional climate supportive of the success of low income and first generation college students and individuals with disabilities. The program provides a variety of free support services to enrolled students, including:

- Tutoring services
- Academic, Career, Personal and/or Referral Advising/Counseling
- Exposure to cultural educational events/activities
- Leadership development
- College tours and other activities to assist in securing admission and financial assistance for enrollment in a four-year college or university
- Student Success Workshops focused on Academics, Financial Aid, Scholarships, College Transfer, and Workforce Readiness

More than 140 students are served annually by this program. Information can be obtained at the Student Success Center (101-A), or by telephone at (864) 941-8385.

Scholarships

Many scholarships are available to current students after they have completed 12 PTC 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. Applications for current students are available online at www.ptc.edu/scholarships and are offered during specified dates.

Student Life

Sponsored by the Student Success Center, a variety of campus programming takes place to include cultural, educational, social, recreational and leadership activities. Get involved in student life! For details about monthly events, visit www.ptc.edu/studentlife or contact Amanda Jackson at jackson.a1@ptc.edu or call (864) 941-8545.

INTER CLUB COUNCIL

Students have a voice in campus affairs through the Inter Club Council (ICC). The ICC is a PTC student organization designed to consist of representatives from each active and approved student club and organization. The purpose of ICC is to provide programming to augment the administration’s efforts to provide a voice to the students in the governance of the college, to help plan events and activities for students, and to promote 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 desire to assist other students. Presidential Ambassadors represent the college at various functions and on off-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 a Ambassador, visit the Student Success Center or visit the website at www.ptc.edu/icc.

STUDENT CENTER

The Student Center is available to all students to meet and work on campus. It offers free wifi, laptop stations, comfortable furniture and an eating area.

Student Organizations

Clubs and organizations play an important role in student life. They can help students develop leadership skills, promote interaction with professionals in the field, provide educational programs for the campus community and provide a social network for members. Current clubs and organizations include:

- ALPHA CHI EPSILON
- BCT-4-LIFE
- COLLEGIATE FFA
- COLLEGIATE FFA AGRICULTURE
- COMMUNITY COLLEGE FFA AGRICULTURE
- COLLEGIATE FFA AGRICULTURE HONOR SOCIETY
- DENTAL HYGIENE CLUB
- ELECTRICAL TECHNOLOGY CLUB
- ENGINEERING TECHNOLOGY CLUB
- ENVIRONMENTAL SCIENCE CLUB
- ECO CLUB
- EDUCATIONAL TECHNOLOGY CLUB
- ETIQUETTE CLUB
- FULL THROTTLE
- HORTICULTURE CLUB
- INDIAN STUDENTS OF AMERICA
- HUMAN SERVICES CLUB
- ICC CLUB
- ICC NATIONAL HONOR SOCIETY
- JUNIOR LEAGUE OF WINGET
- LIVING IN POETRY
- LAMBDA BETA SOCIETY
- LAMBDA PHI LAMBDA
- Living in Poetry Student Club
- LIVING IN POETRY SCHOLARSHIP
- MAJOR STUDENTS ASSOCIATION
- MATH CLUB
- MEDICAL ASSISTING CLUB
- MINORITY STUDENTS ASSOCIATION
- Mu Alpha Theta
- NATIONAL HONOR SOCIETY
- Occupational Therapy Assistant Club
- Omega Xi Club
- Organic Chemistry Club
- Phi Beta Lambda
- Physics Club
- Psychology Club
- Rho Xi Club
-稷下学宫
- Phillips Club
- PN CARE CLUB
- PRE-ENGINEERING CLUB
- PSI KAPPA INTERNATIONAL HONOR SOCIETY
- THIRD YEAR STUDENT LEADERSHIP CLUB
- TAU EPSILON ALPHA
- TAU PHI LAMBDA
- U.S. CIVIL WAR CLUB
- VETERINARY TECHNOLOGY CLUB

HUMAN SERVICES CLUB

With the motto of “helping people help people” and open to all students, members of this organization will be involved in social change that focuses on improving the quality of life for individuals and families, and the community and promote awareness of issues such as domestic violence, mental illness and poverty.

LAMBDA BETA SOCIETY

A national honor society for the respiratory care profession, its purpose is to promote, recognize and honor scholarship 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 all students and graduates who meet certain criteria; the honor society recognizes academic and clinical excellence in nursing. All members must be recommended by the faculty.

LIVING IN POETRY

Living in Poetry gathers to encourage others to write literature, brainstorm ideas and perform works. Works include, but are not limited to: poetry, short stories, novels, plays and essays. Living in Poetry is open to all students, faculty and staff.

MATH CLUB

Open to all students with an interest in Mathematics, the purpose is to promote interest and excitement about mathematics in a friendly, collaborative environment. This club is a charter of the national mathematical honor society, Mu Alpha Theta.

MEDICAL ASSISTING CLUB

Open to all medical assisting students, the goals of the club are to promote fellowship, provide service and enhance knowledge of the profession.

Mu Alpha Theta

The purpose of the honor society is to stimulate interest in mathematics by providing public recognition of superior mathematical scholarship and by promoting various mathematical activities. It is co-sponsored by the Mathematics Department at Piedmont Technical College, the National Council of Teachers of Mathematics, the Society for Industrial and Applied Mathematics, and the American Mathematical Association of Two-Year Colleges. There are now over 2000 chapters in the United States and nineteen foreign countries. Colleges and universities recognize membership in Mu Alpha Theta as an important part of a student’s academic resume. Topics presented during club meetings, participation in our free mathematics competitions, and the interest gained from the activities help members to gain a greater understanding and enjoyment of mathematics.

OCCUPATIONAL THERAPY ASSISTANT (OTA) CLUB

The Occupational Therapy Assistant (OTA) Club is comprised of students enrolled in the OTA program on the Newberry Campus. Members of the club attend a national conference each year. The OTA Club is active in community service projects and many campus events.

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 BETA LAMBDA

Phi Beta Lambda (PBL) is the two-year college division of Future Business Leaders of America. PBL has over 11,000 student members nationwide programs for careers in business-related fields such as Accounting, Administrative Office Technology, 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 mission is to promote the excellence of two-year college education and to recognize and honor students who have attained academic excellence.

PN CARE CLUB

Open to all students enrolled in the PN 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.

PTC PHOTO/ART CLUB

This club is 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 radiology technology and pre-students, the club is involved in promoting the rad tech profession and activities such as appreciation programs at local hospitals, attendance at regional conventions and visits by rad tech alumni to speak about the profession.

RESPIRATORY CARE CLUB

Open to respiratory care and 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 Student Support Services (SSS) program participants. The primary purpose of this organization is to develop leadership skills, promote 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.

TAU ALPHA PI

This is an honor society open to both engineering technology students and graduates who achieve high academic standards. Members are involved in campus leadership and community service activities and are working to build a network of local business professionals.

TAU EPSILON ALPHALPHA

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 an overall GPA of 3.25 and rank in the top 95% 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). This club is 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.

VIP (VERY INVOLVED PERSONS) CLUB

This is an organization for leadership and community service opportunities for all Newberry County Campust students. It is open to all students, regardless of major.
CAMPUS POLICE AND SECURITY

Located on the first floor of the F 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
- Safety Escorts
- Investigation of crimes
- Emergency phone response
- Emergency alert notification

For immediate assistance from a Campus Police and Security Officer, please call (864) 941-8000. The public may call the Crime Prevention Hotline at (864) 941-8744 to report criminal, sexual, or related information 24 hours a day.

Additional information about the services above are available at www.ptc.edu/campuspolice. Students are responsible for their own property and personal safety. The college encourages students to be vigilant and aware of their surroundings at all times.

CAMPUS POLICE AND SECURITY RELATED POLICIES

Harassment and Sexual Assault Information

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, including unwelcome, offensive, or intimidating actions.

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), as part of the Higher Education Opportunity Act, is a federal law that requires colleges and universities to disclose certain timely and annual information about campus crime and security policies. All public and private institutions of postsecondary education offering financial assistance to students in federal student-aid programs are subject to this requirement. The Clery Act requires colleges and universities to:

- Publicize the existence of the official security report
- Publish and distribute a campus security plan
- Annually report information about campus crime
- Provide information about urgent threats
- Provide information about emergency procedures
- Inform students and employees of their rights under the Clery Act

The college's Clery Act report is available online at www.ptc.edu/policies-and-procedures. The report includes statistics on crimes, which are defined under all federal and state laws, as well as information about the college's policies and procedures for addressing and responding to campus crime.

HARASSMENT & SEXUAL ASSAULT REPORTING PROCEDURES

If a student or employee wishes to report dating violence, domestic violence, or stalking, he/she may report it to the Campus Police and Security for appropriate follow-up. If a student wishes to report sexual harassment and/or sexual assault, he/she may report it to the Associate Vice President of Human Resources in 355-A (brown.a@ptc.edu). Once a report is received, a preliminary investigation will be conducted to determine appropriate follow-up and support to the victim. All confidentiality will be maintained to the extent that the information may constitute a free and non-discriminatory environment for all faculty, staff, and administrators.

The PTC Alert system allows Piedmont Technical College officials to send emergency messages via cell phones to everyone automatically. The college will notify students in several ways. Visit www.ptc.edu/campuspolice for more information.

VICTIM ASSISTANCE

Campus Police and Security will assist victims of sexual assault, domestic violence, dating violence, or stalking with transportation to the nearest designated treatment center if necessary. The college will provide victims with counseling and information about support services. The college will not grant victims' requests for reasonable and appropriate accommodations to allow them to access their safety and security needs. Possible accommodations may include an escort, campus relocation, switching schedules or change of location. The student may choose to exercise their rights and file a complaint with the Federal Government. Both the college and the victim have the right to a complaint by the college and law enforcement agencies who provide services to Piedmont Technical College-owned and leased properties. For an updated list of these individuals, visit www.ptc.edu/campuspolice.

CAMPUS POLICE AND SECURITY

NOTIFICATION TO STUDENTS

At the beginning of the fall and spring semesters, the Associate Vice President of Student Affairs will send an email to every student with links to information about available academic counseling, health and legal services, as well as options that are available for academic accommodations.

CARRYING OR POSSESSION OF WEAPONS Prohibited on Campus

It is unlawful for a person to carry onto any premises or property owned, operated or controlled by a private or public school, college, university, technical college, other postsecondary institution or any public building a firearm, a handgun, a shotgun or, with the exception of a handgun, any firearm that may have federal or state law consequences consistent with federal and state laws and regulations.

Employees must report any personal conviction under a criminal drug statute for conduct to the workplace at the Human Resources Office within five days.

It is a condition of employment and admission that all employees and students abide by the policy on alcohol and other drug use as well as related procedures, statements, laws and guidelines. Violation of any provision may result in disciplinary action up to and including termination of employment for employees and suspension or expulsion for students. Students may have final hearing or appeal rights.

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

Severe Weather Policy

The PTC Alert System allows Piedmont Technical College officials to send emergency messages via cell phones to everyone automatically. The college will notify students in several ways. Visit www.ptc.edu/campuspolice for more information.

Watch weather for detailed information.

Severe weather policy

Wether conditions remain 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 more or less severe, the college will notify students in several ways. Visit www.ptc.edu/campuspolice for more information.

No severe weather policy

The college will notify students in several ways. Visit www.ptc.edu/campuspolice for more information.

Student ID

College policy requires that persons on campus be enrolled as students, employees, or visitors with photo identification. Visitors must have a photo ID which must be presented to campus personnel upon request. Visitors must be accompanied by a student, employee, or faculty member.

Tobacco Use Policy

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

Vehicle Registration and Decals

Motor vehicles operated on the Lee Walters Campus-Greerwood and county campuses are required to display decals. Registration decals are available from the Library or at county campuses at no cost to the student. During registration week, decals designating authorized parking areas will be distributed to all students. Parking tickets will be issued for all parking violations, including parking in unattended

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OTHER COLLEGE POLICIES TO REMEMBER

Academic Suspension/Dismissal Appeal Process

A student who has been academically suspended or dismissed has the right to file an appeal by completing the Academic Suspension/Dismissal Appeal Form, available on the Student Records Office website www.ptc.edu/appeal-form.

A. Once the form has been completed, the student will attach supporting documentation to verify the circumstance that justifies the appeal. Examples of acceptable reasons for appeal would include:
   a. Hospitalization for an extended period of time (doctor’s verification must be attached to appeal).
   b. Divorce/separation/family crisis causing extreme hardship (Divorce Decree, Separation Agreement, or other verifiable documents must be attached to appeal).
   c. Death or serious illness in the immediate family causing extreme hardship (a verifiable document must be attached to appeal).
   d. Other verifiable circumstances causing hardship and significantly contributing to poor academic performance (a verifiable document must be attached to the appeal).

B. The Academic Suspension/Dismissal Appeal Form along with supporting documentation will be submitted to the Registrar no later than one calendar week before classes begin for the subsequent term. Appeals submitted after this deadline will not be considered and the student will not be allowed to enroll.

C. The Academic Appeals Committee will review the appeal form and supporting documentation no later than two (2) work days after the deadline to submit the appeal.

D. The Committee will decide to either (a) uphold the suspension/dismissal or (b) allow the student to register for the subsequent term. The Committee may also determine if certain conditions will be required for continued enrollment, such as reduced load, academic counseling, tutoring, etc.

E. The student will be notified in writing and by phone of the Committee’s decision and any conditions of continued enrollment.

F. If the student’s appeal is denied by the Committee, the student may petition the president, or designee, to allow continued enrollment at the college. This petition must be made before the end of the add/drop period for the subsequent term.

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. This term of withdrawal will be waived in monitoring the Title IV Standards of Satisfactory Academic Progress.

GRADING

Students called to military service in the middle of a term will be awarded the non-punitive grade of W. If the call to duty is near the end of the term, and the student has completed most of the course objectives, it is the instructor’s discretion to award a grade of A, B, C, or D rather than a W.

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 Pathways account prior to the end of the add/drop period. Students are considered to be enrolled until the student initiates the drop through Pathways 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 periods. Refunds for student-initiated drops will be processed as they occur and mailed on Friday of the following week.

Tuition Payment Policy

Before the tuition and fees due dates for each term, full payment of fees is required or an approved payment plan agreement must be signed. Course registrations will be held on accounts that have not been paid in full or set up on a payment plan before the drop for non-payment penalty. For your convenience, the college accepts cash, personal checks, MasterCard, Visa and Discover for payment of tuition and fees.

Students are responsible for the management of their financial accounts. If a student decides not to attend a class before the semester begins, it is the student’s responsibility to drop the class. Students who do not initiate the drop or withdrawal process may still owe the tuition and fees to the college. If financial obligations to the college are not met by the student and the account is turned over to the collection agency or the S.C. Department of Revenue, the student will be responsible for paying all collection fees involved. Also, future registrations will be blocked and all grades will be withheld for any debt due to the college.

Students who are applying for financial aid have the responsibility of ensuring that the entire financial aid process is complete prior to the tuition deadlines. Students who have missing information or have been selected for verification must submit all of the required paperwork by the tuition deadlines. Failure to supply the necessary paperwork will result in students being dropped from their classes.

HOW TO PAY USING FINANCIAL AID

If you receive a grant, loan or scholarship, your award will be posted directly into your student account to offset tuition and fees. If the aid posted is not enough to cover tuition and fees, it is your responsibility to pay the remaining balance before the term begins to avoid being dropped for non-payment.

For additional financial aid information on programs and policies, refer to our web page at www.ptc.edu/fininfo/Quick_Facts.htm.

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 suspend each activity. Continued inappropriate use may lead to disciplinary action according to the South Carolina Student Code of Conduct.

IMPORTANT REMINDERS FOR ALL STUDENTS

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.

Children on Campus

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 want 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, 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 one or more of the exclusive rights granted to copyright holders. More information on copyright law and infringement is available at www.ptc.edu/copyright.

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 to be offensive by another 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.

Social Media

Piedmont Technical College students should exercise caution, sound judgment, common sense, and professionalism when using social media sites. Improper use including unprofessional or offensive conduct and breach in confidentiality may violate state and federal laws and could result in disciplinary action.

Use of Cell Phones and Other Electronic Devices

It is inappropriate for students to use cell phones, iPods, MP3 players, pagers or other electronic devices during class, clinical or laboratory activity, in the college library, or in any college office. Students should advise their families and friends that they will be called out of class for a telephone call only in case of emergency.
The Student Code for the South Carolina Technical College System

I. Purpose
The Student Code for South Carolina Technical College System 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 sexual violence and sexual harassment. Cases of alleged acts of sexual violence and sexual harassment will be adjudicated through SBTCE procedure 3-2-106.1 or SBTCE procedure 8-5-101.1. This Code applies to behavior on college property, at college-sponsored activities and events, and at off-campus behavior that adversely affects the college and/or the college community.

II. Principles
Technical/community college students are members of both the technical and the academic community. As members of the academic community, students are subject to the obligations that accrue to them by virtue of this membership. As members of a larger community, students are entitled to all rights and protections accorded 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 mission, the student may be expelled.

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 of the college where the alleged infraction 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 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 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 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. "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. "SGA" means the Student Government Association of the college or other group of students convened for the purpose of representing students 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 law or ordinance of a state or political subdivision which has jurisdiction over the place in which the violation occurs.

L. "Institutional Werkaday" 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 interfere with the freedom of instructors to teach or the rights of other students to learn.

C. FREEDOM OF THE PRESS
In official student publications, students are entitled to the constitutional right of freedom of the press, including constitutional limitations on prior restraint and censorship. To exercise this protection, the college shall have an editorial board with membership representing SGA, faculty and administration. Each college has the responsibility of defining the selection process for the editorial board. The primary responsibility of the board shall be to establish and safeguard editorial policies.

D. FREEDOM FROM UNREASONABLE SEARCHES AND SEIZURES
Students are entitled to the constitutional right to be secure in their persons, dwellings, papers and effects against unreasonable searches and seizures. College security officers or administrative officers may conduct searches and seizures only as authorized by law.

E. RIGHT TO PARTICIPATE IN COLLEGE GOVERNANCE
Students should have the opportunity to participate on college committees that formulate policies directly affecting students, such as in the areas of student activities and student conduct. This participation may be coordinated through a Student Government Association whose constitution or bylaws have been approved by the college’s area commission.

F. RIGHT TO KNOW ACADEMIC AND GRADING STANDARDS
Instructors will develop, distribute, explain, and follow the standards that will be used in evaluating student assignments and determining student grades. Grades are awarded for student academic performance. No grade will be reduced as a disciplinary action for student action or behavior unrelated to academic conduct.

G. RIGHT TO INFORMATION
Information about individual student views, beliefs, and political associations acquired by instructors, counselors, or administrators in the course of their work is confidential. It can be disclosed to others only with prior written consent of the student involved or under legal compulsion.

H. RIGHT TO CONFIDENTIALITY OF STUDENT RECORDS
All student records and confidential information shall be preserved by the college. Separate record files may be maintained for the following categories: (1) academic, (2) medical, psychiatric and counseling, (3) placement, (4) financial aid, (5) disciplinary, (6) financial, and (7) veteran’s affairs. In addition, disciplinary records are maintained by the Chief Student Services Officer.

Student education records will be maintained and administered in accordance with the Family Educational Rights and Privacy Act of 1974, the guidelines for the implementation of this act, and other applicable federal and state statutes and regulations.

I. RIGHT TO DUE PROCESS
At a minimum, any student charged with misconduct under this Code is guaranteed the following: (1) the right to receive adequate notice of the charge(s); (2) the right to see and/or hear information and evidence relating to the charge(s); and (3) the right to present information and evidence relating to the charge(s). Additional due process requirements will be identified in other sections of this Code.

II. Student Responsibilities

A. Students are expected to conduct themselves in a manner that is civil, that is respectful of 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, when participating in off-campus college sponsored activities, and when participating in off-campus clinical, field, internship, or in-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. Instructors will announce these standards during the first week of classes. If the student’s behavior disrupts class or interferes with the health, safety, or well-being of the student or others, the instructor will speak with the student regarding the disruption. If the unacceptable conduct or disruption continues, the instructor may dismiss the student for the remainder of the class period. Further disruption(s) by the student may result in a second dismissal and a written referral to the Chief Student Services Officer. This written referral may result in the initiation of disciplinary action against the student.

III. Student Conduct Regulations
The following list identifies violations for which students may be subject to disciplinary action. This list is not all inclusive, but it reflects the categories of inappropriate behavior and provides examples of prohibited behavior.

A. ACADEMIC MISCONDUCT
All forms of academic misconduct, including, but not limited to, cheating on tests, plagiarism, collusion and 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. Knowingly obtaining, using, buying, selling, transporting, or soliciting in whole or in part the contents of a test prior to its administration. e. Rehiring or coercing any other person to obtain tests or information about tests. f. Submitting for the same person to substitute for one self. g. Cooperating or aids in any of the above.

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

3. "Collusion" is defined as knowingly assisting another person in an act of academic dishonesty.

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

The Student Code for the South Carolina Technical College System
B. ABUSE OF PRIVILEGE OF FREEDOM OF SPEECH OR ASSEMBLY
No student, acting alone or with others, shall obstruct or impair any official student, administrative, disciplinary, or faculty 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 to the person to face disciplinary actions. In addition to administrative action, any person in violation of any federal, state, or local law will be turned over to the appropriate authorities.

C. FALSEIFICATION OF INFORMATION AND OTHER ACTS INTENDED TO DECEIVE
False or misleading information and other acts intended to deceive include, but are not limited to the following:
1. Forgery, 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 weapons 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 causing or damaging fire safety equipment.
4. Using, or threatening to use, any drug, or drug paraphernalia, to restrict 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 persons' will or when a person is incapable of giving consent. Cases of alleged acts of sexual violence will be adjudicated through SBTCE procedure 3-106.2.
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
Infringement of rights of others is defined to include, but is not limited to the following:
1. Stalking, destroying, damaging, or misusing 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 unlawful 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 a student’s education, a basis for academic conditions affecting the student, or the conduct is sufficiently severe to interfere with the student’s academic performance or otherwise deny the student's ability to participate in any aspect of the college's program, thereby creating an intimidating or hostile learning environment.
Cases of alleged acts of sexual harassment will be adjudicated through SBTCE procedure 3-106.2 or SBTCE procedure 8-510.1.

3. 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 safety and that has, in fact, placed a reasonable person in fear of his/her safety. Where the stalking is based on sex, race, national origin, color, age, religion, or disability, it may constitute harassment under other provisions of this Code.
4. Bullying or harassing conduct, including verbal acts and name calling; graphic and written statements, which may include, the use of cell phones, the internet, or other electronic devices; and other conduct that may be physically harmful, threatening, or humiliating. Bullying or 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 severe to interfere with the student’s academic achievement or otherwise deny the student’s ability to participate in any aspect of the college's program, thereby creating an intimidating or hostile learning environment.
5. 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.

F. OTHER ACTS WHICH CALL FOR DISCIPLINE
Other acts which call for discipline include, but are not limited to the following:
1. Possessing, using or 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 through operating in a college sponsored event or act.
4. Violating any South Carolina and/or federal laws while on campus or off-campus when participating in a college sponsored event or activity.

IV. STUDENT Disciplinary Procedures
The 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 3-106.2 or SBTCE procedure 8-510.1. Because due process is essential in dealing with infractions of college regulations, any disciplinary actions taken and sanctions imposed on a student or student organization will follow the provisions of this code.

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 be imposed when it 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 to 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 the President’s designee, shall notify the Chief Student Services Officer in writing about the nature of the alleged infractions, a brief description of the incident(s) and the student’s name before 5:00 p.m. of the first class day following the decision to impose the interim suspension.
2. The Chief Student Services Officer, or designee, will inform the student, in writing, about the decision to impose an interim suspension. This notice must either be hand delivered to the student, sent by e-mail, or sent by certified mail to the student's last known address. The notice will include at least two (2) instructional weeks of receiving the information from the President, or designee. If sent by e-mail, a letter sent by certified mail to the student’s last known address must still be mailed within two (2) instructional weeks of receiving the information from the President, or designee.

This letter must include the following information:
1. The reason(s) for the interim suspension;
2. Notice that the interim suspension does not replace the regular hearing process;
3. Information about requesting a hearing before the Hearing Committee;
4. Notice that the student is denied access to the campus during the period of suspension prior to approval of the Chief Student Services Officer.

B. ACADEMIC MISCONDUCT
An instructor who has reason to believe that a student enrolled in his/her class has committed an act of academic misconduct must discuss the matter with the student. The instructor must advise the student of the alleged act of academic misconduct and the information upon which it is based. The student must be given an opportunity to refute the allegation. If the student chooses not to participate in the discussion, the instructor will make a decision based upon the available information.
2. If the instructor, after meeting with the student, determines that the student has engaged in academic misconduct as alleged, the instructor will inform the student about the decision and the academic sanction that will be imposed. The instructor may impose one of the following academic sanctions:
   a. Completion of an educational activity relating to the nature of the offense.
   b. Assign a lower grade or score to the paper, project, assignment, or examination involved in the act of misconduct;
   c. Require the student to repeat or resubmit the paper, project, assignment, or examination involved in the act of misconduct;
   d. Assign a grade of F for the course;
   e. Require the student to withdraw from the course.
3. If the student is found responsible for the academic misconduct, within five (5) 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 seven (7) 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 forward a certified copy of the student’s appeal to the student’s address of record. 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 the student’s counsel is solely to advise the student. Counsel may not participate in any of the questioning or make any statements on behalf of the student. The student is 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 of the Chief Academic Officer, or designee.

8. a. Statement informing the student that the sanction imposed by the instructor will be held in abeyance pending the outcome of the appeal.

Within two (2) instructional weekdays of the meeting with the student, the Chief Academic Officer, or designee will send a certified copy of the student’s decision to the student. 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 must detail the reason(s) for the appeal. The student FCC must be sent to the President within five (5) 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, nonwritten 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 instructor’s decision.

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 or as soon as possible after the incident occurs, but no later than ten (10) 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 Investigation

Within five (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 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 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.

c. Special Conditions: Completion of a variety of educational activities, relating to the nature of the offenses 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 might 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, or designee, has been granted.

g. Expulsion from the college: Permanent separation from the college. An expelled student may not return to the campus unless the Chief Student Services Officer, or designee, has granted an exception.

Within five (5) instructional weekdays of the preliminary investigation, identify the specific regulation(s) that the student violated, the student’s name, the date of the alleged violation, and indicating that subsequent violations could result in more serious disciplinary sanctions.

3. Appeal

If the student disagrees with the decision or the sanction, the student may submit a written appeal to the College’s President. The appeal must be submitted within ten (10) 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.

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

5. Hearing Committee Meetings

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.

7. 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 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 investigation.

2. At least seven (7) instructional weekdays 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 address of record. 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) submitting the incident report.

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

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

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

C. 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, or designee, has been granted.

D. 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, or designee, has been granted.

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

F. Suspension 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, or designee, has been granted.

G. 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, or designee, has been granted.

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

I. Suspension 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, or designee, has been granted.

J. 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, or designee, has been granted.

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

L. Suspension 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, or designee, has been granted.

M. 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, or designee, has been granted.

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

O. Suspension 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, or designee, has been granted.

P. 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, or designee, has been granted.

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

R. Suspension 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, or designee, has been granted.

S. 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, or designee, has been granted.

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

U. Suspension 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, or designee, has been granted.

V. 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, or designee, has been granted.

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

X. Suspension 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, or designee, has been granted.

Y. 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, or designee, has been granted.

Z. Loss of Privileges: Suspension or termination of particular student privileges.
I. Purpose
The purpose of the student grievance procedure is to provide a system to channel and resolve student complaints against a college or the college's governing decisions made or actions taken. A decision or action can be grievable only if it involves a misapplication of a college's policies, procedures, or regulations, or a state or federal law. This procedure may not be used to overturn a charge or to review 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 assigned in a class or for an assignment, unless the complaint is based upon alleged discrimination on the basis of age, gender, race, disability or veteran's status or on the basis of alleged sexual harassment; or 3) to draw a decision for which other grievances or appeal procedures exist (e.g., appeal of a disciplinary case, a residency appeal, a financial appeal, FERPA grievances, transfer credit evaluations, etc.). 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 misapplication. 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 misapplication of a college's policies, procedures, or regulations of a state or federal law.
G. “Days” means an instructional week, 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 to conduct college class courses.
J. “Staff” means any person employed by the college for reasons other than teaching.
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 the following within 10 days of knowing:
1) to grant an extension to 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, the student may ask to see the individual or group charged with the matter. If the student is not required to initially try to resolve the matter with the person alleged to have committed the violation under this policy, when applicable, if the student is not satisfied with the outcome of this meeting or if the student prefers to ignore this step, then the student may file a written complaint and initiate the grievance process. This written complaint should 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 and written complaints about alleged 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 or actions not related to discrimination on the basis of age, gender, race, disability, veteran's status, or sexual harassment shall be submitted to the college's Chief Student Services Officer.
3. Any written complaint turning 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 acknowledgement to the student within two instructional weekdays after receiving the written complaint.

The person receiving the complaint will forward the complaint to the immediate supervisor of the employee named in the complaint 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 Vice 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 the 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.

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 or a three person ad hoc committee from within the System to hear the student's complaint.

C. STUDENT GRIEVANCE HEARING
1. Requesting a Hearing
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 response. After the student has submitted a written request within 30 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.

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

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 complaint may not be brought in any grievance covered by this procedure is filed.

2. Grievance Committees
a. Student Grievance Committee: The President must appoint all recommended members of the committee. The committee shall be composed of:
   1. Three students recommended by the governing body of the student body.
   2. Two students recommended by the Chief Academic Officer.
   3. One student services staff member recommended by the Chief Student Services Officer.

b. One administrator, other than the Chief Student Services Officer, to serve as the Committee's chairperson.

3. The Chief Student Services Officer, or designee, who serves as an ex-officio, nonvoting member of the committee.

The chairperson of Presidents 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 chairperson. The Chief Student Services Officer or designee shall serve as secretary of the Committee.

The Committee may include any additional members of the college community (e.g., faculty, staff, students, area employers, etc.) as appropriate.

The Committee may also question the employee's (employees') supervisor(s) concerning the evidence, if such supervisor(s) is/are not involved in the decision or action being grieved, the date of the decision or action, and the employee(s) named in the complaint.

The Committee may also question the employee(s). The employee(s) named in the complaint may listen to this tape recording under the supervision of the Chief Student Services Officer or, designee.

The student filing the complaint or the employee(s) named in the complaint may tape record the hearing.

D. APPEAL PROCESS
If the student 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 will review the Committee's findings, conduct whatever additional inquiries are deemed 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 the student is not satisfied with the President's decision, that person may submit a written appeal to the System President within ten instructional weekdays of the President's decision. The written appeal must include a statement indicating why the person was not satisfied with the President's decision. The System President shall review the Committee's findings, conduct whatever additional inquiries are deemed necessary and render a decision within ten instructional weekdays of receipt of the appeal. The System President's decision is final.
The Student Code Procedures for Addressing Alleged Acts of Sexual Violence and Sexual Harassment

Procedure 3-2-106.2

I. Procedural Overview

The South Carolina Technical College System does not discriminate on the basis of race, color, gender, national origin, religion, disability, marital status, veteran status, sexual orientation, gender identity, or pregnancy in educational programs and activities as required by Title IX. Any questions regarding Title IX may be referred to the college’s Title IX Coordinator or to the Office of Civil Rights.

The Student Code for the South Carolina Technical College System 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. This Code applies to behavior or allegations of acts of sexual violence or sexual harassment on college property, at college-sponsored activities and events, and off-campus behavior that advances the college community and the Code applies to all students from the time of application for admission through the awarding of a degree, diploma, or certificate.

Any student, or other member of the college community, who believes that he/she/it or has been a victim of sexual harassment or sexual violence may file a report with the college’s Chief Student Services Officer, campus law enforcement, or with the college’s Title IX Coordinator, or designee. The Title IX Coordinator’s office location, email address, and phone number are printed on the college’s catalog and appear on the college’s website. Students may also contact any Responsible Employee, who has an obligation to report any claim of sexual harassment or sexual assault to the Title IX Coordinator, or designee. The college will evaluate violations to their anti-bullying policy to determine if there is also a possible violation of Title IX.

The Title IX Coordinator, or designee will work with the student who filed a complaint (“Complainant”) under this policy to mitigate, to the extent reasonably possible, the likelihood of additional injury during the pending of the investigation and proceedings. After a complaint has been filed alleging a sex offense covered under this regulation that has occurred, the Title IX Coordinator, or designee, will receive updates of the status of the investigation and receive notification of the finding portion of a Title IX investigation while law enforcement gathers evidence. During this delay, the colleges will take interim measures to protect the Complainant and/or alleged victim.

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, in-person or paper on a designated topic, or participation in a special project or activity.

C. 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.

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

E. 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 is imposed. During the suspension period, the student may not return to the campus unless prior permission by the Chief Student Services Officer, or designee, has been granted.

F. 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, or designee, has been granted. An expelled student will not receive academic credit for the semester in which the expulsion was imposed.

G. Additional Measures: Minimizing contact between Complainant and Respondent; may include, but is not limited to: change in academic and extracurricular activities, living arrangements, transportation, dining, and college-related work assignments, as appropriate.

H. Any combination of the above.

IV. Formal Resolution Process

A. PRELIMINARY INVESTIGATION

Within five (5) instructional weekdays after the charge has been filed, the Title IX Coordinator, or designee, shall complete a preliminary investigation of the charge and schedule a meeting with the alleged violator (Respondent) and, if needed, the Complainant. During the pending of the investigation, the college will take reasonable measures to ensure the requirements of notice, notice, protection or protective orders are followed while the Complainant is engaged in school activities. After discussing the alleged interaction with the Respondent and reviewing available information, the Title IX Coordinator, or designee, will determine whether the information presented during the meeting indicates that a violation occurred. When the Respondent cannot be reached to schedule an appointment or when the Complainant fails to attend the meeting, the Title IX Coordinator, or designee, will base the decision upon the available information.

B. SANCTIONING

If the available information indicates that a violation has occurred, then one of the following sanctions outlined in Section III will be imposed.

C. NOTIFICATION OF RESOLUTION

Within five (5) instructional weekdays of completion of the preliminary investigation, the Title IX Coordinator, or designee, will send a certified letter to the Respondent and to the Complainant. This letter will confirm the date of the preliminary hearing, identify the specific regulation(s) that the Respondent allegedly violated, identify the date a formal finding is expected if the Respondent violated the regulation(s), state that the sanction was imposed. This letter must also state that if the Respondent or the Complainant 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 (2) instructional weekdays after receiving the decision letter unless a request for an extension was made and approved by the Title IX Coordinator, or designee, for an extension, and that any decision made and sanction imposed after the preliminary investigation may be held in abeyance pending the outcome of the Hearing Committee’s meeting. Under exceptional circumstances, the Title IX Coordinator, or designee, may suspend the time of the investigation and hearing process.

D. HEARING

If it is determined by the Title IX Coordinator, or designee, that the alleged violation occurred and that a hearing is warranted, the Title IX Coordinator, or designee, shall refer the matter to the Hearing Committee together with a notice of the alleged misconduct, the name of the person(s) filing the complaint(s), the name of the student alleged to be responsible, the date(s) (if known) of the alleged violation, and a summary of the preliminary investigation. The Title IX coordinator, or designee, will also take steps, where necessary, to prevent the further harassment or retaliation against the Complainant, the victim (if not the Complainant) or other persons such as informing them about how to report subsequent problems, following up with them to ensure that there are no subsequent problems, providing training, and assisting individuals in seeking counseling, counseling, disability services, health and mental health services, and legal assistance. The Title IX Coordinator, or designee, will base the decision upon the available information.

The Hearing Committee shall include at least one member who is not a college employee, at least one member who is a student, and at least one member who is not a student. A majority of the Committee members must be female and not a college employee. The Title IX Coordinator, or designee, will base the decision upon the available information.

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

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 challenge the participation of any member of the Hearing Panel by submitting a written objection to the assigned Title IX Coordinator within 24 hours after receipt of the Notice of Hearing.

10. The right to a fair and impartial decision.

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

On written request of the Respondent or the Complainant, the hearing may be held prior to the expiration of the seven (7) day advance notification period if the Title IX Coordinator, or designee, concurs with this change.

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

A statement of the charge(s).

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

The name of the person(s) submitting the incident report.

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

Identification of the members and chair of the Hearing Committee.

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

A statement of each party’s procedural rights.

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E. APPEAL
If either student disagrees with the decision or, only in the cases involving President, whose decision is final, shall have the authority to approve, decision within ten (10) instructional weekdays of receiving the appeal. The President, or designee, shall review the Hearing Committee's findings, include a statement indicating why the student disagrees with the Hearing Committee's findings. The President, or designee, will inform each student about the outcome of the appeal as a formal letter sent to the student's address of record.

V. Formal Resolution/Mediation Process
At any time before the Hearing Committee provides notice of the Hearing Committee's hearing, the Complainant or Respondent may request that the Hearing Committee hold a mediation. The Hearing Committee will invite the Complainant or Respondent to oversee the mediation process.

VI. Hearing Committee

A. Five (5) faculty and or staff members and one (1) Ex Officio nonvoting member appointed by the Title IX Coordinator, or designee.

B. All cases are decided by a majority vote. In extremis or when circumstances hearings may move forward with three (3) members.

C. The Title IX Coordinator, or designee, will designate one (1) member of the Hearing Committee as the Chair.

VI. Hearing Committee shall perform the following functions:

A. Hear cases of alleged violations of the Code of Student Conduct.
B. Insure that the student's procedural rights are met.
C. Make decisions based only on evidence and information presented at the hearing.
D. Determine sanctions, considering to what extent a greater sanction would (a) bring an end to the violation in question, (b) reasonably prevent recurrence of a similar violation, and (c) remedy the effects of the violation.
E. Provide the student with a statement of the committee's decision including findings of fact, and, if applicable, impose one or more of the sanctions outlined in Section III.

Hearing Committee Meetings:

A. The chair shall be appointed by the Title IX Coordinator, or designee, from among the membership of the Committee. Ex officio members of the committee may not serve as the chair of the committee.
B. 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.
C. 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 Title IX Coordinator. The student may review the notes and listen to the recording under the supervision of the Title IX Coordinator or designee.
D. Witnesses shall be called in one at a time to make a statement and to respond to questions.
E. After hearing all of the information, the Hearing Committee will go begin its deliberations. Using the “preponderance of evidence” standard, which means that it is more likely than not that the violation occurred, the members will determine, by majority vote, whether the violation occurred. If it is determined that the violation occurred, by majority vote, the members will decide upon the appropriate sanction.

F. The chair of the Hearing Committee will send a certified letter to the Respondent’s and to the Complainant’s addresses of record within two (2) 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 shall also inform each recipient about the appeal process.

1. When the case results in a finding that the student engaged in an act of sexual violence, the Chair’s letter to the Complainant will only include the sanction imposed by the Hearing Committee if the sanction directly relates to the Complainant (e.g., the violator has been directed to stay away from the Complainant while on the college’s campus).

VII. Confidentiality and Privacy
The college will protect Complainants' privacy to the extent possible under the law. In some situations, including those in which disciplinary action is a possible outcome, due process may require disclosure of information to persons accused.

The college will make every reasonable effort to abide by Complainants' wishes to remain anonymous; however, the college will balance requests for anonymity/confidentiality with the safety of other members of the community. Factors that will be considered in determining whether to disclose a complaint or report of misconduct to a recipient include:

- the seriousness of the alleged conduct; the Complainant's age; whether there have been other complaints about the same individual; and the alleged violator's rights to receive information about the allegations if the information is maintained by the school in an education record under the Family Educational Rights and Privacy Act (FERPA).

VIII. Amnesty for Drug and Alcohol Possession and Consumption Violations
Students are encouraged to report instances of sex-based discrimination, sexual harassment, and sexual assault or sexual assault involving students. Therefore, students who report information about sex-based discrimination, sexual harassment, or sexual assault involving students will not be disciplined by the college for any violation of the college's drug or alcohol possession or consumption policies in which they might have engaged in connection with the report.

act of non-violent sexual harassment, the Chair’s letter to the Complainant will only include the sanction imposed by the Hearing Committee if the sanction directly relates to the Complainant (e.g., the violator has been directed to stay away from the Complainant while on the college’s campus).
Student Instructional Complaint/Appeal Process

COMPLAINT PROCESS
From time to time, issues may arise which result in a student having a complaint about the instruction or grades received during a course. In all instances, the student should seek resolution with his/her faculty member directly. If a student is unable to resolve the concern after working with the instructor, the formal complaint process may be initiated.

This formal process provides a system by which a student can make a complaint concerning (1) instruction during a course, (2) faculty conduct, or (3) course grades.

To initiate an instructional complaint, begin by filling out the form available at www.ptc.edu/complaint and submit the form to the faculty member’s direct supervisor. Contact information is available on the Academic Programs by Division directory found on pages 56-57 of this publication.

Following investigation of the complaint, an instructor’s supervisor will make a binding decision. In cases where an academic dean is not the direct supervisor of the instructor in question, the appropriate dean will sign-off on the decision before the supervisor provides a written response to the student making the complaint. The supervisor has 10 instructional weekdays (days that classes are in session) to provide a written response to a student’s complaint.

APPEAL PROCESS
Following the decision, if the student feels that due process was not followed, the appeal process may be used to challenge the decision reached during the complaint process. An appeal must be submitted within 10 instructional weekdays (days that classes are in session) following the decision being appealed.

The person filing the appeal should use the form available at www.ptc.edu/appeal, and should submit the form to the office of the Vice President for Academic Affairs. Upon receiving the appeal, the Vice President will have 10 instructional weekdays (days that classes are in session) to respond to the appeal. The Vice President will convene and chair a committee composed of the following individuals: Vice President for Academic Affairs (or designee), President’s designee, a faculty member from another academic division of the college, and a Student Affairs representative.

The appealing party will be provided the opportunity to present a case for appeal before the committee and should be prepared to answer questions. The committee may also interview college faculty who were involved in the original decision being appealed.

The Vice President will provide the person bringing the appeal the committee’s decision in writing. This decision is final and binding.

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

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

www.ptc.edu/care

Starting Fall 2018
Academic Programs by Division

ARTS AND SCIENCES
Brad Griggs, Dean | (864) 941-8630
Melissa Gregory, Administrative Specialist | (864) 941-8447

<table>
<thead>
<tr>
<th>Program</th>
<th>Contact</th>
<th>Phone Number</th>
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<tbody>
<tr>
<td>Associate in Arts and Sciences</td>
<td>Brad Griggs</td>
<td>(864) 941-8630</td>
</tr>
<tr>
<td>Science</td>
<td>David Henry</td>
<td>(864) 941-8570</td>
</tr>
<tr>
<td>College Transfer Programs</td>
<td>Brad Griggs</td>
<td>(864) 941-8630</td>
</tr>
<tr>
<td>English</td>
<td>Tonya Laker</td>
<td>(864) 941-8459</td>
</tr>
<tr>
<td>Humanities</td>
<td>Jennifer Lopez</td>
<td>(864) 941-8732</td>
</tr>
<tr>
<td>Mathematics</td>
<td>Kim Neal</td>
<td>(864) 941-8672</td>
</tr>
<tr>
<td>Social Sciences</td>
<td>Nita Stailey-Abney</td>
<td>(864) 941-8556</td>
</tr>
<tr>
<td>Transient Admissions</td>
<td></td>
<td>(864) 941-8369</td>
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<tr>
<td>Undecided</td>
<td>Career Planning and Counseling Services</td>
<td>(864) 941-8356</td>
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BRUSINESS, INFORMATION TECHNOLOGY, PUBLIC SERVICE AND COMMERCIAL ART
Brad Griggs, Interim Dean | (864) 941-8630
Deidre Rappley, Administrative Specialist | (864) 941-8729

<table>
<thead>
<tr>
<th>Program</th>
<th>Contact</th>
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<tbody>
<tr>
<td>Administrative Office Technology</td>
<td>Menka Brown</td>
<td>(864) 941-8345</td>
</tr>
<tr>
<td>Business</td>
<td>Menka Brown</td>
<td>(864) 941-8345</td>
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<tr>
<td>Commercial Art</td>
<td>Kendall Adams</td>
<td>(864) 941-8474</td>
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<td>Computer Technology</td>
<td>Coronica Oliver</td>
<td>(864) 941-8415</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>Claudia Edwards</td>
<td>(864) 941-8448</td>
</tr>
<tr>
<td>Funeral Service</td>
<td>David Martin</td>
<td>(864) 941-8506</td>
</tr>
<tr>
<td>Human Services</td>
<td>Jamilla Jenkins-Nelson</td>
<td>(864) 941-8508</td>
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</tbody>
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COLLEGE PREPARATORY AND TRANSITIONAL STUDIES
Lisa Martin, Dean | (864) 941-8393
Allison Scott, Administrative Specialist | (864) 941-8355

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<th>Program</th>
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<tr>
<td>English</td>
<td>Lisa Martin</td>
<td>(864) 941-8393</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
Rusty Denning, Interim Dean | (864) 941-8417
Lynn Baker, Administrative Specialist | (864) 941-8486

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<tr>
<th>Program</th>
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<tr>
<td>Agriculture</td>
<td>Roger Eristide</td>
<td>(864) 445-3144, ext. 3104</td>
</tr>
<tr>
<td>Automotive Technology</td>
<td>Gerald Sartin</td>
<td>(864) 941-8468</td>
</tr>
<tr>
<td>Building Construction Technology</td>
<td>Robert Rosche</td>
<td>(864) 941-8465</td>
</tr>
<tr>
<td>Engineering Design Technology</td>
<td>Christine Knight</td>
<td>(864) 941-8483</td>
</tr>
<tr>
<td>Electronic Engineering Technology</td>
<td>Sandy Warner</td>
<td>(864) 941-8466</td>
</tr>
<tr>
<td>Gunsmithing</td>
<td>Jerry Capone</td>
<td>(864) 941-8753</td>
</tr>
<tr>
<td>Horticulture Technology</td>
<td>Daniel Greenwell</td>
<td>(864) 941-8671</td>
</tr>
<tr>
<td>HVAC Technology</td>
<td>Bill Cockrell</td>
<td>(864) 941-8473</td>
</tr>
<tr>
<td>Machine Tool Technology</td>
<td>Don Lych</td>
<td>(864) 941-8472</td>
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<tr>
<td>Mechanical Engineering Technology</td>
<td>Evan Amaya</td>
<td>(864) 941-8410</td>
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<tr>
<td>Mechatronics Technology</td>
<td>Charles Dixon</td>
<td>(864) 941-8656</td>
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<tr>
<td>Welding</td>
<td>Otto Cunningham</td>
<td>(864) 941-8470</td>
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HEALTH CARE DIVISION
Tara Harris, Dean | (864) 941-8525
Kim M. Easler, Administrative Specialist | (864) 941-8504
Quannah White, Administrative Specialist | (803) 768-8192

<table>
<thead>
<tr>
<th>Program</th>
<th>Contact</th>
<th>Phone Number</th>
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<tbody>
<tr>
<td>Cardiovascular Technology (Invasive)</td>
<td>Christy Nichols</td>
<td>(864) 941-8618</td>
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<tr>
<td>Cardiovascular Technology (Adult Electrocardiography)</td>
<td>Laura Boone</td>
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</tr>
<tr>
<td>Emergency Medical Technician</td>
<td>Steven McDade</td>
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</tr>
<tr>
<td>Medical Assisting</td>
<td>Deborah McCullum</td>
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<tr>
<td>Nursing</td>
<td>Tara Harris</td>
<td>(864) 941-8525</td>
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<tr>
<td>Nursing Assistant</td>
<td>Steven McDade</td>
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</tr>
<tr>
<td>Occupational Therapy Assistant</td>
<td>Sara O’Dell May</td>
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<tr>
<td>Patient Care Technology</td>
<td>Quantitha White</td>
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<tr>
<td>Pharmacy Technician</td>
<td>Clayton Spreuce</td>
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<tr>
<td>Phlebotomy Technician</td>
<td>Deborah McCullum</td>
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<tr>
<td>Radiology Technology</td>
<td>Lee Palantins</td>
<td>(864) 941-8533</td>
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<tr>
<td>Respiratory Care</td>
<td>Ann Piggott</td>
<td>(864) 941-8533</td>
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<tr>
<td>Surgical Technology</td>
<td>Susan Kinney</td>
<td>(864) 941-8535</td>
</tr>
<tr>
<td>Veterinary Technology</td>
<td>Beth Bunt</td>
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