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It is with great pride that I welcome you to Williamsburg Technical College during my inaugural year as president.

Within the last year the College has celebrated its 40th anniversary, realized record-breaking enrollments, unveiled a new logo, implemented a new website, received approval for a considerable millage increase from Williamsburg County, and also made tremendous strides toward continued financial stability in tough economic times. Amid all of these milestones the faculty and staff have continued to serve the students with attentiveness, professionalism and zeal.

I am confident that the coming year will prove equally as monumental. Our work is by no means complete. We are in the midst of the Southern Association of Colleges and Schools (SACS) reaccreditation process, we are bursting at the seams for space, and we continue to seek creative funding for our budgetary needs and to help our students meet their academic and career goals. Through all of this, one thing remains constant: Williamsburg Technical College's commitment to your success as our student.

With both the successes and the challenges surrounding us, we are confident that the future of both the College and the County shows great potential. Welcome to a most exciting time in the life of Williamsburg Technical College. We are very glad that you are here.

Dr. Kim McGinnis
President

Williamsburg Technical College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the associate degree. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Williamsburg Technical College.



2010-2011 Academic Calendar

Approved by Administration and Academic Council April 21, 2010.

Dates subject to changes without notice. Go to www.wiltech.edu for the most up-to-date calendar.

August 2010

16-17 College closed after 5 p.m.
 18-19 Fall 2010 open registration (18th - 3-8 p.m.; 19th - 9 a.m.-2 p.m.)
 23-26 Late registration; drop/add period

September 2010

6 Labor Day holiday (College closed)

October 2010

25 Spring 2011 advisement begins
 29 Last day to drop with a WP

November 2010

18-Dec. 2 Early Spring 2011 registration for new students with completed paperwork
 24-27 Fall break (no classes scheduled)
 24 College closed after 5 p.m.
 25-27 Thanksgiving break (College closed)

December 2010

2 Spring 2011 advisement ends
 13-17 Final exams
 21-31 Christmas break (College closed)

January 2011

1 New Year's Day (College closed)
 5-6 Spring 2011 open registration (5th - 3-8 p.m.; 6th - 9 a.m.-2 p.m.)
 10 Spring 2011 classes begin
 17 MLK Jr. Day (College closed)

March 2011

18 Last day to drop with WP
 21 Summer 2011 advisement begins

April 2011

4-14 Early Summer 2011 registration for new students with completed paperwork
 18-22 Spring break (no classes scheduled, College closed after 6 p.m.)

May 2011

3-9 Final exams
 11-12 College closed after 5 p.m.
 12 Graduation rehearsal (5 p.m.)
 13 Graduation ceremony (7 p.m.)
 18-19 Summer 2011 open registration (18th - 3-8 p.m., 19th - 9 a.m.-2 p.m.)
 23 Summer classes begin
 23-26 Late registration; drop/add period
 30 Memorial Day (College closed)

July 2011

4-5 Summer break (no classes scheduled)
 8 Last day to drop with a WP
 11 Fall 2011 advisement begins
 18-28 Early Fall 2011 registration for new students with completed paperwork
 28 Fall 2011 advisement ends

August 2011

3-9 Final exams
 17-18 Fall 2011 open registration (17th - 3-8 p.m.; 18th - 9 a.m.-2 p.m.)



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College Directory

Area of Need	Department	Phone	Bldg/Rm
Academic Concerns	Instruction	4136	A/240
Adding a Class	Academic Advisors		A & B/Faculty Offices
Address, Name Change	Student Services	4169	A/212
Admission	Student Services	4165	A/212
Billing	Business Office	4112	A/Front Lobby
Book Check-Outs	Library	4172	C/106A
Book Purchases	Bookstore	4191	A/290
Building Maintenance, Problems	Maintenance	4152	A/290A
Campus Appearance, Condition	Maintenance	4152	A/290A
Career Information	Student Services	4165	A/212
Change of Major	Student Services	4165	A/212
College Clothing Purchases	Bookstore	4191	A/290
College in General	President	4127	A/247
Computer Use	Computer Lab	4143	A/230
Concessions, Vending Purchases	Student Lounge		A/290
Copies	Library	4172	C/106A
Counseling	Student Services	4165	A/212
Deferment of Payments	Business Office	4112	A/Front Lobby
Dropping a Class	Academic Advisors		A & B/Faculty Offices
Dual Enrollment (High School)	Instruction	4136	A/240
Employment On-Campus	Financial Aid	4166	A/214
Employment Off-Campus	Student Services	4165	A/212
Employment at WTC	Human Resources	4116	A/265 or Website
Emergency Health or Wellbeing Issues ...	Student Services	4169	A/212
Evening Administrator		356.2710	
Exemption Test	Instruction	4136	A/240
Financial Aid for College Expenses	Financial Aid	4166	A/214
Flyer Distribution On Campus	Development and PR	4185	A/236
Foundation/Fundraising	Development and PR	4185	A/236
GED Information	Student Services	4165	A/212
Gifts, Grants and Bequests	Development and PR	4185	A/236
Graduation	Student Services	4169	A/212
Grounds Condition, Appearance	Maintenance	4152	A/290A
High School Programs	Upward Bound	4175	C/141
.....	Educational Talent Search	4195	C/141
ID Cards	Library	4172	C/106A
Lost and Found	Student Services	4169	A/212
Lottery Tuition Assistance	Financial Aid	4166	A/214
Library Books, Equipment, Computers	Library	4172	C/106A
Maintenance of Campus, Buildings	Maintenance	4152	A/290A

*All phone numbers are prefaced with (843) 355 and then the extension number provided above.
See building map on pages 151 and 152 for actual locations of buildings/rooms.*



College Directory

Area of Need	Department	Phone	Bldg/Rm
Marketing of the College	Development and PR	4185	A/236
Name, Address Change	Student Services	4165	A/212
News Releases	Development and PR	4185	A/236
Noncredit Courses	Continuing Education	4182	A/233
Parking Tickets	Business Office	4112	A/Front Lobby
Personal Interest Programs	Continuing Education	4182	A/233
Personal Problems	Student Services	4165	A/212
Placement after Graduation	Student Services	4169	A/212
Public Relations, Publications	Development and PR	4185	A/236
Refunds	Business Office	4112	A/Front Lobby
Registration	Student Services	4169	A/212
Reserving Rooms			
Fennell-Kirby Conf. Room	President's Office	4126	A/247
Auditorium	Development and PR	4185	A/236
Classrooms	Instruction	4136	A/240
Room 504	Continuing Education	4182	A/233
Schedule Changes	Academic Advisors		A & B/Faculty Offices
	Instruction	4136	A/240
Scholarships	Student Services	4165	A/212
Security Issues	Maintenance	4152	A/290A
Selling or Solicitation on Campus	President	4127	A/247
Student Activities	Student Services	4165	A/212
Student Publications	Student Services	4169	A/212
Student Announcements	Student Services	4169	A/212
Supply Purchases	Bookstore	4191	A/290
Teleconferences	Management Information Systems	4173	A/232
Testing	Student Services	4169	A/212
Transcripts	Student Services	4162	A/212
Transfer of Credits	Instruction	4136	A/240
	Student Services	4162	A/212
Training for Industries	readySC	4119	A/233
Tuition and Fees	Business Office	4112	A/Front Lobby
			Website - www.wiltech.edu
Tutoring	Academic Success Center	4124	A/222
	Student Support Services	4104	A/120
Vending Machine Problems	Business Office	4112	A/Front Lobby
Vending Machine Purchases			A/290
Veterans Affairs	Financial Aid	4166	A/214
WebAdvisor Password Reset	Student Services	4169	A/212
	Development and PR	4185	A/236
Withdrawal from College	Student Services	4162	A/212

*All phone numbers are prefaced with (843) 355 and then the extension number provided above.
See building map on pages 151 and 152 for actual locations of buildings/rooms.*



General Information





About this Catalog

Williamsburg Technical College issues this catalog for the purpose of furnishing new students with information about the College and its various programs. Announcements and policy statements in this catalog are subject to change without notice and may not be regarded in the nature of binding obligations on the College. Information contained in this catalog, however, *will* be upheld by the administration in the event that a student performs in a manner not in keeping with the information imparted here or in the addenda. Efforts will be made to keep changes to a minimum, but changes in policy by the Area Commission of Williamsburg Technical College or by the South Carolina Technical College System may make some changes necessary.

Updates to this catalog will be published periodically and will reflect all changes, additions and deletions in policies, program requirements, course offerings and services. The addenda will follow the format and sequence used in this catalog and will be inclusive of all changes; the most recent addendum will, therefore, incorporate all material and changes of any earlier issued addenda. The online version of the catalog will reflect all updates and revisions and may be found at www.wiltech.edu.

Addenda for this issue of the catalog will be published as needed. The next issue of the Williamsburg Technical College catalog will be published when information updates merit. If the addenda are missing from this catalog, a copy may be obtained by contacting the Student Services Office of the College.

College History

Williamsburg Technical College, a two-year postsecondary institution located in the Atlantic Coast region of South Carolina, began its educational function in 1969 as "Williamsburg Regional Manpower Training Center" largely through endeavors made by local leaders and officials within Williamsburg County. At its inception, the institution fulfilled the single greatest need in Williamsburg County, the need for a comprehensive manpower training center to provide job training, attract industry and, as a result, attack the poverty, out-migration and unemployment which plagued the county.

Williamsburg Technical College opened its doors to students in late 1969, representing a new concept in comprehensive education coupled with various supportive services. For the first time in South Carolina, and most particularly in Williamsburg County, all the following capabilities and services were available in one concentrated area: technical education, adult education, vocational education for high school students, continuing education for personal enrichment, and the offices of the state Job Service and Vocational Rehabilitation.

On January 31, 1975, by Act of the S.C. Legislature, the institution changed its name from the "Williamsburg Regional Manpower Training Center" to the "Williamsburg Technical, Vocational and Adult Education Center," a title which at that time more accurately reflected its purpose.

The College became accredited in December 1977 by the Commission on Colleges of the Southern Association of Colleges and Schools. Following accreditation, and with approval of the S.C. State Board for Technical and Comprehensive Education, in February 1979 the institution officially became known as Williamsburg Technical College. The College's accreditation was reaffirmed in December 1982, in December 1992, and in December 2002.

The uniqueness of the College and the contributions it has made to the community were recognized during 1976, when the American Revolution Bicentennial Administration selected Williamsburg Technical College as one of 200 projects in the United States for the "Horizons on Display Program," which recognized the "problem solving capacity in American communities."



To ensure the potential for each Williamsburg Technical College student to successfully complete the educational programs he/she is pursuing, the College has embarked on specific steps to create a positive learning environment. In 1977 and 1978, curricula were expanded with associate degrees in the areas of General Technology, General Business and Secretarial Science. In the spring of 1981, the College further expanded its curricula by including the Associate in Arts and the Associate in Science degree programs designed for college transfer. More recently, the College has added an associate degree in Public Service with a major in Early Childcare and Education and a diploma in Practical Nursing. Williamsburg Technical College continues to revise and update existing curricula to ensure that course and program offerings remain abreast of current teaching techniques and industrial trends.

Williamsburg Technical College is committed to helping students discover their abilities and interests while developing them to the fullest extent, consistent with their own goals and capabilities and the needs of society.

College Philosophy

As a member of the South Carolina Technical College System, Williamsburg Technical College is fully committed to the system-wide philosophy expressed by the S.C. State Board for Technical and Comprehensive Education. This philosophy stresses the need for each institution to offer high-quality education that "minimizes geographic, economic, academic and other barriers to postsecondary education." Williamsburg Technical College recognizes the importance of an "open door" admission policy which states that the College has an "obligation to respond to the needs of each student at his or her level of ability and development."

In keeping with the system-wide philosophy, Williamsburg Technical College is committed to a comprehensive approach to education which includes the programs in occupational and technical fields, special industrial training, college parallel programs and community service.

The College also has a special obligation to maintain a strong program of student financial aid that will diminish economic deterrents to higher education.

College Purpose Statement

Williamsburg Technical College, a public two-year college granting associate degrees, diplomas, certificates and continuing education units, provides quality, affordable, and accessible learning opportunities so students can gain knowledge and skills to achieve their educational goals and provides training opportunities to meet area business and industry needs in a supportive environment that is fiscally, administratively, and academically sound.

College Mission Statement

Williamsburg Technical College, a member of the South Carolina Technical College System, is a public, two-year, associate degree, diploma, and certificate granting institution serving Williamsburg County. The mission of Williamsburg Technical College is to offer quality, affordable, and accessible educational opportunities and experiences that enable students to acquire the knowledge and skills to achieve their goals and to encourage economic development in Williamsburg County. The College offers to residents of Williamsburg County with varying academic skill levels the opportunity for postsecondary vocational, technical, and occupational programs leading directly to employment or maintenance of employment in any of the area's manufacturing firms specializing in textiles, plastics, or metal fabrication. Additionally, Williamsburg Technical College offers postsecondary vocational programs leading directly to employment or maintenance of employment in many of the county's service industries to include cosmetology, nursing, and automotive repair. Associate degree



programs are also offered which enable students to gain access through transfer to other postsecondary education. Through curricular programs and extensive continuing education and special programs and in cooperation with business and industry, the College attempts to produce ethical and skilled employees with leadership abilities who are also competent in their fields, capable of adjusting to change, and knowledgeable of current technological advances.

Williamsburg Technical College affirms the following values as guides for the institution to fulfill its mission, goals, philosophy, and operational procedures.

The College is committed to:

Students: belief in the capacity of individuals to be productive, to grow, and to achieve their highest potential.

Quality Education: commitment to high standards for educational programs that enhance the personal, social, and economic potential of the individual.

Access: commitment to educational access for all who are eligible and who have the desire and ability to benefit from program offerings.

Contribution to Community: recognition of a partnership with and respect for cultural diversity in the community which supports local civic, economic, educational and cultural needs, and enriches the quality of community life.

Quality Work Environment: commitment to instructional and organizational development which results in open communication and involvement in planning and decision making in an ethical environment.

Reaffirmed by the WTC Area Commission May 3, 2010.

College Vision

The vision of Williamsburg Technical College is to:

- provide innovative instruction and learning of the highest caliber for higher education and lifelong learning to become the first educational choice of area citizens;
- provide exceptional lifelong learning opportunities to meet the continuing educational challenges of the future;
- make a dramatic impact on the economic development of our community by providing a highly skilled and well-trained workforce to meet the progressive needs of business and industry;
- exemplify a respect for cultural diversity in a student-oriented environment;
- increase educational opportunities for all eligible area citizens by providing maximum accessibility to all College programs;
- support and encourage continued professional growth so that faculty members are equipped to deliver the highest quality teaching and College staff can excel in performing their duties;
- maximize awareness of the College as a dynamic center of learning and achieve the utmost respect and support of our community; and
- enhance the learning environment by providing the best buildings, facilities, and state-of-the-art equipment possible.

Accreditations

Williamsburg Technical College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the associate degree. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Williamsburg Technical College.

Williamsburg Technical College, through its business unit, is nationally accredited by the Association of Collegiate Business Schools and Programs (ACBSP) for the offering of its business programs that culminate in the Associate in General Business and Associate in Administrative Office Technology Degrees.



Williamsburg Technical College's Associate in Applied Science with a Major in Early Care and Education program is accredited by the National Association for the Education of Young Children (NAEYC) for demonstrating substantial compliance with national professional standards in early childhood education.

Memberships

- American Association of Community Colleges
- Association of Collegiate Business Schools and Programs
- American Association of Women in Community Colleges
- Carolinas Association of Collegiate Registrars and Admissions Officers
- College and University Personnel Association (national and state)
- Community College Satellite Network
- Kappa Beta Delta International Honor Society
- National Association for the Education of Young Children
- National Association of College and University Business Officers
- National Association Student Financial Aid Administrators
- National Council of Community College Business Officers
- National Council of Educational Opportunity Association
- National Council for Occupational Education
- Partnership Among South Carolina Academic Libraries
- Phi Theta Kappa International Honor Society
- South Carolina Association for Higher Continuing Education
- South Carolina Association of Government Purchasing Officials
- South Carolina Association of Student Financial Aid Administrators
- South Carolina Association of Veterans Administrators
- South Carolina Chamber of Commerce
- South Carolina College and University Professions Association - Human Resources
- South Carolina College Personnel Association
- South Carolina Council of Educational Opportunity Program Personnel
- South Carolina Council for Resource Development
- South Carolina Economic Developers Association
- South Carolina Information and Library Services Consortium
- South Carolina Library Association
- South Carolina Technical College Presidents' Council
- South Carolina University and College Council of Educators Enabling Disabled Students
- Southeastern Association of Educational Opportunity Program Personnel
- Southern Association of College and University Business Officers
- Southern Association of Colleges and Schools, Commission on Colleges
- Williamsburg HomeTown Chamber
- Williamsburg County Economic Development Corporation

Nondiscrimination Statement

Williamsburg Technical College provides affirmative action and equal opportunity in education and employment for all qualified persons regardless of race, color, sex, age, national origin, religion or disability. The College complies with the provisions of Title VI and VII of the Civil Rights Acts of 1964, as amended; Title IX of 1972; Section 504 of the Rehabilitation Act of 1973; and the Age Discrimination Act of 1967.

Location and Facilities

Williamsburg Technical College is located in Kingstree, South Carolina, the county seat of Williamsburg County. The College's location affords students opportunities to enjoy the atmosphere of rural South Carolina while being near the more metropolitan lifestyles of Florence, Columbia, Charleston and the Grand Strand which are each about an hour's drive from the Kingstree campus.



Located on 41 acres of land on Highway 377, Williamsburg Technical College is housed in four buildings:

- Building A (the Administration Building) which contains classrooms, computer laboratories, a multimedia/distance learning classroom, various laboratories, an auditorium, a conference room, a student lounge, a faculty/staff lounge, and administrative and faculty offices;
- Building B (the Technology Building) containing faculty offices, technical laboratories, shop areas, a meeting room, and classrooms;
- Building C (the Meriwether Building) which houses the library, classrooms, and offices of the TRIO programs; and
- Building D (on College Drive).

Sited between Williamsburg Regional Hospital and Kingstree Senior High School, the College is in a unique location to offer special opportunities to high school students and healthcare students. It is also in close proximity to the Employment Security Commission office and other agencies and offices in a several block radius.

Legislative Jurisdiction

The Williamsburg County Legislative Delegation serves as the overseers of the College within state government and provides assistance as needed with issues related to budget and facility needs. Members of the Williamsburg County Legislative Delegation include:

Senator John Yancey McGill	Representative Carl L. Anderson
Representative Cathy Harvin	Representative Kenneth Kennedy

Administrative Organization

As one of the 16 colleges within South Carolina's state system of technical colleges, Williamsburg Technical College is under the policy and administrative control of the State Board for Technical and Comprehensive Education. This Board establishes policies applicable on a system-wide basis and, where necessary, administrative procedures required to implement these system-wide policies.

State Board for Technical and Comprehensive Education Board

Dan P. Gray	First Congressional District
William Brantley Harvey, Jr.	Second Congressional District
Bettis Rainsford	Third Congressional District
Vacant	Fourth Congressional District
Ralph A. Odom, Jr.	Fifth Congressional District
Joe W. Pearce, Jr.	Sixth Congressional District
Montez C. Martin, Jr.(chair)	Member at Large
Guerry E. Green	Member at Large
Bruce H. Ellis	Member at Large
Robert E. Barnette (vice chair)	Member at Large
James H. Rex	Superintendent, S.C. Department of Education, Ex Officio
Joe E. Taylor, Jr.	Secretary of Commerce, Ex Officio
Darrel Staat	System President

Williamsburg Technical College Area Commission

The College is governed by an Area Commission composed of 11 members who are appointed by the Governor upon the recommendation of the Williamsburg County Legislative Delegation. Members are appointed for staggered three-year terms. The Chairman, Vice Chairman, and Secretary/Treasurer are elected annually by the Commission members. The Commission meets monthly. It sets policy for the College consistent with the policies established by the State Board for Technical and Comprehensive Education.



Members of the Area Commission include:

Gregory B. Askins, Chair
 S. Christine Green, Secretary-Treasurer
 Lorraine B. Dimery-Barr
 Harry L. Huell
 Henry M. Poston
 Gertrude P. Williams

Joan B. Thompson, Vice Chair
 Walter H. Brown
 Johnny M. Gardner, Jr.
 J. Braxton Lovett
 James D. Stuckey

Williamsburg Technical College Foundation (WTCF)

Begun in 1995, the Williamsburg Technical College Foundation is the coordinating agent for all College fundraising. To maximize success, avoid duplication of efforts, and assure adherence to WTCF and WTC priorities and policies, all gift solicitation, proposals for gift solicitation, or fundraising events to be conducted by anyone (including faculty, staff, students, alumni, friends, etc.) for the benefit of the College or any part of the College shall require the review by the Director of Development and Public Relations and final approval of the administrative council. Approval of the WTC Foundation is required prior to the acceptance of certain gifts.

In the broadest sense, the purpose of the Williamsburg Technical College Foundation is to create an awareness within the private sector of the financial needs of the College that are not met by local, state, or federal support and to implement a plan to generate financial support through private development. To fulfill these purposes, the Foundation board works with the Office of Development and Public Relations to seek methods for obtaining gift support from alumni, friends, faculty, staff, businesses, corporations, organizations, and private foundations for both annual and capital purposes.

Members of the Foundation Board include:

Henry Poston, Chair
 Ann Rodgers Chandler, Secretary
 Jennifer Kellahan
 Louise Easterling
 Diane G. Boyd
 Jacques G. Jackson
 Mona Dukes, ex-officio

Eleanor W. Foxworth, Vice Chair
 Robert Cherinko, Treasurer
 W.B. Wilson
 Kimberly V. Barr
 Tracy J. Kellahan
 Walter Brown
 Dr. Kim McGinnis, ex officio

Organization of the College

The College is organized by several areas of responsibility, each of which reports to the President of the College. The College is governed by the Williamsburg Technical College Area Commission. The areas of the College include:

Business Office:

Bookstore, Business Office, Maintenance and Physical Plant, Purchasing, Security, Switchboard

Continuing Education:

Community Services, Occupational Advancement, Personal Interest

Development/Public Relations:

Advertising, Community Relations, Development, Foundation, Fundraising, Management Information Systems, Marketing, Public Relations,

Human Resources

Benefits, Classification & Compensation, Employee Relations, Hiring, Payroll, Recruiting, Training

Instruction:

Academic Success Center, Arts and Sciences, General Business/Computer Technol-



ogy/Public Service, Developmental Studies, Industrial/Vocational Technology, Library

Student Services:

Admissions, Assessment, Career Planning and Placement, Counseling, Financial Aid, Educational Talent Search, Records, Recruitment, Student Government Association, Student Support Services, Upward Bound, Veterans Affairs

Williamsburg Technical College Administrative Officers

President - Dr. Kim McGinnis

The President is responsible for the total program of the institution, including instruction, personnel, plant and facilities, student affairs, fiscal management and budget. Her role is that of the educational leader as well as the institutional chief executive officer.

Dean of Instruction - Clifton R. Elliott

The Dean of Instruction serves as the chief instructional officer at the College. He has responsibility for the administration of the instructional programs that lead to degrees, diplomas, and certificates. Responsibilities include: planning, scheduling, implementing, and evaluating all academic college courses. The dean is also responsible for overseeing the library and the academic success center, serving as the liaison between the College and senior colleges, preparing the academic calendar and assisting in the preparation and administration of the budget for the Instruction division.

Dean of Student Services/Financial Aid - Dr. Eric A. Brown

The Dean of Student Services/Financial Aid is responsible for the development and maintenance of a comprehensive student services program which is dedicated to the premise that students are the primary priority of the College. Responsibilities include: student records, advisement to the Student Government Association, counseling services, job placement, career planning, student activities, admissions, financial aid, and disciplinary actions. The Dean of Student Services/Financial Aid is also responsible for the supervision of the Educational Talent Search, Upward Bound, and Student Support Services programs.

Chief Business Officer - Melissa A. Coker

The function of the Chief Business Officer is to carry out the administrative fiscal requirements of the College. This includes the preparation and administration of the annual budget which is derived from a variety of fund sources. Responsibilities also include purchasing; inventory control; and proper maintenance of buildings, grounds and equipment.

Director of Continuing Education - Kenneth Wooten

The major function of the Director of Continuing Education is organizing and conducting the continuing education program which includes all courses and seminars offered that do not fall within the normal vocational and technical programs of the College. The director oversees special credit courses and programs which enhance lifelong learning and courses of an avocational nature. He also functions as the bridge between the College and area business, industrial, and farming communities in order to ensure that the College is responsive to the communities' short-term educational and training needs.

Director of Development and Public Relations - Mona B. Duker

The duties of the Director of Development and Public Relations include: building and maintaining a productive fundraising program to enhance the facilities and opportunities of the College; serving as the liaison between the College and the Williamsburg Technical College Foundation board; planning events and conducting mailings to develop and maintain working relationships with alumni, friends and donors of the



College; oversight of the College's Management Information System department and the Recruitment office; and performing duties as necessary to ensure that the public is kept aware of the activities of the College.

Human Resources Manager - Will Brown

The Human Resources Manager is responsible for the comprehensive HR functions of the College; leads and provides expertise in all functions of a human resources department including recruitment, compensation, benefits, training, employee relations, and professional development; ensures that all policies are in compliance with appropriate state and federal laws. Duties include formulating, organizing, planning, implementing and coordinating policies and procedures for the human resources department, and recommending policies and practices to senior management.

Community Services

Williamsburg Technical College welcomes and encourages community groups to meet within the College facilities providing suitable space is available without disrupting the educational process. Community groups are defined as groups of social, fraternal, or civic organizations having no religious, political or commercial intent or profit motive. Use of space by such groups shall generally be on an as-available basis during the normal working hours of the College.

The President may make space available from time to time for commercial, profit, religious, or politically-oriented groups, provided that:

- A. The gathering does not interfere in any way with college programs.
- B. The group is willing to pay a reasonable fee which may be necessary to cover any added costs of utilities, janitorial services, etc. A fee sheet is available at www.wiltech.edu.
- C. The nature of the meeting is educational, and the College is willing to co-sponsor the event.

The facilities most frequently used for meeting purposes are the auditorium and conference rooms. Classrooms may also be available. Requests for these facilities should be made to the College at least 24 hours prior to the scheduled meeting. Space may be rented according to the availability of facilities, the number of participants, and the time of the meeting. Please contact the following offices to reserve the rooms indicated:

- Auditorium - Development and Public Relations, (843) 355-4185
- Fennell-Kirby Conference Room - President's Office, (843) 355-4126
- Room 504 (meeting room) - Continuing Education, (843) 355-4182
- Classrooms - Instruction, (843) 355-4136
- Library Conference Room, (843) 355-4172

Public agencies and groups may use the telecommunications resources of the College. The S.C. Educational Television Commission has installed a dedicated satellite receiver at the College for the exclusive transmission of SCETV programs. The South Carolina Technical College System has installed a distance learning network for technical college courses, and Williamsburg Technical College also has a similar network for Clemson University and University of South Carolina graduate programs.

Although primary reception of these TV resources is located in the library, the signals received from these important sources can be directed throughout the campus. Depending upon the size of the group, suitable meeting rooms can be provided on a space-available basis.

When facilities are reserved, the reserving party should specify if any special needs



(such as computers, projectors, tables, or chairs) are required so arrangements can be made. If facilities are reserved for times when the College is not normally open, special arrangements must be made to provide access to the building. Special arrangements must be made in advance for groups planning to provide refreshments. Groups using College facilities will be required to park in the student parking area at the rear of the campus on a first-come, first-served basis.

Services Provided to Public Entities

Students, employees, and other authorized persons will be expected to provide their own parts, supplies, and materials for any project involving a work order. Necessary authorization from the appropriate dean must be secured prior to beginning the work order. The College will charge an additional 10 percent of the invoice or fair value price of a part, material, or supply provided by the person responsible for the work order.

The College does not guarantee any aspect of the work order. All work is performed by students in training. The College accepts no responsibility for any damage, theft, or other losses sustained by an individual's property while it is on campus.

Industrial Development

Commensurate with its goal of responsiveness and support for the industrial development and growth within its service area, the College provides vocational and technical programs capable of meeting the needs of the industrial community. If additional programs are deemed necessary to provide for skills and/or occupational needs of an existing or potential industry, curricula can be tailored to meet those training needs. For further information, contact the Office of the President or the Director of Continuing Education.

Computer Labs

Williamsburg Technical College provides computer labs for students, faculty, and staff. Students may have access to lab services upon presenting a current Williamsburg Technical College identification card.

Computer Lab A (Room 230), a free-use lab available to students, faculty, and staff, providing current application software including word processing, spreadsheet, database, visual presentation, computerized accounting, and Internet access.

Computer Lab B (Room 231), and **Computer Lab C** (Room 503), provide current application software including word processing, spreadsheet, database, visual presentation, computerized accounting, and Internet access for computer classes in general college curriculum and continuing education classes.

Library Computers are available for word processing and Internet access with a charge per copy for printed materials.

For additional information, contact the lab operator at (843) 355-4143 or the Dean of Instruction at (843) 355-4138.

Library

Williamsburg Technical College's library is a multimedia library housing a DVD distribution center and closed-circuit television programming. Television sources include the S.C. Educational Television Commission system and a television receive-only satellite dish with both C and KU bands. The library is located in the Meriwether Building on the WTC campus.

The library maintains collections of over 25,000 printed volumes, 109 periodicals and a wide variety of audiovisual materials such as DVDs, CDs, and kits. Numerous magazines and newspapers provide up-to-date information about events in communities surrounding Williamsburg Technical College and the region in general. Several computers are available for word processing and Internet access with a charge per copy for printed materials from the computers in the library. A photocopier is also



available for reproducing materials for a charge. Materials are selected and designed to serve the varied needs of Williamsburg Technical College students, faculty, staff and members of the community.

The WTC library is a member of the South Carolina Information and Library Services Consortium (SCILS). This consortium consists of several technical college libraries within the state. The WTC online catalog can display its library holdings as well as holdings from other libraries within the consortium. In addition, the library is part of the Partnership Among South Carolina Academic Libraries (PASCAL). The library is normally open from 8:00 a.m. to 9:00 p.m., Mondays through Thursdays, and from 8:00 a.m. to 1:00 p.m. on Fridays. Reference assistance is provided during regular hours of operation.

Teleconferences

Seminars, short courses, telecourses from the University of South Carolina (USC) and Clemson, and S.C. Educational Television (SCETV) closed-circuit programming are available via satellite. Information regarding these telecourses may be obtained by contacting the WTC library at (843) 355-4131.

Professional technical practitioners having international reputations as leaders in their fields of expertise are the presenters of most of the teleconferences available at the College. Topics include health and safety, management systems, human relations, quality assurance and statistical quality control.

USC courses are provided for students of engineering, education, library science, nursing and criminal justice. Courses in the USC Professional Masters in Business Administration (PMBA) program are also available at Williamsburg Tech. Many of the courses and seminars allow the students to talk with instructors or presenters via special telephone equipment.

English Fluency in Higher Education Act of 1991

It is the policy of Williamsburg Technical College to employ means to ensure compliance with the English Fluency in Higher Education Act of 1991. The purpose of the policy and procedures is to define methods to ensure that all permanent and adjunct faculty whose first language is other than English, and who teach one or more credit courses, possess adequate proficiency in both the written and spoken English language and that appropriate response be given to student complaints regarding an instructor's English fluency. For more information, contact the Dean of Instruction, Clifton R. Elliott, (843) 355-4138.

Academic Success Center

The Academic Success Center (ASC) is a resource center for Williamsburg Technical College students and faculty. The Center provides academic tutoring, support, and preparation services at no charge for all WTC students. Special emphasis is placed on providing tutoring in mathematics, English, and computer courses; however, help is available in other subject areas based on student demand and tutor availability. Students have access to computers, printers, reference material, study aids, and other supplemental tools. In addition, the director of the ASC will assist students by providing academic advice and information on transferring to a four-year institution. Assistance is provided on-site during standard operating hours (traditionally Monday-Thursday, 8 a.m.-6 p.m.). The ASC is located in Room 222, Building A. Contact the office at (843) 355-4124 for information or to schedule an appointment.

Hours of Operation

The College is usually open for business between 8 a.m. and 10 p.m. Monday through



Thursday. The College telephone switchboard is normally maintained during standard daytime business hours.

How to Contact the College

Mailing address:

Williamsburg Technical College, 601 Martin Luther King, Jr. Ave., Kingstree, South Carolina 29556-4103

Telephone Numbers:

Local - (843) 355-4110; Toll free - (800) 768-2021; Evening - (803) 356-2710

FAX Numbers:

Academic Success Center - (843) 355-4296

Admissions/Registrar/Student Services - (843) 355-4289

Business Office - (843) 355-4296

Continuing Education - (843) 355-4298

Development and Public Relations - (843) 355-4294

Distance Learning - (843) 355-4285

Educational Talent Search - (843) 355-4281

Financial Aid - (843) 355-4276

President - (843) 355-4295

readySC - (843) 355-4278

Student Support Services - (843) 355-4279

Upward Bound - (843) 355-4288

Email:

Admissions - admissions@wiltech.edu

Continuing Education - wootenk@wiltech.edu

Williamsburg Technical College also hosts a website accessible on the Internet. Information about the College, including curriculum programs and course schedules, are available on this site. The web address is www.wiltech.edu. Individual or office email addresses or phone numbers may be found on the website.