



STUDENT

CALENDAR & HANDBOOK

2019

2020

ABBEVILLE
EDGEFIELD
GREENWOOD
LAURENS
MCCORMICK
NEWBERRY
SALUDA

PIEDMONT
Technical College

Piedmont Technical College Services

Area	Contact	Location	Phone Number
Academic Probation	Tameika 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 Offices	
Academic Counseling	Staff	Student Success Center, 101-A	(864) 941-8356
Accidents	Staff	Campus Police and Security, 109-F	(864) 941-8000
Books/Supplies	Staff	Campus Shop, 106-F	(864) 941-8683
Career 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) 941-8630
County Campuses	Lisa Toland Pleshette Elmore Sherry Holmes Paige Mills Pleshette Elmore Beth Jaeger Sherry Holmes Dan Blakely	Dean of Off Campus Instruction Abbeville County Campus Edgefield County Campus Laurens County Campus McCormick County Campus Newberry County Campus Saluda County Campus Center for Advanced Manufacturing	(803) 768-8157 (864) 446-8324 (803) 637-5388 (864) 938-1503 (864) 852-3191 (803) 276-9000 (864) 445-3144 (864) 682-3702
D2L Help/Online Course Assistance	Distance Education Office	107-G	(864) 941-8682
Dual Enrollment	Staff	160-B	(864) 941-8315
Emergencies	Staff	Campus Police and Security, 109-F	(864) 941-8000
Financial Aid	Staff	Enrollment Center	(864) 941-8365
Graduation Information	Staff	Student Records, 139-A	(864) 941-8361
Health Care Resources and Program Readiness Information	CAREplan Advisor County Campus Advisor	CAREplanning Center, 149-A County Campuses	(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 Dailey	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, 141-B	(864) 941-8322
Program Changes, Class Changes and Withdrawals	Staff	Student Records, 139-A	(864) 941-8361
Refunds and Billing Questions	Staff	Business Office, 141-B	(864) 941-8322
Residency	Tameika Wideman	Student Records, 140-A	(864) 941-8364
Safety Escort	Staff	Campus Police and Security, 109-F	(864) 941-8000
Scholarships	Jennifer Fleming	Student Affairs, 239-A	(864) 941-8359
Student ID	Staff	Library	(864) 941-8441
Student Life, Clubs and Organizations	Amelia Jackson	Student Success Center, 101-A	(864) 941-8545
Student Support Services Program	Staff	Student Success Center, 101-A	(864) 941-8385
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) 941-8361
Transfer Credit	Staff	Student Records, 139-A	(864) 941-8361
Tutoring	Staff	Tutoring Center, 118-K	(864) 941-8435
Veterans Educational Benefits	Ryan Shelton-Benson	Student Success Center, 101-A	(864) 941-8657

Academic Calendar

FALL 2019

<i>Administrative and Inservice Days*</i>	August 5-9 & 12-16, 2019
<i>Registration Deadline (Full & A Terms)</i>	August 16
<i>Classes Begin (Full Term, A Term)</i>	August 19
<i>Add/Drop Period (A Term)</i>	August 19-21
<i>Add/Drop Period (Full Term)</i>	August 19-23
<i>Labor Day (College Closed)</i>	September 2
<i>Registration Deadline (Late Term)</i>	September 24
<i>Classes Begin (Late Term)</i>	September 25
<i>Add/Drop Period (Late Term)</i>	September 25-27
<i>Registration Deadline (B Term)</i>	October 10
<i>Classes End (A Term)</i>	October 10
<i>Classes Begin (B Term)</i>	October 11
<i>Add/Drop Period (B Term)</i>	October 11-15
<i>Thanksgiving Break (College Closed)</i>	November 27-29
<i>Classes End (Full Term, B Term, Late Term)</i>	December 6
<i>Final Grades Due</i>	December 11
<i>Graduation</i>	December 12
<i>Administrative and Inservice Days*</i>	December 9-13
<i>Administrative Days*</i>	December 16-17
<i>Winter Break (College Closed)</i>	December 23-31

SPRING 2020

<i>New Year's Day Observed</i>	January 1, 2020
<i>Administrative and Inservice Days*</i>	January 2-3 & 6-7
<i>Registration Deadline (Full & A Terms)</i>	January 7
<i>Classes Begin (Full Term, A Term)</i>	January 8
<i>Add/Drop Period (A Term)</i>	January 8-10
<i>Add/Drop Period (Full Term)</i>	January 8-14
<i>Martin Luther King, Jr. Day (College Closed)</i>	January 20
<i>Registration Deadline (Late Term)</i>	February 12
<i>Classes Begin (Late Term)</i>	February 13
<i>Add/Drop Period (Late Term)</i>	February 13-17
<i>Registration Deadline (B Term)</i>	February 28
<i>Classes End (A Term)</i>	February 28
<i>Classes Begin (B Term)</i>	March 2
<i>Add/Drop Period (B Term)</i>	March 2-4
<i>Spring Break (No Classes)</i>	March 30-April 3
<i>Classes End</i>	April 29
<i>Administrative and Inservice Days* (Full Term, B Term, Late Term)</i>	April 30 - May 1
<i>Final Grades Due</i>	May 4
<i>Graduation</i>	May 7

SUMMER 2020

<i>Administrative and Inservice Days*</i>	May 4-8 & 11-12, 2020
<i>Registration Deadline (Full & A Terms)</i>	May 12
<i>Classes Begin (Full Term, A Term)</i>	May 13
<i>Add/Drop Period (A Term)</i>	May 13-14
<i>Add/Drop Period (Full Term)</i>	May 13-15
<i>Memorial Day (College Closed)</i>	May 25
<i>Registration Deadline (Late Term)</i>	May 26
<i>Classes Begin (Late Term)</i>	May 27
<i>Add/Drop Period (Late Term)</i>	May 27-29
<i>Registration Deadline (B Term)</i>	June 17
<i>Classes End (A Term)</i>	June 17
<i>Classes Begin (B Term)</i>	June 18
<i>Add/Drop Period (B Term)</i>	June 18-19
<i>Faculty Break (No Classes)</i>	June 29 - July 1
<i>Administrative and Inservice Day*</i>	July 2
<i>Independence Day Observed (College Closed)</i>	July 3
<i>Classes End (Full Term, B Term, Late Term)</i>	July 28
<i>Administrative and Inservice Days*</i>	July 29-31
<i>Final Grades Due</i>	July 31
<i>Graduation</i>	August 6

*no classes

August 2019

Full Term (August 19-December 6) • A Term (August 19-October 10)

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
	<div>• FALL TUITION & FEES DUE (Full & A Terms)</div> <div>• Bookstore Charges Open (Full, A, Late & B Terms)</div>	<div>• Potential Drop Notification (Full & A Terms)</div>	<div>New Student Orientation (County Campuses)</div>
4	5	6	7
11	<div>• DROP FOR NON-PAYMENT (Full & A Terms)</div> <div>• \$50 Late Registration Fee Begins (Full & A Terms)</div>	<div>New Student Orientation (CAREplan)</div>	14
18	<div><i>Welcome Back!</i></div> <div>• FALL CLASSES BEGIN (Full & A Terms)</div>	<div><i>Welcome Back!</i></div>	<div>• Add/Drop Ends (A Term)</div>
25	<div>• FINANCIAL AID FREEZE DATE</div> <div>• DROP FOR NON-PAYMENT (Full & A Terms)</div> <div>• 0% Refund (Full Term)</div> <div>• Last Day to Enroll in the Fall Tuition Payment Plan - 33% Down Payment</div>	<div>• Payment Plan - 50% Down Payment</div> <div>• CAREPLAN MEET & GREET MIXER (Greenwood Campus)</div>	<div>• Student Success Workshop</div>
25	26	27	28


Late Term (September 25-December 6) • B Term (October 11-December 6)

THURSDAY	FRIDAY	SATURDAY	<div>Notes</div> <div><div><div>Get involved in Student Life!</div><div>For more details about monthly events, visit www.ptc.edu/studentlifeevents.</div></div></div>
<div>Graduation</div> <div>• Student Records Office Closed</div> <div>• Final Grades Due by 7 p.m. (Full, Late & B Terms)</div> <div>• Last Day to Enroll in the Fall Tuition Payment Plan - 0% Down Payment</div> <div>• Fall Late Term Transition Nursing Application Available Online</div>			
1	<div>• Payment Plan - 33% Down Payment</div>	3	
8	<div>• Fall Academic Suspension/Dismissal Appeal Deadline</div>	10	
<div>New Student Orientation (General)</div>	<div>• Fall Registration Deadline (Full & A Terms)</div> <div>• Fall Late Term Transition Nursing Application Deadline</div>	17	
15	16	17	
<div>• 0% Refund (A Term)</div>	<div>• Add/Drop Ends (Full Term)</div> <div>• Potential Drop Notification (Full & A Terms)</div>	24	
22	23	24	
<div>• Scholarship Applications Available Online</div>		31	
29	30	31	

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

September 2019

Full Term (August 19-December 6) ▪ A Term (August 19-October 10)

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
<div><div>• Spring Health Care Program-Ready Applications Available Online</div><div>• Spring Funeral Service Program-Ready Application Available Online</div></div> <div>1</div>	<div>College Closed</div> <div>• Labor Day</div> <div>2</div>	<div>• Deadline to Report Never Attends (Full & A Terms)</div> <div>3</div>	<div>• Student Withdrawals Open in Pathway (Full & A Terms)</div> <div>• Student Success Workshop</div> <div>4</div>
<div>8</div>	<div>9</div>	<div>• InterClub Council Meeting</div> <div>• Student Success Workshop</div> <div>10</div>	<div>• FALL TUITION & FEES DUE (Late Term)</div> <div>11</div>
<div>15</div>	<div>• Spring Health Care Program-Ready Applications Deadline</div> <div>16</div>	<div>Constitution Day</div> <div>• Student Success Workshop</div> <div>17</div>	<div>• DROP FOR NON-PAYMENT (Late Term)</div> <div>• \$50 Late Registration Fee Begins (Late Term)</div> <div>18</div>
<div>22</div>	<div>23</div>	<div>• Fall Registration Deadline (Late Term)</div> <div>• InterClub Council Meeting</div> <div>• Veterans Luncheon</div> <div>24</div>	<div>• FALL CLASSES BEGIN (Late Term)</div> <div>25</div>
<div>29</div>	<div>• DROP FOR NON-PAYMENT (Late Term)</div> <div>• Financial Aid Disbursement Checks Mailed for Full & A Terms; Direct Deposits Available</div> <div>• 0% Refund (Late Term)</div> <div>• Potential Drop Notification (B Term)</div> <div>• Spring Funeral Service Program-Ready Application Deadline</div> <div>30</div>		

Late Term (September 25-December 6) ▪ B Term (October 11-December 6)

THURSDAY	FRIDAY	SATURDAY	Notes
5	6	7	
<div>Club Fair</div> <div><ul style="list-style-type: none">Scholarship Applications DeadlineDegree Pickup for Summer GraduatesPotential Drop Notification (Late Term)</div> <div>12</div>	<div>CAREPLAN MEET & GREET MIXER (Newberry Campus)</div> <div>13</div>	14	
<div><ul style="list-style-type: none">Bookstore Charges End (Full & A Terms)60% of Term (A Term)</div> <div>19</div>	20	21	
<div><ul style="list-style-type: none">Last Day to Enroll in Fall Tuition Payment Plan</div> <div>26</div>	<div><ul style="list-style-type: none">FALL TUITION & FEES DUE (B Term)LAST DAY TO WITHDRAW (A Term)Potential Drop Notification (Late Term)Add/Drop Ends (Late Term)</div> <div>27</div>	28	

Get involved in Student Life!

Check out the Club Fair this month to learn about the student clubs we have here at PTC!

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October 2019

Full Term (August 19-December 6) ▪ A Term (August 19-October 10)

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
		• InterClub Council Meeting 1	• Student Success Workshop 2
6	7	College Transfer Fair 8	9
13	14	• Potential Drop Notification (B Term) • Add/Drop Ends (B Term) • Final Grades Due by Noon (A Term) • Midterm Grades Due (Full Term) • Student Success Workshop • InterClub Council Meeting 15	• DROP FOR NON-PAYMENT (B Term) • 0% Refund (B Term) 16
20	• Financial Aid Disbursement Checks Mailed for Late Term; Direct Deposits Available • 60% of Term (Full Term) 21	22	23
27	28	Job Fair • Evening Movie & Discussion 29	30

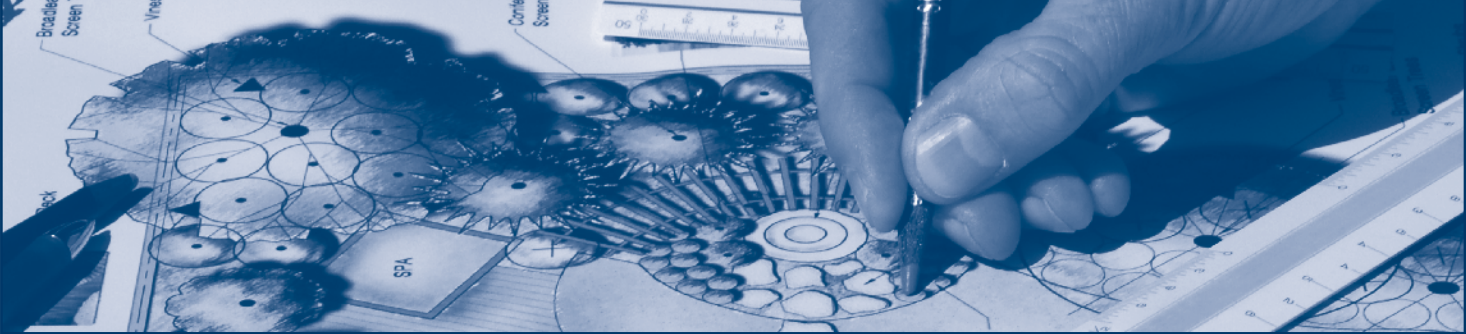
Late Term (September 25-December 6) ▪ B Term (October 11-December 6)

THURSDAY	FRIDAY	SATURDAY	Notes
<ul style="list-style-type: none">• Deadline to Report Never Attends (Late Term) <div>3</div>	<div><ul style="list-style-type: none">• DROP FOR NON-PAYMENT (B Term)• Last Day to Apply for Fall Graduation• Student Withdrawals Open in Pathway (Late Term)• Summer “I” Grades Convert to “F”• Spring “CF” Grades Convert to “F”• \$50 Late Registration Fee Begins (B Term)</div> <div>4</div>	<div>5</div>	
<ul style="list-style-type: none">• FALL CLASSES END (A Term)• Fall Registration Deadline (B Term)• Bookstore Charges End (Late Term) <div>10</div>	<ul style="list-style-type: none">• FALL CLASSES BEGIN (B Term) <div>11</div>	<div>12</div>	
<ul style="list-style-type: none">• Veterans Luncheon <div>17</div>	<div>18</div>	<div>19</div>	
<ul style="list-style-type: none">• Bookstore Charges End (B Term)• Deadline to Report Never Attends (B Term)• Student Wellness Workshop <div>24</div>	<ul style="list-style-type: none">• Student Withdrawals Open in Pathway (B Term) <div>25</div>	<div>26</div>	
<ul style="list-style-type: none">• Halloween Activity <div>31</div>			
<div><div>Time for Advising!</div><p>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!</p></div>			


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November 2019

Full Term (August 19-December 6) • A Term (August 19-October 10)

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
			
3	• 60% of Term (Late Term) • Financial Aid Disbursement Checks Mailed for B Term; Direct Deposits Available 4	5	• Student Success Workshop 6
10	• 60% of Term (B Term) • Veterans Day Event 11	• InterClub Council Meeting 12	13
17	18	• Student Success Workshop 19	20
24	25	Pie Day 26	College Closed 27


Late Term (September 25-December 6) • B Term (October 11-December 6)

THURSDAY	FRIDAY	SATURDAY	Notes
	<ul style="list-style-type: none">• SPRING 2020 VIP REGISTRATION BEGINS• FAFSA PRIORITY DATE (Spring Semester)• Día de los Muertos Activity• Payment Plan for Spring Begins - 0% Down Payment <div>1</div>	<div>2</div>	
<div>7</div>	<div>8</div>	<div>9</div>	
<ul style="list-style-type: none">• Student Wellness Workshop <div>14</div>	<div>15</div>	<div>16</div>	
<div>21</div>	<ul style="list-style-type: none">• LAST DAY TO WITHDRAW (Full, Late & B Terms) <div>22</div>	<div>23</div>	
<div>College Closed</div> <ul style="list-style-type: none">• Thanksgiving Day <div>28</div>	<div>College Closed</div> <div>29</div>	<ul style="list-style-type: none">• SPRING 2020 VIP REGISTRATION ENDS <div>30</div>	
<div>Get involved in Student Life!</div> <p>Participate in Pie Day on November 26. Learn more by visiting www.ptc.edu/studentlifeevents.</p>			

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December 2019

Full Term (August 19-December 6) ▪ A Term (August 19-October 10)

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
<div>• SPRING 2020 OPEN REGISTRATION BEGINS (\$25 Registration Fee)</div> <div>1</div>	<div>2</div>	<div>• InterClub Council Meeting</div> <div>3</div>	<div>4</div>
<div>8</div>	<div>9</div>	<div>• Last Day to Enroll in the Spring Tuition Payment Plan - 0% Down Payment</div> <div>10</div>	<div>• Final Grades Due by Noon (Full, Late & B Terms)</div> <div>• Student Records Office Closed</div> <div>• Payment Plan - 33% Down Payment</div> <div>11</div>
<div>• SPRING FINANCIAL AID REQUIREMENTS COMPLETION DEADLINE</div> <div>15</div>	<div>16</div>	<div>17</div>	<div>Faculty Break</div> <div>18</div>
<div>22</div>	<div>College Closed</div> <div>23</div>	<div>College Closed</div> <div>• Christmas Eve</div> <div>24</div>	<div>College Closed</div> <div>• Christmas Day</div> <div>25</div>
<div>29</div>	<div>College Closed</div> <div>30</div>	<div>College Closed</div> <div>• New Year's Eve</div> <div>31</div>	

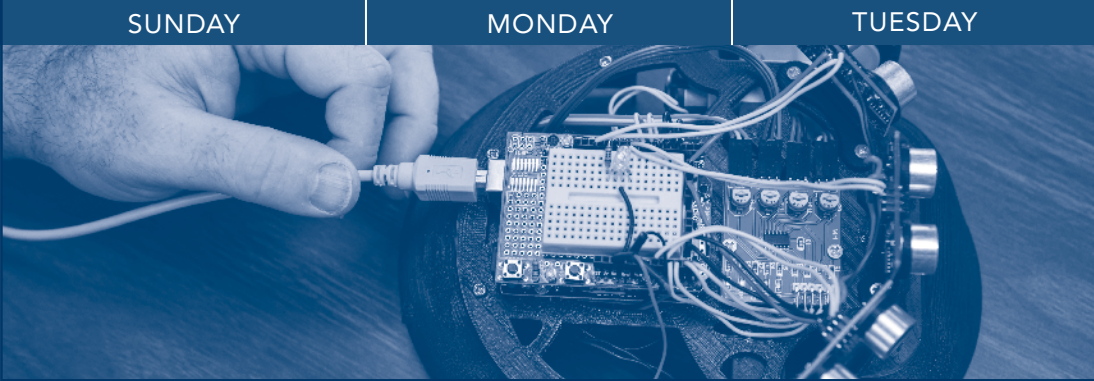
Late Term (September 25-December 6) ▪ B Term (October 11-December 6)

THURSDAY	FRIDAY	SATURDAY	<div>Notes</div> <div><div><div>Get involved in Student Life!</div><div>Have you participated in an activity this year? For a list of events, visit www.ptc.edu/studentlifeevents.</div></div></div>
<div>• Cookies with Santa</div> <div>5</div>	<div>• FALL CLASSES END (Full, Late & B Terms)</div> <div>6</div>	<div>7</div>	
<div>Graduation</div> <div>• Student Records Office Closed</div> <div>12</div>	<div>13</div>	<div>14</div>	
<div>Faculty Break</div> <div>• Spring Academic Suspension/ Dismissal Appeal Deadline</div> <div>• Degree Pickup for Fall Graduates</div> <div>19</div>	<div>Faculty Break</div> <div>20</div>	<div>21</div>	
<div>College Closed</div> <div>26</div>	<div>College Closed</div> <div>27</div>	<div>28</div>	
			

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January 2020

Full Term (January 8-April 29) ▪ A Term (January 8-February 28)

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
			<div>College Closed</div> <div>• New Year's Day</div> <div>1</div>
<div>5</div>	<div>• DROP FOR NON-PAYMENT (Full & A Terms)</div> <div>• \$50 Late Registration Fee Begins (Full & A Terms)</div> <div>6</div>	<div>• Spring Registration Deadline (Full & A Terms)</div> <div>• Last Day to Enroll in the Spring Tuition Payment Plan - 33% Down Payment</div> <div>7</div>	<div>Welcome Back!</div> <div>• SPRING CLASSES BEGIN (Full & A Terms)</div> <div>• Payment Plan - 50% Down Payment</div> <div>8</div>
<div>12</div>	<div>• 0% Refund (A Term)</div> <div>13</div>	<div>• Add/Drop Ends (Full Term)</div> <div>• Potential Drop Notification (Full & A Terms)</div> <div>• Student Success Workshop</div> <div>14</div>	<div>• FINANCIAL AID FREEZE DATE</div> <div>• DROP FOR NON-PAYMENT (Full & A Terms)</div> <div>• 0% Refund (Full Term)</div> <div>15</div>
<div>19</div>	<div>College Closed</div> <div>• MLK, Jr. Day of Service</div> <div>20</div>	<div>• InterClub Council Meeting</div> <div>21</div>	<div>22</div>
<div>26</div>	<div>27</div>	<div>• Student Success Workshop</div> <div>28</div>	<div>29</div>

Late Term (February 13-April 29) ▪ B Term (March 2-April 29)

THURSDAY	FRIDAY	SATURDAY	Notes
<ul style="list-style-type: none">• SPRING TUITION & FEES DUE (Full & A Terms)• Bookstore Charges Open (Full, A, Late & B Terms) <div>2</div>	<div>New Student Orientation</div> <ul style="list-style-type: none">• Potential Drop Notification (Full & A Terms) <div>3</div>	<div></div> <div>4</div>	
<div>Welcome Back!</div> <ul style="list-style-type: none">• Scholarship Applications Available Online <div>9</div>	<ul style="list-style-type: none">• Add/Drop Ends (A Term) <div>10</div>	<div></div> <div>11</div>	
<div></div> <div>16</div>	<div></div> <div>17</div>	<div></div> <div>18</div>	
<ul style="list-style-type: none">• Deadline to Report Never Attends (Full & A Terms)• Scholarship Applications Deadline• CAREPLAN MEET & GREET MIXER (Greenwood Campus) <div>23</div>	<ul style="list-style-type: none">• Student Withdrawals Open in Pathway (Full & A Terms) <div>24</div>	<div></div> <div>25</div>	
<ul style="list-style-type: none">• SPRING TUITION & FEES DUE (Late Term) <div>30</div>	<ul style="list-style-type: none">• CAREPLAN MEET & GREET MIXER (Laurens Campus)• Potential Drop Notification (Late Term) <div>31</div>		


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

February 2020

Full Term (January 8-April 29) • A Term (January 8-February 28)

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
			
2	3	• InterClub Council Meeting 4	• Bookstore Charges End (Full & A Terms) • Student Wellness Workshop 5
9	• 60% of Term (A Term) 10	11	• Spring Registration Deadline (Late Term) • Student Success Workshop 12
16	• SPRING TUITION & FEES DUE (B Term) • Add/Drop Ends (Late Term) • Potential Drop Notification (Late Term) 17	• DROP FOR NON-PAYMENT (Late Term) • Potential Drop Notification (B Term) • InterClub Council Meeting • 0% Refund (Late Term) 18	• Veterans Luncheon 19
23	• DROP FOR NON-PAYMENT (B Term) • \$50 Late Registration Fee Begins (B Term) 24	• Student Success Workshop 25	26

Late Term (February 13-April 29) • B Term (March 2-April 29)

THURSDAY	FRIDAY	SATURDAY	Notes
		1	<div>Get involved in Student Life!</div> <p>Celebrate Black History month. Learn about the events we have on campus by visiting www.ptc.edu/studentlifeevents.</p> <div>Time for Advising!</div> <p>Meet with your advisor this month to review your degree plan and develop your summer schedule. VIP Registration for summer will open on March 2. Be prepared and you can be first to register for your classes!</p>
• Unity Feast • DROP FOR NON-PAYMENT (Late Term) • \$50 Late Registration Fee Begins (Late Term) • Last Day to Enroll in the Spring Tuition Payment Plan 6	7	8	
• SPRING CLASSES BEGIN (Late Term) 13	• LAST DAY TO WITHDRAW (A Term) • Financial Aid Disbursement Checks Mailed for Full and A Terms; Direct Deposits Available 14	15	
• Poetry Showcase 20	• Fall “I” Grades Convert to “F” • Summer “CF” Grades Convert to “F” 21	22	
• Bookstore Charges End (Late Term) • Deadline to Report Never Attends (Late Term) 27	• SPRING CLASSES END (A Term) • Student Withdrawals Open in Pathway (Late Term) • Spring Registration Deadline (B Term) 28	29	

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March 2020

Full Term (January 8-April 29) ▪ A Term (January 8-February 28)

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
1	<div>• SPRING CLASSES BEGIN (B Term)</div> <div>• SUMMER 2020 VIP REGISTRATION BEGINS</div>	<div>• InterClub Council Meeting</div>	<div>• Add/Drop Ends (B Term)</div> <div>• Potential Drop Notification (B Term)</div> <div>• Final Grades Due by Noon (A Term)</div> <div>• Midterm Grades Due (Full Term)</div> <div>• Student Success Workshop</div>
8	<div>• Financial Aid Disbursement Checks Mailed for Late Term; Direct Deposits Available</div>		<div>• 60% of Term (Full Term)</div> <div>• Student Success Workshop</div>
15		<div>• Veterans Luncheon</div> <div>• InterClub Council Meeting</div>	
22		<div>• Student Success Workshop</div>	<div>• 60% of Term (Late Term)</div>
29	<div>← Spring Break (Faculty Break) →</div> <div>• Financial Aid Disbursement Checks Mailed for B Term; Direct Deposits Available</div>		<div>• SUMMER 2020 VIP REGISTRATION ENDS</div> <div></div>

Late Term (February 13-April 29) ▪ B Term (March 2-April 29)

THURSDAY	FRIDAY	SATURDAY	<div>Notes</div> <div><div>Time for Advising!</div><div>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!</div></div>
<div><div>• DROP FOR NON-PAYMENT (B Term)</div><div>• 0% Refund (B Term)</div></div> <div>5</div>	<div><div>• Last Day to Apply for Spring Graduation</div></div> <div>6</div>	<div>7</div>	
<div><div>• Deadline to Report Never Attends (B Term)</div></div> <div>12</div>	<div><div>• Student Withdrawals Open in Pathway (B Term)</div></div> <div>13</div>	<div>14</div>	
<div><div>Job Fair</div><div>• Bookstore Charges End (B Term)</div></div> <div>19</div>	<div>20</div>	<div>21</div>	
<div><div>Scholarship Luncheon</div></div> <div>26</div>	<div>27</div>	<div>28</div>	
			

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

April 2020

Full Term (January 8-April 29) • A Term (January 8-February 28)

Late Term (February 13-April 29) • B Term (March 2-April 29)

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
		<div><div>• FALL 2020 VIP REGISTRATION BEGINS SUMMER 2020 OPEN REGISTRATION BEGINS (\$25 Registration Fee)</div><div>• FAFSA PRIORITY DATE (Summer Term)</div><div>• Payment Plan for Summer Begins - 0% Down Payment</div><div>• Summer Transition Nursing Application Available Online</div></div>	1
5	6	7	8 <div>• Student Success Workshop</div>
<div>• Easter</div> 12	<div>• 60% of Term (B Term)</div> 13	<div>• InterClub Council Meeting</div> 14	15 <div>• SUMMER FINANCIAL AID REQUIREMENTS COMPLETION DEADLINE</div>
19	<div>• Earth Day Activity</div> 20	21	22 <div>Student Awards and Recognition Program</div>
26	27	28	29 <div>• SPRING CLASSES END (Full, Late & B Terms)</div> <div>• SUMMER TUITION & FEES DUE (Full & A Terms)</div> <div>• Bookstore Charges Open (Full, A, Late & B Terms)</div>

THURSDAY	FRIDAY	SATURDAY	Notes
<div>Spring Break (Faculty Break)</div> <div>23</div>			
2	3	4	
9	10	11	
<div>Spring Activities Day</div> <div>• Summer Transition Nursing Application Deadline</div> <div>16</div>	<div>• LAST DAY TO WITHDRAW (Full, Late & B Terms)</div> <div>17</div>	18	
23	<div>PTC Golf Classic</div> <div>24</div>	25	
<div>• Potential Drop Notification (Full & A Terms)</div> <div>30</div>			


Get involved in Student Life!

Participate in Spring Activities Day!

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

May 2020

Full Term (May 13-July 28) ▪ A Term (May 13-June 17)

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
			
3	• Final Grades Due by Noon (Full, Late & B Terms) 4	5	• DROP FOR NON-PAYMENT (Full & A Terms) • \$50 Late Registration Fee Begins (Full & A Terms) • Student Records Office Closed 6
10	11	• Summer Registration Deadline (Full & A Terms) 12	• SUMMER CLASSES BEGIN (Full & A Terms) • SUMMER TUITION & FEES DUE (Late Term) • Last Day to Enroll in the Summer Tuition Payment Plan with 0% Down Payment 13
17	• FINANCIAL AID FREEZE DATE • DROP FOR NON-PAYMENT (Full & A Terms) • 0% Refund (Full Term) 18	19	• DROP FOR NON-PAYMENT (Late Term) • \$50 Late Registration Fee Begins (Late Term) 20
24 • Fall Funeral Service Program-Ready Application Deadline 31	College Closed • Memorial Day 25	• Summer Registration Deadline (Late Term) 26	• SUMMER CLASSES BEGIN (Late Term) 27

Late Term (May 27-July 28) ▪ B Term (June 18-July 28)

THURSDAY	FRIDAY	SATURDAY	Notes
 • Student Records Office Closed • Summer Academic Suspension/Dismissal Appeal Deadline 7	• Fall Health Care Program-Ready Applications Available Online • Fall Funeral Service Program-Ready Application Available Online 1	2	
Graduation • Student Records Office Closed • Summer Academic Suspension/Dismissal Appeal Deadline 7	New Student Orientation 8	9	
• Add/Drop Ends (A Term) • Payment Plan - 50% Down Payment • Degree Pickup for Spring Graduates • Scholarship Applications Available Online • Potential Drop Notification (Late Term) 14	• Add/Drop Ends (Full Term) • Potential Drop Notification (Full & A Terms) • 0% Refund (A Term) 15	• Fall Health Care Program-Ready Applications Deadline 16	
21	22	23	
• Scholarship Applications Deadline • Deadline to Report Never Attends (Full & A Terms) 28	• Add/Drop Ends (Late Term) • Student Withdrawals Open in Pathway (Full & A Terms) • Potential Drop Notification (Late Term) 29	30	

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

June 2020

Full Term (May 13-July 28) ▪ A Term (May 13-June 17)

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
 <div><ul style="list-style-type: none">• FAFSA PRIORITY DATE (Fall Semester)• DROP FOR NON-PAYMENT (Late Term)• 0% Refund (Late Term)</div> <div>1</div>			<div><ul style="list-style-type: none">• 60% of Term (A Term)</div> <div>3</div>
			<div><ul style="list-style-type: none">• Last Day to Enroll in Summer Tuition Payment Plan</div> <div>10</div>
			<div><ul style="list-style-type: none">• SUMMER CLASSES END (A Term)• Summer Registration Deadline (B Term)</div> <div>17</div>
	<div><ul style="list-style-type: none">• DROP FOR NON-PAYMENT (B Term)• Financial Aid Disbursement Checks Mailed for Full, A & Late Terms; Direct Deposits Available• 0% Refund (B Term)</div> <div>22</div>	<div><ul style="list-style-type: none">• Final Grades Due by Noon (A Term)• Midterm Grades Due (Full Term)</div> <div>23</div>	<div><ul style="list-style-type: none">• 60% of Term (Full Term)</div> <div>24</div>
	<div><div>No Classes</div><div>(Faculty Break)</div><div><ul style="list-style-type: none">• FALL 2020 VIP REGISTRATION ENDS</div></div> <div>29</div>	<div><div>No Classes</div><div>(Faculty Break)</div><div><ul style="list-style-type: none">• FALL 2020 OPEN REGISTRATION BEGINS (\$25 Registration Fee)</div></div> <div>30</div>	

Late Term (May 27-July 28) ▪ B Term (June 18-July 28)

THURSDAY	FRIDAY	SATURDAY	Notes
<div><ul style="list-style-type: none">• SUMMER TUITION & FEES DUE (B Term)• Deadline to Report Never Attends (Late Term)</div> <div>4</div>	<div><ul style="list-style-type: none">• LAST DAY TO WITHDRAW (A Term)• Potential Drop Notification (B Term)• Student Withdrawals Open in Pathway (Late Term)</div> <div>5</div>		
<div><ul style="list-style-type: none">• DROP FOR NON-PAYMENT (B Term)• \$50 Late Registration Fee Begins (B Term)• Bookstore Charges End (Full, A & Late Terms)</div> <div>11</div>			
<div><ul style="list-style-type: none">• SUMMER CLASSES BEGIN (B Term)</div> <div>18</div>	<div><ul style="list-style-type: none">• Add/Drop Ends (B Term)• Potential Drop Notification (B Term)</div> <div>19</div>		
<div><ul style="list-style-type: none">• Deadline to Report Never Attends (B Term)</div> <div>25</div>	<div><ul style="list-style-type: none">• Spring “I” Grades Convert to “F”• Fall “CF” Grades Convert to “F”• Student Withdrawals Open in Pathway (B Term)• 60% of Term (Late Term)</div> <div>26</div>		
			

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

July 2020

Full Term (May 13-July 28) • A Term (May 13-June 17)

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
			No Classes (Faculty Break) 1
5	• Payment Plan for Fall Begins - 0% Down Payment 6	7	8
12	• Financial Aid Disbursement Checks Mailed for B Term; Direct Deposits Available 13	14	• FALL FINANCIAL AID REQUIREMENTS COMPLETION DEADLINE 15
19	20	21	22
26	27	• SUMMER CLASSES END (Full, Late & B Terms) 28	29


Late Term (May 27-July 28) • B Term (June 18-July 28)

THURSDAY	FRIDAY	SATURDAY	Notes
No Classes (Inservice Day) • Bookstore Charges End (B Term) 2	College Closed 3	• Independence Day 4	
9	10	11	
• 60% of Term (B Term) 16	• LAST DAY TO WITHDRAW (Full, Late & B Terms) 17	18	
23	24	25	
30	• Final Grades Due by Noon (Full, Late & B Terms) 31		


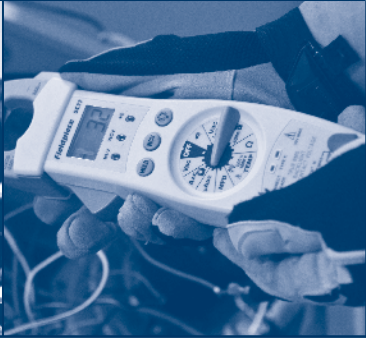
*Dates are subject to change. Visit Pathway for the most current information: www.ptc.edu/pathway

August 2020

Full Term (May 13-July 28) • A Term (May 13-June 17)

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
2	3	4	5
			• Student Records Office Closed
9	10	11	12
16	17	18	19
23	24	25	26
30	31		

Late Term (May 27-July 28) • B Term (June 18-July 28)

THURSDAY	FRIDAY	SATURDAY	Notes
		1	
Graduation			
• Student Records Office Closed	• Fall Academic Suspension/ Dismissal Appeal Deadline		
6	7	8	
• Degree Pickup for Summer Graduates			
13	14	15	
20	21	22	
27	28	29	
			

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



2019-2020 STUDENT HANDBOOK

Visit www.ptc.edu for the most current information.
This handbook is effective Fall 2019.

COLLEGE CODE OF CONDUCT

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

Piedmont Technical College does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, sexual orientation, or veteran status in its admissions policies, programs, activities or employment practices. For Title IX, Section 504, or Title II inquiries, contact: Employee and Job Applicants, Associate Vice President of Human Resources, PTC, PO Box 1467, Greenwood, SC 29648, 864-941-8611, brown.a@ptc.edu; or Students and Prospective Students, Dean of Student Services, PTC, PO Box 1467, Greenwood, SC 29648, 864-941-8363, sells.t@ptc.edu.

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Important Dates

TERM DATES

Fall 2019	
<i>Full Term</i>	August 19-December 6, 2019
<i>A Term</i>	August 19-October 10, 2019
<i>Late Term</i>	September 25-December 6, 2019
<i>B Term</i>	October 11-December 6, 2019
Spring 2020	
<i>Full Term</i>	January 8-April 29, 2020
<i>A Term</i>	January 8-February 28, 2020
<i>Late Term</i>	February 13-April 29, 2020
<i>B Term</i>	March 2-April 29, 2020
Summer 2020	
<i>Full Term</i>	May 13-July 28, 2020
<i>A Term</i>	May 13-June 17, 2020
<i>Late Term</i>	May 27-July 28, 2020
<i>B Term</i>	June 18-July 28, 2020

VIP REGISTRATION DATES

Spring 2020	November 1-30, 2019
Summer 2020	March 2-31, 2020
Fall 2020	April 1-June 29, 2020

TUITION DEADLINES

Fall 2019	
<i>Full and A Terms</i>	August 5, 2019
<i>Late Term</i>	September 11, 2019
<i>B Term</i>	September 27, 2019
Spring 2020	
<i>Full and A Terms</i>	January 2, 2020
<i>Late Term</i>	January 30, 2020
<i>B Term</i>	February 17, 2020
Summer 2020	
<i>Full and A Terms</i>	April 29, 2020
<i>Late Term</i>	May 13, 2020
<i>B Term</i>	June 4, 2020

LAST DAY TO WITHDRAW FROM A CLASS

Fall 2019	November 22, 2019
Spring 2020	April 17, 2020
Summer 2020	July 17, 2020

FINANCIAL AID DATES

FINANCIAL AID STUDENTS CAN PURCHASE BOOKS

Fall 2019	
<i>Full, A, Late and B Terms Charges Open</i>	August 5, 2019
<i>Full and A Terms Charges End</i>	September 19, 2019
<i>Late Term Charges End</i>	October 10, 2019
<i>B Term Charges End</i>	October 24, 2019
Spring 2020	
<i>Full, A, Late and B Terms Charges Open</i>	January 2, 2020
<i>Full and A Terms Charges End</i>	February 5, 2020
<i>Late Terms Charges End</i>	February 27, 2020
<i>B Term Charges End</i>	March 19, 2020
Summer 2020	
<i>Full, A, Late and B Terms Charges Open</i>	April 29, 2020
<i>Full, A and Late Terms Charges End</i>	June 11, 2020
<i>B Term Charges End</i>	July 2, 2020

FINANCIAL AID ENROLLMENT FREEZE DATES

Fall 2019	August 26, 2019
Spring 2020	January 15, 2020
Summer 2020	May 18, 2020

PAYMENT PLAN DATES

Fall 2019 Payment Plan Opens		July 3, 2019
<i>Last day to enroll with no down payment</i>		August 1, 2019
<i>33% down payment begins</i>		August 2, 2019
<i>Last day to enroll with 33% down payment</i>		August 26, 2019
<i>50% down payment begins</i>		August 27, 2019
<i>Last day to enroll in payment plan</i>		September 26, 2019
Spring 2020 Payment Plan Opens		November 1, 2019
<i>Last day to enroll with no down payment</i>		December 10, 2019
<i>33% down payment begins</i>		December 11, 2019
<i>Last day to enroll with 33% down payment</i>		January 7, 2020
<i>50% down payment begins</i>		January 8, 2020
<i>Last day to enroll in payment plan</i>		February 6, 2020
Summer 2020 Payment Plan Opens		April 1, 2020
<i>Last day to enroll with no down payment</i>		May 13, 2020
<i>50% down payment begins</i>		May 14, 2020
<i>Last day to enroll in payment plan</i>		June 10, 2020
Fall 2020 Payment Plan Opens		July 6, 2020

FINANCIAL AID 60% OF TERM DATES

Fall 2019

Full Term: October 21, 2019

A Term: September 19, 2019

Late Term: November 4, 2019

B Term: November 11, 2019

Spring 2020

Full Term: March 11, 2020

A Term: February 10, 2020

Late Term: March 25, 2020

B Term: April 13, 2020

Summer 2020

Full Term: June 24, 2020

A Term: June 3, 2020

Late Term: June 26, 2020

B Term: July 16, 2020

DROPS FOR NON-PAYMENT

Fall 2019	
<i>Full and A Terms</i>	August 12 and August 26, 2019
<i>Late Term</i>	September 18 and September 30, 2019
<i>B Term</i>	October 4 and October 16, 2019
Spring 2020	
<i>Full and A Terms</i>	January 6 and January 15, 2020
<i>Late Term</i>	February 6 and February 18, 2020
<i>B Term</i>	February 24 and March 5, 2020
Summer 2020	
<i>Full and A Terms</i>	May 6 and May 18, 2020
<i>Late Term</i>	May 20 and June 1, 2020
<i>B Term</i>	June 11 and June 22, 2020

GRADUATION DATES

APPLICATION DEADLINES

Fall 2019 Graduates	October 4, 2019
Spring 2020 Graduates	March 6, 2020
Summer 2020 Graduates	June 12, 2020

GRADUATION CEREMONY DATES

Fall 2019	December 12, 2019
Spring 2020	May 7, 2020
Summer 2020	August 6, 2020

FINANCIAL AID DISBURSEMENT DATES

(Checks Mailed/Direct Deposits Available)

FALL 2019

Financial Aid Disbursement Checks for Full ——— **September 30, 2019**
and A Terms mailed

Direct Deposits Available for Full and A Terms — **September 30, 2019**

Financial Aid Disbursement Checks for ————— **October 21, 2019**
Late Term mailed

Direct Deposits Available for Late Term ————— **October 21, 2019**

Financial Aid Disbursement Checks ————— **November 4, 2019**
for B Term mailed

Direct Deposits Available for B Term ————— **November 4, 2019**

SPRING 2020

Financial Aid Disbursement Checks for ————— **February 14, 2020**
Full and A Terms mailed

Direct Deposits Available for Full and A Terms — **February 14, 2020**

Financial Aid Disbursement Checks for ————— **March 9, 2020**
Late Term mailed

Direct Deposits Available for Late Term ————— **March 9, 2020**

Financial Aid Disbursement Checks ————— **March 30, 2020**
for B Term mailed

Direct Deposits Available for B Term ————— **March 30, 2020**

SUMMER 2020

Financial Aid Disbursement Checks for Full, ————— **June 22, 2020**
A and L Terms mailed

Direct Deposits available for Full, A and L Terms — **June 22, 2020**

Financial Aid Disbursement Checks ————— **July 13, 2020**
for B Term mailed

Direct Deposits available for B Term ————— **July 13, 2020**

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!

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

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

>>What is my Password? How do I get it?

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

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

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

! If you forget your Password, you must:

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

>>How do I change my Password?

From the **Home** tab:

1. Click **Change My Password** in the Personal Information area.
2. Follow the on-screen instructions.
3. Click **Change Password**. Remember this password!

>>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, bookstore, 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 access 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 **Student Email** image on the right side of the screen to access your email.
2. Storage space is limited; check your email frequently and delete unwanted messages.

>>What is my email address?

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

>>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.

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.

What is an advising syllabus?

The advising syllabus sets out expectations of both students (advisees) and their advisors, and demonstrates specific learning outcomes that students are expected to meet as part of the advising process. The responsibilities and expectations are briefly outlined below. The complete advising syllabus is available at **www.ptc.edu/advising**.

Why should I meet with an academic advisor? What are my advisor’s roles and responsibilities?

Your advisor will:

- Assist in creating degree plans consistent with your academic and career goals.
- Interpret college and career requirements.
- Discuss academic problems or concerns.

- Refer to appropriate resources to encourage academic success.
- Clarify academic policies and procedures.
- Maintain confidentiality.
- Be sensitive to your unique needs as a student.
- Be available for advising appointments and respond in a timely manner.
- Provide the Registration Code to enable you to register for classes.

What are my responsibilities in the advising process?

- Schedule an appointment, show up on time and come prepared for the advising session.
- Recognize that you are responsible for monitoring progress, meeting requirements and deadlines.
- Understand college and financial aid policies and procedures.
- Commit enough time to the advising process.
- Seek assistance with decisions.
- Follow through with advisor referrals to resources and services.
- Access DegreeWorks, the PTC website, and campus communication tools regularly.

>>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 prepare for my advising appointment?

- Review the requirements of your major.
- Review your degree plan and academic progress.
- Consider your long and short term goals and determine if you are meeting them or if adjustments are needed.
- For transfer majors, research potential transfer colleges/universities.
- For health care majors, review program-ready requirements, program-ready GPA, and program application process.
- Come prepared with questions.
- Review the advising syllabus online.

Who is my advisor?

- Your advisor’s name can be found on the Student tab in PTC Pathway.
- Health care Certificate students will be advised by CAREplan advisors.

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 have met the prerequisite requirements for each course and have no holds. Check your DegreeWorks and contact your academic advisor to determine the appropriate classes for your major, verify you have met all prerequisites and obtain your registration code before using the Class Scheduler.

Enrollment Tips

Checklist for New Students

After meeting with your New Student Advisor, be sure to:

- ☐ Make a student ID
- ☐ Request a parking sticker
- ☐ Sign up for New Student Orientation
- ☐ Order your textbooks
- ☐ Make sure tuition and fees are paid prior to drop dates

Checklist for Returning Students

- ☐ Make an appointment with your academic advisor
- ☐ Review courses needed to complete your academic program by referring to **your** DegreeWorks checklist in Pathway or the college catalog
- ☐ Review course offerings and 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

Student Programs and Services

The Student Affairs Division strives to provide smooth and personalized processes, attention to individual student needs and a commitment to student success and goal completion. This is accomplished by designing systems, services and programs that meet the needs of our students while supporting the mission of the college. In collaboration with faculty, staff and administration, the division is responsible for providing valuable programs and services to complement the educational process and assist all students in reaching their goals.

With this goal in mind, the division routinely assesses students’ experiences as well as their impressions of the college through surveys and questionnaires. This information is used to improve services on a continuing basis.

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 Veterans Services office through Pathway each semester to be certified to the VA. Only courses required for the student’s current program of study may be certified, with certain exceptions in the student’s final semester. Veteran students must submit an official Joint Services Transcript or CCAF transcript. All students using VA Education Benefits must submit an official transcript for each post secondary school attended, including schools attended prior to military service, by the end of their second semester to continue receiving VA Education Benefits.

Student Support Services Veterans Program

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

This program is funded to support 60 veteran students annually. Contact the Student Support Services Veterans Office at (864) 941-8385 for further information.

CAMPUS CONNECT

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

LIBRARY RESOURCES

Piedmont Technical College’s library resources are available to students 24 hours a day, 7 days a week, from any location. The starting point for accessing all library resources is the library’s web page at **www.ptc.edu/library**. Off campus, students may log in using their PTC ID numbers and 6-digit dates of birth. Our librarians are available to assist in a variety of ways. Patrons may call the library at (864) 941-8441, send an email to librarian@ptc.edu or click on the “Ask a Librarian” link on the library’s webpage. For personal assistance, visit the library on the Lex Walters Campus-Greenwood or any of the Learning Resource Centers at the Abbeville, Laurens, McCormick, Newberry or Saluda campuses. Also, college IDs are made at the PTC Library Computer Lab, as well as the Laurens and Newberry Learning Resource Centers. A current schedule and a photo ID are required to obtain a college ID. After acquiring a college ID, a student may obtain a PTC parking decal by presenting his/her car tag number. Parking decals are available at all PTC campuses.

NEW STUDENT ADVISING

After completing the Admissions process, new and readmitted students (those students returning to PTC after an absence of one year or more) 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 next 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 time-efficient 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 assess your stage 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 there from here?

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

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 | • Test Anxiety |
| • Learning Strategies | • Time Management | • Learning Styles |
| • Stress Management | • Test Taking Skills | • Note Taking |

Referrals to other agencies are sometimes made for additional information to assist students.

Student Disability Services

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

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

WHO 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) 941-8378 or dailey.b@ptc.edu.

DOCUMENTATION

Any student requesting services based on a disability must submit recent and appropriate documentation from school, physician, psychological or psychiatric sources. 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 admissions advising.

CLASSROOM ACCOMMODATIONS

Based on your individual needs and supporting documentation, accommodations may be provided in the classroom. Referrals 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 if needed.

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) 941-8378 or dailey.b@ptc.edu.

Student Employment Services

Assistance with finding employment is available to all current and former students. Priority is given to recent graduates of the college and those students nearing completion. Services include:

- Notification of job openings via the “Jobs At A Glance” web page.
- Coordination of campus recruiting by business and industry representatives, including an annual job fair which is 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, resume 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 rates 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 Transfer 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 Literacy, Financial Aid and Scholarships, College Transfer, and Career Readiness

More than 160 students are served annually by this program. Information can be obtained in 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/studentlifeevents or contact Amelia 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 Piedmont Technical College organization composed of one representative of each active and approved student club and organization. The purpose of ICC is threefold: to provide input to the administration and give students a voice in the governance of the college; to help plan events and activities for students; and to provide leadership opportunities for members and other students.

PIEDMONT POINTS

The Piedmont Points initiative is a rewards system where students can earn prizes for being involved on campus. Students must sign-in to the event using their PTC ID or P#, the points are tracked for the student and points can be redeemed for prizes throughout the school year. For more info, visit www.ptc.edu/studentlifeevents or contact Amelia Jackson at jackson.a1@ptc.edu or call (864) 941-8545.

PRESIDENTIAL AMBASSADORS

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

STUDENT CENTER

The Student Center is available to all students to meet and relax 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

This club is open to all students majoring in criminal justice. It is a chapter of Lambda Alpha Epsilon, the American Criminal Justice Association.

BCT-4-LIFE

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

CHRISTIAN STUDENT UNION

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

COLLEGIATE FFA

Collegiate FFA is a form of membership within the National FFA Organization. Collegiate FFA is an influential part of agriculture education where members make a difference on their campuses and in communities through leadership and service.

CVT CLUB

Open to students in the CVT program, this club promotes cardiovascular care and heart disease awareness in our community. Also, the club is involved with promoting the Adult Echocardiography and Invasive Cardiovascular Technologist profession.

DIVERSITY IN ACTION

Open to all students who have a desire to promote equality among the student population, this club's purpose is to take Action (political, community and campus involvement), promote Awareness (education workshops, informative activities), and help in efforts in Advancement (job readiness, advancing education, etc.).

ECD CLUB

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

FULL THROTTLE

To promote leadership among students in the Automotive Technology program, this club provides members networking opportunities within the automotive industry.

HORTICULTURE CLUB

The Horticulture Club cultivates relationships between students in the horticulture program, provides out-of-class opportunities to dig deeper into horticultural topics

through participating in local volunteer activities and attending conferences, tradeshow and seminars. Students hold plant sales at the Greenhouse Complex to learn customer service skills, marketing and sales techniques.

HEALTH OCCUPATIONS STUDENTS OF AMERICA (HOSA)

HOSA provides a unique program of leadership development, motivation, and recognition exclusively for secondary, postsecondary, adult, and collegiate students enrolled in health science education and biomedical science programs or have interests in pursuing careers in health professions. HOSA is 100% health care!

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 conducting fundraisers and service projects that will promote awareness of issues such as domestic violence, mental illness and poverty.

KAPPA PI INTERNATIONAL ART HONOR SOCIETY

Kappa Pi International Art Honor Society is open to current students or graduates of the Commercial Arts program and Arts faculty at the college. Students must achieve and/or maintain a GPA of 3.25 and be a good representative of the arts and commercial arts programs.

LAMBDA BETA SOCIETY

A national honor society for the respiratory care profession, its purpose is to promote, recognize and honor scholastic achievement and character of students, graduates and faculty members of the respiratory care profession. Members must be in the top 25% of the class.

LAMBDA CHI NU

Open to ADN students and graduates who meet certain criteria; the honor society recognizes academic and clinical excellence in nursing. 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.

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.

NATIONAL TECHNICAL HONOR SOCIETY

Since 1984, the National Technical Honor Society (NTHS) has been the acknowledged leader in recognizing outstanding student achievement in Career and Technical Education (CTE). NTHS provides scholarships to encourage the pursuit of higher education and to cultivate excellence in today's highly competitive, skilled workforce. To date, NTHS has awarded over \$2 million in scholarships to members who intend to further their education. To join, students must pay a one-time fee of \$30 and have an overall GPA of 3.0.

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 fundraise to 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 THETA KAPPA INTERNATIONAL HONOR SOCIETY

Open to students in associate degree programs, the award-winning society's four hallmarks are scholarship, leadership, fellowship and service. Students who meet requirements are invited to join each term.

PN CARE CLUB

Open to 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 all other students with an interest in photography or art. Club members promote involvement in the Arts on campus and in the community through lectures and community services, along with promoting all arts in our area of service.

RAD TECH CLUB

Open to all radiologic technology students, the club is involved with promoting the rad tech profession through 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 pre-respiratory care students, this club promotes the profession and gives members the opportunity to connect with working professionals.

RX TECHS

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

SPANISH CLUB

The Spanish Club enriches student understanding of Hispanic culture and language, addresses the needs of the Hispanic community, and serves as a social group for DACA students.

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 PTC students who wish to make connections with their peers and make a difference on campus and in the community. The primary purpose of this organization is to promote peer interactions, develop leadership skills, 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 and community activities and are working to build a network of local business professionals.

TAU UPSILON ALPHA

Open to students who have declared a major in human services, who have completed at least 12 hours in courses toward an associate degree and who have an overall GPA of 3.25 and rank in the top 35% of their class, Tau Upsilon Alpha honors academic excellence and promotes excellence in service to humanity.

VETERINARY TECHNOLOGY CLUB

A student chapter of the National Association of Veterinary Technicians in America, this club is open to students enrolled in the veterinary technology program. The club promotes the professional and educational advancement of veterinary technology students through community service and leadership development.

VIP (VERY INVOLVED PERSONS) CLUB

This club provides local leadership and community service opportunities for all Newberry County Campus 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) 941-8745 to report criminal, safety 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 personal equipment and property, as Piedmont Technical College does not assume responsibility for stolen articles. Equipment and vehicles should be kept locked at all times. To report missing items, please contact the Campus Police and Security office. The courtesy phones on campus are for the convenience of all students. Calls by students on office phones are not authorized. Students who withdraw from all classes will not be allowed continued access to the college unless they have legitimate business on the premises. More information about the office is located on page 13 of the 2019-20 Academic Catalog.

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 participating in federal student-aid programs are subject to this requirement. The Clery Act requires colleges and universities to:

- Publish an annual report disclosing campus security policies and documenting three previous calendar years of select campus crime statistics.
- Provide crime statistics to the U.S. Department of Education.
- Issue timely warnings about Clery Act crimes which pose a serious or ongoing threat to students and employees.
- Keep a public crime log accessible to the public.
- Uphold basic rights for survivors of sexual assault.

Campus crime, arrest and referral statistics include those reported to the Piedmont Technical College Police Department, those designated as Campus Security Authorities, 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
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. Harassment consists of unwelcome conduct, whether verbal, physical or visual, that is based upon a person's sex, color, race, religion, national origin, age, disability or other protected status. Piedmont Technical College will not tolerate harassing conduct that interferes unreasonably with a student's educational process; an individual's work performance; or that

creates an intimidating, hostile or offensive campus environment. Further, Piedmont Technical College does not tolerate acts of domestic violence, dating violence, stalking, sexual harassment and sexual assault.

DEFINITIONS

Sexual harassment includes: unwelcome sexual advances; requests for sexual favors; and other physical, verbal or visual conduct based on sex. Definitions may be found at **www.ptc.edu/definitions**.

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 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 Office of Student Affairs in 239-A. If an employee wishes to report sexual harassment and/or sexual assault, he/she may report it to the Associate Vice President of Human Resources in 157-A (brown.a@ptc.edu). Once a report is received, a preliminary investigation will be conducted to determine appropriate follow-up and violations of PTC's policies and procedures, if any. Confidentiality will be maintained to the extent that the institution can still provide a safe and nondiscriminatory environment for all students, faculty, staff and administrators. PTC Polices and Procedures which relate to this information can be found at **www.ptc.edu/policies-and-procedures**.

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 victim support services. The college will grant victims' requests for reasonable and appropriate alternative accommodations to allay their security and safety concerns. Possible accommodations may include alternative classes, campus relocation, work reassignments and/or schedule changes. The victim may choose to exercise the option to file formal disciplinary actions against the alleged assailant under the Student Code and the Student Grievance Procedure.

DISCIPLINARY ACTION

Disciplinary actions imposed for sexual assault and sexual harassment offenses vary according to the severity of the conduct and may include expulsion of a student or termination of employment for a faculty or staff member. Due process under established college disciplinary procedures will be afforded all parties. Both the complainant and the accused have the right to counsel, but solely for offering advice. Both parties will be notified of the resolution of any disciplinary proceedings and both parties have the right to appeal. All procedures are found in the Student Code Procedures for Addressing Alleged Acts of Sexual Violence and Sexual Harassment on pages 50-53 of this Student Handbook.

CAMPUS CONTACTS

If you find yourself a victim, or witness to, an act of domestic violence, dating violence, stalking, sexual harassment, or sexual assault, you may notify any faculty or staff member or one of the following:

- Campus Police and Security: **(864) 941-8000**
- Office of Student Affairs: **(864) 941-8359**
- Associate Vice President of Human Resources: **(864) 941-8611**

EDUCATIONAL PROGRAMS

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

NOTIFICATION TO STUDENTS

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

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 of any kind (guards, law enforcement, military excluded). This prohibition extends to Concealed Weapons Permit holders, refer to S.C. Code Ann. § 16-23-420(A), 16-23-430(B), and 23-31-215(M). It is unlawful for any person (law enforcement and authorized officials excluded) to carry on his person, while on any school or college property, a knife with a blade over two inches long, a blackjack, a metal pipe or pole, firearms or any other type of weapon, device or object which may be used to inflict bodily injury or death.

Emergency Alert System

The PTC Alert system allows Piedmont Technical College officials to send emergency messages via all college-owned computers currently attached to the network, through cell phones via text messaging, and through email. This system will only be used to communicate during emergencies. The system allows students who provide a cell phone number to be reached during emergencies via text messaging, even if they're not on campus, tuned into local news or checking email. Piedmont Tech will provide additional information as needed via the college website, PTC Pathway, and media outlets.

Policy for the Use of Alcohol and Other Drugs

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

The South Carolina Technical College System prohibits the unlawful manufacture, distribution, dispensation, possession or use of narcotics, drugs, other controlled substances or alcohol at the workplace and in the educational setting. Unlawful, for these purposes, means in violation of federal/state/local regulations, policy, procedures, rules, as well as legal statutes. Workplace means either on agency premises or while conducting agency business away from the agency premises. Educational setting includes both institutional premises or on approved educational sites off campus. In order to prevent the consequences of alcohol and other drug abuse at the workplace and in the educational setting, the South Carolina Technical College System has implemented this policy to ensure a drug-free work and educational environment. The South Carolina Technical College System recognizes that chemical dependency through use of controlled or uncontrolled substances, including alcohol, is a treatable illness. The agency supports and recommends employee and student rehabilitation and assistance programs and encourages employees and students to use such programs.

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

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

- Alcohol and other drug abuse can also significantly lower performance on the job and in the classroom, thus impacting the agency and the college mission as well as seriously affecting educational and career goals of the student.
- Employees must report any personal conviction under a criminal drug statute for conduct at the workplace to the Human Resources Office within five days.
- It is a condition of employment and admission that all employees and students must abide by the policy on alcohol and other drug use as well as related procedures, statements, laws and guidelines. Violation of any provisions may result in disciplinary action up to and including termination or expulsion, respectively, and may have further legal consequences consistent with federal and state laws and regulations. Additionally, management may require an employee or student enter an employee/student assistance or drug rehabilitation program as a condition of employment or enrollment.
- Use of employee assistance programs, student assistance programs or drug/alcohol rehabilitation is encouraged.

Severe Weather Policy

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

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

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

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

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

Student ID

College policy requires that persons on campus be enrolled as students, employed by the institution or have other legitimate business on the premises. To ensure enforcement of this policy, Campus Police and Security staff members are empowered by the administration to make periodic identity checks. Picture identification cards should be worn on the exterior clothing of all students, faculty and staff.

Tobacco Use Policy

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

Vehicle Registration and Decals

Motor vehicles operated on the Lex Walters Campus-Greenwood and county campuses must be registered with the Campus Police and Security Office. Registration decals are available from the Library or at county campuses at no cost to the student. Please see the map on the back of this handbook for designated parking areas. Parking tickets will be issued for all parking violations, including parking in unauthorized areas. Fines will be paid at the

Business Office. Disputed citations may be appealed to the Traffic Citation Appeals Committee. Appeal forms can be obtained from the Campus Police and Security Office. The committee will meet once a month or as required by volume of appeals.

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 in Pathway.

- 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 must be submitted to the Registrar no later than the established deadline for each term (see Calendar for dates). Official communication including the deadline for appeals will be sent to the student’s PTC Live email account and the first personal email address on the student’s record. Appeals submitted after the stated 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 three (3) workdays 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 via their PTC Live email account and the first personal email address on the student’s record 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.

Online Honor Policy and Online Confidentiality of Email and Online Materials

- Students must strictly adhere to the following conditions:
1. Students will not divulge his/her username or password to anyone.
 2. Students will post answers to course assignments using his/her username and password only.
 3. Students will take the online exams using his/her username and password only.
 4. Students understand that the online exams are closed book and will not refer to his/her textbook while taking the exams (unless explicitly told otherwise by his/her instructor).
 5. Students will not divulge the content of the online exams to any other student, whether enrolled in the course or not.
 6. Students will report any violations of this honor code to the instructor.

Students must understand the violation of this honor code will constitute a violation of the Student Code for the South Carolina Technical College System and will be subject to the appropriate sanctions as described in the PTC student handbook.

All students’ email addresses may be available to other students in the class. Although some assignments in an online course may require peer communication, the instructor will make every effort to protect the confidentiality of any personal communication. However, students should recognize that email and other electronic media are never totally secure; therefore, there is no guarantee of the privacy of your email.

The use of Piedmont Technical College’s website, email service and/or online learning management system software for the creation and/or distribution of material not pertaining to course participation is prohibited and may be grounds for disciplinary actions according to College Policy. Such actions include, but are not limited to, the inappropriate use of email and discussion boards for harassment, unlawful solicitation, and “spamming” and the use of editing tools within the online learning management system software to create offensive material and/or to link to inappropriate materials. To protect your privacy, do not share your college ID or password with anyone else.

Policy Regarding Students Called to Military Duty

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

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

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS
The term in which the student is withdrawing will not count against the maximum allowable terms for that program. The student’s file will be noted with the term affected by the military call-up. 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 Pathway account prior to the end of the add/drop period. Students are considered to be enrolled unless the student initiates the drop through Pathway or through the use of the Change of Class Schedule form. Please see the student calendar, the college website at www.ptc.edu or the Student Records Office for dates of the add/drop 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 fee due dates for each term, full payment of fees is required or an approved payment plan agreement must be signed. Course registrations will be cancelled on accounts that have not been paid in full or set up on the payment plan before the drop for non-payment deadline. 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 a 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, all grades will be held, and no transcripts issued for any debt owed to the college.

Students who are applying for financial aid have the responsibility of ensuring that the entire financial aid process is completed prior to the tuition deadline. Students who have missing information or have been selected for verification must submit all of the required paperwork by the tuition deadline. **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 such 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 flyers 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 unethical conduct and breach in confidentiality may violate state and federal laws and could result in disciplinary action.

Appropriate Use of Electronic Devices
Piedmont Technical College recognizes the importance of creating an effective learning environment for its students. To eliminate class disruptions and to protect the integrity of the classroom and instruction, the use of electronic devices such as cell phones and other electronic devices is not permitted in instructional or clinical locations at PTC, unless approved by an instructor for an educational purpose. Such devices must be turned off or maintained in “silent” mode. Disruption of class by any electronic device may result in disciplinary action.

The Student Code for the South Carolina Technical College System

Procedure 3-2-106.1

GENERAL PROVISIONS

I. Purpose

The Student Code for South Carolina Technical 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 3-2-106.2 or SBTCE procedure 8-5-101.1. This Code applies to behavior on college property, at college-sponsored activities and events, and to off-campus behavior that adversely affects the college and/or the college community.

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

II. Principles

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

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

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

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

III. Solutions of Problems

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

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

In situations where a student is dually enrolled in two or more South Carolina Technical/Community Colleges and is charged with a violation of the Student Code for the South Carolina Technical College System, the

Chief Student Services Officer of the college where the alleged 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 content requires other meaning,

- A. “College” means any college in the South Carolina Technical College System.
- B. “President” means the chief executive officer of the college.
- C. “Administrative Officer” means anyone designated at the college as being on the administrative staff such as President, Vice President, Dean of Students or Student Services, Chief Academic Officer, Dean of Instruction, or Business Manager.
- D. “Chief Student Services Officer” means the Administrative Officer at the College who has overall management responsibility for 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 student interests to the college’s administration or in the college’s governance system.
- J. “Campus” means any place where the college conducts or sponsors educational, public service or research activities.
- K. “Violation of Law” means a violation of a law of the United States or any law or ordinance of a state or political subdivision which has jurisdiction over the place in which the violation occurs.
- L. “Instructional Weekday” means any day except Saturday, Sunday or any other day on which the college is closed.

STUDENT CODE

I. Students’ Rights

- A. FREEDOM FROM DISCRIMINATION**
There shall be no discrimination in any respect by the college against a student, or applicant for admission as a student, based on race, color, age, religion, national origin, sex or disability.
- B. FREEDOM OF SPEECH AND ASSEMBLY**
Students shall have the right to freedom of speech and assembly without prior restraints 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 ensure 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 its 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 PRIVACY**
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 official student records are private and confidential and 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, while participating in off-campus college sponsored activities, and while 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 a student’s behavior disrupts class or jeopardizes 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. The list is not all inclusive, but it reflects the categories of inappropriate behavior and provides examples of prohibited behaviors.

- A. ACADEMIC MISCONDUCT**
All forms of academic misconduct including, but not limited to, cheating on tests, plagiarism, collusion 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. Bribing or coercing any other person to obtain tests or information about tests.
 - f. Substituting for another student, or permitting any other person to substitute for oneself.
 - g. Cooperating or aiding in any of the above.

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

- 3. “Collusion” 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.

B. ABUSE OF PRIVILEGE OF FREEDOM OF SPEECH OR ASSEMBLY

No student, acting alone or with others, shall obstruct or disrupt any teaching, administrative, disciplinary, public service, research, or other activity authorized or conducted on the campus of the college or any other location where such activity is conducted or sponsored by the college. This disruption does not necessarily have to involve violence or force for the student to face disciplinary 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. FALSIFICATION OF INFORMATION AND OTHER ACTS INTENDED TO DECEIVE

Falsification of information and other acts intended to deceive include, but are not limited to the following:

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

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 or potentially dangerous weapon unless such possession or use has been authorized by the college.
- 2. Possessing or using any incendiary device or explosive unless such possession or use has been authorized by the college.
- 3. Setting fires or misusing or damaging fire safety equipment.
- 4. Using, or threatening to use, physical force to restrict the freedom of action or movement of others or to harm others.
- 5. Endangering the health, safety, or wellbeing 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 perpetuated against person's will or when a person is incapable of giving consent. Cases of alleged acts of sexual violence will be adjudicated through SBTCE procedure 3-2-106.2.
- 7. Retaliating, 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. Stealing, 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 unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature, when submission to such conduct is made a term or condition of a student's education, a basis for academic conditions affecting the student, or the conduct is sufficiently serious to interfere with the student's academic performance or otherwise deny or limit the student's ability to participate in any aspect of the college's program, thereby creating an intimidating or hostile learning environment. Cases of alleged acts of sexual harassment will be adjudicated through SBTCE procedure 3-2-106.2 or SBTCE procedure 8-5-101.1.

- 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, or that has, in fact, placed an individual in such fear. 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 serious to interfere with the student's academic performance or otherwise deny or limit the student's ability to participate in any aspect of the college's program, thereby creating an intimidating or hostile learning environment.
- 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 when participating in a college-sponsored event or activity.
- 4. Violating any South Carolina and/or federal laws while on campus or off-campus when participating in a college sponsored event or activity.

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 3-2-106.2 or SBTCE procedure 8-5-101.1. 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 only be imposed when there is reason to believe that the continued presence of the accused student at the college poses a substantial and immediate threat to the student or 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 President's designee, shall notify the Chief Student Services Officer in writing about the nature of the alleged infraction, 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 address of record within two (2) instructional weekdays 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 weekdays of receiving the information from the President, or designee.

This letter must include the following information:

- a. The reason(s) for the interim suspension;
- b. Notice that the interim suspension does not replace the regular hearing process;
- c. Information about requesting a hearing before the Hearing Committee; and
- d. Notice that the student is denied access to the campus during the period of suspension without prior approval of the Chief Student Services Officer.

B. ACADEMIC MISCONDUCT

- 1. 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 failing grade 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 send a certified letter 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 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 will be responsible for paying any fees charged by his/her counsel.
- 2. The right to present witnesses on one's behalf.
- 3. The right to present evidence and notice that the Chief Academic Officer, or designee, may determine what evidence is admissible.
- 4. The right to know the identity of the person(s) bringing the charge(s).
- 5. The right to hear witnesses on behalf of the person bringing the charges.
- 6. The right to testify or to refuse to testify without such refusal being detrimental to the student.
- 7. The right to appeal the decision of the Chief Academic Officer to the President.
- e. A statement informing the student that the sanction imposed by the instructor will be held in abeyance pending the outcome of the appeal.
- 6. On the basis of the information presented at the appeal, the Chief Academic Officer, or designee, will render one of the following decisions:
 - a. Accept the decision and the sanction imposed by the instructor.
 - b. Accept the instructor's decision but impose a less severe sanction.
 - c. Overturn the instructor's decision.

Within two (2) instructional weekdays of the meeting with the student, the Chief Academic Officer, or designee, will send the student a letter informing the student of the decision. The letter must also inform the student that the decision may be appealed to the College's President and that any appeal request must be written and must detail the reason(s) for the appeal. The student seeking the appeal must provide reasons for the appeal which sets forth a statement that specifies the issues that further review is sought and any evidence which supports the issue(s) on appeal. The written appeal 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 decision
- d. Remand the case to the Student Hearing Committee to be re-heard.

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

C. STUDENT MISCONDUCT

Any member of the college community may file charges alleging a violation of the Code. A charge, that includes a description of the alleged violation, must be submitted in writing to the Chief Student Services Officer as soon as possible after the incident occurs, but no later than 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 including but not limited to field trips, internships, and clinicals.
- c. Special Conditions: Completion of a variety of educational activities, relating to the nature of the offense may be imposed. Examples include, but are not limited to, the following: a formal apology, an essay or paper on a designated topic, or participation in a special project or activity.
- d. Disciplinary Probation: A written reprimand documenting that the student violated a student conduct regulation. Probation is for a specified period of time and it serves as a warning that subsequent violations could most likely result in more serious disciplinary sanctions.
- e. Loss of Privileges: Suspension or termination of particular student privileges.
- f. Suspension from the college: Separation from the college for a specified period of time. Suspended students will not receive academic credit for the semester in which the suspension was imposed. During the suspension period, the student may not return to the campus unless prior permission by the Chief Student Services Officer, 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. An expelled student will not receive academic credit for the semester in which the expulsion was imposed.
- h. Any combination of the above.

Within five (5) instructional weekdays of the preliminary investigation, the Chief Student Services Officer, or designee, will send a certified letter to the student. This letter will confirm the date of the investigation, identify the specific regulation(s) that the student allegedly violated, identify the decision, summarize the rationale, and, if the student violated the regulation(s), state the sanction that was imposed. This letter must also state that if the student disagrees with the decision or the sanction, the student may request a hearing before the Hearing Committee, that the student must submit this request no later than two (2) instructional weekdays after receiving the decision letter unless a request is made and approved by the Chief Student Services Officer, or designee, for an extension, and that any decision made and sanction imposed after the preliminary

investigation may be held in abeyance should the student decide to go before the Hearing Committee.

2. Hearing Committee

- a. The Hearing Committee shall be composed of the following:
 - 1. Three faculty members appointed by the Chief Academic Officer and approved by the President.
 - 2. Three student members appointed by the appropriate student governing body and approved by the President.
 - 3. One member of the Student Services staff appointed by the Chief Student Services Officer and approved by the President.
 - 4. The Chief Student Services Officer, or designee, who serves as an ex officio non-voting member of the Committee and who presents the case.
- b. The Hearing Committee shall perform the following functions:
 - 1. Hear cases of alleged violations of the Code of Student Conduct.
 - 2. Insure that the student’s procedural rights are met.
 - 3. Make decisions based only on evidence and information presented at the hearing.
 - 4. Provide the student with a statement of the committee’s decision including findings of fact and, if applicable, impose one or more of the following sanctions:
 - a. Academic Misconduct (cases sent to the Hearing Committee by the President)
 - 1. Assign a lower grade or score to the paper, project, assignment or examination involved in the act of misconduct.
 - 2. Require the student to repeat or resubmit the paper, project, assignment, or examination involved in the act of misconduct.
 - 3. Assign a failing grade for the course.
 - 4. Require the student to withdraw from the course.
 - b. Student Misconduct
 - 1. 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.
 - 2. Special Conditions: Completion of a variety of educational activities, relating to the nature of the offense may be imposed. Examples include, but are not limited to, the following: a formal apology, an essay or paper on a designated topic, or participation in a special project or activity.
 - 3. Restitution: Compensation for loss or damage to college property or the property of others while on the campus, or at a college event or activity including but not limited to field trips, internships, and clinicals.
 - 4. 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.
 - 5. Loss of Privileges: Suspension or termination of particular student privileges.
 - 6. Suspension from the college: Separation from the college for a specified period of time. Suspended students will not receive academic credit for the semester in which the suspension was imposed. During the suspension period, the student may not return to the campus unless prior permission by the Chief

Student Services Officer, or designee, has been granted.

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

c. Hearing Committee Procedures

- 1. The Chief Student Services Officer, or designee, shall refer the matter to the Hearing Committee together with a report of the nature of the alleged misconduct, the name of the person(s) filing the complaint(s), the name of the student against whom the charge(s) has (have) been filed, and a summary of the findings from the preliminary 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.
 - f. A statement of the student’s procedural rights. These rights follow:
 - 1. The right to consult counsel. This role of the person acting as counsel is solely to advise the student. Counsel may not address the Hearing Committee or participate in any of the questioning. The student has the responsibility for paying any of the counsel’s fees and any other of the counsel’s charges.
 - 2. The right to present witnesses on one’s behalf.
 - 3. The right to know the names of any witnesses who may be called to testify at the hearing.
 - 4. The right to review all available evidence, documents, exhibits, etc., that may be presented at the hearing.
 - 5. The right to present evidence; however, the Hearing Committee will determine what evidence is admissible.
 - 6. The right to know the identity of the person(s) bringing the charge(s).
 - 7. The right to hear witnesses on behalf of the person bringing the charges.
 - 8. The right to testify or to refuse to testify without such refusal being detrimental to the student.
 - 9. The right to a fair and impartial decision.
 - 10. The right to appeal the Hearing Committee’s decision.

- 3. On written request of the student, the hearing may be held prior to the expiration of the seven (7) day advance notification period if the Chief Student Services Officer, or designee, concurs with this change.

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

d. Hearing Committee Meetings

- 1. The chair shall be appointed by the President from among the membership of the committee. Ex officio members of the committee may not serve as the chair of the committee.
- 2. Committee hearings shall be closed to all persons except the student, the person(s) initiating the charge(s), counsels for the 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, to serve as the recorder.
- 3. The committee may identify someone to take written notes and the committee will have the hearing, with the exception of deliberations, recorded. No other party in the hearing may record the proceedings and no other party is entitled to a copy of the notes or the recording. The written notes and the recording will be maintained in the office of the Chief Student Services Officer. The student may review the notes and listen to the recording under the supervision of the Chief Student Services Officer or designee.
- 4. Witnesses shall be called in one at a time to make a statement and to respond to questions.
- 5. After hearing all of the information, the Hearing Committee will begin its deliberations. Using the standard “preponderance of evidence,” which means that the information presented at the hearing would lead one to conclude that it is highly probable that the violation(s) occurred as alleged, the members will determine, by majority vote, whether the violation occurred as alleged. If it is determined that the violation(s) occurred as alleged, by majority vote, the members will decide upon the appropriate sanction.
- 6. The Chair of the Hearing Committee will send a certified letter to the student’s address 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 will also inform the student about the appeal process.

3. Appeal

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

The President, or designee, shall review the Hearing Committee’s findings, conduct whatever additional inquiries as deemed necessary, and render a decision within ten (10) instructional weekdays of receiving the appeal. The President, whose decision is final, shall have the authority to approve, modify, or overturn the Hearing Committee’s decisions and, if needed, void the process and reconvene another Hearing Committee. The President’s decision regarding disciplinary actions under the Student Code 3-2-106.1 are not grievable.

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

The Student Grievance Procedure for the South Carolina Technical College System

Procedure 3-2-106.3 *Students may find the Student Grievance Form on the PTC website by going to: www.ptc.edu/grievance-form.*

I. Purpose

The purpose of the student grievance procedure is to provide a system to channel and resolve student complaints against a college employee concerning decisions made or actions taken. A decision or action can be grieved 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 in the following instances: 1) to grieve 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 awarded 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 grieve a decision for which other grievance or appeal procedures exist (e.g., appeal of a disciplinary case, a residency appeal, a financial aid 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 mistreatment. A grievance cannot be filed on behalf of another person.

II. Definitions

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

- A. “College” means any college in the South Carolina Technical College System.
- B. “President” means the chief executive officer of the college.
- C. “Administrative Officer” means anyone designated at the college as being on the administrative staff, such as 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, or a violation of a state or federal law.
- G. “Days” means an instructional weekday, excluding Saturday and Sunday and all days in which the college is closed.
- H. “Student” means a person taking any course(s) offered by the college.
- I. “Instructor” means any person employed by the college to conduct classes.
- J. “Staff” means any person employed by the college for reasons other than conducting classes.
- K. “Campus” means any place where the college conducts or sponsors educational, public service, or research activities.

III. Grievance Process

A. FILING A COMPLAINT

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

Before initiating the Student Grievance process, a student may go to the college employee who originated the alleged problem and attempt to resolve the matter informally. In instances alleging discrimination or harassment, including sexual harassment and violence, the student is not required to initially try to resolve the matter with the person alleged to have committed the violation under this policy. Where applicable, if the student

is not satisfied with the outcome of this meeting or if the student prefers to ignore this step, 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 and 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 naming the college’s President as the person whose alleged action or decision originated the problem shall be submitted to the President of the South Carolina Technical College System.

B. PRE-HEARING

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

The person receiving the complaint will forward the complaint to the immediate supervisor of the employee named in the complaint no later than two instructional weekdays days 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 Chief Administrative Officer of the division or component concerned.

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

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

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

- b. If the student does not submit the written request for a hearing within fifteen instructional weekdays, and the student can demonstrate that extenuating circumstances resulted in the failure to meet this deadline, the Chief Student Services Officer may allow the hearing to take place.
- c. Within two instructional days of receiving the request for a hearing, the Chief Student Services Officer shall notify the President or, as appropriate, the System President about the need to convene a Student Grievance Committee or an ad hoc committee of System Presidents. These committees shall be formed to hear specific complaints and a new committee may be formed each time a grievance covered by this procedure is filed.

2. Grievance Committees

- a. Student Grievance Committee: The President must approve all recommended members. The committee shall be composed of the following:
 1. Three students recommended by the governing body of the student body.
 2. Two faculty members recommended by the Chief Academic Officer.
 3. One Student Services staff member recommended by the Chief Student Services Officer.
 4. One administrator, other than the Chief Student Services Officer, to serve as the Committee’s chairperson.
 5. The Chief Student Services Officer, or designee, who serves as an ex-officio, nonvoting member of the committee.
- b. Ad hoc Committee of Presidents: The President of the South Carolina Technical College System will select three System Presidents to serve on this committee and identify one of the three Presidents to serve as the chairperson for the hearing.
- c. The Chief Student Services Officer, or designee, will send copies of the student’s request for a hearing to the committee members, the employee, and the employee’s supervisor. The employee against whom the grievance was filed has an opportunity to submit his/her response to the request for a hearing to the Committee prior to the hearing.
- d. The Student Grievance Committee’s meeting(s) shall be conducted within twenty-one instructional weekdays following the date of the request. The chairperson may grant a postponement if either party submits a written request no later than five instructional weekdays prior to the scheduled meeting. The chairperson of the Student Grievance Committee, in his/her discretion, may postpone the hearing due to circumstances beyond the control of the parties. The re-scheduled hearing must take place within ten instructional weekdays of the date of the previously scheduled hearing.

3. Hearing Procedures

- a. The Chief Student Services Officer, or designee, shall send a certified letter to the student filing the complaint and to the employee(s) named in the complaint at least five instructional weekdays before the scheduled hearing. This letter shall include:
 1. A brief description of the complaint, including the name of the person filing the complaint;
 2. The date, time, and location of the meeting;
 3. The name of any person who might be called as a witness.
 4. A list of the student’s procedural rights. These rights follow:
 - a. The right to review all available evidence, documents or exhibits that each party may present at the meeting. This review must take place under the supervision of the Chief Student Services Officer, or designee.
 - b. The right to appear before the Hearing Committee and to present information and additional evidence, subject to the Committee’s judgment that the evidence is relevant to the hearing.
 - c. The right to consult with consul. This person serving as consul may not address the committee, question the employee(s)

named in the complaint, or any witnesses. The student will be responsible for paying any fees charged by the advisor.

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

- b. At least ten (10) instructional weekdays before the scheduled hearing the parties must submit the names of persons that the parties anticipate calling as witnesses as well as any evidence that the parties intend to introduce at the hearing.
- c. Hearings are closed to the public. When testimony is being given, only the committee members, the student and his/her advisor, the employee and his/her advisor, and the witness giving testimony may be present. During deliberations, only the members of the Committee may be present.
- d. Hearings are informal and a tape recording of the testimony presented during the hearing may be made. The Committee’s deliberations are not tape recorded. After resolution of the appeal, the tape recording will be kept for three months in the office of the Chief Student Services Officer, or designee. The student filing the complaint or the employee(s) named in the complaint may listen to this tape recording under the supervision of the Chief Student Services Officer, or designee.
- e. The Committee may question the student and the employee(s). The Committee may also question the employee’s (employees’) supervisor(s) and any additional witnesses that it considers necessary to render a fair decision. Questions must be relevant to the issues of the grievance.
- f. Both parties to the grievance may ask questions of the other during the hearing. These questions must be relevant to the issues stated in the written complaint. The Chairperson of the Committee will determine the appropriateness of the questions.
- g. The Committee bears the burden of determining whether the allegations are supported by the information available through the hearing. The Committee will use a preponderance of the evidence standard in making this determination.
- h. The Committee shall decide the solution of the grievance by a majority vote. In case of a tie, the chairperson may vote.
- i. The chairperson shall forward a copy of the Committee’s decision to the student filing the complaint and to the employee(s) named in the complaint within two instructional weekdays of the Committee’s decision. This letter will include a rationale for the Committee’s decision and inform the student and employee(s) that they have a right to appeal the Committee’s decision.

D. APPEAL PROCESS

If either party is not satisfied with the Student Grievance Committee’s decision, that person may submit a written appeal to the President of the College within ten instructional weekdays of the Committee’s decision. The written appeal must include a statement indicating why the person was not satisfied with the committee’s decision. The President shall review the Committee’s findings, conduct whatever additional inquiries are 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 either party is not satisfied with the System Office’s ad hoc Committee of System Presidents’ decision, that person may submit a written appeal to the President of the South Carolina Technical College System within ten instructional weekdays of the Committee’s decision. The written appeal must include a statement indicating why the person was not satisfied with the Committee’s decision. The System President shall review the Committee’s findings, conduct whatever additional inquiries are 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 or ethnic origin, age, 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 complaints alleging acts of sexual violence or sexual harassment on college property, at college-sponsored activities and events, and to off-campus behavior that adversely affects the college and/or the college community and the Code applies to all students from the time of applying 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 is 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 in 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 pendency 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 also accommodate Complainants’ reasonable requests to change academic schedules, housing assignments, or to make other reasonable accommodations.

Reports may also be filed by any other member of the college community at any time. The Complainant may also file a criminal report regarding the alleged conduct. Title IX investigations are separate from criminal investigations. However, colleges may need to temporarily delay the fact-finding portion of a Title IX investigation while law enforcement gathers evidence. During this delay, colleges will take interim measures to protect the complainant in the educational setting. Additionally, all parties involved will receive updates of the status of the investigation and receive notification once the college resumes its Title IX investigation. The State Board for Technical and Comprehensive Education (SBTCE) and its member colleges encourage the prompt reporting of sexual misconduct to campus law enforcement and local law enforcement. Information regarding law enforcement reporting procedures is available on the colleges’ websites.

Due to the seriousness of these issues, the college will provide educational programs to promote the prevention and awareness of rape, acquaintance rape, sexual violence, and other forcible and non-forcible sex offenses, as well as sexual harassment awareness programs.

If the alleged violator named in the report is an employee or third party,

the case will be adjudicated through SBTCE Student Grievance Procedure (SBTCE Procedure 3-2-106.3) and/or SBTCE Non-Discrimination, Anti-Harassment, and Sexual Misconduct Procedure (SBTCE 8-5-101.1).

If the alleged violator of this policy is a student, the case may be adjudicated through the Formal Resolution Process (Section IV) or the Informal Resolution Process/Mediation (Section V) as outlined below.

II. Definitions

For a list of definitions, please refer to our website at www.ptc.edu/definitions.

III. Sanctions

Following an investigation by the Title IX Coordinator, or designee, and/or hearing before the Hearing Committee the following sanctions may be imposed, if the available information indicates that a violation has occurred:

- a. Reprimand: A written warning documenting that the student violated a student conduct regulation and indicating that subsequent violations could result in more serious disciplinary sanctions.
- b. Special Conditions: Completion of a variety of educational activities, relating to the nature of the offense may be imposed. Examples include, but are not limited to, the following: a formal apology, an essay or paper on a designated topic, or participation in a special project or activity.
- c. 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 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.
- 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 pendency of the investigation, the college will take reasonable measures to ensure the requirements of any judicial no-contact, restraining, or protective orders are followed while the Complainant is engaged in school activities. After discussing the alleged infraction with the Respondent and reviewing available information, the Title IX Coordinator, or designee will decide 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 decision, summarize the rationale, and, if the Respondent violated the regulation(s), state the sanction that 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 is 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 extend the timeframe 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 necessary or if a hearing is requested, the Title IX Coordinator, or designee, shall refer the matter to the Hearing Committee together with a report of the nature of the alleged misconduct, the name of the person(s) filing the complaint(s), the name of the student against whom the charge(s) has (have) been filed, and a summary of the findings from the preliminary investigation. The Title IX coordinator, or designee, will also take steps, where necessary, to prevent the further harassment of or retaliation against the Complainant, the victim (if not the Complainant), or third parties, such as informing them about how to report subsequent problems, following up with them to ensure that there are no subsequent problems, providing trainings for the school community, and providing sexual harassment or sexual assault or other counseling to the Complainant. The Title IX Coordinator, or designee, where appropriate, will ensure the Complainant is aware of available resources such as victim advocacy, housing assistance, academic support, counseling, disability services, health and mental health services, and legal assistance. The Title IX Coordinator, or designee, where appropriate, will also take steps to prevent the harassment of the Respondent. Furthermore, the Title IX Coordinator, or designee will take prompt corrective action if the Complainant or the victim (if not the Complainant) experiences retaliation or is subjected to further sexual harassment or sexual assault or if the original sanctions imposed on the Respondent are ineffective to protect the safety and well-being of the Complainant, the victim (if not the Complainant), or other members of the Technical College community. In cases involving sexual harassment, the Title IX Coordinator, or designee, will also take reasonable steps to eliminate any hostile environment that has been created, such as conducting

trainings and disseminating informational materials. In taking the above-outlined steps, the Title IX Coordinator, or designee, will make every reasonable effort to minimize the burden on the Complainant and/or alleged victim.

- 1. At least seven (7) instructional weekdays before the date set for the Hearing Committee’s meeting, the Title IX Coordinator, or designee, shall send a certified letter to the Respondent’s address of record and to the Complainant’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. Identification of the members and chair of the Hearing Committee.
 - f. A list of all witnesses who might be called to testify.
- g. A statement of each party’s procedural rights. These rights follow:
 - 1. The right to consult counsel. This role of the person acting as counsel is solely to advise the student. Counsel may not address the Hearing Committee or participate in any of the questioning. The student has the responsibility for paying any of the counsel’s fees and any other of the counsel’s charges.
 - 2. The right to present witnesses on one’s behalf.
 - 3. The right to know the names of any witnesses who may be called to testify at the hearing.
 - 4. The right to review all available evidence, documents, exhibits, etc., that may be presented at the hearing.
 - 5. The right to present evidence; however, the Hearing Committee will determine what evidence is admissible.
 - 6. The right to know the identity of the person(s) bringing the charge(s).
 - 7. The right to hear witnesses on behalf of the person bringing the 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 three (3) days of notification. Such an objection must state the specific reason(s) for the objection. The Title IX Coordinator will evaluate the objection and determine whether to alter the composition. Any changes in the composition of the Hearing Panel will be provided in writing to both parties prior to the date of the first hearing.
 - 10. The right to a fair and impartial decision.
 - 11. The right to appeal the Hearing Committee’s decision.

- 2. 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.
- 3. The chairperson of the Hearing Committee, in his/her discretion, may postpone the hearing due to circumstances beyond the control of the parties.

E. APPEAL

If either student disagrees with the decision or, only in the cases involving charges of sexual violence, the sanction, the student may submit a written appeal to the college's President. This letter must be submitted within ten (10) instructional weekdays of the date on which the Hearing Committee communicated its decision to the parties involved. The written appeal must include a statement indicating why the student disagrees with the Hearing Committee's findings.

The President, or designee, shall review the Hearing Committee's findings, conduct whatever additional inquires as deemed necessary, and render a decision within ten (10) instructional weekdays of receiving the appeal. The President, whose decision is final, shall have the authority to approve, modify, or overturn the Hearing Committee's decisions and, if needed, void the process and reconvene another Hearing Committee.

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

V. Informal Resolution/Mediation Process

At any time before the Hearing Committee provides notice of the Complainant's hearing, the Complainant may elect to resolve his or her Complaint through the informal resolution (mediation) process, provided that (1) the Respondent agrees to such resolution, (2) the Complainant and the Respondent are both students, (3) the Title IX Coordinator, or designee, determines that informal resolution is an appropriate mechanism for resolving the Complaint, and (4) the Complaint does not involve sexual assault, sexual exploitation, and sexual violence. Otherwise, a Complaint that is not closed pursuant to the Title IX Coordinator's, or designee's, evaluation of the Investigative Report will proceed to formal resolution.

At any time prior to the date of his or her designated hearing, the Respondent may elect to acknowledge his or her actions and take responsibility for the alleged sexual harassment or sexual assault, sexual exploitation, and sexual violence. In such a situation, the Title IX Coordinator will propose sanction(s). If the Complainant or the Respondent objects to such proposed sanction(s), then a Hearing Committee will convene for the exclusive purpose of determining a sanction, which determination may be subject to appeal.

Informal resolution may not be selected for less than all of the misconduct alleged in the Complaint. If the parties agree to informal resolution (and informal resolution is appropriate for all the claims at issue), then all of the claims must be resolved according to the informal resolution process.

The Complainant and Respondent both have the right to terminate the informal resolution process at any time and proceed with formal resolution. Furthermore, the Title IX Coordinator, or designee, may, where, appropriate, terminate or decline to initiate informal resolution, and proceed with formal resolution instead. In such cases, statements or disclosures made by the parties in the course of the informal resolution process may be considered in the subsequent formal resolution proceedings.

- A. The Title IX Coordinator, or designee, will appoint a Mediator to oversee the mediation process.
- B. Notice of the Mediation: Promptly after the Title IX Coordinator, or designee has appointed the Mediator; the Title IX Coordinator, or designee will provide concurrent written notice to the Complainant and the Respondent, setting forth 1.) the date, time, and location of the mediation; 2.) the name of the individual selected to serve as the Mediator.

C. No Contact: Parties may not contact each other outside of the mediation, even to discuss the mediation.

D. Attendance: Both the Complainant and the Respondent are expected to attend the mediation. If either party fails to appear at the mediation, and such party was provided proper notice of the mediation as set forth above, the Mediator may either direct that resolution of the Complaint to be determined according to the formal resolution process set forth above, or if the Complainant fails to appear without good cause, dismiss the Complaint.

- E. The Mediation

1. The Complainant's Rights. During the mediation the Complainant may:

a. Confront the Respondent in the presence of, and facilitated by, the Mediator;

b. Communicate his or her feelings and perceptions regarding the incident and the impact of the incident either by communicating directly with the Respondent or by communicating indirectly with the Respondent through the Presiding Officer; and/or

c. Relay his or her wishes and expectations regarding protection in the future.

2. Counsel and Advisors:

a. Legal Counsel- Under no circumstances may legal counsel be present at the mediation on behalf of the alleged Complainant or Respondent. The College, however, may seek advice from legal counsel on questions of law and procedure through the mediation process.

b. Other Advisors- Absent accommodation for disability, the parties may not be accompanied by an advisor during the mediation.

3. Resolution

During the mediation, the Presiding Officer will attempt to facilitate the parties' resolution of the Complaint. If the mediation results in a resolution between the parties and the Title IX Coordinator, or designee, finds the resolution to be appropriate under the circumstances (giving consideration to the extent to which the resolution will protect the safety of the Complainant and entire college community), the informal disciplinary procedure will be concluded, and the complaint will be closed. If such a resolution is reached, the terms of the resolution shall be committed to writing and signed by all parties. If the parties are unable to reach a resolution, the formal resolution process outlined above will promptly commence.

4. Revocation

Any party bound by a resolution reached during mediation shall have the right to revoke the written mediation agreement provided such revocation is in writing and received by the Title IX Coordinator, or designee, no later than the close of business on the fifth day after full execution of the agreement.

F. Privacy and Disclosure. In order to comply with FERPA and Title IX and to provide an orderly process for the presentation and consideration of relevant information without undue intimidation or pressure, the informal resolution process is not open to the general public. Accordingly, documents prepared in anticipation of the mediation and other information introduced at the mediation may not be disclosed outside of the mediation, except as may be required or authorized by law.

G. Documentation. The college will retain any documentation of the mediation for at least seven (7) years.

VI. Hearing Committee

The Hearing Committee shall be composed of the following:

- 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 extenuating 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.

The 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, giving consideration to whether a given sanction will (a) bring an end to the violation in question, (b) reasonably prevent a 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), counsels 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 students about the Committee's decision, the date of the decision, and, if applicable the sanction(s) imposed. The letter will also inform each recipient about the appeal process.

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 also include the sanction imposed by the Hearing Committee.
2. When the case results in a finding that the student engaged in an

act of non-violent sexual harassment, the Chair's letter to the 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 respondent 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 as an "education record" under the Family Educational Rights and Privacy Act (FERPA). All hearings closed to all persons except those referenced in hearing section (VI, "Hearing Committee Meetings").

VIII. Amnesty for Drug and Alcohol Possession and Consumption Violations

Students are encouraged to report instances of sex-based discrimination, sexual harassment, and sexual harassment or sexual assault involving students. Therefore, students who report information about sex-based discrimination, sexual harassment, or 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.

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 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. In rare circumstances, additional time may be required to fully investigate or resolve the complaint in a satisfactory manner. If additional time is warranted, the student will be informed of the revised timeline by the supervisor.

APPEAL PROCESS

If the student feels that due process was not followed, or believes their complaint was unjustly denied, 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 made in the complaint process, unless the person filing the appeal demonstrates that exceptional circumstances prevented filing the appeal within this time period.

The student 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. In rare circumstances, additional time may be required to fully investigate or resolve the appeal in a satisfactory manner. If additional time is warranted, the student will be informed of the revised timeline by the Vice President for Academic Affairs (or designee).

Any student filing an appeal will be provided the opportunity to present a case 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 (or designee) will provide the person bringing the appeal the committee’s decision in writing. This decision is final and binding.

AT PIEDMONT TECH, WE STAND BEHIND OUR GRADUATES.



We guarantee that graduates who have completed one of our technical programs with a credit-bearing associate degree, diploma or certificate have the competencies to perform necessary tasks identified in their program of study. If a graduate is not able to perform one or more of the competencies, we will retrain the graduate at no cost.

www.ptc.edu/guarantee

The guarantee is valid for one year from graduation completion.

PIEDMONT POINTS

HOW IT WORKS:

one

Attend Student Life-sponsored events and sign-in when you arrive. You must scan your ID or enter your P# to receive points.

two

Continue attending events throughout the year to rack up points!

three

Email Jackson.a1@ptc.edu with your name and P# to check your balance.

four

Pick up prizes when you reach each level. Prize pick-up must be scheduled in advance.

- 40 points — Lanyard
- 80 points — Sunglasses
- 120 points — Phone Stand
- 160 points — Tote Bag
- 200 points — Flash Drive
- 240 points — Water Bottle
- 280 points — Notebook
- 320 points — Award Recognition

Find a list of eligible events online at www.ptc.edu/studentlifeevents. Points will be displayed beside check-in for events and on event flyers.

QUESTIONS? Please contact Amelia Jackson at (864) 941-8545 or Jackson.a1@ptc.edu.

Academic Programs by Division

ARTS AND SCIENCES

Brad Griggs, Dean | (864) 941-8630

Melissa Gregory, Administrative Specialist | (864) 941-8447

Program	Contact	Phone Number
Associate in Arts and Sciences	Brad Griggs	(864) 941-8630
Science	David Henry	(864) 941-8570
College Transfer Programs	Brad Griggs	(864) 941-8630
English	Tonia Benton	(864) 941-8459
Humanities	Jennifer Lopes	(864) 941-8732
Mathematics	Brad Griggs	(864) 941-8630
Social Sciences	Nita Staley-Abney	(864) 941-8554
Transient	Admissions	(864) 941-8369
Undecided	Career Planning and Counseling Services	(864) 941-8356

BUSINESS, INFORMATION TECHNOLOGY, PUBLIC SERVICE AND COMMERCIAL ART

Josh Lindsay, Dean | (864) 941-8681

Deidre Rappley, Administrative Specialist | (864) 941-8729

Program	Contact	Phone Number
Administrative Office Technology	Menka Brown	(864) 941-8343
Business	Menka Brown	(864) 941-8343
Commercial Art	Kendall Adams	(864) 941-8474
Computer Technology	Coronica Oliver	(864) 941-8413
Criminal Justice	John Sloan	(864) 941-8758
Early Care and Education	Claudia Edwards	(864) 941-8448
Funeral Service	David Martin	(864) 941-8506
Human Services	Jamilla Jenkins-Nelson	(864) 941-8508

INSTRUCTIONAL DEVELOPMENT AND ACADEMIC SUPPORT

Lisa Martin, Dean | (864) 941-8393

Allison Scott, Administrative Specialist | (864) 941-8353

Program	Contact	Phone Number
English	Rachael Holloway	(864) 941-8402
Math	Rachael Holloway	(864) 941-8402
Reading/College Skills	Rachael Holloway	(864) 941-8402

ENGINEERING/INDUSTRIAL TECHNOLOGY

Hadi Hamid, Dean | (864) 941-8687

Lynn Baker, Administrative Specialist | (864) 941-8486

Program	Contact	Phone Number
Agriculture	Roger Estridge	(864) 445-3144, ext. 3104
Automotive Technology	Gerald Sartin	(864) 941-8468
Building Construction Technology	Kenneth McDaniel	(864) 941-8699
Engineering Design Technology	Christina Knight	(864) 941-8483
Electronic Engineering Technology	Charles Dixon	(864) 941-8656
Gunsmithing	Jerry Capone	(864) 941-8753
Horticulture Technology	Daniel Greenwell	(864) 941-8671
HVAC Technology	Bill Cockrell	(864) 941-8473
Machine Tool Technology	Phillip Calhoun	(864) 682-3702, ext. 2008
Mechanical Engineering Technology	Sandy Warner	(864) 941-8466
Mechatronics Technology	Charles Dixon	(864) 941-8656
Welding	Jim Ladd	(864) 941-8710

HEALTH CARE DIVISION

Tara Gonce, Dean | (864) 941-8525

Kim M. Easler, Administrative Specialist | (864) 941-8504

Quenithia White, Administrative Specialist | (803) 768-8192

Program	Contact	Phone Number
Cardiovascular Technology (<i>Invasive</i>)	Christy Nichols	(864) 941-8618
Cardiovascular Technology (<i>Adult Echocardiography</i>)	Laura Boone	(864) 941-8717
Emergency Medical Technician	Steven McDade	(864) 941-8426
Medical Assisting	Deborah McCallum	(864) 941-8464
Nursing	Miranda Gaillard	(864) 941-8534
Nursing Assistant	Steven McDade	(864) 941-8426
Occupational Therapy Assistant	Sara O'Dell May	(803) 768-8188
Patient Care Technology	Kendra Anderson	(803) 768-8152
Pharmacy Technician	Clayton Sprouse	(864) 941-8527
Phlebotomy Technician	Steven McDade	(864) 941-8426
Radiologic Technology	Lee Balentine	(864) 941-8523
Respiratory Care	Ann Piggott	(864) 941-8533
Surgical Technology	Susan Kinney	(864) 941-8535
Veterinary Technology	Ruthie Buist	(803) 768-8162

MAP LEGEND

A: Administration Building	GU: O'Dell Center for Manufacturing Excellence	N: James Medford Family Event Center
B: Enrollment Center	H: Health Sciences	O: Grounds/Maintenance
C: Conference Center	J: Central Energy Building	OO: Material Warehouse
D: Student Center	K: Library/Learning Resources Center	R: Building Construction Technology
E: Engineering & Industrial Technologies	L: Maintenance Training Building	S: Nursing/Science
F: General Education	M: Automotive/Facilities Management	T: HVAC Technology
G: Business Technologies		V: Funeral Service/Community
GA: Continuing Education		X: Training Building
GC: Cardiovascular Technology		
GH: Horticulture Complex		



PARKING LOTS

- 1: Student Parking
- 1A: Student Parking
- 1B: Student Parking
- 2: Student Parking
- 3: Student Parking
- 4: Faculty/Staff Parking
- 5: Student Parking
- 5A: Student Parking
- 6: Student Parking
- 7: Student Parking
- 8: Student Parking
- 9: Faculty/Staff Parking
- 10: Student Parking
- 11: Student/Event Center Parking
- 11A: Student/Event Center Parking
- 11B: Student/Event Center Parking
- 12A: Student Parking
- 12B: Student Parking
- 13: Student Parking
- 14: Student Parking
- 15: Student Parking

