WILLIAMSBURG TECHNICAL COLLEGE

2017-2018 Catalog

Volume 1
August 2017

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November 2017

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December 2017

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IMPORTANT DATES

August
14-15 .... Faculty Workday
16 ....Fall 2017 General Registration
17-18 .... Faculty Workday
21-25 ....Drop/Add & Late Registration

September
4 .... Labor Day Holiday (College Closed)

October
2 ....Book Orders for 2018SP Due to Bookstore
30 ....Spring 2018 Early Registration Begins

November
3 .... Last Day to Withdraw from Class
22-24 .... Fall Break (College Closed)
27...Open Registration for 2018SP Begins

December
6 ...... 2018SP Open & Early Registration Ends
6 .... Class End Date
7-13 .... Final Exams
14 ....Grades Due (by noon)
15 .... Faculty Workday
18-29..Christmas Break (College Closed)

January
1 ...New Year's Holiday (College Closed)
2 .... Faculty Workday
3 .... Spring 2018 General Registration
4 .... Faculty Workday
8 .... Spring 2018 Classes Begin
8-12 ....Drop/Add & Late Registration
15 ...... Dr. King Holiday (College Closed)

March
1 .... Book Orders for 2018SU due from Faculty
23 .... Last Day to Withdraw from Class
26 ....Summer 2018 Early Registration Begins

April
2-6.................................... Spring Break
2-5.......... College Closed after 5:30 p.m.
6 .... College Closed
16 .... Summer 2018 Open Registration Begins
30 .... Spring 2018 Class End Date
30 .... 2018SU Open & Early Registration Ends

May
1-7.................................... Final Exams
8 ....Grades Due (by noon)
9-10 .... Faculty Workdays
9-10 .... College Closed after 5:30 pm
11 .... Commencement (7pm)

January 2018

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March 2018

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April 2018

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May 2018

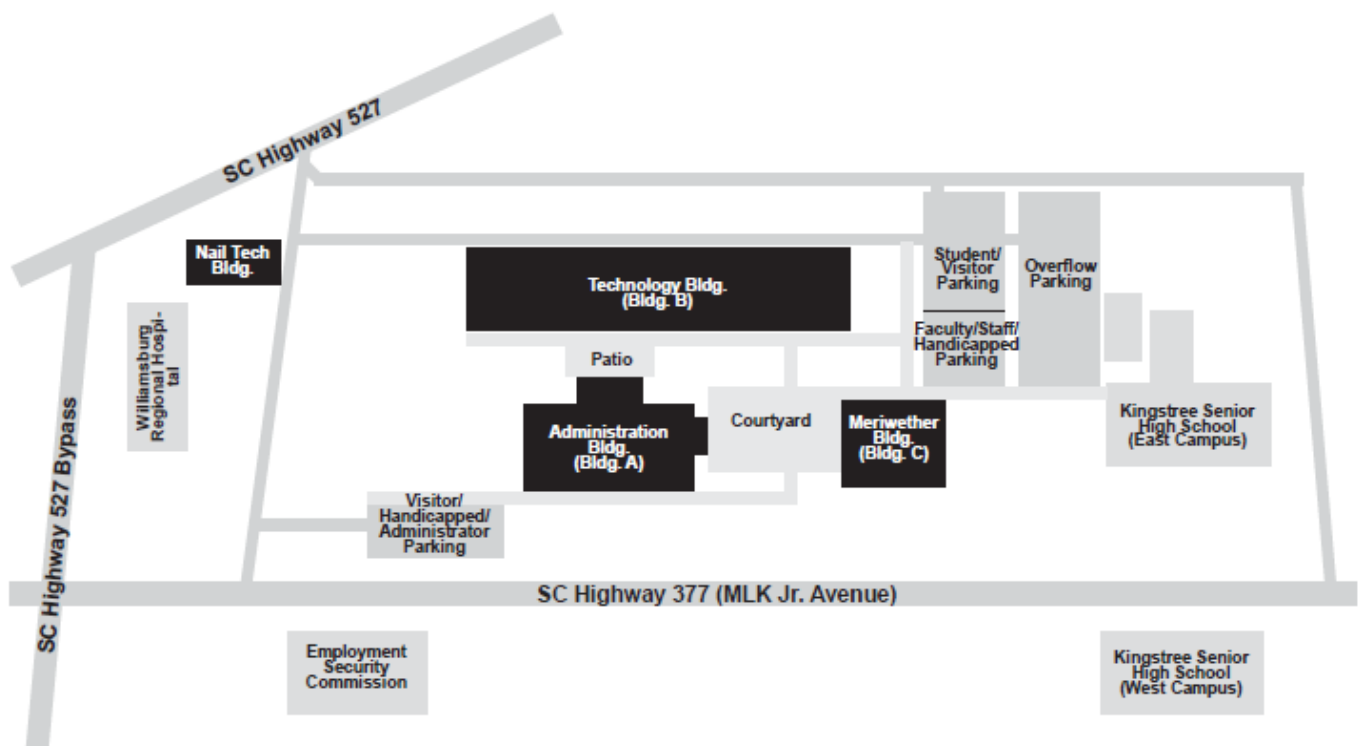| S	M	T	W	Th	F	S
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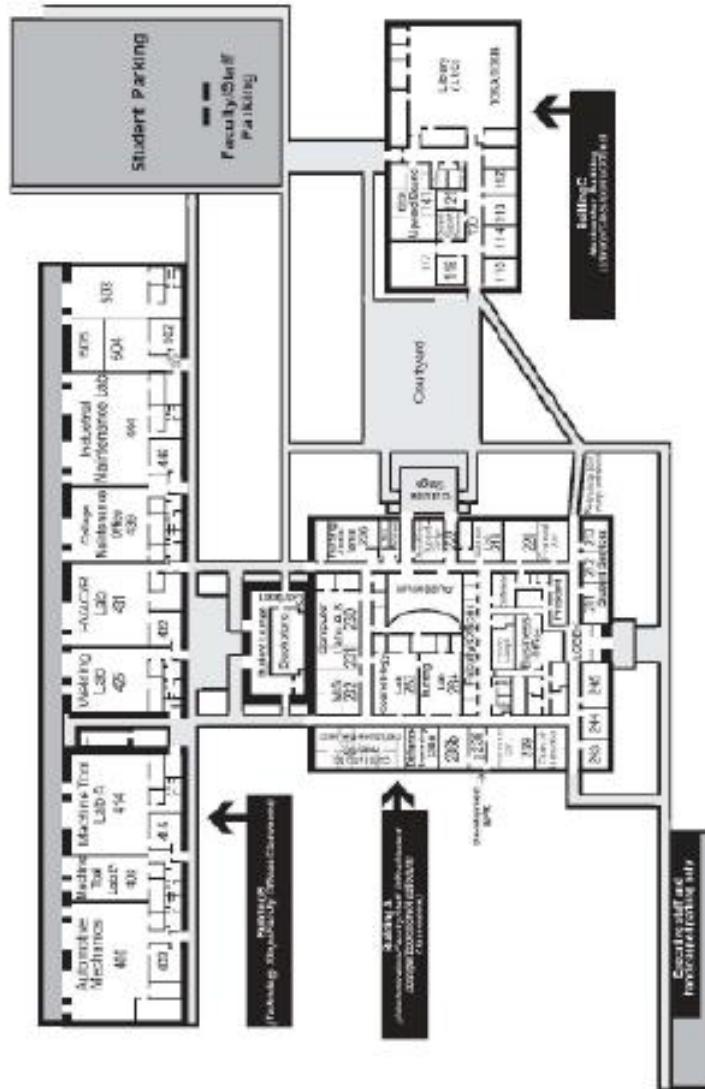|	
Scheduled Classes	Final Exams
No Classes - Faculty Work Day	No Classes - Faculty Non-work day
Grades Due Date	College Closed (Faculty non-work day)
Graduation	Regular Registration

Williamsburg Technical College
2018 Summer Academic Calendar

SUMMER 2018

IMPORTANT DATES

May 2018						
S	M	T	W	Th	F	S
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June 2018						
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May

14-15……….……College Closed at 5:30 pm
14-15 ……………………Faculty Workdays
16……….… General Registration 2018SU
17-18………………..………Faculty Workday
21…………………..Summer Classes Begin
21-25……….Drop/Add & Late Registration
28…………Memorial Day (College closed)

June

11 ......Text Book Orders for Fall 2018 Due

July

3-6 .... No Classes (Summer Break)
4 .... College Closed
16 ...2018FA Open & Early Registration Begins
16 .... Last Day to Withdraw from Class

August

2 .... 2018FA Open & Early Registration Ends
3 .... Last Day of Class
6-9 .... Final Exams
10 .... Grades Due (by noon)
13-14 .... Colleges closes at 5:30 pm
13-14 .... Faculty Workdays
15 .... General Registration 2018FA
16 .... Faculty Workday

July 2018						
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August 2018						
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12	13	14	15	16	17	18
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Scheduled Classes	Final Exams
No Classes - Faculty Work Day	No Classes - Faculty Non-work day
Grades Due Date	College Closed (Faculty non-work day)
Graduation	Regular Registration

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College Directory

Area of Need	Department	Phone	Bldg/Room
Academic Concerns	Academic Affairs	355-4136	A/240
Admission	Student Affairs	355-4165	A/212
Billing	Business Affairs	355-4112	A/Front Lobby
Book Purchases	Bookstore	355-4191	A/290
Building, Maintenance, Campus, Grounds	Facilities Management	355-4152	A/290A
Career Information	Student Affairs	355-4165	A/212
Change of Major	Student Affairs	355-4165	A/212
Change of Name or Address	Student Affairs	355-4169	A/212
College Clothing Purchases	Bookstore	355-4191	A/290
College in General	President	355-4126	A/247
Computer Use	Computer Lab	355-4143	A/230
Concessions, Vending Purchases	Student Lounge		A/290
Copies	Library	355-4172	C/106A
Counseling	Student Affairs	355-4165	A/212
Deferment of Payments	Business Affairs	355-4112	A/Front Lobby
Dropping a Class	Academic Advisors		A & B/Faculty Offices
Dual Enrollment (High School)	Academic Affairs	355-4136	A/240B
Employment at WTC	Human Resources	355-4111	A/265 or Website
Emergency Health or Wellbeing Issues	Student Affairs	355-4169	A/212
Exemption Test	Academic Affairs	355-4136	A/240
Financial Aid	Financial Aid	355-4167	A/214
Foundation/Fundraising	Public Information	355-4121	A/233A
GED Information	Student Affairs	355-4165	A/212
Gifts, Grants and Bequests	Public Information	355-4121	A/233A
Graduation	Student Affairs	355-4169	A/212
High School Programs	Upward Bound	355-4175	C/141
ID Cards	Library	355-4172	C/106A
Lost and Found	Student Affairs	355-4169	A/212
Lottery Tuition Assistance	Financial Aid	355-4167	A/214
Library Books, Equipment, Computers	Library	355-4172	C/106A
Maintenance of Campus, Buildings	Facilities Management	355-4152	A/290A
Marketing	Public Information	355-4121	A/233A
News Releases	Public Information	355-4121	A/233A
Noncredit Courses	Workforce Dev/Con Ed	355-4177	A/233
Parking Tickets	Business Affairs	355-4110	A/Front Lobby
Personal Interest Programs	Workforce Dev/Con Ed	355-4177	A/233
Personal Problems	Student Affairs	355-4165	A/212
Placement after Graduation	Student Affairs	355-4169	A/212
Public Relations	Public Information	355-4185	A/233C
Refunds	Business Affairs	355-4112	A/Front Lobby
Registration	Student Affairs	355-4169	A/212
Reserving Rooms:			
Fennell-Kirby Board Room	President's Office	355-4126	A/247
Auditorium	Facilities Management	355-4152	A/290A
Classrooms	Academic Affairs	355-4136	A/240
Schedule Changes	Academic Advisors		A & B/Faculty Offices
	Academic Affairs	355-4136	A/240
Security Issues	Facilities Management	355-4152	A/290A
Student Activities	Student Affairs	355-4165	A/212
Student Employment (WorkStudy)	Financial Aid	355-4167	A/214
Student Publications	Student Affairs	355-4169	A/212
Student Announcements	Student Affairs	355-4169	A/212
Supply Purchases	Bookstore	355-4191	A/290
Teleconferences	Management Info Sys	355-4173	A/232
Testing	Student Affairs	355-4169	A/212
Transcripts	Student Affairs	355-4162	A/212
Transfer of Credits	Academic Affairs	355-4136	A/240

	Student Affairs	355-4162	A/212
Tuition and Fees	Business Affairs	355-4112	A/Front Lobby
Tutoring	Student Success Center	355-4122	A/222
Vending Machine Problems	Business Affairs	355-4110	A/Front Lobby
Veterans Affairs	Financial Aid	355-4167	A/214
WebAdvisor Password Reset	Student Affairs	355-4170	A/222
Withdrawal from College	Student Affairs	355-4162	A/212

Campus Locator Map

BUILDING MAP

Revised 5.201

General Information

About this Catalog

Williamsburg Technical College creates this catalog for the purpose of furnishing 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 within the wording of 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 made periodically online 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 produced as needed. The next issue of the Williamsburg Technical College catalog will be published when information updates merit.

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, Division of Workforce Development/Con Ed 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, 1992, 2002, and 2012.

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.

Recent changes include: approval of the Hemingway Career and Technology Center as an off-campus site in 2013; SACSCOC approval of the online Criminal Justice Certificate program in 2015; the new 40-credit hour Certificate in Mechatronics Program was approved by SACSCOC in 2017; and approval of C.E. Murray High School as an off-campus site in 2017. The College continues to expand its course technology base and now offers both hybrid and online courses. Williamsburg Technical College currently offers seven Associate Degree programs, four Diploma programs, and 23 Certificate programs. Popular majors include Practical Nursing, Criminal Justice, Cosmetology, Early Childhood Development, Phlebotomy, and Welding.

In addition, to address service area economic and employment needs, the College continues to focus on workforce development and continuing education. Current program offerings include the Manufacturing Production Technician.

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 Workforce Development/Continuing Ed 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 Workforce Development/ Continuing Ed 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 instruction and organizational development which results in open communication and involvement in planning and decision making in an ethical environment.

WTC Area Commission approved May 3, 2010; Reaffirmed November 7, 2016
Commission on Higher Education approved October 6, 2014

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 Workforce Dev/Continuing Ed 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;
- 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 Southern Association of Colleges and Schools Commission on Colleges to award the associate degrees. 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'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
American Association of Women in Community Colleges
Carolinas Association of Collegiate Registrars and Admissions Officers
Community College Satellite Network
Council for Opportunity in Education
Learning Resources Network
National Association for the Education of Young Children
National Association of College and University Business Officers
National Association of Student Financial Aid Administrators
National Council of Community College Business Officers
National Council of Educational Opportunity Association
National League of Nursing (NLN)
Partnership Among South Carolina Academic Libraries
Phi Theta Kappa International Honor Society
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 Council of Educational Opportunity Program Personnel
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
Tri State Trio Programs
Williamsburg HomeTown Chamber
Williamsburg County Economic Development Corporation

Nondiscrimination Statement

Williamsburg Technical College shall not discriminate in employment or personnel decisions or in student admissions or in student decisions, or in all other segments of the College community on the basis of race, color, sex, age, national or ethnic origin, religion, disability, ancestry, political affiliation, pregnancy, marital status or unfavorable discharge from military service, in the educational programs and activities which it operates, and the College is prohibited from discrimination in such manner by applicable laws.

Practices and requirements for non-discrimination extend to the enrollment of students in programs and activities of the College and employment by the College.

Employee and applicant inquiries concerning the federal laws and their application to the College may be directed to the Vice President for Administration and Finance Melissa Coker, WTC, 601 MLK Jr. Avenue, Kingstree, SC 29556 843.355.4117, who will serve as the College's Section 504, Title II, and Title IX Coordinator.

Student and prospective student inquiries concerning the federal laws and their application to the College or any student decision may be directed to Associate Vice President for Student Affairs, Dr. Alexis W. DuBose, WTC, 601 MLK Jr. Avenue, Kingstree, SC 29556 843.355.4162, who will serve as the College's Section 504, Title II, and Title IV Coordinator.

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; wireless internet
- Building B (the Technology Building) containing faculty offices, technical laboratories, shop areas, and classrooms;
- Building C (the Meriwether Building) which houses the library, classrooms, and offices of the Upward Bound program; computer lab/classroom 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 Ronnie A. Sabb
Representative Carl L. Anderson
Representative Cezar E. McKnight

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

Ralph A. Odom, Jr., Chair	Fifth Congressional District
Warren L. Helm	First Congressional District
Robert E. Barnett	Second Congressional District
Charles G. Wilson	Third Congressional District
Stephen J. Burry	Fourth Congressional District
Gregory B. Askins	Sixth Congressional District
Philip G. Homan	Seventh Congressional District
Gwendolyn A. Bright	At-Large Member

Matthew L. Yaun   At-Large Member
Montez C. Martin, Jr.   At-Large Member
Roger P. Schrum   At-Large Member
Robert M. Hitt, III   SC Secretary of Commerce, Ex-Officio
Molly Spearman   SC Superintendent of Education, Ex-Officio
Tim Hardee   System President

Organization of the College

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:
Johnny M. Gardner, Jr. Chair
Henry M. Poston, Vice Chair
S. Christine Green, Secretary-Treasurer
S. Coleman Braxton
Walter H. Brown
Harmon Cooper, Jr.
Sidney L. Howell, III
James S. Stuckey
Gertrude P. Williams

Williamsburg Technical College Foundation (WTCF)

Begun in 1995, the Williamsburg Technical College Foundation is a coordinating agent for 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 a review by the Public Information Director. 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 Public Information Director 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
Vacancy, Vice Chair
Ann Rodgers Chandler, Secretary
Robert Cherinko
Kimberly V. Barr
Beth Cottingham
Hester Gadsden
Jennifer Kellahan
Tracy J. Kellahan, Treasurer
John Martin
W.B. Wilson
Stan Williamson
Sydney Berkeley, Public Information Director, ex-officio
Patricia Lee, WTC President, ex officio

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:

Academic Affairs:
Student Success Center, Arts and Sciences, Business Administration/Computer Technology/Public Service, Developmental Studies, Industrial/Vocational Technology, Library, and Phi Theta Kappa International Honor Society.

Administration and Finance:
Bookstore, Business Affairs, Financial Aid, Maintenance and Physical Plant, Purchasing, Security, Switchboard, Human Resources Benefits, Classification & Compensation, Employee Relations, Hiring, Payroll, Recruiting, Training, and Financial Aid.

Workforce Development/ Continuing Education
Community Services, Occupational Advancement, Personal Enrichment, Workforce Development, SC Tax Credit Incentives, SC Apprenticeship, ReadySC, Snap2Work, SC Enterprise Zone Act (EZA), Incumbent Worker Training (IWT) and continuing education online courses.

Institutional Advancement
Accreditation, Advertising, Community Relations, Development, Foundation, Fundraising, Information Technology, Institutional Effectiveness/Institutional Research, Marketing, Public Information, Strategic Planning

Student Affairs:
Admissions, Assessment, Career Planning and Placement, Counseling, Records, Recruitment, Student Government Association, Student Support Services, Upward Bound, Veterans Affairs

Williamsburg Technical College Administrative Officers

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

Vice President for Academic and Student Affairs - Dr. Clifton R. Elliott
The Vice President for Academic Affairs serves as the Chief Academic Affairs Officer at the College. This includes 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 Vice President is also responsible for overseeing the library and the student 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. This position also oversees the Student Affairs division of the College.

Vice President for Administration and Finance - Melissa A. Coker
The function of the Vice President for Administration and Finance 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 business affairs, purchasing; inventory control; financial assistance, financial aid, and proper maintenance of buildings, grounds and equipment.

Associate Vice President for Student Affairs - Dr. Alexis DuBose
The Associate Vice President for Student Affairs is responsible for the development and maintenance of a comprehensive student affairs 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, and disciplinary actions. The Associate Vice President for Student Affairs is also responsible for the supervision of the Upward Bound program.

Associate Vice President for Facilities - Tyrone Thomas
The Associate Vice President for Facilities is responsible for planning, budgeting, and managing all duties relative to building, grounds, janitorial, logistical, fleet services and construction for the College to include carpentry, plumbing, electrical, HVAC, inventory control, inventory reconciliation, hazardous waste, employee safety, fire safety, security, emergency management, OSHA recording, floor care, landscaping, general cleaning, renovations, new construction and any administrative duties associated with facility management.

Dean of Workforce Development/Continuing Education - James Bostic
The function of the Dean of Workforce Development/ Continuing Ed is organizing and conducting the non-credit education and training programs which include all courses and seminars offered that do not fall within the normal vocational and technical programs of the College. The dean oversees special non-credit courses and programs which enhance lifelong learning and courses of a vocational 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.

Associate Vice President for Academic Affairs – Margaret Chandler
The Associate Vice President for Academic Affairs is responsible for the evaluation, development, coordination, and management of programs to support the Academic Affairs Division of the College. Responsibilities include coordination to secure, monitor, and develop faculty and adjunct faculty. This position also coordinates all aspects of the dual enrollment program for the College, ensuring effective management.

Public Information Director – Sydney Berkeley

The duties of the Public Information Director 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; and performing duties as necessary to ensure that the public is kept aware of the activities of the College.

Associate Vice President for Institutional Advancement – Andrew C. Muller

The Associate Vice President for Institutional Advancement is responsible for developing and directing institutional research, data management, planning, assessments, and program reviews. This position manages a comprehensive institutional effectiveness program, strategic and annual planning components, student outcomes assessment, program review (academic and non-academic) and systems to evaluate effectiveness and continuous improvement. This position supervises and manages the preparation and distribution of reports to meet local, state, regional and national requirements and directives and ensures SACSCOC compliance. Additionally, this individual has oversight of the College's Information Technology Department and the Public Information Office.

Human Resources Manager – Jennifer Strong

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 – Facilities Management, (843) 355-4152
>   Fennell-Kirby Conference Room - President's Office, (843) 355-4126
>   Library Conference Room – Head Librarian, (843) 355-4131

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 vice president 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 Dean of Workforce Development /Continuing Ed.

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 112-113), provide current application software including word processing, spreadsheet, database, visual presentation, computerized accounting, and Internet access for computer classes in general college curriculum and distance education classes.

Library Computers are equipped with Microsoft Office Suite and available internet access. Printing is available at a cost per copy. For additional information, contact the campus computer lab operator at (843) 355-4143, the Vice President for Academic and Student Affairs at (843) 355-4138, or the Library Director at (843) 355-4131.

Library

Williamsburg Technical College's library is located in Building C on the WTC campus. The library maintains collections of over 20,000 printed volumes, 200,000 E-books, and 100 periodicals and magazines. Audiovisual materials include DVDs and CDs. The library subscribes to a variety of newspapers providing up-to-date information about events in communities surrounding the campus and region. Computers are available for document and presentation creation as well as Internet access with a charge per copy for printed materials. A photocopier is also available for reproducing materials for a charge. Materials are selected and designed to serve the research 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 16 technical college libraries within the state. The WTC catalog displays items in the library hard copy collection, electronic resources, and materials from other libraries within the state. The library is part of the Partnership Among South Carolina Academic Libraries (PASCAL). The library is open from 8:00 a.m. to 8:00 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. Access to most library resources is available 24 hours a day, seven days a week via access to our catalog and research databases (by password).

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 Vice President for Academic Affairs, Clifton R. Elliott, (843) 355-4138.

Student Success Center

The Student Success Center (SSC) 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 SSC 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 SSC is located in Room 222, Building A. Contact the office by phone at (843)355-4124 or by email 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 and 8 a.m. until 1 p.m. on Friday except during summer semester unless otherwise noted. 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. Avenue
                    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 Affairs – (843) 355-4289
        Business Affairs – (843) 355-4296
        Workforce Dev/Continuing Ed – (843) 355-4296
        Public Information – (843) 355-4294
        Financial Aid – (843) 355-4276
        President – (843) 355-4295
        Upward Bound – (843) 355-4288

    Email:
        Admissions
        Division of Workforce Dev/Continuing Ed
        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.

Student Information

Admission Policy

In accordance with the College's goal of minimizing barriers to educational opportunity, an individual is admitted to Williamsburg Technical College without regard to race, color, religion, sex, age, disability, or national origin in compliance with Title VI of the Civil Rights Act of 1964. Inquiries regarding compliance with Title IX, Title VI or Section 504 may be directed to the **Associate Vice President for Student Affairs**, Williamsburg Technical College, 601 Martin Luther King Jr. Ave., Kingstree, South Carolina 29556-4103, or by calling (843) 355-4170 or (800) 768-2021. Students must be 16 years of age or older to be considered for admission into a curriculum program and courses offered by the College. Qualified high school students who desire to enroll in college courses concurrent with their high school classes may do so with the approval of their parents and high school principal. Admission to the College does not constitute admission into a program with specified admission requirements. Placement into a program is a different process than admission to the College. The College uses placement screening (testing and advisement) to ensure that students are adequately prepared for college-level work. For students who require additional preparation, specifically, improving their basic skills in English, mathematics and reading, the College offers a comprehensive developmental studies department. During the admission process, the College provides career, personal, financial and academic counseling to applicants to assist them in evaluating their individual potential for success in specific programs. Personalized attention to students is an important characteristic of all phases of academic and campus life at Williamsburg Technical College and this personal touch is evident throughout all phases of the admission process. Student contact with the faculty and staff is an integral part of the process. Williamsburg Technical College participates in the Service members Opportunity Colleges (SOC) and the Concurrent Admissions Program (ConAP).

Admission Procedure

To be accepted as a student at Williamsburg Technical College, an applicant must:
1. Complete an application form obtained from Student Affairs or on the website. Applications will remain on file one year from the date submitted.
2. Request high school and/or other institutions to forward transcripts of all academic work attempted.
3. Take the ACCUPLACER, an assessment instrument designed to aid counselors and advisors in determining the best course of study for each student; present an SAT score of 977 (verbal - 470; writing - 47; math - 460) or an equivalent ACT score of 19; or be currently enrolled in good standing at another institution.
4. Register for classes during registration.
5. Meet the established admission criteria for each curriculum. The student should apprise himself/herself of these criteria.
6. Be accepted into a curriculum by the Director of Admissions and Advisement.

Former students of Williamsburg Technical College should contact the [Office of Admissions](#) to determine what steps must be taken to reactivate their records. All students must update their admission data anytime there is a change in information. Students who are not enrolled for one semester or more must verify admission data before enrolling. New applications will be completed when appropriate.

Practical Nursing Program Entrance Exam: The Test of Essential Academic Skills (TEAS). The TEAS is a standardized test developed by Assessment Technologies Institute (ATI). The TEAS provides assessment data regarding a student's overall academic preparedness. The TEAS test is a requirement for the admission process into the Practical Nursing Program at WTC (Effective September 1, 2017).

Criteria:
1. Meet admission criteria to Williamsburg Technical College (WTC)
2. Have a minimum placement test scores from one of the following tests SAT, ACT, Accuplacer (college placement test). If the minimum placement test scores are not achieved as outlined by WTC, a developmental studies course sequence will be required and will not be able to progress to the practical nursing program.
3. Score an adjusted cut score or 60 or higher on the TEAS. Students are not eligible to take the TEAS until successful completion of any developmental courses as indicated in number 2 above. The TEAS examination fee is the student's responsibility.
4. The examination will be offered monthly through the admission office.
5. A student may take the TEAS test every 30 days for a total of six times in a two year period.
6. Be at least 17 years of age by august 1 of the year of acceptance and possess either a high school diploma (Official Transcript), or GED (show documentation).
7. The student must have an overall GPA 2.0 prior to being able to take the TEAS
8. The student must have applied for (show documentation) and official transcripts from all colleges and universities.

9. General education Courses may be taken with, or prior to entering the PN nursing courses. BIO-210, and BIO-211 must be completed within 5 years of entering the 1st nursing course. Only course work less than 10 years old with a grade of "C" or higher may be considered for transfer and transfer credit. Less than 10 years old from any regionally accredited higher education institution offering comparable courses is accepted. Credit from institutions not regionally accredited may require additional supporting documentation. ENG-101, MAT-101, PSY-201 must be within 10 years unless they were taken at WTC.
10. Once the criteria have been met, the student is placed on the qualified waiting list. The student will receive a letter from nursing admission office with a projected future practical nursing program start date. To reserve a seat, $50 non-refundable deposit must be paid which will be applied toward the practical nursing program tuition and fees. If the $50 is not paid the student will forfeit his or her seat.

Practical Nursing Program Information Acceptance Requirements

Placement into the practical nursing program is a different process than the admission to the college since this is a limited access program which accepts applicants through a first-qualified, first-accepted process. Applicants are encouraged to apply early and seek additional information by contacting the admissions office. Acceptance to the practical nursing program is a responsibility of the director of admission and advisement at Williamsburg Technical College (WTC) and the Nurse Department Head of the practical nursing program. Acceptance to the practical nursing program is a two-part process based on a first qualified, first admitted basis. Requirements for the preliminary acceptance to the practical nursing program are as follows:

Part One:
1. Meet admission criteria to Williamsburg Technical College.
2. Have a minimum placement test score from one of the following tests: SAT, ACT, Accuplacer (college placement test). If minimum placement test scores are not achieved as outlined by WTC, a developmental studies course sequence will be required and will not be able to progress to the practical nursing program.
3. Score a composite score of 105 or higher on the NLN Pre-Admission examination for PN (TEAS). Students are not eligible to take the TEAS until successful completion of any developmental courses as indicated in number 2 above. The examination fee is the student's responsibility. The examination will be offered monthly through the admission office. A student may take the exam every other month. If two or more students have identical TEAS-PN composite score of 105 then the student with the highest science score will be placed on the qualified list for admission.
4. Be at least 17 years of age by August 1 of the year of acceptance and possess either a high school diploma (Official Transcript) or GED (show documentation).
5. The student must have an overall GPA 2.0 prior to being able to take TEAS.
6. The student must have applied for (show documentation) and official transcripts from all colleges and universities.
7. General Education Courses may be taken with, or prior to entering nursing courses. BIO-210 and BIO-211 must be completed within 5 years of entering the 1st nursing course. Only course work less than 10 years old with a grade of "C" or higher may be considered for transfer and transfer credit. Less than 10 years old from any regionally accredited higher education institution offering comparable courses is accepted. Credit from institutions not regionally accredited may require additional supporting documentation. ENG-101, MAT-101, Psy-201 must be within 10 years unless they were taken at WTC.
8. Once the above criteria have been met, the student is placed on the qualified waiting list. The student will receive a letter from the admission office with a projected future practical nursing program start date. To reserve a seat, a $50.00 non-refundable deposit must be paid which will be applied toward the practical nursing program tuition and fees. If the $50 is not paid the student will forfeit his or her seat.

Part Two: Practical Nursing Program Matriculation
1. Attend a mandatory orientation. If the student does not attend mandatory orientation he or she will forfeit their seat.
2. Submit a physical examination form certifying acceptable physical and mental fitness to enter the program.
3. Submit copy of current CPR certified of completion, health care providers, Infant, child adult, 1-2 man rescue, AED training and Heimlich maneuver, BLS for health care provider from American Heart Association.
4. Submit criminal background check application. Participating healthcare facilities will determine if a student is eligible for entry into their respective facility. If a student is determined to be ineligible for clinical placement at any one facility, then that student is dismissed from the practical nursing program. Additional acceptance/technical standards include students who are able to independently engage in

educational activities and clinical training activities in a manner that will not endanger clients/patients/residents, other students, staff members, themselves or the public.
5. Proof of (10) panel drug screen completed and documented by WTC.

Practical Nursing Criteria for First time students
- Admitted to Williamsburg Technical College (WTC) through the Admissions Department
- Complete Accuplacer Scores test with scores
- All high school and college transcripts must be on file with WTC Admissions Department prior to taking the TEAS TEST of Essential Academic Skills (TEAS) information:
  - Register early as seating is limited on a first-come, first served basis. Tests last from 8 a.m.-12 noon.
  - Applicants for the TEAS must be admitted to the College through the Office of Admission PRIOR TO applying for the TEAS. Call Cheryl Dubose at 843.355.4165 for WTC admission information.
  - The completed examination application form and $65, **non-refundable** payment must be delivered to the Williamsburg Technical College Business Office (Building A-Lobby area) to ensure you have a seat on the TEAS testing date. No exceptions will be made.
  - Please provide accurate contact information on the form. Make sure there is a working contact number either cell or home and make sure that there is a valid email address.
  - Space is limited and testing slots are offered on a first-come, first-served basis to qualified candidates.
  - Applicants MUST arrive at the test site no later than 7:50 on the test date. There will be NO ADMITTANCE to the test site after that time.
  - Applicants must show a valid driver's license at the site on the day of their test.
  - The test is administered on a computer and will take at least 3-4 hours to complete.
  - No electronic equipment (calculators, cell phones, pagers, PDAs, computers, etc.) or other materials will be allowed in the room. Failure to adhere to this policy may result in expulsion from the test site.
  - Applicants may take TEAS **every 30 days for a total of 6 times in two years**.
  - Applicants to the Williamsburg Technical College Practical Nursing program must take the TEAS test any time after August of the year you intend to enter and make an adjusted score of 60 or above to qualify for admission in the next academic year for the Practical Nursing.
  - Successful completion of the TEAS does not guarantee admission to the Williamsburg Technical College practical nursing program.

Practical Nursing Transfer students, the following criteria must be met.
1. Complete Application Process.
2. Be admitted to WTC and submit official transcript from transferring institution, as well as, all transcripts from any university/college and the High School you graduated from or GED program (show Documentation).
3. Provide the Department Head with each nursing course syllabus, including objectives and clinical evaluation. The Student will begin PNT-110 course.
4. All students including transfer students must take the TEAS examination and pass with a/an adjusted Cut Score of 60 or higher.
5. The Department of Nursing Admissions Committee will review individual requests for transfer credit and will make recommendation for official action to Registrar. Admission by transfer is on a space available basis.
6. Must be admitted to WTC within a year of being in a past PN or ADN nursing program.
7. Must have a GPA of 2.0 or better.
8. Register early as seating is limited on a first-come, first served basis. Tests last from 8 a.m.-12 noon.
9. Applicants for the TEAS must be admitted to the College through the Office of Admission PRIOR to applying for the TEAS. Call Cheryl Dubose at 843.355.4165 for WTC admission information.
10. The completed examination application form and $65, **nonrefundable** payment must be delivered to the Williamsburg Technical College Business Office (Building A-Lobby area) to ensure you have a seat on the TEAS testing date. No exceptions will be made.
11. Please provide accurate contact information on the form.
12. Space is limited and testing slots are offered on a first-come, first-served basis to qualified candidates.
13. Applicants MUST arrive at the test site no later than 7:50 on the test date. There will be NO ADMITTANCE to the test site after that time.
14. Applicants must show a valid driver's license at the site on the day of their test.
15. The test is administered on a computer and will take at least 3-4 hours to complete.
16. No electronic equipment (calculators, cell phones, pagers, PDAs, computers, etc.) or other materials will be allowed in the room. Failure to adhere to this policy may result in expulsion from the test site.

17. Applicants may take the TEAS test every 30 days for up to six times in two years.
18. Applicants to the Williamsburg Technical College Nursing program must take the TEAS test any time after August of the year you intend to enter and make a score with a Adjusted Cut Score of 60 or above to qualify for admission in the next academic year.
19. Successful completion of the TEAS does not guarantee admission to the Williamsburg Technical College practical nursing program.

Academic Progression in the Nursing Program
In order to progress in the nursing program, the student must:
1. Earn a minimum grade of C in all general education and nursing courses;
2. Receive satisfactory ratings in clinical evaluations;
3. Submit evidence of current certification in cardiopulmonary resuscitation (CPR): American Heart Association BLS for HealthCare Provider
4. Be covered by professional liability insurance (included in tuition/fees);
5. Submit a completed Physical Examination form at program matriculation, including documentation of required immunizations; Titers and Vaccines
6. Meet all program and course requirements according to the student handbook.

A student earning less than a "C" in a nursing or general education course will not be allowed to advance to the next sequential course and is required to withdraw from the practical nursing program with eligibility for readmission. A student earning less than a "C" in a second nursing or general education course will be dismissed from the program with eligibility of admission after a five-year period.

Classification of Students
Students are classified according to the following applicable terms:
> **Full-time:** A student enrolled for 12 or more semester hours.
> **Part-time:** A student enrolled for less than 12 semester hours.
> **Freshman:** A student who has completed up to 30 credit hours required for graduation.
> **Sophomore:** A student who has completed more than 30 credit hours required for graduation.

New Students
An applicant who has never attended a college or university must request that his/her high school forward an official transcript to the Office of Admissions at Williamsburg Technical College. Proof of satisfactory completion of the GED (General Educational Development program) is required for applicants having a high school equivalency certificate. All documents submitted to the College become the permanent property of the College. Applicants to associate degree programs must be high school graduates or possess a high school equivalency certificate (GED). Applicants to the cosmetology diploma program must present proof of at least tenth grade completion before being accepted.
All curriculum students are required to take the College's assessment for placement. The College uses the ACCUPLACER as its assessment. The main emphasis of the Williamsburg Technical College placement assessment focuses on appropriately placing students in entry-level classes in order to promote student success and retention. Students whose assessment scores do not meet program requirements will be required to satisfactorily complete the respective Developmental Studies course(s) before enrolling in related courses in their programs of study. Exceptions may be granted if one of the following criteria is met:
1. The applicant has earned an associate or higher degree from another institution; or has an SAT score of 977 (verbal - 470; writing - 47; math - 460) or an equivalent ACT score of 19.
2. The applicant has earned a grade of "C" or better in an appropriate transferrable freshman math and English course from another institution.
3. The applicant has taken the Williamsburg Technical College assessment within the past two years and has appropriate program entry scores.

Transfer Students
Students who intend to transfer credits from Williamsburg Technical College to other colleges or universities should have, in advance, the written approval of their academic advisors or deans from the receiving institution before registering for any course intended to be transferred. Students are responsible for requesting transcripts to be sent to other colleges or universities. Students who are transferring credits from another college or university to Williamsburg Technical College will be admitted with advanced standing, subject to the acceptance of transfer credits from other institutions. Credit may also be received for the College-Level Examination Program (CLEP) or through the Williamsburg County School District articulation agreement, or for experiential learning. Students should request an official transcript from all colleges and universities previously attended. All documents submitted to the College become the permanent property of the College.

Undeclared Major Students

An applicant who does not intend to enter a curriculum program may enter as an "undeclared major" student and take up to, but no more than, 15 semester hours in selected courses. Undeclared major students who plan to take transfer courses must meet all criteria before registering for these courses. It is generally recommended that undeclared major students take no more than seven semester hours in any given semester. It is required that all prerequisites be met and that the student declare a major upon completion of 15 semester hours. An undeclared major student is often one who enrolls in a specific course to improve job performance or to acquire a necessary background to support a career change. Tuition for this category of career development student is often paid by his or her employer. Career development students are not eligible for financial aid.

Senior Citizen Students

Legal residents of South Carolina who are at least 60 years of age may enroll on a space-available basis without paying tuition, provided that the students are not employed full-time. Such persons enrolling for credit must meet all admission criteria.

Audit Students

An audit student is expected to attend classes regularly, but may choose not to take the examination and will not receive college credit. Each student must declare status upon registering for an audit course. Change of status is permitted within the scheduled add/drop period. A grade of "AU" will be awarded for all classes audited. To earn credit for an audited course, the student must meet all admission criteria and repeat the course or take an exemption exam.

Readmission Students

If a student is dismissed from the College for academic, improper conduct or other adverse reasons, readmission is subject to review in accordance with the Student Code.

1. Students who have attended the College previously and withdrawn in good standing, have graduated, or are changing programs must file a readmission application.
2. Re-admittance of students who have been dismissed for any reason or who have withdrawn without authority will be at the discretion of the Associate Vice President for Student Affairs.
3. Students who interrupt their education at Williamsburg Technical College for more than two terms and return must reapply and will reenter under the catalog in effect at the time of reentry. Transcripts will be evaluated to determine applicable credits.
4. Placement testing is required for readmission if previous test results are over two years old and English and math credits have not been earned.

Procedure for Readmission

A student is only considered a readmit if he/she sits out of college more than one semester. A student does not have to readmit after skipping only one semester if the student is not changing majors, on academic probation or suspension, or on financial aid probation or suspension. A student must be readmitted after skipping one semester or more if he/she has graduated or is a Workforce Dev/Continuing Ed student.

New Student Orientation Seminars

The Admission and Recruitment offices conduct orientation seminars for new students. Students are strongly urged to participate. Many questions about the College, its programs and its services can be answered during these seminars, and students have an opportunity to meet key personnel at the College who may be of help to them during their college career.

Academic Year

The College publishes registration dates in an academic calendar, in semester course schedules, and on the website. Williamsburg Technical College operates on the semester system, with fall, spring and summer semesters structured to fit the time needed for selected courses. Each student should contact his or her advisor for appropriate course selection prior to each registration.

Americans with Disabilities Act (ADA) Student Policy

Williamsburg Technical College is committed to the achievement of maximum human potential. In keeping with this, the College fully supports and complies with the Americans with Disabilities Act (ADA). The College endeavors to provide students, employees, and the community any opportunity for success with as few deterrents as possible. The College also strives to create a welcoming environment and will work in good faith to meet the needs of all populations. The following procedures are in place at the College to assist anyone with needs for accommodations and/or with general concerns covered by the ADA.

ADA Accommodations

An appointment with the Director of Admissions and Advisement or the Associate Vice President for Student Affairs, located in the Office of Student Affairs, is strongly recommended for students with disabilities. Adherence to the following procedures insures the best possible service the institution can provide.

New Applicants
1. Students are responsible for providing the appropriate documentation of their disabilities to the Director of Admissions and Advisement or the Associate Vice President for Student Affairs.
2. Students should schedule an appointment to take the ACCUPLACER placement test so that classes at the appropriate level may be assigned. If accommodations need to be made for the placement test, students should notify the Director of Admissions and Advisement at least one week prior to the testing date. Documentation should be brought to this meeting, if it has not been submitted previously. Documentation must be on file and the necessary paperwork completed before accommodations can be made.
3. New applicants should note the date(s) for registration or contact the Director of Admissions and Advisement to obtain this information. Upon enrolling in courses, each instructor will be notified and be required to sign an Accommodations Compliance form.

Returning Students
1. Students should note the date(s) for registration or contact the Office of Student Affairs to obtain this information.
2. Students should schedule an appointment with the Director of Admissions and Advisement or the Associate Vice President for Student Affairs each semester to complete an Accommodation Request form before Accommodations Compliance forms are forwarded to instructors.

Student Rights

You have the right to ask the College:
1. The name(s) of its accrediting or licensing organization(s).
2. About its programs; its instruction, laboratory and other physical facilities; and its faculty.
3. The cost of attending and the College's policy on refunds to students who drop out.
4. What financial assistance is available, including information on all federal, state, local, private and institutional financial aid programs.
5. What the procedures and deadlines are for submitting applications for each available financial aid program.
6. What criteria it uses to select financial aid recipients.
7. How it determines your financial need. This process includes how costs for tuition and fees, room and board, travel, books and supplies, and personal miscellaneous expenses are considered in your cost of education. It also includes how resources (such as parental contribution, other financial aid, assets, etc.) are considered in calculating your need.
8. How much of your financial need, as determined by the institution, has been met.
9. How and when financial aid will be disbursed.
10. To explain each type and amount of assistance in your financial aid package.
11. If you are offered a Federal Work-Study job, what kind of job it is, what hours you must work, what your duties will be, what the rate of pay will be, and how and when you will be paid.
12. To reconsider your aid package if you believe a mistake has been made, or if your enrollment or financial circumstances have changed.
13. How the institution determines if you are making satisfactory progress, and what happens if you are not.
14. What special facilities and services are available to students with disabilities.

Student Responsibilities

It is your responsibility to observe the following criteria and guidelines as established by the administrative staff and the Area Commission of Williamsburg Technical College:
1. Review and consider all information about the College's programs before you enroll.
2. Pay special attention to your application for student financial aid, complete it accurately, and submit it on time to the right place. Errors can delay or prevent your receiving aid.
3. Meet all deadlines for applying or reapplying for aid.
4. Provide all additional documentation, verification, corrections and/or new information requested by either the financial aid office or by the agency to which you submitted your application.
5. Read, understand, and keep copies of all forms you are asked to sign.
6. Comply with the provisions of any promissory note and all other agreements you sign.
7. Notify the school of any change in your name, address or attendance status (halftime, three-quarter time, or full-time). If you have a loan you must also notify your lender of these changes.
8. Satisfactorily perform the work agreed upon in a Federal Work-Study job.

9. Understand your institution's refund policy.

Name and Address Changes
The Records Office in Student Affairs makes an official change to the name or address on a student's records only through a student's written request to the Records Office. Address accuracy is essential for a student to receive information from the College. This office also handles requests for residency changes for tuition purposes. Email addresses are also necessary for class and College correspondence and for all financial aid applications.

Bookstore
The campus bookstore is operated by Business Affairs. The bookstore provides textbooks, workbooks, and supplies to the student. Hours of operation are posted.

The bookstore attempts to provide the most accurate information but occasionally, due to circumstances beyond the College or bookstore control, prices and International Standard Book Numbers (ISBNs) may change. The College assumes no responsibility for purchases made anywhere other than the campus bookstore, which is operated by the Business Affairs office. Hours of operation are posted.

Refunds or exchanges are only allowed in the following two cases:
1. The course has been cancelled by the College, or
2. The student drops the course during drop/add week and brings a copy of the signed drop/add form.

Students should not write in textbooks and should keep their receipts. All books returned for refund or exchange must be in mint condition and be accompanied by a receipt. All other sales are final.

Campus Bulletin Boards
Williamsburg Technical College provides bulletin boards for the posting of the following:
1. Posters required by applicable laws and regulations.
2. Approved notices concerning Williamsburg Technical College's programs and other matters of student/employee interest. Only approved items may be posted on the College's bulletin boards. Items which have not received approval will be removed. All appeals concerning items not approved for posting are to be made to the President of Williamsburg Technical College.

Cancellation of Classes
In the event of hazardous or inclement weather or other emergencies, the President of Williamsburg Technical College will announce whether classes will be cancelled, delayed or shortened. The decision will be made available to area radio and TV stations. There will also be a recorded message available by calling (843) 355-4110 and delays or closings will be posted on the College's website and the College's Facebook page if conditions allow. All students will also receive emails directed to their student.wiltech.edu email accounts. For password assistance for either WTC email or Webadvisor, contact Vertanza Cunningham or Brent Lee. Students enrolled in evening classes should listen for information regarding their classes which may be conducted even though day classes may be interrupted for some reason. By the same token, students in daytime classes may have classes even though evening classes may be interrupted.

Counseling Services
Counseling is available in Student Affairs. The primary objective of counseling is to assist in the development of the total person, including social and personal growth. This counseling is available during the admission process and throughout the student's stay at the college. Evening hours as well as day hours are available to students who wish to utilize the counseling services. Appointments with counselors are not necessary but may be made for the student's convenience.

Career Planning and Placement
Job placement assistance is available for graduates, employers and students. The purpose of the job placement service is to facilitate the employment of graduates into jobs that match their career goals.

To receive placement services, a student should complete a placement application in the Student Affairs division of the College. Students should register with the Student Affairs division one semester prior to graduation. Job listings are posted on a designated bulletin board in the Administration Building (Building A). A counselor is available during regular college hours, and additional hours are available by appointment. A variety of resources are available for student use. Workshops are held periodically to provide training in the areas of job search strategy, résumé composition, interviewing skills and job attitude development. There is no charge for the services provided.

Bridge Programs
University of South Carolina/Technical College Bridge Program
In November, 2007, University of South Carolina and SC Technical College System officials signed a historic agreement expanding some of the University's most successful student programs to technical college students who plan to transfer to the University's Columbia campus. The Bridge Program created in the agreement is intended to make transitions from S.C. technical colleges to the University as seamless as possible and to increase the success of transfer students once they're enrolled at the Columbia campus. The University and technical colleges will identify and contact students who are eligible for and will benefit from the Bridge Program. Participating students will have access to a variety of services from the University's admissions, housing and financial-aid offices, the Career Center and the Student Success Center.

Qualifying for the Bridge Program
Students who are recent high school graduates and first-time college attendees are ideal candidates for the Bridge Program. Before transferring to the University, students generally will complete 30 to 60 credit hours at their technical colleges. The University also may identify other students who would benefit from the Bridge Program and its services.

Registering for the Bridge Program
Students who apply to the University and are eligible for the Bridge Program will receive information from Undergraduate Admissions. By submitting a release form, these students can elect to have their admissions information sent to the technical college of their choice. Students who select this option indicate their willingness to participate in the Bridge Program. Students who do not apply to the University as incoming freshmen should meet with a University admissions counselor or with the Bridge Program representatives at their technical colleges to determine their eligibility for the program. Benefits of the Bridge Program Bridge Program participants will benefit from an array of services that will improve their transitions from technical colleges to the University. Some of these services include:
- admissions counseling
- financial-aid education
- major and career counseling
- assistance from student mentors
- first priority to live in East Quad's transfer student living and learning community
- special events

While the Bridge Program will enhance eligible students' transitions to the University, it's important to keep in mind that the program *does not* offer special admissions consideration to students. All transfer students must meet the requirements set forth by academic departments. They also are required to submit admissions applications and other standard paperwork. For more information, students may contact the Bridge Program Coordinator at USC by calling 803.777.7700 or emailing admissions-ugrad@sc.edu.

Special Programs
Upward Bound Program
The Upward Bound program targets students in grades 9-12 from the Williamsburg County School District. The program's focus is to provide support to participants in preparation for college entrance. These participants are given the opportunity to succeed in their pre-college performance and their higher education pursuits. Upward Bound serves high school students from low-income families in which neither parent holds a Bachelor's degree. Two-thirds of the students must have a 2.5 GPA or below during a given school year. The goal of Upward Bound is to increase the rate at which participants complete secondary education and enroll in and graduate from postsecondary institutions. The program provides academic instruction in laboratory science, mathematics, composition, literature and foreign languages. Tutoring, counseling, mentoring, cultural enrichment, and work-study programs are also supported.

Student Government Association
The Williamsburg Technical College Student Government Association (SGA) is the official organization for coordinating student activities on campus. The president of the SGA serves as the student representative to the College. The association is composed of all students enrolled in diploma, degree, career development, and certificate programs at WTC. Its function is to ensure that open communications are maintained between students and the administration. Executive officers, program representatives, and alternates are elected to the SGA council. Students are encouraged to participate in the elections and activities of the Student Government Association. Throughout the year, the Student Government Association sponsors programs of general interest and encourages student participation in them.

Clubs and Organizations
Students desiring to form clubs or organizations on campus may follow these steps:
1. Obtain a minimum of 10 prospective members.
2. Obtain a faculty or staff advisor.

3. Submit a request to organize, signed by the members, and the agreement of the faculty/staff advisor to the Associate Vice President for Student Affairs.
4. Receive written approval of the request from the SGA executive council and the College administration. After approval of the organization, a constitution and membership list must be submitted within three weeks. According to policies of the State Board for Technical and Comprehensive Education, organizations whose objectives are strictly social in nature cannot be approved. All student activities must be approved by the Student Affairs division. This approval is necessary before an organization may put an item on the master calendar, reserve facilities for a meeting, or have an announcement placed on the bulletin board. All student fundraising projects must be first approved by the Associate Vice President for Student Affairs. Complete plans, including planned use of money, should be submitted in writing to the Associate Vice President for Student Affairs. On-campus fundraising projects will not be approved unless they are for the purpose of raising money for necessary club expenses or for a project benefiting students. Off-campus fundraising projects must be also approved by the Public Information Office to ensure that Foundation fundraising efforts are not jeopardized by other endeavors. A list of all businesses to be solicited, the amounts to be requested and the purpose for which the money will be used must be submitted to the Public Information Director before any solicitation can occur. Invitation to special speakers, entertainers, etc., must be approved by the Associate Vice President for Student Affairs prior to issuing an invitation to such groups or persons. The use of campus facilities by students must be cleared with the Student Affairs division.

Only clubs and organizations chartered by the Student Government Association and approved by the Associate Vice President for Student Affairs and the President will be permitted to function on campus. All organizations and clubs must have a faculty advisor approved by the Associate Vice President for Student Affairs.

College Athletic Activities
Williamsburg Technical College policy prohibits an institutional athletic program. The College does not have an organized intramural program. If the need for an organized intramural program appears warranted, the matter will be brought to the College Area Commission board. If approved, the College President will notify the President of the State Technical College System and comply with the policy set by the State Board.

College Rings
A representative of an approved company will come to the campus regularly to size and order rings. Dates will be announced on the bulletin boards and all inquiries should be directed to the Student Affairs division. The cost and payment of rings is the responsibility of the student. A minimum deposit is required before the ring is ordered. A student must have completed 75% of the requirements for graduation with 2.0 GPA to be eligible for a ring.

Emergencies
Campus emergencies of a general nature will be announced by the administration. Students are expected to follow instruction from the faculty or administration. Medical emergencies should be reported immediately to the closest faculty or staff member. Only minor injuries should be treated. In case of serious illness or injury, call the Student Affairs division or the administrator on duty and request that an ambulance be called. Attempts will be made to notify the student's physician and family. Insurance claims for injuries will be processed through the Student Affairs division. Fire drills are held periodically without advance notice. When the fire alarm is sounded, all persons should leave the building at once through the nearest exit, move approximately 100 feet from the building, and await further directions.

Food Services
Food and beverages are available in vending machines located in the student lounge and at the King's Cup in the library.

Health Services and First Aid
Williamsburg Technical College is a commuter institution; therefore, infirmary facilities are not provided. Basic first aid for minor injuries is available, and first aid kits are located in various departments of the College. Major illness or injury will be treated by health professionals. The campus is located adjacent to Williamsburg Regional Hospital.
Each student is covered by accident insurance at no additional cost. This group insurance covers the student while on campus and during college-sponsored group travel. Injuries must be reported to the Associate Vice President for Student Affairs within 48 hours from the time of the accident. Insurance claim forms are available in the Student Affairs division.

Housing
WTC does not provide housing. However, there are a number of real estate and rental agencies available to assist students.

Identification Cards

Identification (ID) cards are made when a student is first enrolled, and the cards are validated every semester. Students must display ID cards at all times while on campus. A fee of $5 will be charged to replace a lost or stolen ID card. Payment must be made to Business Affairs and receipt must be presented at the Library to get replacement ID card.

Library Services

The library offers a variety of services to students. Books, DVDs, CDs, and computers may be used in the facilities provided. There is an area for reading, studying and browsing. Newspapers and magazines are available and study tables and group study rooms are provided for patrons wishing to study. The library staff also provides assistance in research and resource searching. Identification is required to check out materials.

Lost and Found

Articles found on the campus should be turned in to the Student Affairs division. Articles may be claimed with appropriate identification.

Parking and Vehicle Regulations

All privately owned or operated vehicles driven on campus by students must be registered prior to the close of registration of the first semester in which they are enrolled. Vehicle registration for students is coordinated by the Student Affairs division and is accomplished by completing a registration card and receiving a vehicle registration decal. There is no charge for the decal. The decal must be displayed on the left rear window and is valid for the date specified on the sticker. Business Affairs coordinates registration of faculty and staff vehicles. Persons who drive an unregistered vehicle to the campus because of unusual circumstances may obtain a special parking permit from the Student Affairs division. This permit must be displayed in the left front window. The person registering the vehicle is responsible for all violations assessed against that vehicle. Students must notify the Student Affairs division of any changes in ownership of the vehicle, license number, address of the owner, etc.

Traffic and parking regulations are to be obeyed at all times. The speed limit on campus is 15 mph. Drivers must not operate their vehicles in a reckless manner. Pedestrians have right-of-way on campus, but they should exercise caution and courtesies so as not to impede the orderly flow of traffic. Violators will be ticketed. All vehicles must be parked in designated parking spaces and areas. Vehicles must be parked so that the entire vehicle is within the lines that designate a parking space. Student parking spaces are indicated with white lines in the rear parking lot east of the brick signs. Faculty/staff parking spaces are indicated with yellow lines in the rear parking lot to the west of the brick signs. Some spaces/lots are restricted, as marked, for use by faculty/staff and the handicapped. No parking is permitted on any access road. The parking area in front of the administration building is reserved for official visitors, assigned vehicles, and emergency vehicles. The College has parking spaces designated for handicapped faculty, staff, students, and visitors. The spaces are reserved exclusively for handicapped use, and any unauthorized vehicles will be ticketed. Unmarked vehicles transporting persons with special needs should apply to the Student Affairs division for special parking permits. The Associate Vice President for Student Affairs will assign parking space for handicapped and special needs students as necessary.

Persons violating traffic regulations will be assessed a fine. Persons who feel that their citations for violation of a traffic regulation are unwarranted should confer with the Vice President for Administration and Finance. This action must be taken within five class days after receipt of the citation. Fines are paid to Business Affairs, and violations must be cleared within five class days after the receipt of a citation or an additional penalty will be assessed. All fines are considered debts to the College and must be paid in full before grades or requests for transcripts will be released, or before awarding diplomas/certificates/degrees. Registration cannot be completed without removing all indebtedness to the College. Parking regulations for visitor and handicapped spaces will be enforced continually. Parking for the faculty/staff/student area will be enforced until 6:30 p.m. After 6:30 p.m. persons may park in other spaces, except handicapped, within that area.

Protective Equipment and Clothing

Students in certain programs will be required to wear appropriate uniforms. Safety glasses and other equipment will be required in certain technical and industrial programs to protect the student. Purchase of these items is the responsibility of the student.

Referral Services

Staff of the Student Affairs division will provide student referrals to other agencies as deemed necessary. The College maintains a working relationship with area human services agencies which permits the students to receive prompt and accurate information. For more information about the scope of services of other area agencies, see a member of the Student Affairs staff or a counselor.

Release of Academic and Personal Records

Williamsburg Technical College considers the following to be "Directory Information" and will give this information to inquirers unless notification, in writing, is given to the Associate Vice President for Student Affairs before the end of the add/drop period of the semester in which the student is enrolled. "Directory Information" may include but is not limited to: name, mailing address, telephone number, date and place of birth, curriculum in which enrolled, full-time or part-time student, periods of enrollment at Williamsburg Technical College, graduate of any program and/or honors and hometown, for honor recognition. Williamsburg Technical College, in the execution of its responsibilities to students, must maintain accurate and confidential student records. The College recognizes the rights of students to have access to their academic and personal records in accordance with current College policy and the Family Education Rights and Privacy Act (FERPA) of 1974 (Buckley Amendment). Policy regarding the release of and access to student information will be made available annually to students, faculty and staff. This information will be available on request and will specify the procedures for release of student information, student access to records, a description of all student records being maintained by the College, and the procedures for students to initiate a hearing to challenge accuracy of educational records. Transcripts and other information are released only with written permission of the student. If information other than the transcript is released from the student's official record (student records), this release is noted on a cumulative basis.

Respect for Property

All students are expected to cooperate in keeping the campus clean and are expected to make use of trash containers. Food and beverages are prohibited in classrooms and in certain other College areas such as the auditorium and the library. Tobacco use of any kind is prohibited on campus except in the breezeway of Building B (halfway down the walkway) or in the parking lots. Persons utilizing tobacco products are asked to use personal or provided containers for their tobacco-related byproducts and trash. Students entrusted with College property who negligently damage, lose, destroy, sell, or dispose of it will be subject to the code for student discipline.

Solicitation and Distribution

Recognizing that Williamsburg Technical College is legally responsible for promoting the efficiency of public services performed through the College, the following rules are promulgated to uphold that legal responsibility:

1. Solicitation or distribution is prohibited by persons in areas not deemed public by the institution.
2. Solicitation or distribution by College employees and students for any purpose other than official College business is prohibited.
3. Any person desiring to solicit for any purpose or distribute any material must submit a request to the President stating the purpose and method of solicitation or distribution. The President will either deny or approve the request, based on established local guidelines for solicitation and distribution. If approved, the requesting party will be given the areas and manner in which he may conduct the solicitation or distribution. Failure to follow these directives will immediately revoke the approval.

Telephones

Cell phones shall be turned off in classrooms, the library, and computer labs. All telephones in campus offices are considered business telephones and are not available for personal calls. Students should notify their friends and families that they may not receive phone calls except in the case of an emergency. Emergencies are considered circumstances or conditions in which property or human life is in jeopardy.

Vocational Education Articulation

In mutual recognition of the value of training offered at each institution, Williamsburg Technical College and the Williamsburg County School District have established an articulation agreement. The agreement establishes those parameters which are necessary for the coordination of educational programs and which will facilitate the orderly progression of students from one to the other without unnecessary duplication of course content.
Williamsburg Technical College will award appropriate semester-hour credit for articulated occupational program course work satisfactorily completed in the Williamsburg County School District. Williamsburg Technical College will make every attempt to place advanced students into the appropriate level of instruction.

High School Dual Enrollment Opportunities

Williamsburg Technical College may provide academic courses on-site at high schools and Career Centers, on the WTC campus, and other locations (such as public library) for qualifying juniors and seniors. Each student must be approved by the high school principal to be eligible to take college courses. This program has been developed to provide students the opportunity to begin their college education while still in high school. The student may be eligible to receive both college and high school credit for each course satisfactorily completed. Each 3-credit-hour course must be taught for a total of 45 instruction hours plus an exam. Students have the same privileges as any regular student on our campus. Each student will complete an application for admission to Williamsburg Technical College and be accepted into the General College Studies Certificate program. All high school students are required to pay tuition and

fees. Any student under the age of 18 is required to have his high school principal's approval and parental consent before enrolling in the College.

Disclaimer: It is understood that Williamsburg Technical College does not guarantee the transfer of courses to any other school, college or university, except where articulation agreements have been developed. Furman University will not accept college courses taught on a high school campus. If a student is planning to attend a public or private college in South Carolina or a college outside of South Carolina, please contact that institution regarding transfer courses. It is the policy of the State Board for Technical and Comprehensive Education that the State Student Code and Grievance Procedure shall govern conduct and guarantee due process for students at the technical colleges.

The Student Code for the SC Technical College System
Currently the Student Code for the SC Technical College System is under review and the policies and procedures are subject to change.

GENERAL PROVISIONS

I. PRINCIPLES

Technical 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 the larger community of which the college is a part, students are entitled to all rights and protection accorded them by the laws of that community. By the same token, students are also subject to all laws; the enforcement of which is the responsibility of duly constituted authorities. When students violate laws, they may incur penalties prescribed by legal authorities. In such instance, college discipline will be initiated only when the presence of the student on campus will disrupt the educational process of the college. However, when a student's violation of the law also adversely affects the college's pursuit of its recognized educational objectives, the college may enforce its own regulations. When students violate college regulations, they are subject to disciplinary action by the college whether or not their conduct violates the law. If a student's behavior simultaneously violates both college regulations and the law, the college may take disciplinary action independent of that taken by legal authorities. The Student Code for South Carolina Technical Colleges sets forth the rights and responsibilities of the individual student.

II. SOLUTIONS OF PROBLEMS

The college will seek to solve problems by internal procedures of due process. When necessary, off-campus law enforcement and judicial authorities may be involved. In situations where South Carolina Technical Colleges have shared programs, the Chief Student Affairs 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 Affairs Officers of both colleges. Any sanctions imposed will apply across both colleges. In situations where a student is dually enrolled in 2 or more South Carolina Technical Colleges and is charged with a violation of the Student Code for the South Carolina Technical College System, the Chief Student Affairs 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.

III. 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, Associate Vice President, Dean of Instruction, Chief Academic Officer, or "Chief Student Affairs Officer" means the Administrative Officer at the College who has overall management responsibility for Student Affairs, or his/her designee.
e. "Chief Academic Affairs 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) 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 Student Government Association of the college.

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. "Suspension" means a temporary separation of the college and student under specified conditions.

m. "Expulsion" means permanent separation of the college and student.

STUDENT CODE

I. GENERAL RIGHTS OF STUDENT

A. NONDISCRIMINATION – 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. Students desiring to conduct an assembly must submit a request to the President, or other designated college official, requesting a specific date, time, location, and manner no later than 15 working days prior to the date of the desired event. The request will be approved, amended, or denied no more than 10 working days prior to the desired event.

C. FREEDOM OF THE PRESS – In official student publications, they 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. PROTECTION AGAINST 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. STUDENT REPRESENTATION IN COLLEGE GOVERNANCE— Students should be represented on campus committees that have the following duties:
1. To propose policy that affects student activities and conduct.
2. To make policy decisions on such matters.
3. To implement policy.

F. CLASSROOM BEHAVIOR— Discussion and expression of all views relevant to the subject matter is 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. The instructor sets the standards of behavior acceptable in the classroom by announcing these standards early in the term. If a student behaves disruptively in class after the instructor has explained the unacceptability of such conduct, the instructor may dismiss the student for the remainder of that class period. The instructor shall initiate a discussion with the student to resolve the issue prior to the next class meeting. A further disruption by the student may result in a second dismissal and referral in writing by the faculty member to the Chief Student Affairs Officer. These procedures for classroom behavior do not limit the action that may be taken for proscribed conduct under Section III herein and instructors may dismiss students from class for the remainder of the class period for such conduct. Students remain subject to other sanctions hereunder for such conduct.

G. EVALUATION AND GRADING— Instructors will follow the announced standards in evaluating and grading students. Grades are awarded for student academic achievement. No grade will be reduced as a disciplinary action for student action or behavior unrelated to academic achievement.

H. 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.

II. RECORDS

A. GENERAL

The student records office will maintain and safeguard student records. All official student and former 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
7. Veterans Affairs.

B. CONFIDENTIALITY OF RECORDS

Before information in any student file may be released to anyone, the student must give prior written consent except in those instances stated below:

a. To instructors and administrators for legitimate educational purposes.
b. To accrediting organizations to carry out their functions.
c. To appropriate parties to protect the health and safety of students or other individuals in emergencies with the understanding that only information essential to the emergency situation will be released.
d. The Chief Student Affairs Officer may release directory information as authorized by the college through federal and state privacy legislation.
e. If the inquirer has a court order, the Chief Student Affairs Officer or someone designated by that official will release information from the student's file.

C. DISCIPLINARY RECORDS

Records of disciplinary action shall be maintained in the office of the Chief Student Affairs Officer. No record of disciplinary action shall be entered or made on the student's academic records.

D. TREATMENT OF RECORDS AFTER STUDENT GRADUATION OR WITHDRAWAL

When students withdraw or graduate from a technical college, their records shall continue to be subject to the provisions of this code.

III. STUDENT GOVERNMENT AND STUDENT ORGANIZATIONS

A. STUDENT GOVERNMENT ASSOCIATIONS

The college Student Government Association's constitution, as approved by the area commission, establishes the governance structure for students at a college. Amendments to the constitution require approval as stipulated in each Student Government Association constitution.

B. STUDENT ORGANIZATIONS

An essential prerequisite for a student organization to be approved is that it has educational importance and that its objectives be clearly explained in a proposed charter. The formation of organizations strictly as social clubs should be discouraged. Prior to consideration for approval as an organization, an organization constitution or bylaws must be prepared, and a person must be identified who is willing to serve as advisor, and the names of charter members must be submitted.

IV. PROSCRIBED CONDUCT

A. GENERAL

Certain conduct is proscribed and upon violation of such proscriptions, a student shall be subject to one or more of the sanctions specified in Section IV.D.2.c. However, it is expected that the more severe sanctions of suspension and expulsion will be imposed sparingly and only for more extreme or aggravated violations or for repeated violations.

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 who violates the law will be turned over to the appropriate authorities. In the event of illegal or disruptive activity on a college campus, the Chief Student Affairs Officer or other administrative officer will request those involved either to leave the campus or abide by regulations governing uses of, or presence on, the campus. The Chief Student

Affairs Officer or other official will further announce that failure to disperse will result in enforcement of Section 16-17-420 of the South Carolina Code of Laws pertaining to illegal or disruptive activity on a college campus. According to South Carolina law, "It shall be unlawful for any person willfully or unnecessarily (a) to interfere with or disturb in any way or in any place the students or teachers of any school or college in this state, (b) to enter upon any such school or school premises, (c) to loiter around the premises, except on business, without the permission of the principal or president in charge, or, (d) to act in an obnoxious manner thereon." (Section 16-17-420 part 2 of South Carolina Code of Laws).

C. ACADEMIC MISCONDUCT

All forms of academic misconduct including, but not limited to, cheating on tests, plagiarism, collusion and falsification of information will call for discipline. Alleged violations will be handled according to the procedures presented in Section IV.B.

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" means 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.

D. FALSIFICATION OF INFORMATION, AND OTHER UNLAWFUL ACTS, WITH INTENT TO DECEIVE IS DEFINED AS:

1. Forgery, alteration, or misuse of college documents, records, or identification cards.
2. Destruction of evidence with the intent to deny its presentation to the appropriate hearing or appeals panel when properly notified to appear.

E. INFRINGEMENT OF RIGHTS OF OTHERS IS DEFINED TO INCLUDE, BUT NOT LIMITED TO, THE FOLLOWING:

1. Physical or verbal abuse inflicted on another person.
2. Severe emotional distress inflicted upon another person.
3. Theft, destruction, damage, or misuse of the private property of members of the college community or non-members of the college community occurring on campus or off campus during any college approved activity.
4. Sexual harassment inflicted on another person. This is defined as sexual discrimination where the harassing conduct created a hostile environment. Therefore, unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when the conduct is sufficiently severe, persistent, or pervasive to limit an individual's ability to participate in or benefit from the education program, or to create a hostile or abusive educational environment.
5. Stalking, defined as engaging in a course of conduct that would place a reasonable person in fear for their safety, and that has, in fact, placed an individual in such fear.

F. OTHER UNLAWFUL ACTS WHICH CALL FOR DISCIPLINE INCLUDE, BUT ARE NOT LIMITED TO:

1. Destruction, theft, damages, or misuse of college property occurring on or off campus.
2. Unauthorized entry upon the property of the college after closing hours.
3. Unauthorized presence in any college facility after hours.

4. Unauthorized possession or use of a key to any college facility or other property.
5. Possession or use on campus of any firearm or other dangerous weapon or incendiary device or explosive unless such possession or use has been authorized by the college.
6. Possession, use or distribution on campus of any narcotics, dangerous, or unlawful drugs as defined by the laws of the United States or the State of South Carolina.
7. Possession, use, or distribution on campus of any beverage containing alcohol.
8. Violation of institutional policies while on campus or off campus when participating in a college sponsored activity.
9. Violation of South Carolina and/or federal laws while on campus or off campus when participating in a college sponsored activity.
10. 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.

V. RULES OF STUDENT DISCIPLINARY PROCEDURE AND SANCTIONS

The sanctions that follow are designed to channel faculty, staff or student complaints against students. Due process of law is essential in dealing with infractions of college regulations and state and federal statutes. Consequently, any disciplinary sanction imposed on a student or organization will follow the provisions of this code.

A. ADMINISTRATIVE SUSPENSION
1. If an act of misconduct threatens the health or well-being of any member of the academic community or seriously disrupts the function and good order of the college, an administrative officer may direct the student involved to cease and desist such conduct and advise the student that failing to cease and desist may result in immediate administrative suspension. If the student fails to cease and desist, or if the student's continued presence constitutes a danger, the President of the College, or his/her designee, may temporarily suspend the student from the college pending the outcome of a disciplinary hearing on the charge(s).
2. The President, or his/her designee, shall notify the Chief Student Affairs Officer in writing about the nature of the infraction and the name of the student before 5:00 p.m. of the first class day following its imposition of the administrative suspension. The Chief Student Affairs Officer will inform the student, in writing, about the decision. This written notice will be hand-delivered to the student or sent by certified mail within two working days of receiving the information from the President or his/her designee.

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 meet with the student to discuss this matter. 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.
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. Assign a lower grade or score to the paper, project, assignment or examination involved in the act of misconduct.
    b. Require the student to repeat or resubmit the paper, project, assignment, or examination involved in the act of misconduct.
    c. Assign a failing grade for the course.
    d. Require the student to withdraw from the course.
3. If the student is found responsible for the academic misconduct, within five working days of the meeting, the instructor will submit a written report about the incident and the sanction imposed to the Chief Academic Affairs Officer.
4. The Chief Academic Affairs 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 Affairs Officer within seven working days of the date of the Chief Academic Affairs Officer's letter.

5. If the student requests an appeal, the Chief Academic Affairs Officer, or designee, will schedule a time for the meeting. The Chief Academic Affairs Officer, or designee, will send a certified letter to the student. In addition to informing the student that the Chief Academic Affairs Officer, or designee, will hear the appeal, this letter must also contain the following information:
   a. A restatement of the charges
   b. The time, place, and location of the meeting
   c. A list of witnesses that may be called
   d. A list of the student's procedural rights. These procedural rights are presented in the Student Code and Grievance Policy, Section V. A.1.e.

6. On the basis of the information presented at the appeal, the Chief Academic Affairs 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

7. The Chief Academic Affairs Officer, or designee, will send the student a letter within two working days of the meeting. This letter will inform the student of the decision and inform the student that the decision can be appealed to the President of the College by sending a letter detailing the reasons for the appeal to the President's Office within five working days.

8. After receiving the student's request, the President will review all written materials relating to this incident and render one of the following decisions. The President's decision is final and cannot be appealed further.
   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 Appeals Committee to re-hear the case according to the procedures listed in section IV. D and V.

C. STUDENT MISCONDUCT

1. A charge involving a student infraction must be filed in writing at the office of the Chief Student Affairs Officer within 5 working days after the alleged infraction or after such infraction becomes known to an administrative officer of the college.

2. Within 5 working days after the charge is filed, the Chief Student Affairs Officer, or designee, shall complete a preliminary investigation of the charge and schedule immediately a meeting with the student. After discussing the alleged infraction with the student, the Chief Student Affairs Officer, or designee, may act as follows:
   a. Drop the charges.
   b. Impose a sanction consistent with those shown in Section IV.D.2.c, Student Appeals Committee.
   c. Refer the student to a college office or community agency for services.

3. The decision of the Chief Student Affairs Officer, or designee, shall be presented to the student in writing within 5 working days following the meeting with the student. In instances where the student cannot be reached to schedule an appointment, or where the student refuses to cooperate, the Chief Student Affairs Officer, or designee, shall send a certified letter to the student's last known address, providing the student with a list of the charges, the Chief Student Affairs Officer's, or designee's decision, and instruction governing the appeal process.

4. A student who disagrees with the decision may request a hearing before the Student Appeals Committee. This request must be submitted within 2 working days after receipt of the decision unless a request is made and approved for an extension of time. The Chief Student Affairs Officer shall refer the matter to the Committee together with a report of the nature of the alleged

misconduct, the name of the complainant, the name of the student against whom the charge has been filed, and the relevant facts revealed by the preliminary investigation.

D. THE STUDENT APPEALS COMMITTEE

Each college shall have a Student Appeals Committee (hereafter referred to as the Committee) to consider the case of a student who declines to accept the findings of the Chief Student Affairs Officer. The hearing shall be held within 15 working days after the student has officially appealed the decision of the Chief Student Affairs Officer.

1. Membership of the Committee shall be composed of the following:
    a. Three faculty members appointed by the Chief Academic Affairs Officer and approved by the President.
    b. Three student members appointed by the appropriate student governing body and approved by the President.
    c. One member of the Student Affairs staff appointed by the Chief Student Affairs Officer and approved by the President.
    d. The Chief Student Affairs Officer serves as an ex officio nonvoting member of the Committee.
    e. 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. Functions of the Committee are described as follows:
    a. To hear an appeal from a student charged with an infraction that may result in disciplinary action.
    b. To hand down a decision based only on evidence introduced at the hearing.
    c. To provide the student defendant with a statement of the committee's decision including findings of fact and, if applicable, to impose one or more of the following sanctions:
        1) Academic Misconduct
            i) Assign a lower grade or score to the paper, project, assignment or examination involved in the act of misconduct.
            ii) Require the student to repeat or resubmit the paper, project, assignment, or examination involved in the act of misconduct.
            iii) Assign a failing grade for the course.
            iv) Require the student to withdraw from the course.
        2) Student Misconduct
            i) A written reprimand.
            ii) An obligation to make restitution or reimbursement.
            iii) A suspension or termination of particular student privileges.
            iv) Disciplinary probation.
            v) Suspension from the college.
            vi) Expulsion from the college.
            vii) Any combination of the above.

VI. **PROCEDURES FOR HEARINGS BEFORE THE STUDENT APPEALS COMMITTEE**

A. PROCEDURAL DUTIES OF THE CHIEF STUDENT AFFAIRS OFFICER

1. At least 7 working days prior to the date set for hearing before the Committee, the Chief Student Affairs Officer shall send written notice to all involved and a certified letter to the student's last known address providing the student with the following information:
    a. A restatement of the charge or charges.
    b. The time and place of the hearing.
    c. A list of all witnesses who might be called to testify.
    d. The names of Committee members.
    e. A statement of the student's basic procedural rights. These rights follow:
        1) The right to counsel. The role of the person acting as counsel is solely to advise the student. The counsel shall not

address the Committee. Payment of legal fees is the responsibility of the student.

2) The right to produce witnesses on one's behalf.
3) The right to request, in writing, that the President disqualify any member of the committee for prejudice or bias. (At the discretion of the President, reasons for disqualification may be required.) A request for disqualification, if made, must be submitted at least 2 working days prior to the hearing. If such disqualification occurs, the appropriate nominating body shall appoint a replacement to be approved by the president.
4) The right to present evidence. The Committee may determine as to what evidence is admissible.
5) The right to know the identity of the person(s) bringing the charge(s).
6) The right to hear witnesses on behalf of the person bringing the charges.
7) The right to testify or to refuse to testify without such refusal being detrimental to the student.
8) The right to appeal the decision of the Committee to the President who will review the official record of the hearing. The appeal must be in writing and it must be made within 7 working days after receipt of the decision.

2. On written request of the student, the hearing may be held prior to the expiration of the 7-day advance notification period, if the Chief Student Affairs Officer concurs with this change.

B. THE CONDUCT OF THE COMMITTEE HEARINGS

1. Hearings before the Committee shall be confidential and shall be closed to all persons except the following:
   a. The student and the person who initiated the charges; however the hearing may be conducted without either party present if either party ignores the notice of the hearing and is absent without cause.
   b. Counsels for the student and the college.
   c. A person, mutually agreed upon by the student and the Committee, to serve in the capacity of recorder.
   d. Witnesses who shall:
      1) Give testimony singularly and in the absence of other witnesses.
      2) Leave the committee meeting room immediately upon completion of the testimony.

2. The Committee shall have the authority to adopt supplementary rules of procedure consistent with this code.

3. The Committee shall have the authority to render written advisory opinions concerning the meaning and application of this code.

4. The conduct of hearings before this Committee is unaffected by charges of local, state, or federal authorities against the student for acts that are the same, or similar to, charges of misconduct to be heard by the Committee. Two separate jurisdictions are involved in such cases. Therefore, hearings may be held and decisions rendered independent of any resolution by the court system.

5. In addition to written notes, the hearing may be tape recorded, except for the Committee's deliberations. After the conclusion of the hearing, the tape will be kept in the office of the Chief Student Affairs Officer. The student may listen to the tape of his/her hearing under the supervision of the Chief Student Affairs Officer or designee. The student is not entitled to a copy of the tape or a written transcript of the hearing.

6. Upon completion of a hearing, the Committee shall meet in executive session to determine concurrence or non-concurrence with the original finding and to impose sanctions, if applicable.

7. Decisions of the Committee shall be made by majority vote.

        8. Within 2 working days after the decision of the Committee, the Chairperson shall send a certified letter to the student's last known address providing the student with the committee's decision and a summary of the rationale for the decision.

C. APPEAL TO THE PRESIDENT
When the student appeals to the President, the President, whose decision is final, shall have the authority to:

        1. Receive from the student an appeal of the Committee's decision.
        2. Review the findings of the proceedings of the Committee.
        3. Hear from the student, the Chief Student Affairs Officer, and the members of the Committee before ruling on an appeal.
        4. Approve, modify, or overturn the decision of the Committee.
        5. Inform the student in writing of the final decision within 10 working days of the receipt of the appeal.

THE STUDENT GRIEVANCE PROCEDURE FOR THE SC TECHNICAL COLLEGE SYSTEM

VII. PURPOSE

The purpose of the student grievance procedure is to provide a system to channel student complaints against faculty or staff, concerning the following:

A. Alleged discrimination on the basis of age, gender, race, disability or veteran's status, excluding sexual harassment complaints. Because of the sensitive nature of this type of complaint, a conference with the Chief Student Affairs Officer may replace the first step of the grievance procedure. The Chief Student Affairs Officer will counsel with the student to determine the appropriate action that is required.

B. Alleged sexual harassment complaints should be directed to the Chief Student Affairs Officer. Because of the sensitive nature of this kind of complaint, a conference with the Chief Student Affairs Officer will replace the first step of the grievance procedure. The Chief Student Affairs Officer will counsel with the student to determine the appropriate action that is required. If the grievance is not resolved after this meeting, then the remainder of the grievance procedure will be followed.

C. Academic matters, excluding individual grades except when the conditions in items A or B above apply.

VIII. 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 Affairs Officer, etc.
D. "CHIEF STUDENT AFFAIRS OFFICER" means the Administrative Officer at the College who has overall management responsibility for Student Affairs or his/her designee.
E. "CHIEF ACADEMIC AFFAIRS 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) 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. "CAMPUS" means any place where the college conducts or sponsors educational, public service, or research activities.

IX. PROCEDURES

A. FRIST STEP
The student must go to the instructor or staff member where the alleged problem originated. An attempt will be made to resolve the matter equitably and informally at this level. The conference must take place within ten instructional weekdays of the incident that generated the complaint.

B. SECOND STEP
If the student is not satisfied with the outcome of the informal conference, the student may file a written grievance. The Chief Student Affairs Officer, or designee, shall make a grievance form available to the student and explain the grievance process to the student.

The completed grievance form must be presented to the Chief Student Affairs Officer, or designee, within ten instructional weekdays after satisfying the first step in the grievance process. The Chief Student Affairs Officer, or designee, shall give written acknowledgment of receipt of the grievance form. This acknowledgment shall be given immediately or no later than two instructional weekdays after receipt of the student's grievance form. The Chief Student Affairs Officer, or designee, will then refer the grievance to the immediate supervisor involved. The supervisor shall respond in writing to the student within ten instructional weekdays of receipt of the grievance form. As a part of the effort to resolve the issue, the supervisor will consult with the accused and Chief Administrative Officer of the division or component concerned.

C. THIRD STEP

If the supervisor's written response does not resolve the matter, the student may request to appear before the Student Grievance Committee. The student must submit a written request within five instructional weekdays after receiving the supervisor's written. The request shall include a copy of the original grievance form and the reason why the supervisor's response was unsatisfactory. The student must attach a copy of the supervisor's response to the request. The Chief Student Affairs Officer shall immediately notify the President who shall ensure that the Committee is organized in a manner consistent with Section IV. A of this procedure. The Chief Student Affairs Officer, or designee, will send copies of the appeal to the members of the Committee, the employee, and the employee's supervisor. The employee against whom the grievance was filed shall be given an opportunity to respond in writing to the chairperson of the Committee. The Student Grievance Committee's meeting(s) shall be conducted between five and fifteen 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.

D. FOURTH STEP

If either party is not satisfied with the Committee's decision, that person may submit an appeal to the President of the college within ten instructional weekdays of 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.

X. **THE STUDENT GRIEVANCE COMMITTEE**

A. THE STUDENT GRIEVANCE 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 Affairs Officer.
3. One Student Affairs staff member recommended by the Chief Student Affairs Officer.
4. One administrator, other than the Chief Student Affairs Officer, to serve as the Committee's chairperson.
5. The Chief Student Affairs Officer, or designee, who serves as an ex-officio, no voting member of the committee. The President must approve all recommended members.

B. PURPOSE AND FUNCTION OF GRIEVANCE COMMITTEE

1. All student grievance committees are ad hoc and shall be formed to hear specific complaints. A new committee may be formed every time that a grievance covered under this procedure is filed.
2. Whenever a committee is formed, it may adopt additional rules and guidelines not in contradiction with these procedures.

C. RIGHTS OF THE PARTIES INVOLVED IN A GRIEVANCE

When a grievance committee meeting is scheduled, the parties involved are entitled to:

1. A written notice of the complaint that shall be forwarded to all parties at least five instructional weekdays prior to the meeting unless the student filing the complaint waives this requirement. This notice shall include the following:
   a. A brief description of the complaint, including the name of the person filing the complaint;
   b. The date, time, and location of the meeting; and
   c. The name of any person who might be called as a witness.
2. 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 Affairs Officer or his/her designee.

3. Appear in person, present information on his or her behalf, and present additional evidence to the committee, subject to the Committee's judgment that the evidence is relevant to the appeal.

4. Call witnesses who are dismissed after providing testimony and responding to questions posed by the Committee and either party in the appeal.

5. An advisor who shall not address the Committee or ask any witness a question. Payment of legal fees is the student's responsibility.

D. HEARING PROCEDURES

1. 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.

2. Hearings are informal and a tape recording of the testimony presented during the appeal 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 Affairs Officer. Either party in the appeal may listen to this tape recording under the supervision of the Chief Student Affairs Officer or designee.

3. The Committee may question the student and the employee. The Committee may also question the employee's supervisor and any additional witnesses that it considers necessary to render a fair decision. Questions must be relevant to the issues of the appeal.

4. Both parties to the appeal may ask questions of the other during the meeting. These questions must be relevant to the issues of the appeal. The Chairperson of the Committee will determine the appropriateness of the questions.

5. The student shall bear the burden of proof.

6. The Committee shall decide the solution of the grievance by a majority vote. In case of a tie, the chairperson shall vote and thus break the tie.

7. The chairperson shall forward a copy of the Committee's decision to all parties involved and to the office of the President of the college within two instructional weekdays of the Committee's decision. This letter will include a rationale for the Committee's decision.

Financial Information

Tuition and Fees

Tuition and fees at Williamsburg Technical College are comparable to the other 16 technical colleges in South Carolina. Tuition and fees are subject to change at any time by action of the State Board for Technical and Comprehensive Education or the WTC Area Commission. For the most up-to-date tuition and fee schedule, please go to www.wiltech.edu. No student may reenroll, graduate, receive grades, or receive a transcript of academic record until all indebtedness to the college from prior semesters has been settled. *The registration process is not complete until tuition and fees are paid to or a Deferred Tuition Payment Plan has been established with Business Affairs and the student receives a copy of his/her scheduled classes stamped "Official."*

Tuition for Senior Citizens

Williamsburg Technical College, as a state-supported college under the State Board for Technical and Comprehensive Education, is authorized to permit legal residents of South Carolina who have attained the age of 60 to attend classes for credit or noncredit on a space available basis without the required payment of tuition, provided that they meet all admission requirements. Senior citizens are required to pay student fees and will be responsible for the book costs required for the course.

Tuition for Auditing a Course

Tuition and fees for auditing a course shall be the same as for taking the course for credit.

Deferred Tuition Payment Plan Terms and Conditions

NOTE: Deferred Tuition Payment Plans are available to students who have applied for and completed their FAFSA and their processing has not yet completed and for students who have completed the financial aid process and only quality for Lottery Tuition Assistance.

Students who:
- are on financial aid suspension;
- have not yet applied for or are not going to complete a FAFSA;
- are in default of a student loan;
- have an out-of-state residency; or
- are transient students without a consortium agreement

Must pay one-half of their tuition plus the $30.00 deferment fee in order to set the remainder of their tuition in two equal payments and receive an "Official" stamped schedule. The two equal payments will be due on the 15th of the month after their registration date and the 15th of the month thereafter.

1. The $30 nonrefundable processing fee must be paid by cash, check, debit card that can be run as a credit card, or credit card and cannot be charged to any type of scholarship, sponsorship or financial aid.
2. The plan cannot be used for balances of less than $100.
3. The payment plan is for tuition and fees only.
4. Any type of assistance such as financial aid, scholarship, or sponsorship must be used before any balance of tuition can be charged to the payment plan.
5. The deferred payments may be used by students who have not completed the financial aid application, are awaiting award notification, or have not made other arrangement for payment of tuition. Any unpaid classes not covered by the payment plan will be dropped.
6. The tuition can be paid any time prior to the scheduled payment dates set out on the deferment agreement but at least two payments for the amount due must be paid by dates specified by Business Affairs.
7. A late fee of $25 may be charged for each late payment, including students who have not finalized their financial aid, scholarship or sponsorship.
8. Payments will be accelerated for any student who enters into the payment agreement and subsequently receives financial aid, scholarship or sponsorship. All outstanding balances owed, including any late fees, will be deducted before any balance check will be issued to the student.
9. If an account becomes delinquent, it will be placed on a hold status. Registration will not be allowed; future classes already registered will be purged; transcripts and diplomas will not be issued and the student will not be allowed to participate in graduation activities until the account is paid.
10. Once an account becomes delinquent, it will be placed in our regular billing cycle. A student will receive three bills. The third bill informs the student that the account will be turned over to the South Carolina Tax Commission for collection and to a Collection Agency. Collection Agency charges will be added to the bill at this point.
11. After notification of a financial aid award, students should contact Business Affairs to verify their account is paid in full before discontinuing payments.

12. Refunds of tuition and fees are per College policy. Refunds and applicable financial aid will first be used to repay any outstanding balance due.
13. A new Deferred Tuition Payment Plan must be signed if additional classes are added.

Late Registration Fees
Those students who do not complete the registration process during the specified registration period of each semester will pay a $20 late-registration charge.

Returned Check Fee
A $35 service charge will be made on each returned check.

Financial Aid Process
The costs of postsecondary education can be a significant burden to a family's budget. The goal of the Financial Aid office is to assist students in meeting their educational costs by providing streamlined access for students choosing a course of study at Williamsburg Technical College. This goal is met by providing the following services:
1. Providing financial program information to prospective students and their families.
2. Assisting students and their families with financial aid application and process.
3. Analyzing eligibility for aid and making financial aid awards.
4. Making every effort to deliver financial aid in a timely manner.

Eligibility for Financial Aid
A student must have a high school graduation diploma or a General Educational Development (GED) certificate, or its recognized equivalent, to establish eligibility for federal funding. A student must be enrolled in a certificate, diploma, or degree program to be eligible for financial aid. Transient students are ineligible for financial aid at WTC. Students in Workforce Dev/ Continuing Ed programs or career development classes are not eligible for assistance.

How to Apply for Financial Aid
The following applications must be completed before eligibility for financial aid can be determined:
1. Apply for admission to the College through the Admissions Office.
2. Complete a *Free Application for Federal Student Aid* (FAFSA) at www.FAFSA.ed.gov after October 1 to establish eligibility for the entire academic year beginning with the following fall semester. The Williamsburg Technical College code -- **009322** -- and electronic signatures are required. Students and parents, if necessary, must obtain an FSA ID at the FAFSA website for electronic signatures. A *Student Aid Report* (SAR) will be sent to the student, who must check it for accuracy. Completion of the FAFSA is mandatory in order to be considered for SC Lottery Tuition Assistance monies unless the student is eligible to file a waiver.
3. Register and submit an interview at the Williamsburg Technical College Virtual Financial Aid Office (VFAO) at williamsburgtech.vfao.com. You must know your Expected Family Contribution (EFC) found on your SAR to complete the VFAO application. You will be contacted by the VFAO with either an award letter or a request for more information. Use the VFAO to submit questions you may have or to review the status of your application. Students MUST maintain an active email address, as all financial aid communication is conducted through email.
4. Once all requirements are met, eligibility is established and the student's file is complete, financial assistance will be awarded and an award letter will be sent to the student's email address.

Title IV Financial Aid requires the following:
1. Acceptance by the College into a curriculum.
2. The student has received a high school diploma, or a General Educational Development (GED) certificate, or its recognized equivalent.
3. The student is not in default on any Perkins, Stafford, Plus, Stafford/Ford, Federal Direct Subsidized and unsubsidized loan.
4. No overpayment is owed on any Title IV program funds.
5. The student maintains satisfactory academic progress as defined by the College for financial aid programs.
6. The Financial Aid office has been informed of all awards made to a student by a source outside the college.
Failure to comply with these requirements may significantly alter or eliminate eligibility for aid.

Types of Financial Aid Assistance
Federal Grants
The Federal Pell Grant is a federal program of direct grants to undergraduate students. Analysis of the Free Application for Federal Student Aid (FAFSA) will be used to determine eligibility for all grant programs. Applications are available at www.fafsa.ed.gov and more information may be obtained online or in the Financial Aid Office. You should apply for the Federal Pell Grant a minimum of six weeks prior to the term for which you plan to request financial aid. Federal Supplemental Educational Opportunity Grants (FSEOG) are awarded to students with exceptional financial needs.

Federal Work-Study

The Federal Work-Study Program (FWS) is a federal program designed to expand part-time employment opportunities for students, particularly those from low-income families who are in need of earnings in order to pursue a course of study. The awards are made to eligible students who have demonstrated need and who meet all eligibility criteria per Williamsburg Technical College policy. Work study positions are limited, but every effort is made to find suitable FWS employment for as many eligible students as possible.

South Carolina Need-Based Grants Program

The South Carolina Need Based Grants (SCNBG) program is a state grant to the undergraduate students who are residents of South Carolina. The grants are available to full- and part-time students, and the award depends upon action by the General Assembly and amounts contingent upon the availability of funds to be appropriated for the program. Eligibility requirements are available from the Financial Aid office. FSEOG or SCNBG are awarded per institutional policy on a first-come, first-served basis.

South Carolina Education Lottery Tuition Assistance

In accordance with legislation passed in June 2002, students may qualify for South Carolina Education Lottery Tuition Assistance (SLTAP). Eligibility requirements are available from the Financial Aid office. For current amounts of award, go to SC Technical College System lottery tuition information website or visit the WTC Financial Aid office in Room 214, Building A. A student may not receive SLTAP funds for more than one certificate, diploma, or degree earned within a five-year period unless the additional certificate, diploma, or degree constitutes progress in the same field of study.

Community Programs for Financial Assistance

Community programs likely to be sources of financial aid are parent-teacher associations, community scholarship programs, employers of students and parents, unions, churches and church groups, civic and fraternal groups, and progressive organizations. To locate these sources, visit a high school guidance counselor or search "scholarships" on the internet.

Williamsburg Technical College Scholarships

Scholarships are available from industries, businesses, professional organizations, civic clubs and individuals. Determination of recipients is made by the donor and/or Williamsburg Technical College's scholarship committee for those scholarships awarded through the College. Scholarships usually are awarded for the fall and spring semesters.

J.P. Askins, Jr. Memorial Scholarship*

Award Amount: $1000 ($400 fall, $400 spring, $200 summer)
Available Awards: 1
Specific Course of Study: Any degree, diploma or certificate program
Required Academic Standing: 3.25 GPA on a 4.0 scale – B+ average
Enrollment Status: Full-time
Financial Constraints: Awardable after any state or federal grant awards have been deducted from tuition, fees and book charges. Not eligible if federal funding has been exhausted, Pell LEU.
Other Criteria: The recipient is to be a Hemingway High School senior who has applied, been accepted, and intends to enroll at Williamsburg Technical College. The student must enroll the same calendar year he/she graduates (summer or fall semester). The scholarship will be applied to the student's account upon enrolling and subsequent semesters as long as the recipient maintains at least a 3.00 GPA. Continuous enrollment is required.
Additional Requirements: Official high school and college transcripts must be on file with registrar.
Eligible Expenses: Tuition, fees, books, student living expenses
Background Information: The scholarship will be awarded based on the recommendation of counselors/administration of Hemingway High School. Selection will be made prior to the HHS Awards Day beginning 2009 so recognition of the award can be made at that time.

William H. Chandler Memorial Scholarship

Award Amount: Up to a maximum of $1000 per year ($400 fall, $400 spring, $200 summer; prorated for part-time enrollment)
Available Awards: 1
Specific Course of Study: Any degree, diploma or certificate program
Required Academic Standing: 2.0 GPA on a 4.0 scale – C average
Enrollment Status: Full-time or part-time
Financial Constraints: Awardable after any state or federal grant awards have been deducted from tuition, fees and book charges. Not eligible if federal funding has been exhausted, Pell LEU.
Other Criteria: The student must maintain a 2.0 GPA and make satisfactory progress to maintain the scholarship.

Additional Requirements**:** Applicant must complete the WTC financial aid application process. All admission application paperwork must be complete and on file in Student Affairs. Official high school and college transcripts must be on file with registrar. The student will agree to acknowledge appreciation of the scholarship to the donor and will sign a Williamsburg Technical College Information Release Form.

Walter C. and Elizabeth D. Cottingham Endowed Scholarship*
Award Amount: Up to a maximum of $500 per year ($200 fall, $200 spring, $100 summer; prorated for part-time enrollment)
Available Awards: 1
Specific Course of Study: Any degree, diploma or certificate program
Required Academic Standing: 2.0 GPA on a 4.0 scale – C average
Enrollment Status: Full-time or part-time
Financial Constraints: Financial Constraints: Awardable after any state or federal grant awards have been deducted from tuition, fees and book charges. Not eligible if federal funding has been exhausted, Pell LEU.
Other Criteria: Preference will be given to residents of Williamsburg County. The student must maintain a 2.0 GPA and make satisfactory progress to maintain the scholarship.
Additional Requirements: Applicant must complete the WTC financial aid application process. All admission application paperwork must be complete and on file in Student Affairs. The student will agree to acknowledge appreciation of the scholarship to the donor and will sign a Williamsburg Technical College Information Release Form.
Eligible Expenses: Tuition, fees and book charges

Duke Energy Scholarship
Award Amount: $1000 ($500 fall, $500 spring; prorated for part-time enrollment)
Available Awards: 1
Specific Course of Study: Electrical Technology degree or certificate program or a related field
Required Academic Standing: 3.0 GPA on a 4.0 scale – B average
Enrollment Status: Full-time
Financial Constraints: Awardable after any state or federal grant awards have been deducted from tuition, fees and book charges. Not eligible if federal funding has been exhausted, Pell LEU.
Other Criteria: Preference will be given to a customer of Progress Energy
Additional Requirements: Applicant must complete the WTC financial aid application process. Official high school and college transcripts must be on file with registrar.
Eligible Expenses: Tuition, fees, books, student living expenses
Background Information: The recipient shall be selected and the scholarship awarded without regard to race, sex, color, creed, religious preference, age, national origin or handicap of each candidate.

Anne C. Ellis Endowed Scholarship*
Award Amount: Up to a maximum of $500 per year ($200 fall, $200 spring, $100 summer; prorated for part-time enrollment)
Available Awards: 1
Specific Course of Study: Any degree, diploma or certificate program
Required Academic Standing: 3.0 GPA on a 4.0 scale – B average
Enrollment Status: Full-time or part-time
Financial Constraints: Awardable after any state or federal grant awards have been deducted from tuition, fees and book charges. Not eligible if federal funding has been exhausted, Pell LEU.
Other Criteria: Preference will be given to residents of Williamsburg County. The student must maintain a 3.0 GPA and make satisfactory progress to maintain the scholarship.
Additional Requirements: Applicant must complete the WTC financial aid application process. All admission application paperwork must be complete and on file in Student Affairs. The student will agree to acknowledge appreciation of the scholarship to the donor and will sign a Williamsburg Technical College Information Release Form.
Eligible Expenses: Tuition, fees and book charges
Background Information: Mrs. Anne Cauthen Ellis retired from Williamsburg Technical College in 1989 as vice president of business affairs having work at the college since its inception in 1969. She also served on the Williamsburg Technical College Foundation board for several years prior to her death.

R. Cleo Fennell Endowed Scholarship*
Award Amount: Up to a maximum of $500 per year ($200 fall, $200 spring, $100 summer; prorated for part-time enrollment)
Available Awards: 1
Specific Course of Study: Any degree, diploma or certificate program
Required Academic Standing: 3.0 GPA on a 4.0 scale – B average

Enrollment Status: Full-time or part-time

Financial Constraints: Awardable after any state or federal grant awards have been deducted from tuition, fees and book charges. Not eligible if federal funding has been exhausted, Pell LEU.

Other Criteria: Preference will be given to residents of Williamsburg County. The student must maintain a 3.0 GPA and make satisfactory progress to maintain the scholarship.

Additional Requirements: Applicant must complete the WTC financial aid application process. All admission application paperwork must be complete and on file in Student Affairs. The student will agree to acknowledge appreciation of the scholarship to the donor and will sign a Williamsburg Technical College Information Release Form.

Eligible Expenses: Tuition, fees and book charges

Background Information: Mr. R. Cleo Fennell, a founding father of Williamsburg Regional Manpower Training Center, later Williamsburg Technical College, was a charter member and served as the first chairman of the College's area commission from April 1969 until December 1982 and as area commission vice chairman from January 1983 until September 1990.

First Citizens Bank Scholarship

Award Amount: Up to a maximum of $1000 per year

Available Awards: 1

Specific Course of Study: Any degree, diploma or certificate program

Required Academic Standing: 3.0 GPA on a 4.0 scale – B average

Enrollment Status: Full-time or part-time

Financial Constraints: Awardable after any state or federal grant awards have been deducted from tuition, fees and book charges. Not eligible if federal funding has been exhausted, Pell LEU.

Other Criteria: Applicant must be a legal resident of South Carolina. Preference will be given to residents of Williamsburg County.

Additional Requirements: Applicant must complete the WTC financial aid application process. All admission application paperwork must be complete and on file in Student Affairs. The student will agree to acknowledge appreciation of the scholarship to the donor.

Eligible Expenses: Tuition, fees, book charges, student living expenses

M. Oneal Kirby Endowed Scholarship*

Award Amount: Up to a maximum of $500 per year ($200 fall, $200 spring, $100 summer; prorated for part-time enrollment)

Available Awards: 1

Specific Course of Study: Any degree, diploma or certificate program

Required Academic Standing: 3.0 GPA on a 4.0 scale – B average

Enrollment Status: Full-time or part-time

Financial Constraints: Awardable after any state or federal grant awards have been deducted from tuition, fees and book charges. Not eligible if federal funding has been exhausted, Pell LEU.

Other Criteria: Preference will be given to residents of Williamsburg County. The student must maintain a 3.0 GPA and make satisfactory progress to maintain the scholarship.

Additional Requirements: Applicant must complete the WTC financial aid application process. All admission application paperwork must be complete and on file in Student Affairs. The student will agree to acknowledge appreciation of the scholarship to the donor and will sign a Williamsburg Technical College Information Release Form.

Eligible Expenses: Tuition, fees and book charges

Background Information: Mr. M. Oneal ("Mack") Kirby, a charter member of the Williamsburg Technical College Area Commission, served as Commission vice chairman from March 1981 until December 1982 and as chairman from January 1983 until March 2006, and as a member until his death in 2007.

Virginia W. and J. Braxton Lovett Scholarship*

Award Amount: Up to a maximum of $500 per year ($200 fall, $200 spring, $100 summer; prorated for part-time enrollment)

Available Awards: 1

Specific Course of Study: Practical Nursing

Required Academic Standing: 3.0 GPA on a 4.0 scale – B average

Enrollment Status: Full-time or part-time

Financial Constraints: Awardable after any state or federal grant awards have been deducted from tuition, fees and book charges. Not eligible if federal funding has been exhausted, Pell LEU.

Other Criteria: Preference will be given to residents of Williamsburg County. The student must maintain a 3.0 GPA and make satisfactory progress to maintain the scholarship.

Additional Requirements: Applicant must complete the WTC financial aid application process. All admission application paperwork must be complete and on file in Student Affairs. The student will agree to acknowledge appreciation of the scholarship to the donor and will sign a Williamsburg Technical College Information Release Form.

Eligible Expenses: Tuition, fees and book charges

Background Information: Braxton Lovett, a veteran, farmer and hunting preserve overseer, is a charter member of the WTC Area Commission since the College's inception and his wife, Virginia, a graduate of McLeod Hospital nursing school, was in the cadet nurse corps during World War II and later worked in Johnson Memorial Hospital in Hemingway and as a school nurse with the Williamsburg County School District. This scholarship was named to honor their service to the community, the college, and the medical needs of the area. *This scholarship will be awarded only when sufficient interest gain on the endowment is realized.*

Mr. and Mrs. Thomas English McCutchen and Jane Perry McCutchen Scholarship

Award Amount: Up to a maximum of $1000 per year

Available Awards: 1

Specific Course of Study: Associate in Arts or Associate in Science degree programs

Required Academic Standing: 3.0 GPA on a 4.0 scale – B average

Enrollment Status: Full-time

Financial Constraints: Awardable after any state or federal grant awards have been deducted from tuition, fees and book charges. Not eligible if federal funding has been exhausted, Pell LEU.

Other Criteria: The student must have earned no less than 24 semester hours with no grade less than a C. Preference will be given to residents of Williamsburg County.

Additional Requirements: Applicant must complete the WTC financial aid application process. All admission application paperwork must be complete and on file in Student Affairs. Applicant must provide two letters of support for this scholarship by friends or counselors. The student will agree to have a copy of grades and other relevant information provided to the donor and to acknowledge appreciation of the scholarship to the donor.

Eligible Expenses: Tuition, fees and book charges.

Ednamaye Reese Meriwether Endowed Scholarship*

Award Amount: Up to a maximum of $500 per year ($200 fall, $200 spring, $100 summer; prorated for part-time enrollment)

Available Awards: 1

Specific Course of Study: Any degree, diploma or certificate program

Required Academic Standing: 3.0 GPA on a 4.0 scale – B average

Enrollment Status: Full-time or part-time

Financial Constraints: Awardable after any state or federal grant awards have been deducted from tuition, fees and book charges. Not eligible if federal funding has been exhausted, Pell LEU.

Other Criteria: Preference will be given to residents of Williamsburg County. The student must maintain a 3.0 GPA and make satisfactory progress to maintain the scholarship.

Additional Requirements: Applicant must complete the WTC financial aid application process. All admission application paperwork must be complete and on file in Student Affairs. The student will agree to acknowledge appreciation of the scholarship to the donor and will sign a Williamsburg Technical College Information Release Form.

Eligible Expenses: Tuition, fees and book charges

Background Information: Mrs. Ednamaye Reese Meriwether of Egypt, Texas, established a $25,000 endowed scholarship at Williamsburg Technical College in 1985 in memory of her late husband, Will Northington Meriwether. At the time it was established it was the only one of its kind in the technical college system. Williamsburg Technical College also has a building on campus named in honor of Mr. and Mrs. Meriwether.

Will Northington Meriwether Endowed Scholarship*

Award Amount: Up to a maximum of $500 per year ($200 fall, $200 spring, $100 summer; prorated for part-time enrollment)

Available Awards: 1

Specific Course of Study: Any degree, diploma or certificate program

Required Academic Standing: 3.0 GPA on a 4.0 scale – B average

Enrollment Status: Full-time or part-time

Financial Constraints: Awardable after any state or federal grant awards have been deducted from tuition, fees and book charges. Not eligible if federal funding has been exhausted, Pell LEU.

Other Criteria: Preference will be given to residents of Williamsburg County. The student must maintain a 3.0 GPA and make satisfactory progress to maintain the scholarship.

Additional Requirements: Applicant must complete the WTC financial aid application process. All admission application paperwork must be complete and on file in Student Affairs. The student will agree to acknowledge appreciation of the scholarship to the donor and will sign a Williamsburg Technical College Information Release Form.
Eligible Expenses: Tuition, fees and book charges
Background Information: Mr. Will Northington Meriwether, a rancher from Egypt, Texas, and the deceased husband of the late Ednamaye Reese Meriwether, believed in and supported education—an effort which now survives through this scholarship. Williamsburg Technical College also has a building on campus named in honor of Mr. and Mrs. Meriwether.

Pilot Club of Kingstree Scholarship
Award Amount: Up to a maximum of $500 per year ($200 fall, $200 spring, $100 summer)
Available Awards: 1
Specific Course of Study: Any degree, diploma or certificate program
Required Academic Standing: 3.0 GPA on a 4.0 scale – B average
Enrollment Status: Full-time
Financial Constraints: Awardable after any state or federal grant awards have been deducted from tuition, fees and book charges. Not eligible if federal funding has been exhausted, Pell LEU.
Other Criteria: The recipient must be enrolled in the WTC nursing program and must maintain a 3.0 grade point average.
Additional Requirements: Applicant must complete the WTC financial aid application process. All admission application paperwork must be complete and on file in Student Affairs. Official high school and college transcripts must be on file with registrar.
Eligible Expenses: Exclusively for textbook purchases
Background Information: Established by The Pilot Club of Kingstree to provide scholarship assistance for tuition, books and fees for a WTC nursing student.

Henry and Jackie Poston Scholarship
Award Amount: Up to a maximum of $1000 per year ($400 fall, $400 spring, $200 summer; prorated for part-time enrollment)
Available Awards: 1
Specific Course of Study: Any degree, diploma or certificate program
Required Academic Standing: 2.0 GPA on a 4.0 scale – C average
Enrollment Status: Full-time or part-time
Financial Constraints: Awardable after any state or federal grant awards have been deducted from tuition, fees and book charges. Not eligible if federal funding has been exhausted, Pell LEU.
Other Criteria: Preference will be given to residents of Williamsburg County. The student must maintain a 2.0 GPA and make satisfactory progress to maintain the scholarship.
Additional Requirements: Applicant must complete the WTC financial aid application process. All admission application paperwork must be complete and on file in Student Affairs. The student will agree to acknowledge appreciation of the scholarship to the donor and will sign a Williamsburg Technical College Information Release Form.
Eligible Expenses: Tuition, fees and book charges.

Rotary Club of Kingstree Book Scholarship
Award Amount: Up to a maximum of $500 per year ($200 fall, $200 spring, $100 summer)
Available Awards: 1
Specific Course of Study: Any degree, diploma or certificate program
Required Academic Standing: 3.0 GPA on a 4.0 scale – B average
Enrollment Status: Full-time
Financial Constraints: Awardable after any state or federal grant awards have been deducted from tuition, fees and book charges. Not eligible if federal funding has been exhausted, Pell LEU.
Other Criteria: The recipient must be a graduate of a Williamsburg County high school and must maintain a 3.0 grade point average.
Additional Requirements: Applicant must complete the WTC financial aid application process. All admission application paperwork must be complete and on file in Student Affairs. Official high school and college transcripts must be on file with registrar.
Eligible Expenses: Exclusively for textbook purchases
Background Information: Established by The Rotary Club of Kingstree to provide book scholarships to deserving students.

Santee Electric Cooperative Scholarship
Award Amount: Up to a maximum of $1000 per year ($400 fall, $400 spring, $200 summer; prorated for part-time enrollment)

Available Awards: 1
Specific Course of Study: Any degree, diploma or certificate program
Required Academic Standing: 2.0 GPA on a 4.0 scale – C average
Enrollment Status: Full-time or part-time
Financial Constraints: Awardable after any state or federal grant awards have been deducted from tuition, fees and book charges. Not eligible if federal funding has been exhausted, Pell LEU.
Other Criteria: The student must maintain a 2.0 GPA and make satisfactory progress to maintain the scholarship.
Additional Requirements: Applicant must complete the WTC financial aid application process. All admission application paperwork must be complete and on file in Student Affairs. Official high school and college transcripts must be on file with registrar. The student will agree to acknowledge appreciation of the scholarship to the donor and will sign a Williamsburg Technical College Information Release Form.
Eligible Expenses: Tuition, fees and book charges
Background Information: For information on SEC, visit www.santee.org.

Williamsburg Technical College Foundation Endowed Scholarship*
Award Amount: Up to a maximum of $1000 per year ($400 fall, $400 spring, $200 summer; prorated for part-time enrollment)
Available Awards: as many as funds will allow
Specific Course of Study: Any degree, diploma or certificate program
Required Academic Standing: 3.0 GPA on a 4.0 scale
Enrollment Status: Full-time or part-time
Financial Constraints: Awardable after any state or federal grant awards have been deducted from tuition, fees and book charges. Not eligible if federal funding has been exhausted, Pell LEU.
Other Criteria: Preference will be given to residents of Williamsburg County. The student must maintain a satisfactory GPA as determined by the Scholarship Committee and make satisfactory progress to maintain the scholarship.
Additional Requirements: Applicant must complete the WTC financial aid application process. All admission application paperwork must be complete and on file in Student Affairs. The student will agree to acknowledge appreciation of the scholarship to the donor and will sign a Williamsburg Technical College Information Release Form.
Eligible Expenses: Tuition, fees and book charges

Dr. John Thomas Wynn, President Emeritus, Endowed Scholarship*
Award Amount: Up to a maximum of $500 per year ($200 fall, $200 spring, $100 summer; prorated for part-time enrollment)
Available Awards: 1
Specific Course of Study: Any degree, diploma or certificate program
Required Academic Standing: 3.0 GPA on a 4.0 scale – B average
Enrollment Status: Full-time or part-time
Financial Constraints: Awardable after any state or federal grant awards have been deducted from tuition, fees and book charges. Not eligible if federal funding has been exhausted, Pell LEU.
Other Criteria: Preference will be given to residents of Williamsburg County. The student must maintain a 3.0 GPA and make satisfactory progress to maintain the scholarship.
Additional Requirements: Applicant must complete the WTC financial aid application process. All admission application paperwork must be complete and on file in Student Affairs. The student will agree to acknowledge appreciation of the scholarship to the donor and will sign a Williamsburg Technical College Information Release Form.
Eligible Expenses: Tuition, fees and book charges
Background Information: Dr. John Thomas Wynn served as president of Williamsburg Technical College from June 1978 until his retirement in January 1994. Upon his retirement he was conferred the honor of president emeritus by the College's area commission and was awarded the "Order of the Palmetto" by the governor of South Carolina.

Programs Eligible for Financial Aid
Federal financial aid rules allow funding only for those programs that lead to gainful employment as defined by the Higher Education Opportunity Act. At WTC, Pre-Nursing, Basic Patient Care Certificate, Basic Machine Tool Certificate, Basic Automotive Repair Certificate, and Basic Welding Certificate are not eligible for Title IV funding.

Satisfactory Progress
Financial aid payments under any federal or state-sponsored financial aid program will be made only if a student is maintaining satisfactory progress in the course of study being pursued. Progress is defined as 67 percent completion rate and a 2.0 GPA or better. The institution will withhold payments if the student is not making measurable progress until the student reestablishes eligibility by meeting or exceeding the standards.

Students not making satisfactory progress may be placed on a warning if standards can be achieved by the end of the next enrollment period. The student may receive funding during the warning period, but must meet standards by the end of the term and continue to meet academic standards to receive further funding.

Students who fail to meet standards and cannot meet standards within one semester will be placed on probation. All students on probation must have an approved appeal to continue to receive financial aid. Students will be required to develop and follow an academic plan with an academic advisor who will map a plan to put the student on track to successful program completion. Students who fail to meet terms of the academic plan or achieve standards of academic progress will be suspended. Copies of the policy are available in the Financial Aid office or at www.wiltech.edu.

Appeals Process
Students who wish to appeal the withholding of payments due to unsatisfactory progress may submit a letter stating reason(s) for delay in progress to the Student Affairs office. The Appeals Committee (consisting of the Associate Vice President for Academic and Student Affairs, and the Vice President for Administration and Finance) will review the appeal and contact the student as soon as possible concerning their decision. Approval of an appeal may require the student to follow an academic plan developed with an academic advisor.

Refund Policy
It is the policy of Williamsburg Technical College that students receive a fair and equitable refund of tuition and other institutional charges upon withdrawal or reduction of course load below 12 credit hours. Written withdrawal notification and request for refund *must be submitted* to the Student Affairs Office *during the drop/add period*. Failure to attend class or notifying the instructor does not constitute withdrawal. *One hundred percent refunds for class withdrawal are made only within the first seven calendar days after the start of the semester. No refunds will be made thereafter.* Full refunds will be made for classes cancelled by the College. The policy applies even if the student does not attend class, and the number of school days applies regardless of the student's class schedule.
Refunds for veterans and other eligible persons enrolled in non-degree programs will be made subject to limitations set forth in Code of Federal Regulations 21.4255(c)(13).

Title IV Refunds
If you are receiving financial aid from Title IV federal funds and you withdraw from school under any circumstances before completing 60% of the term, Williamsburg Technical College will determine whether a refund or repayment is owed to the Title IV account. If a refund or repayment to the account is required, the College will return funds according to the federal refund policy.

Students who attend a class after the last day of the drop/add period are considered to be enrolled in that class for the remainder of the semester and will receive a grade for that class at the end of the semester unless the student submits a withdrawal request to the Student Affairs office.   If the student formally withdraws from all classes by submitting a withdrawal request to the Student Affairs Office, any Title IV funds that have been drawn or are scheduled to be drawn will be returned or prorated according to the calculations required by the Department of Education.

Veterans' Benefits
The following policies and procedures for enrollment certification, attendance, and vocational rehabilitation are of primary concern to veterans, service persons, reservists and other eligible persons who receive VA Educational Assistance payments while enrolled at the college.

Veteran Enrollment Certification
Certification for benefits by the school certifying official is necessary in order for eligible veterans, service persons, reservists and dependents to receive educational assistance checks from the Veterans Administration. Eligible VA students must have completed formal College admission requirements and must be fully admitted into a program before they request certification for VA payment *(The Veterans Administration will make the final decision regarding approval of payments for students.)* Applications for Veterans Education Benefits must be submitted online at www.gibill.va.gov. To ensure receipt of benefits, eligible VA students must inform the school certifying official of their intention to register for classes and supply information needed for certification. The school certifying official will then certify enrollment to the Veterans Administration regional office for processing and payment, if eligible. Specific procedures and forms for application and enrollment certification may be obtained from the College's financial aid director. Each student's request will be handled individually according to the type of VA education assistance program for which the student is eligible and the student's enrollment status at the College. All students receiving VA educational assistance payments from the Veterans Administration are responsible for immediately notifying the Veterans Administration and the College's school certifying official of any changes in their program and/or credit hour load during a semester, to include changing programs, dropping or adding a course, withdrawing from school, or

auditing a course. Veterans must file a change of program form 1995 with the Veterans Administration if changing curriculum. The VA will not allow payment for courses not counted toward graduation requirements for a student's program.

Veteran Attendance Policy
Veterans enrolled in non-degree programs will be interrupted for unsatisfactory attendance when accumulated absences, tardies, and class cuts exceed 20 percent of class contact hours. The interruption will be reported to the Veterans Administration within 30 days of the last date of attendance in a traditional course section and/or the last date of course involvement in a hybrid or distance learning course. If a veteran student returns to class or commences contact in a course after an absence of more than two weeks, it is the student's responsibility to notify the WTC VA office to request reinstatement of VA benefits for the class. A veteran may be reenrolled for benefits at the beginning of the term following interruption because of unsatisfactory attendance only when the cause of unsatisfactory attendance has been removed. Students interrupted a second time for unsatisfactory attendance will not be allowed to reenroll for benefits in the absence of mitigating circumstances.

Veteran Mitigating Circumstances
Mitigating circumstances are those which directly hinder pursuit of a course and which are judged to be beyond the student's control. The following are some general categories of mitigating circumstances:
1. Serious illness of the veteran;
2. Serious illness or death in the veteran's immediate family;
3. Emergency financial obligations or change of place of employment or work schedule which preclude pursuit of the course;
4. Active duty military service, including active duty for training.

This list is not all-inclusive. For institutions that have a published "leave of absence" policy, students receiving VA education benefits will have their benefits discontinued while on an "official leave of absence." *NOTE: If the institution's existing policy is more restrictive, that policy will be used.*

Veteran Student Refunds
The College has and maintains a policy for the refund of the unused portion of tuition, fees, and other charges in the event the veteran or eligible person fails to enter the course or withdraws or is discontinued there from at any time prior to completion. Refunds will be made promptly (within 40 days). Veterans are not required to file an application for refund.

Veteran Vocational Rehabilitation
The South Carolina Vocational Rehabilitation Department and the Vocational Rehabilitation and Education Division of the Veterans Administration have programs available to assist students with physical disabilities. For information concerning these programs, contact the local office of the South Carolina Department of Vocational Rehabilitation or the VA. Financial Aid office personnel will assist any person needing additional information. More information concerning financial aid can be obtained by contacting the Financial Aid Office.

Workforce Development/ Continuing Education

Workforce Dev/Continuing Ed programs exist to serve educational training and personal enrichment needs which cannot be satisfied through formal credit educational programs. Courses vary in length, depending on the objectives of each course. The Workforce Dev/Continuing Ed division can begin a course at any time in response to the needs and demands of the community and industry. A course may be held during the day or evening and may be conducted on campus or at a business site. Courses are routinely conducted in the following programs:

Business and Management
Communication Skills
Team Building
Mid-level Management Training
Motivation and Production
Statistical Process Control
WorkKeys® Assessments
WorkKeys® Profiling
Customer Service Excellence
Leadership
Work Ethics
Workforce Readiness Training Program
Companywide Training Assessment

Computers
MS Word
MS Excel
MS Powerpoint
MS Outlook
Introduction to the Internet
Introduction to Windows
Windows 2013
Web Page Design
E-Commerce

Courses Available Online
Internet Marketing
MS Word
MS Excel
MS Access
MS PowerPoint
Six Sigma
Paralegal
Medical Coding
Bookkeeping
Telecommunicating
Personal Enrichment Courses
Lean Manufacturing
JIT
ISO 9001
Call 843.355.4177 for additional offerings

Technical and Industrial
Career/Technical Mathematics
Industrial Safety
CDL Written Test
CDL Truck Driving
HVAC Certification Exam
EPA 608 Refrigerant Certification Exam
Telephone/Call Center Training
OSHA 10 General Industry Training
OSHA 30
Forklift Truck Operator
Manufacturing Production Technician
Welding

Health and Public Service
First Aid
Bloodborne Pathogens
EMT-B
Certified Nursing Assistant
Medical Billing and Coding
Pediatric CPR/First Aid
Adult, Infant/Child, and Professional CPR Training
Certified Childcare Training
Patient Sitting

Personal Interest and Enrichment
Cake Decorating
Defensive Driving
Floral Design
Basic Home Repair
Basic Auto Maintenance
Photography
Job Seeking Skills
Resume Writing
Real Estate
Etiquette for Success
Small Business Management
Conversational Spanish
Concealed Weapon

Course Announcements
Information about Workforce Dev/Continuing Ed course offerings is published and distributed periodically through local media outlets and is available at www.wiltech.edu or from the Workforce Dev/Continuing Ed division at the College. Individuals and organizations interested in Workforce Dev/Continuing Ed courses which have not been announced should write or call Williamsburg Technical College's Workforce Dev/Continuing Ed division at (843) 355-4177. When there is sufficient demand to form a class or classes and a qualified instructor can be employed, the Workforce Dev/Continuing Ed division will notify interested parties of the class starting date and other pertinent information. Special seminars, workshops and industrial courses may be scheduled to begin at any time suitable to the participants.

Registration
WTC Workforce Dev/Continuing Ed registration is quick and simple. Students must simply:
1. Complete the application available in the Workforce Dev/Continuing Ed office, Business Affairs, or at www.wiltech.edu.
2. Mail the completed application and fee payment to the Workforce Dev/Continuing Ed office or
3. Deliver the completed application to the Workforce Dev/Continuing Ed office and make fee payment at Business Affairs.

Student Fees
"Upgrading courses" are jointly supported by student fees and state funds. Charges are based on the number of students and the importance of the course in terms of preparing people for the job market. Completely self-supported through student fees, the charges for personal interest courses are based on the cost of the instructor and the number of students in each class. Business and industrial training courses are supported by state funds and student fees. Fees are negotiated by the college and the participating parties. Workforce Dev/Continuing Ed courses are not eligible for Title IV or S.C. Lottery Tuition Assistance.

Class Cancellation
A minimum number of students is required for a class to be taught. If fewer than the minimum number is enrolled by one week prior to the start date of the class, usually the class is cancelled.

Refunds
If a course is cancelled by the College, tuition will be refunded in full. If the course is taught and a student decides to drop, withdraw, or not come to class, normally no refund is given.

Student Records and Credit
A Workforce Dev/Continuing Ed is a nationally-recognized unit of credit for recording satisfactory completion of certain Workforce Dev/Continuing Ed courses. One CEU represents ten contact hours of instruction. Completion certificates may be awarded to students who satisfactorily complete a Workforce Dev/Continuing Ed course.

Age Limitations
Normally students under 16 years of age may take Workforce Dev/Continuing Ed courses with the written approval of a parent or guardian. Some courses are not available to minors due to South Carolina laws or due to the discretion of the instructor (primarily for safety concerns).

Senior Citizen Discounts
Due to the nature of Workforce Dev/Continuing Ed funding, senior citizens pay the same fees as other students for all courses. Certain courses with "senior citizen" in the course title show tuition fees as listed for those courses.

Courses Via the Internet
Williamsburg Technical College offers hundreds of courses via the Internet. Internet courses are not subject to many limitations encountered with conventional courses. Individuals signing up for a course will correspond with the instructor and send assignments via email. The courses usually run for six weeks with two lessons posted to students' email accounts per week. Many times a textbook is not required. Course materials can be downloaded via the Internet. The courses are offered by the Workforce Dev/Continuing Ed division in conjunction with Ed2go, Gatlin Educational Services, and JER Online Courses. Go to www.wiltech.edu and select "Workforce Dev/Continuing Ed." Ed2go offers hundreds of courses in areas such as: the Internet, Webpage Design, Web Graphics, Web Programming, Basic Computer Literacy, Computer Applications, Certification Prep, Digital Photography, Languages, Writing Courses, Entertainment Industry Careers, Grant Writing, Business Courses, Test Prep, Personal and Career Development, Healthcare, Nutrition and Fitness, Law and Legal Careers, and many more. Gatlin Educational Services provides courses in areas such as: Healthcare Professions, Networking/Microsoft Certification Programs, CompTIA Certification Programs, Internet/Graphic and Web Design/Technical and Business/Travel. JER Group offers courses through Williamsburg Technical College such as: Culinary Arts, Customer Relations, Help Desk Certification, Manufacturing ISO, Nursing, Pharmacy Technician, and many of the courses listed above. To see all current courses available via the Internet, go to www.wiltech.edu.

New and Expanding Industry Training Opportunities
Williamsburg Technical College cooperates with new and expanding industries to train work forces. Most often, the training is conducted in the industry where the trainee may be employed and, depending upon the program objectives, may consist of both classroom and on-the-job training. All training programs are established to meet the specific needs of particular industries. Workforce Dev/Continuing Ed courses are not eligible for Title IV or S.C. Lottery Tuition Assistance.

Academic Information

Programs of Study

Williamsburg Technical College offers academic and occupational programs which are diversified and comprehensive. Programs of study include associate degree programs which prepare students for employment or for transfer to senior institutions. Diploma programs provide for specialized training for occupational preparation. Certificate programs are designed for students who prefer a highly focused and specialized area of study. Each of the College's instructional programs is reviewed on a periodic basis to ensure that content is relevant to current conditions. New programs may be developed based upon a comprehensive needs analysis.

Degree Programs

Associate in Arts
Associate in Science
Associate in Applied Science with a Major in Early Care and Education
Associate in Applied Science with a Major in Business Administration
Associate in Applied Science in Business Administration Administrative Technology Degree

Diploma Programs

Diploma in Applied Science with a Major in Administrative Support
Diploma in Applied Science with a Major in Cosmetology
Diploma in Applied Science with a Major in Practical Nursing

Certificate Programs

Automotive Repair
    Basic Automotive Repair
Construction Trades
Criminal Justice
Drafting and Design Technology
Early Childhood Development
Electrical Technology
Heating, Ventilation, Air Conditioning & Refrigeration Technology
Human Services
Infant and Toddler Care
Machine Tool Technology
    Basic Machine Tool Technology
    Mechatronics Technology
Medical Office Clerical Assistant
Microcomputer Business Applications
Nursing Assistant
    Basic Patient Care
Nail Technology Certificate
Phlebotomy
Small Business Management
Welding
    Basic Welding
Word Processing

Academic Advising

Each student in a degree, diploma or certificate program plans a program of study with the assistance of an advisor. Each student is assigned to an advisor at the student's first registration and is encouraged to consult the advisor for assistance and approval. The academic advisor must approve all schedules and changes. Students taking Developmental Studies (DVS) courses will be advised by the DVS department head until they exit the DVS program.

Advisors:

Arts, Science, and Education Department
Degree Associate in Arts *(University Transfer)* – Hope Hubbard/Sherry Yearty/Glenn Clingempeel
Degree Associate in Science *(University Transfer)* – Hope Hubbard/Sherry Yearty/Glenn Clingempeel
Degree Early Care and Education – Earlene Walker-Kelly
Certificate Early Childhood Development – Earlene Walker-Kelly
Certificate in General College Studies – Hope Hubbard, Sherry Yearty
Certificate in Human Services – Glenn Clingempeel

Math and Sciences Department
Degree Associate in Science *(University Transfer)*

Business Administration and Computer Technology Department
Business:
Degree Administrative Technology
Diploma Administrative Support
Degree Business Administration
Degree Business Administration with concentration in Computer Resource Management
Diploma Cosmetology – Danielle Webb
Certificate Criminal Justice
Certificate Medical Office Clerical Assistant
Certificate in Nail Technology – Danielle Webb
Certificate Small Business Management
Certificate Word Processing

Computer Technology:
Certificate Microcomputer Business Applications – Linda Harvin

Nursing Department
Diploma Practical Nursing – Heather Anderson
    Certificate Basic Patient Care
Certificate Nursing Assistant – Heather Anderson
Certificate in Phlebotomy – Heather Anderson

Industrial-Vocational Technology Department
Degree General Technology – Joe Altman
Certificate Automotive Repair – Joe Altman
    Certificate Basic Auto Repair Technology – Joe Altman
Certificate Construction Trades
Certificate Drafting and Design Technology – Chuck Player
Certificate Electrical Technology – Bob Ragno
Certificate HVAC/Refrigeration Technology – Willie Morant
Certificate Machine Tool – Chuck Player
    Certificate Basic Machine Tool Technology – Chuck Player
    Certificate in Mechatronics Technology – Bob Ragno
Certificate Welding – Sam Gardner
    Certificate Basic Welding Technology – Sam Gardner

Career Development
Career Development – Sylvia Cumbie

Developmental Studies
Developmental Studies (DVS) – Sylvia Cumbie
Developmental Studies (DVS) is designed for students who need refresher or upgrade courses in English, math, or reading based on ACCUPLACER placement before taking college-level courses. DVS offers the serious student the necessary assistance to be successful in his or her educational future. While a student is enrolled in DVS, his or her faculty advisor will be Sylvia B. Cumbie, the DVS department head. For additional information about the program and its requirements, contact Ms. Cumbie at (843) 355-4122 or email cumbies@wiltech.edu.

Placement Tests
Placement at Williamsburg Technical College includes helping students to identify, through assessment, their present levels of education and to move them toward their goals as efficiently as possible. Applicants are placed into specific courses based on successful previous college course work, SAT scores, ACT scores or Williamsburg Technical College Placement Test (Accuplacer). Other admission tests and criteria may be required for admission to specific academic programs. These special requirements are outlined in the Curriculum Information section of the catalog. Applicants for curriculum programs must be tested for course placement unless exempted. WorkKeys® is an acceptable placement instrument for industrial programs. Exemptions may be granted if an applicant meets one or more of the following criteria:

1. The applicant has earned a grade of "C" or better in appropriate college-level English and college-level algebra courses taken at another college or university. An official transcript must be received prior to registration.
2. The applicant has earned advanced placement credit for English and/or mathematics on CLEP and/or AP exams recognized by the College.
3. The applicant has taken the Williamsburg Technical College Placement Test.

4. The applicant has earned an associate's degree or higher.
5. The applicant is not pursuing an academic award and desires to be admitted to take a specific course or courses as a Career Development student. The applicant must meet course prerequisites or have acquired an associate's degree or higher. Students taking the placement test in the Testing Center located in the Student Affairs office must present a photo ID.

Academic Load
Students who are enrolled for at least 12 semester hours are considered full-time students. Students enrolled for less than 12 semester hours are considered part-time students. Any student wishing to enroll in more than 18 semester hours must have the approval of the Vice President for Academic Affairs. No student may enroll in more than 21 hours. The course load for students who have been placed on academic probation may be limited in order to encourage students to concentrate their efforts to avoid suspension.

Academic Evaluation
Academic evaluation of student performance will be made on the basis of published criteria. At the beginning of each course, students will be informed of the standards to be used in evaluation. If not provided, students should request this information from the instructor.

Add Period
Students may add additional courses during the approved drop/add period (typically the first week of class) by contacting their academic advisor, who will initiate the proper forms. Classes cannot be added after the drop/add period.

Academic Discipline
The basis for grading will always be the result of the student's achievement. Dishonesty in the preparation or presentation of work for a course will not be tolerated. Details on academic dishonesty are included in the Student Code and Grievance Procedure found in this catalog.

Academic Honors
Students who have made outstanding academic progress will be recognized through the College's President's, Dean's, and Merit Lists. Those students who have developmental courses in a given semester will be excluded from these listings.

President's List
The President's List will be published each term to recognize full-time students who have earned a semester GPA of 4.0. These students will receive a letter of acknowledgment from the College president.

Dean's List
The Dean's List will be published each term naming students who are attending fulltime and have earned a term GPA of 3.5 or better.

Merit List
The Merit List will be published each term to recognize students who are attending part-time and have earned a term GPA of 3.5 or better.

National Dean's List
Students who have qualified for the Dean's List and who have continued, uninterrupted enrollment at the College are eligible to be nominated to the National Dean's List.

Who's Who Among Students in American Junior Colleges
Williamsburg Technical College participates in the annual selection of students who appear in *Who's Who Among Students in American Junior Colleges*. The selection committee accepts nominations from faculty and staff, which meet the criteria for selection. Guidelines for selection include: scholarship (at least a 3.0 GPA), participation and leadership in academic and extracurricular activities, citizenship, and promise of future success. Students are notified of acceptance by the national headquarters.

Advanced Placement
The College allows advanced standing to place a student beyond the basic course work in a curriculum and allows college credit for properly documented competencies from previous academic study and/or examination. Williamsburg Technical College will also recognize life or work experience for credit provided that the student meets demonstrated criteria. Details of how a student may establish credit for life or work experience are as follows:

Credit for Work or Public Service

    A. In order to consider awarding credit for work or public service, the student is responsible for demonstrating that the work or public service is comprehensive and allows the applicant to demonstrate proficiencies comparable to academic proficiencies and skill levels in the college-level course for which course credit is requested.

    B. The student may be awarded a maximum of 10 percent of the credits required for program completion.

    C. The student who requests consideration for credit work or public service must meet the following guidelines:

        1. The student must be at least 25 years of age;

        2. The student must not have been enrolled in a higher education institution for the previous five years;

        3. The student must have a minimum of five years of work or public service experience before the credit is awarded;

        4. The student must present placement information (SAT, ACT, or ACCUPLACER) to indicate that no remediation is required.

    D. Requests for credit for extra-institutional learning shall be submitted, in writing, to the Admissions Office of the College. The Vice President for Academic Affairs and/or appropriate faculty shall coordinate review of the credit. The American Council on Education Guides will be used to determine credit awards. Learning to be evaluated must be in subject areas in which faculty expertise is available or in which expertise can be arranged.

    E. In the event of external evaluators being required, the student shall be charged the hourly rate of the evaluator times the number of hours required to complete the evaluation. If credit is awarded, a grade of "E" for exemption is assigned.

Credit by Examination

    1. *College Entrance Examination Board:*

        Credit is given to students who score a 3, 4, or 5 on an Advanced Placement Examination of the College Entrance Examination Board (CEEB). A grade of "E" is assigned. Official transcripts or records of such examination scores must be on file at the college before credit will be accepted. Students should be aware that acceptance of these credits by Williamsburg Technical College does not guarantee that a subsequently-attended institution will also accept these credits.

    2. *College Level Examination Program:*

        Credit for the College Level Examination Program (CLEP) will be accepted. A score in the fiftieth percentile or higher is necessary for credit to be awarded. A grade of "E" is assigned.

    3. *Challenge Exam:*

        Normally students attend class to acquire the requisite knowledge for a college course; however, there may be cases in which students have acquired knowledge or experience equivalent to the course content. In these cases, students may request credit by examination. Students must apply by completing the Request for Credit by Examination form from the Vice President for Academic Affairs before the end of the change of schedule (add/drop) period.

        A. To make a request for credit by examination, the student must be registered in the course.

        B. The request must be endorsed and approved by the Associate Vice President for Academic Affairs.

        C. The request must, either by content or reference, present clear evidence that the applicant has previous training or course work to indicate probable success on a comprehensive examination on the subject matter of the course.

        D. The student will attend class until notified of successful completion of the examination. The instructor must administer the exam during the first five class days of the semester in which application is approved. The instructor will evaluate the exam. If the examination is passed successfully with a grade of "C" or higher, the instructor administering the examination will complete the form showing:

            a. The student's name and Datatel ID number

            b. The course title and number

            c. Record Grade

            d. Credit Hours

            e. A copy of the examination and the date the examination was administered. The completed form will be submitted to the Associate Vice President for Academic Affairs and will be forwarded to the Registrar upon approval. If the examination is not passed, the student will be treated as a student who did

not make application for credit by examination. A request for credit by examination will not be approved for any course taken during the prior semester. Due to the content and methods of instruction, certain courses may not be applicable for credit by examination.

Advanced Placement for Secondary School Work

Williamsburg Technical College has advanced placement agreements with several area high schools to grant college credit for courses in which equivalent course work was satisfactorily completed at an area high school or vocational school. Advanced placement may be requested through Williamsburg Technical College/Williamsburg County School District agreements in many subject areas. A grade of "E" is assigned. Information may be obtained through counselors at the college, local high schools or vocational schools.

Transferring Credit to Williamsburg Technical College
1. Williamsburg Technical College will recognize course work from other postsecondary institutions. Courses accepted for transfer must closely parallel the courses offered by Williamsburg Technical College. If credit for transfer is from an institution which is not regionally accredited, the student may be required to provide a course syllabus for each course demonstrating appropriate level, content, comparability, and program relevance.
2. The College will accept in transfer only a course for which a grade of C or better has been earned.
3. To receive acceptance of credits, applicants for transfer must submit an official transcript of prior course work from each institution attended.
    a. To be eligible for transfer credit, applicants must meet all admission criteria of the College.
    b. Credits must appear on an official transcript from the granting institution; a copy of the transcript(s) must be filed in the records office at the College.
4. Transfer students who wish to earn an associate degree at Williamsburg Technical College must successfully complete 25 percent of required hours of the degree program at Williamsburg Technical College.
    a. If the credit hours for a parallel course are less than those granted by the College, the course will not be accepted for transfer.
    b. If the credit hours for the course are more than those granted by the College, the credits will be accepted at the same level as those of Williamsburg Technical College.
5. All credit hours for transferred courses must be converted to semester hours.
6. The grades for credits obtained at other schools are not computed in the GPA.
    a. Credit hours will apply toward the total required for graduation. Only hours earned at Williamsburg Technical College will apply toward the 2.0 GPA graduation requirements.
    b. The transfer student's transcript will reflect the number of credits as a TR in the grade column.
    c. The transcript evaluation form will be maintained as part of the student's records.
    d. The transcript evaluator will notify the student of the credits accepted for transfer within 30 days of receipt of the official transcript. The notification will be in the form of a letter and a copy of the transcript evaluation form. The student may appeal the decision of acceptability in writing to the transcript evaluator or the Vice President for Academic Affairs in accordance with the Family Education Rights Privacy Act.

General Education Core Competencies

General Education Core Competencies will be met at the level appropriate to the credential. The general education core curriculum will enable WTC to graduate men and women who are articulate, reflective, creative, and prepared for continuous learning. For all students, these competencies represent a commitment to higher education and the world of work within a career field related to their own abilities and interests. The general education core courses identified in each degree program on the following pages and the accompanying general education core competencies below will enable students to develop their own values, pursue goals, and contribute to the moral, social, and cultural enrichment of society.

General Education Competencies are as follows:
I. Communication: Students will be able to communicate effectively through reading, writing, speaking and listening.
    Student Learning Outcomes
1. Prepare written documents in a professional manner.
2. Develop oral communication skills to present information in a professional and appropriate manner.
3. Demonstrate appropriate listening skills in one-on-one and small and large group settings.
II. Mathematical Reasoning: Students will apply those mathematical skills appropriate to their program of study.
    Student Learning Outcomes

1. Analyze and solve mathematical problems needed in the workplace, daily life and educational environment.
2. Interpret data using analytical methods.

III. Critical Thinking: Students will employ effective processes for resolving problems and making decisions.
　　　Student Learning Outcomes
1. Identify problems and potential causes.
2. Solve problems using basic research, analysis and interpretation.
3. Evaluate results of solutions and revise strategies as indicated by findings.

IV. Technology Utilization: Students will apply knowledge of computers on a level compatible with job and/or educational demands.
　　　Student Learning Outcomes
1. Demonstrate a basic knowledge of computer applications including word processing, spreadsheets, databases, and presentation software.
2. Use basic operating system functions competently (e.g. load software, store and retrieve data).
3. Demonstrate communication and research skills through use of the internet.

V. Interpersonal Skills: Students will deal effectively and appropriately with others.
　　　Student Learning Outcomes
1. Interact well with individuals and groups from diverse backgrounds and cultures.
2. Work with others in situational analysis, problem solving, and task accomplishment.
3. Demonstrate respect for the rights, work, and views of others.

VI. Professionalism: Students will exhibit professionalism through observances of a code of ethics, a sense of responsibility, good habits, and a positive attitude.
1. Demonstrate personal and business integrity and ethics.
2. Recognize, manage, and cope with the transitions of change.
3. Utilize informational resources for lifelong learning.

Statewide Agreement of Transfer and Articulation
Transfer Policy for Public Two-Year and Four-Year Institutions in South Carolina (Revised 12/2009)
The South Carolina Course Articulation and Transfer System serves as the primary tool and source of information for transfer of academic credit between and among institutions of higher education in the state. The system provides institutions with the software tools needed to update and maintain course articulation and transfer information easily. The student interface of this system is the South Carolina Transfer and Articulation Center (SCTRAC) web portal: www.SCTRAC.org. This web portal is an integrated solution to meet the needs of South Carolina's public colleges and universities and their students and is designed to help students make better choices and avoid taking courses which will not count toward their degree. Each institution's student information system interfaces with www.SCTRAC.org to help students and institutions by saving time and effort while ensuring accuracy and timeliness of information.

Admissions Criteria, Course Grades, GPA's, Validations
All four-year public institutions will issue a transfer guide annually in August or maintain such a guide online. Information published in transfer guides will cover at least the following items:
A. The institution's definition of a transfer student.
B. Requirements for admission both to the institution and, if more selective, requirements for admission to particular programs.
C. Institutional and, if more selective, programmatic maximums of course credits allowable in transfer.
D. Information about course equivalencies and transfer agreements.
E. Limitations placed by the institution or its programs for acceptance of standardized examinations (e.g., SAT, ACT) taken more than a given time ago, for academic coursework taken elsewhere, for coursework repeated due to failure, for coursework taken at another institution while the student is academically suspended at his/her home institution, and so forth.
F. Information about institutional procedures used to calculate student applicants' GPAs for transfer admission. Such procedures will describe how nonstandard grades (withdrawal, withdrawal failing, repeated course, etc.) are evaluated; and they will also describe whether all coursework taken prior to transfer or only coursework deemed appropriate to the student's intended four-year program of study is calculated for purposes of admission to the institution and/or programmatic major.
G. Institutional policies related to "academic bankruptcy" (i.e., removing an entire transcript or parts thereof from a failed or underachieving record after a period of years has passed) so that re-entry into the four-year institution with course credit earned in the interim elsewhere is done without regard to the student's earlier record.
H. "Residency requirements" for the minimum number of hours required to be earned at the institution for the degree.

South Carolina Transfer and Articulation Center (**SCTRAC)**

All two-and four-year public institutions will publish information related to course articulation and transfer, including but not limited to items A through D mentioned above, on the South Carolina Transfer and Articulation Center website (www.SCTRAC.org). Course equivalency information listing all courses accepted from each institution in the state (including the 86 courses in the Statewide Articulation Agreement) and their respective course equivalencies (including courses in the "free elective" category) will be made available on www.SCTRAC.org. This course equivalency information will be updated as equivalencies are added or changed and will be reviewed annually for accuracy. Additionally, articulation agreements between public South Carolina institutions of higher education will be made available on www.SCTRAC.org, will be updated as articulation agreements are added or changed, and will be reviewed annually for accuracy. All other transfer information published on www.SCTRAC.org will be reviewed at least annually and updated as needed.

Statewide Articulation of 86 Courses

The Statewide Articulation Agreement of 86 courses approved by the South Carolina Commission on Higher Education for transfer from two- to four-year public institutions is applicable to all public institutions, including two-year institutions and institutions within the same system. In instances where an institution does not have courses synonymous to ones on this list, it will identify comparable courses or course categories for acceptance of general education courses on the statewide list. This list of courses is available online at www.che.sc.gov as well as on www.SCTRAC.org .

Statewide Transfer Blocks

The Statewide Transfer Blocks established in 1996 will be accepted in their totality toward meeting baccalaureate degree requirements at all four-year public institutions in relevant four-year degree programs. Several Transfer Blocks were updated in March 2009: Arts, Humanities, and Social Sciences; Business; Engineering; and Science and Mathematics; the remaining Transfer Blocks, Teacher Education and Nursing are currently being revised. The courses listed in each Transfer Block will be reviewed periodically by the Commission's instructional staff in consultation with the Advisory Committee on Academic Programs to ensure their accuracy, and the Transfer Blocks will be updated as needed. For the Nursing Transfer Block, by statewide agreement, at least 60 semester hours will be accepted by any public four-year institution toward the baccalaureate completion program (BSN) from graduates of any South Carolina public associate degree program in nursing (ADN), provided that the program is accredited by the National League for Nursing Accrediting Commission or the Commission on Collegiate Nursing Education and that the graduate has successfully passed the National Licensure Examination (NCLEX) and is a currently licensed Registered Nurse. Any student who has completed either an Associate of Arts or Associate of Science degree program at any public two-year South Carolina institution which contains the total coursework found in the Arts, Humanities, and Social Sciences or the Science and Mathematics Transfer Block will automatically be entitled to junior-level status or its equivalent at whatever public senior institution to which the student might have been admitted. However, as agreed by the Advisory Committee on Academic Programs, junior status applies only to campus activities such as priority order for registration for courses, residence hall assignments, parking, athletic event tickets, etc. and not in calculating academic degree credits. For a complete listing of all courses in each Transfer Block, see go to the CHE website.

Assurance of Transferability of Coursework Covered by the Transfer Policy

Coursework (i.e., individual courses, transfer blocks, and statewide agreements) covered within this transfer policy will be transferable if the student has completed the coursework with a "C" grade (2.0 on a 4.0 scale) or above. However, the transfer of grades does not relieve the student of the obligation to meet any GPA requirements or other admissions requirements of the institution or program to which application has been made. In addition, any four-year institution which has institutional or programmatic admissions requirements for transfer students with cumulative grade point averages (GPAs) higher than 2.0 on a 4.0 scale will apply such entrance requirements equally to transfer students from regionally accredited South Carolina public institutions regardless of whether students are transferring from a four-year or two-year institution. Any coursework covered within this transfer policy will be transferable to any public institution without any additional fee and without any further encumbrance such as a "validation examination," "placement examination/instrument," "verification instrument," or any other stricture, notwithstanding any institutional or system policy, procedure, or regulation to the contrary.

Assurance of Quality

All claims from any public two- or four-year institution challenging the effective preparation of any other public institution's coursework for transfer purposes will be evaluated by the staff of the Commission on Higher Education in consultation with the Advisory Committee on Academic Programs. After these claims are evaluated, appropriate measures will be taken to ensure that the quality of the coursework has been reviewed and approved on a timely basis by sending and receiving institutions alike.

Transfer Officers

Each institution will provide the contact information for the institution's Transfer Office personnel, including telephone numbers, office address, and e-mail address, on its website and on www.SCTRAC.org. Transfer office personnel will: Provide information and other appropriate support for students considering transfer and recent transfers. Serve as a clearinghouse for information on issues of transfer in the state of South Carolina. Provide definitive institutional rulings on transfer questions for the institution's students under these procedures. Work closely with feeder institutions to assure ease in transfer for their students.

Statewide Publication and Distribution of Information on Transfer

The staff of the Commission on Higher Education will place this document on the Commission's website under the title "Transfer Policies." In addition, information about transfer, including institutional policies, course equivalencies, and articulation agreements, will be published and distributed by all public institutions through transfer guides and be made available on www.SCTRAC.org. Furthermore, course catalogs for each public two-and four-year institution will contain a section entitled "Transfer: State Policies and Procedures." This section will:

    A. Include the *Transfer Policy for Public Two-Year and Four-Year Institutions in South Carolina*.

    B. Refer interested parties to www.SCTRAC.org as well as to the institutional Transfer Guide and institutional and Commission on Higher Education's websites for further information regarding transfer.

Attendance Requirements

There are no excused absences; therefore, students are urged to avoid absences except in the case of an emergency. When illness or other emergencies cause a student to be absent, it is the student's responsibility to make up the work that has been missed.

Attendance Policy

While recognizing classroom participation supports student success in coursework, Williamsburg Technical College does not stipulate specific attendance requirements. However, individual instructors will set participation requirements/expectations for the course in relation to active involvement, absences, and tardiness and will include these guidelines in the syllabus addendum.

For enrollment verification purposes, students must attend during the second week of class (defined as the week following drop/add period) or inform the instructor of their intent to attend the class to remain on the class roster. If no prior arrangements have been made and the student does not attend in the second week, the students will be dropped by the instructor as a "no show" from that course. Class rosters will be final as of the end of the second week of classes.

Students may withdraw from a class at any time prior to the "last day to withdraw" date published in the academic calendar by submitting an Add/Drop/Withdrawal form to the Student Affairs Office. A student who fails to withdraw by the "last day to withdraw" date will receive a letter grade for the course. For specific procedures related to this policy, refer to WTC Procedure D-23-1.

Tardiness

Tardy students will be admitted to class at the discretion of the instructor. Instructors should notify students during the first class meeting of their regulations on tardiness. A student is considered tardy if not in the classroom at the time the class is scheduled to begin (unless otherwise designated by the instructor). Unless notified otherwise, students may leave class if the instructor fails to appear 15 minutes after the scheduled class time. A class roll should be signed and taken to the Office of the Associate Vice President for Academic Affairs.

Auditing a Course

A student who wishes to participate in a course without receiving credit for the course may register as an audit student. An audit student must meet all admission criteria and is expected to attend classes regularly. Any student who wishes to audit a course at Williamsburg Technical College must inform his or her faculty advisor who will make note on the WTC advisement form and in the Datatel system that the course taken is by audit. The advisor will also inform the student that no grade or credit will be granted. The student will not be required to take examinations but has the option of taking tests; however, college credit will not be received. Audit students may not change to credit status after the end of the add/drop period. Credit students may not change to audit status after the add/drop period. Audit students will not be eligible for VA or other financial aid benefits. Where enrollment is limited, credit students will take priority over audit students.

WebAdvisor

Williamsburg Technical College's website has a link to WebAdvisor, a program which allows students to search for classes; check grades; view program evaluation, class schedules, and entrance test scores; and see the status of active

financial aid. (For full financial aid status information, check the VFAO account.) To sign in to WebAdvisor, follow the information provided after clicking on the WebAdvisor link at www.wiltech.edu. For further assistance, call 843.355.4185 or 843.355.4169. Student records are not available to anyone but the student and College personnel who are working with the information for the purposes of assisting the student in the educational process. For further information on WebAdvisor, go to www.wiltech.edu and click the WebAdvisor link. *Note*: Online registration for classes, once it becomes an available option, is not complete until full payment arrangements have been made with WTC Business Affairs.

Change of Schedule
At the beginning of each semester, there is a drop/add period during which time students may initiate schedule changes without academic penalty. Students who wish to make a change in their schedules during this period must contact their academic advisor for assistance and approval. The drop/add period is typically the first week of class.

Conduct of Classes
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 infringe on the freedom of instructors to teach or the right of students to learn. If a student behaves disruptively in class after the instructor has explained the unacceptability of such conduct, the instructor may temporarily dismiss the student from class and refer the matter to the Associate Vice President for Student Affairs.

Course Outline
Students have the right and the responsibility to be informed of the subject matter and materials to be covered in a course. The instructor will distribute a master course syllabus and a syllabus addendum (course outline) at the first class meeting. This syllabus and the syllabus addendum will include, as a minimum, information on materials, prerequisites, course objectives and schedule, evaluations, grading and attendance regulations. The student should request a syllabus for each course if one is not provided.

Course Prerequisites
Courses that have prerequisites are those requiring satisfactory completion of another course prior to scheduling a particular course. For example, ACC 102 may be scheduled only after satisfactory completion of ACC 101. Any waiver of prerequisites must be recommended by the instructor or academic advisor and approved by the Associate Vice President for Academic Affairs. All prerequisite courses require a grade of "C" or better.

Course Substitutions
Academic advisors have the authority, subject to approval of the Associate Vice President for Academic Affairs, to permit students to substitute courses for those prescribed in standard program requirements when, in their judgment, such a substitution will assist students in meeting their educational objectives.

Curriculum Changes
A Williamsburg Technical College student who wishes to change his/her academic program should request a Change of Program form from the Office of Student Affairs. The institution may drop or change courses and/or hours in accordance with institutional capability and as demands change or according to student interest or community or industrial needs. Conflicts arising from such changes will be resolved in the best interest of the individual student.

Dropping or Withdrawing from a Course
Courses dropped during the first five class days will not appear on the student's official record. Beginning with the second week of classes, the student must submit an Add/Drop/Withdrawal form to Student Affairs to drop or withdraw from a course. A withdrawal must occur prior to the "last date to withdraw" date published in the College academic calendar. Students who fail to attend or participate as stipulated by the instructor in the syllabus and who do not complete an Add/Drop/Withdrawal form will remain on the course roster and will receive a letter grade at the end of the semester.

Grade Point Average (GPA)
The Grade Point Average (GPA) is calculated by multiplying semester hours earned by the respective numerical values for the course grade (A=4, B=3, C=2, D=1, F=0); totaling the product; and then dividing this total by the number of semester hours attempted. Transfer credit (TR) is not calculated and does not affect the GPA. A grade point average of at least a 2.0 is required for graduation. Students may repeat courses with only the highest grade being calculated in the GPA. All grades will appear on the student's transcript.

Example:

Course Title	Grade	Credit Hour	Quality Points
BUS 101 Intro. to Business	B	3	9 (3 x 3)

AOT 105 Keyboarding	A	3	12 (4 x 3)
AOT 141 Office Procedures I	C	3	6 (2 x 3)
PSY 201 General Psychology	C	3	6 (2 x 3)
ENG 101 English Composition I	A	3	12 (4 x 3)
		15	45

Quality points (45) divided by credit hours attempted (15) equals the grade point average (3.0).

Grading System

The College operates on the semester hour system, and the following symbols are used in grading:

A = **Excellent**, (4 grade points).

B = **Above Average**, (3 grade points).

C = **Average**, (2 grade points).

D = **Passing**, (1 grade point).

F = **Failure** (no grade points). The minimum course requirements were not met. Credits attempted will be used in GPA calculation.

I = **Incomplete** (no grade points). The student has not met course objectives and must remove the I grade by the 10th class day of the semester immediately following; otherwise the incomplete will be changed to an F.

W = **Withdrawal prior to the fifth class of the semester.**

WP = **Withdrawal while passing.** This will not appear as credit attempted.

WF = **Withdrawal while failing** computes as an F and will appear as credit attempted

AU = **Audit**; not computed in the GPA.

TR = **Credit transferred** from another postsecondary institution (grades below C will not be accepted). These grades will not be used in the calculation of the GPA.

E = **Exemption** (no grade points). The student was granted advanced placement through CLEP, AP exam, challenge exam, secondary school curriculum or experiential learning.

U = **Unsatisfactory.** U does not affect GPA calculations, earn institutional credit hours or CEU's, and generates no grade points.

S = **Satisfactory.** S does earn institutional credit hours or CEUs, but does not affect GPA calculations and generates no grade points.

(Effective Fall 2008 the grades S, U, and SC will no longer be used in Developmental Studies but may still be used in Workforce Dev/Continuing Ed)

The College uses a grade system to measure academic progress. Each grade received is assigned a grade point value **(A=4, B=3, C=2, D=1, F=0).** This grade point value is multiplied by the credit hours of the course to determine the grade point earned for that course. The grade points earned in each course are added together, and that total is divided by the total credit hours attempted. This determines the grade point average (GPA), which is the measure of the progress a student is making towards successful completion of a degree, diploma, or certificate program. A grade of A in a three-hour course (4 credits x 3 hours) will equal 12 earned quality points. The semester GPA and cumulative GPA are computed by totaling the number of hours attempted. Grades will be available for viewing at www.wiltech.edu.

Developmental Studies (DVS) Grading System

Grades with an asterisk (*) earn institutional credit hours but do not affect GPA calculations and generate no grade points. Developmental Studies grades are as follows:

A* = Excellent

B* = Above Average

C* = Average

D* = Below Average

F* = Failure

Grade Appeals

Final grades may not be appealed except in cases where the student feels a calculation error may have occurred. Appeals must be made first to the instructor within 10 calendar days of the semester following the grade in question. If not resolved with the instructor, see the Associate Vice President for Academic Affairs. After the 10-day period, no administrative remedy exists.

Graduation

The College will sponsor a graduation ceremony once a year, normally after spring semester ends in May. Students who are eligible for graduation must file a graduation application with the Office of Student Affairs by March 1st of

student's graduation year. All candidates for degrees, diplomas, and certificates are encouraged to be present at the graduation exercise.

Graduation Requirements

Requirements in course work for graduation vary with the program of study. The student is responsible for fulfilling the following requirements set forth by the College:

1. Achieve at least a 2.0 GPA in all work applicable to the program;
2. Complete the course work and the required number of credits;
3. Fulfill all financial obligations to the College;
4. File a graduation application with Student Affairs by March 1st of the year the student expects to complete his/her course of study;
5. Successfully complete at least 25 percent of the overall course work from Williamsburg Technical College to earn a certificate, diploma, or degree from Williamsburg Technical College.

Records–Transcripts

Official College records consist of Applications for Admission, Curriculum Assessments, transcripts of current and previous academic work, add/drop forms, Change of Major requests and requests to withdraw from the College. Student records are confidential and, therefore, are released only when the student signs a written request to the Student Affairs office. Students may release their transcripts to any individual or institution they choose. They may also secure copies for their own use. High school transcripts and other college transcripts must be maintained in the Student's file and cannot be released to other institutions by the student's request. However, the student may request to obtain copies of his or her records by ordering and paying online from www.getmytranscript.com.

Repeating Courses

Students may repeat any course. The highest grade earned will be computed in a student's GPA. However, the student's complete academic record will be reflected on the transcript.

Proof of Registration

Students will be required to present proof of registration and payment of fees upon entering each class. This includes classes that have been added during the add/drop period.

Registration

Early registration is held prior to the end of each semester. Currently-enrolled students are encouraged to register at this time to ensure enrollment in desired classes. All fees must be paid to complete registration. Early registration is held approximately a month before the beginning of each semester and general registration is held several days before the beginning of the new semester. Students registering after the close of general registration will be charged a late fee. Dates of all registration periods are advertised, announced, and noted on the academic calendar and on the website. The academic calendar reflects these dates.

Residency Requirements

Students who wish to earn a certificate, diploma, or degree from Williamsburg Technical College must successfully complete at least 25 percent of the overall course work from Williamsburg Technical College.

Semester System

The academic year at the College is divided into two 15-week semesters and one 10-week summer session. The calendar year at the College is two semesters and a summer session.

Transfer to Senior Institutions

Students of Williamsburg Technical College who wish to transfer to senior institutions should consult their academic advisors or the Vice President for Academic Affairs for information on transfer of credits, applicability of courses to certain majors, and application procedures. The Vice President for Academic and Student Affairs is the transfer officer for Williamsburg Technical College, and all questions regarding the transferability of credit should be directed to the WTC Office of Academic Affairs (843.355.4136) or by visiting http://www.sctrac.org/. Please see Statewide Agreement of Transfer and Articulation of this catalog for additional information regarding the statewide transfer policy and Appendix A for a list of transferable courses applicable to this policy.

Withdrawal from College

A student wishing to withdraw from the College should first consult a counselor and/or advisor to review the action. The student should go to the Student Affairs office to complete a Add/Drop/Withdrawal form or complete the form

online. Any student who ceases to attend a class without following the proper withdrawal procedures will not be dropped from the class and will receive a letter grade for the course. It is the student's responsibility to follow this procedure in order to be considered eligible for a refund. Only withdrawal before the "last day to drop" period as specified in the academic calendar may result in a refund. Students are financially responsible for all incurred tuition charges and fees for any course dropped or withdrawn after the designated drop period. A student dropping one or more courses but not withdrawing from the College should follow the same procedures.

Probation and Suspension
Academic Probation
A student pursuing an associate degree, diploma or certificate program is considered to be in serious academic difficulty if the student fails to pass at least one half of the credit hours attempted and if the student's GPA falls below the following levels:

Percentage of Hours Attempted	Minimum GPA
25	1.50
50	1.80
100	2.00

Students receiving financial aid must meet minimum GPA requirements as stated in the Financial Aid Satisfactory Progress policy.

Academic Suspension
Any student who is in the status of academic probation as defined above for two consecutive semesters will be placed on academic suspension and will not be allowed to enroll in any courses the following semester.

Nonacademic Suspension
A student suspended from the College for nonacademic reasons will be notified in writing of the length of suspension. For violation of conduct (see Student Code), the instructor will temporarily dismiss the student from class and refer the matter to the Associate Vice President for Student Affairs. The Associate Vice President for Student Affairs will initiate nonacademic suspension.

Readmission after Suspension
See readmission policy in the Student Information section of the catalog.

Academic Freedom and Professional Security
To ensure a program of instruction marked by excellence, the South Carolina Technical College system supports the concept of academic freedom. In the development of knowledge, research endeavors, and creative activities, faculty and students must be free to cultivate a spirit of inquiry and scholarly criticism. Faculty members are entitled to freedom in the classroom in discussing their subject matter, but they shall be careful not to introduce teaching matters which have no relation to their field. Faculty and students must be able to examine ideas in an atmosphere of freedom and confidence and to participate as responsible citizens in community affairs. The Technical College System also recognizes that commitment to every freedom carries with it attendant responsibilities. The faculty members must fulfill their responsibilities to society and to their profession by manifesting competence, professional discretion, and good citizenship. When they speak or write as citizens, they will be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As professional educators, they must remember that the public may judge their profession and their institution by their performance. Hence, they should at all times be accurate, exercise appropriate restraint, show respect for the opinions of others, and make every effort to indicate that they are not speaking on behalf of the College. At no time shall principles of academic freedom prevent the College from making proper efforts to assure the best possible instruction for all students in accordance with the objectives of the institution. Where there are conflicts or inconsistencies between this procedure and the Ethics Act of 1991, the provisions of the Ethics Act will take precedence. *Information taken from the South Carolina State Board for Technical and Comprehensive Education Policy 8-0-101.*

Policy for Ownership of Student Work
It is the policy of Williamsburg Technical College that intellectual property created by students in the course of study or research at WTC remains the joint property of the student(s) and the college. To that end, both students and the College will maintain ownership, broadcast rights, property rights, patents, and copyrights for all materials developed using college property and materials and/or in conjunction with student coursework and/or student organization activities including, but not limited to, video, audio, print, and computer-based products.

Curriculum Information

Associate in Arts & Associate in Science Course Categories

Arts and Sciences *(University Transfer)*:

Associate in Arts Degree
Associate in Science Degree

Business Administration, Computer Technology and Public Service:

Business:

Associate in Applied Science (AAS) in Business Administration Degree
Associate in Applied Science (ASS) in Business Administration Administrative Technology Degree
Administrative Support Diploma
Cosmetology Diploma
Criminal Justice Certificate
Medical Office Clerical Assistant Certificate
Nail Technology Certificate
Small Business Management Certificate
Word Processing Certificate

Computer Technology:

AAS in Business Administration Degree - (elective area) Computer Resource Management
Microcomputer Business Applications Certificate

Public Service:

Associate in Applied Science (AAS) in Early Care and Education Degree
Early Childhood Development Certificate
Human Services Certificate
Infant and Toddler Care Certificate

Nursing:

Practical Nursing Diploma
Basic Patient Care Certificate
Nursing Assistant Certificate
Phlebotomy Certificate

Industrial-Vocational Technology:

Associate in Applied Science (AAS) in General Technology Degree
AAS in General Technology Primary Technical Specialties:

Automotive
Cosmetology
Heating/Ventilation/Air Conditioning/Refrigeration Technology
Machine Tool Technology
Nail Technology
Welding
Criminal Justice

Automotive Repair Certificate
Basic Automotive Repair Technology Certificate
Construction Trades Certificate
Drafting and Design Technology Certificate
Electrical Technology Certificate
Heating/Ventilation/Air Conditioning/Refrigeration Technology Certificate
Machine Tool Technology Certificate
Basic Machine Tool Technology Certificate
Mechatronics Technology Certificate
Welding Certificate
Basic Welding Technology Certificate

Degree: *Typically an associate degree requires 60-80 credit hours & two years for completion. Some programs are designed for university transfer, & some are designed for immediate employment in the field. See your advisor for details.*

Diploma: *Often 40-60 credit hours are required, & programs can generally be completed in one to two years. All are a focused program of study with many leading to eligibility for special licenses or certifications which are required in certain fields.*

Certificate: *Highly focused academic preparation typically designed for immediate employment. Programs typically consist of 12-39 credit hours & are completed in less than a year.*

   * Graduation times may vary according to course availability and/or individual course load. Consult faculty advisor.

Course Categories *(AA and AS Degrees)*

Course #	Course Title	Credit Hours
Category I: Literature		
ENG 201	American Literature I	3
ENG 202	American Literature II	3
ENG 203	American Literature Survey	3
ENG 205	English Literature I	3
ENG 206	English Literature II	3
ENG 208	World Literature I	3
ENG 209	World Literature II	3
Category II: History		
HIS 101	Western Civilization I	3
HIS 102	Western Civilization II	3
HIS 104*	World History I	3
HIS 105*	World History II	3
HIS 115*	African-American History	3
HIS 201	American History: Discovery to 1877	3
HIS 202	American History: 1877 to Present	3
Category III–A: Mathematics/Lab Sciences		
BIO 101	Biological Science I	4
BIO 102	Biological Science II	4
BIO 210	Anatomy and Physiology I	4
BIO 211	Anatomy and Physiology II	4
BIO 225	Microbiology	4
CHM 110	College Chemistry I	4
CHM 111	College Chemistry II	4
MAT 111	College Trigonometry	3
MAT 120	Probability & Statistics	3
MAT 130	Elementary Calculus	3
MAT 140	Analytical Geometry and Calculus I	4
MAT 141	Analytical Geometry and Calculus II	4
PHY 201	Physics I	4
PHY 202	Physics II	4
Category III-B: Computer Science		
CPT 172*	Microcomputer Database	3
CPT 174*	Microcomputer Spreadsheet	3
CPT 242*	Database	3
CPT 264*	Systems and Procedures	3
CPT 265*	Advanced Systems and Procedures	3
CPT xxx*	Any other Computer Technology course	
IST xxx*	Any Information Technology courses	
Category IV: Humanities/Social Sciences		
ANT 101	General Anthropology	3
ART 101	Art History and Appreciation	3
ART 111*	Basic Drawing	3
ECO 210	Macroeconomics	3
ECO 211	Microeconomics	3
MUS 105	Music Appreciation	3
PSC 201	American Government	3
PSC 215	State and Local Government	3
PSY 203	Human Growth and Development	3
REL 101*	Introduction to Religion	3
SOC 101	Introduction to Sociology	3
SOC 102	Marriage and the Family	3
SOC 205	Social Problems	3
SOC 210	Juvenile Delinquency	3

SOC 215	Ethnic and Minority Issues	3
SOC 230*	Intro to Gerontology	3
SPA 201	Intermediate Spanish	4
THE 101	Introduction to Theatre	3

Category V: Additional Courses
Courses will be chosen with guidance from advisor.

Technical Electives

ACR 225	Industrial Air Conditioning	3
ACR 240	Advanced Automatic Controls	3
EEM 240	Basic Microprocessors	4
EEM 261	Electronic Communication	3
EEM 271	Sensors and System Interfaces	2
EEM 273	Advanced Process Control	3
EEM 274	Technical/System Troubleshooting	4
EGT 252	Advanced CAD	3
EGT 265	CAD/CAM Applications	3
EGT 270	Manufacturing Integration	4
ENG 155	Communications I	3
ENG 160	Technical Communications	3
HSS 205	Technology and Sociology	3
HUS 230	Interviewing Techniques	3
IET 223	Industrial Safety	3
IMT 103	Precision Measurement Instruments	2
IST 225	Internet Communications	3
MAT 101	Beginning Algebra	3

These courses are not on the state transfer list; they satisfy the degree requirements but may not transfer. Students should check with the transfer institution to determine if transfer credit will be assigned. Also see Statewide Agreement of Transfer and Articulation for course transferability information. Student intending to transfer should select courses from Appendix A.

Associate in Arts
Award: Associate in Arts
Advisors: Hope Hubbard, Glenn Clingempeel, Sherry Yearty
Semester hours required for graduation: 64

The associate in arts degree is designed for the student planning to transfer to a four-year program and for the student who wishes to broaden his/her general knowledge. The degree stresses communications, social sciences and humanities.

A. General Education: 21 Credit Hours

COL-103	College Skills	3
CPT-101	Intro to Computers	3
ENG-101	English Composition I	3
MAT-110	College Algebra	3
PSY-201	General Psychology	3
SPC-205	Public Speaking	3

Fine Arts: Choose one below:		3
ART-101	Art History & Appreciation	
OR MUS-105	Music Appreciation	

B. Additional Required General Education: 16 Credit Hours

ENG-102	English Composition II	3
Lab Science	Choose from Cat III	4
ENG-2XX (Lit)	Choose from Cat I	3
HIS-XXX (Hist.)	Choose from Cat II	3
CPT-170	Microcomputer Applications	3

C. Major Courses: 15 Credit Hours
(Choose from Cat I, II, or IV)

D. Electives: 12 Credit Hours
(Choose from Cat I, II, III, IV and V)
(It is recommended that students work closely with their advisor to determine courses taken in this area. Consideration should be given to student program plan and all courses must be with advisor approval.)

Recommended Course Sequence* (credit hours for electives in parentheses)

Fall Semester I
COL 103
CPT 101
ENG 101
MAT 110
PSY 201

Fall Semester II
Elective (3)
ENG Cat I Elective (3)
HIS Cat II Elective (3)
Major Course Elective (3)
Major Course Elective (3)

Spring Semester I
CPT 170
ENG 102
Fine Arts Elective (3)
SPC 205
Major Course Elective (3)

Spring Semester II
Elective (3)
Elective (3)
Major Course Elective (3)
Major Course Elective (3)

Summer Semester I
Elective (3)
Lab Science (4)

Associate in Science
Award: Associate in Science
Advisors: Hope Hubbard, Sherry Yearty, Glenn Clingempeel
Semester hours required for graduation: 64

The associate in science degree is designed for the student planning to transfer to a four-year program and for the student who wishes to broaden his general knowledge. The degree stresses mathematics and natural and physical sciences.

A. General Education: 21 Credit Hours
COL 103	College Skills	3
CPT 101	Intro to Computers	3
ENG 101	English Composition I	3
MAT 110	College Algebra	3
PSY 201	General Psychology	3
SPC 205	Public Speaking	3
Fine Arts:	Choose one below:	3
ART 101	Art History & Appreciation	
OR MUS 105	Music Appreciation	

B. Additional Required General Education: 19 Credit Hours
ENG 102	English Composition II	3
Lab Science	Choose from Cat III	4
ENG 2XX (Lit)	Choose from Cat I	3
HIS XXX (Hist.)	Choose from Cat II	3
CPT 170	Microcomputer Applications	3
MAT 111 or MAT-120 or MAT-130		3

C. Major Courses: 15 Credit Hours
(Choose from Cat III)

D. Electives: 9 Credit Hours
(Choose from Cat I, II, III, IV and V)
(It is recommended that students work closely with their advisor to determine courses taken in this area. Consideration should be given to student program plan and all courses must be with advisor approval.)

Recommended Course Sequence *(credit hours for electives in parentheses)*

Fall Semester I
COL 103
CPT 101
ENG 101
Lab Science (4)
MAT 110

Fall Semester II
ENG Elective Cat I (3)
Major Course Elective (3 or 4)
Major Course Elective (3 or 4)
Major Course Elective (3 or 4)

Spring Semester I
ENG 102
HIS Cat II (3)
Major course elective (3 or 4)
MAT 111, 120 or 130
SPC 205

Spring Semester II
CPT 170
Elective (3)
Elective (3)
Elective (3)
PSY 201

Summer Semester I
Fine Arts Elective (3)
Major Course Elective (3 or 4)

* Graduation times may vary according to course availability and/or individual course load. Consult faculty advisor.

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Associate in Applied Science
Major in Business Administration

Advisor: Linda Harvin
Semester hours required for graduation: 66

Success in the business world requires knowledge in various fields of business and in changing technologies. To meet these needs, the business administration curriculum requires courses in general education as well as humanities, economics and accounting. Job opportunities include marketing, finance, accounting, personnel, banking, and related fields.

A. General Education: 21 Credit Hours

COL 103	College Skills	3
CPT 101	Intro to Computers	3
ENG 101	English Composition I	3
MAT 102	Intermediate Algebra	3
PSY 201	General Psychology	3
SPC 205	Public Speaking	3
Fine Arts:	Choose one below:	3
ART-101	Art History & Appreciation	
OR MUS-105	Music Appreciation	

B. Major Courses: 39 Credit Hours

ACC 101	Principles of Accounting I	3
ACC 102	Principles of Accounting II	3
BUS 101	Introduction to Business	3
BUS 121	Business Law I	3
BUS 140	Business Mathematics	3
BUS 220	Business Ethics	3
CPT 170	Microcomputer Applications	3
CPT 172	Microcomputer Data Base	3
CPT 174	Microcomputer Spreadsheet	3
MGT 101	Principles of Management	3
MGT 120	Small Business Management	3
MGT 201	Human Resource Mgmt.	3
MKT 101	Marketing	3

C. Business Electives: 3 Credit Hours
Select from:

ACC 240	Computerized Accounting	3
AOT 133	Professional Development	3
AOT 134	Office Communications	3
AOT 143	Office Sys. & Procedures	3
BAF 101	Personal Finance	3
BAF 201	Principles of Finance	3
MGT 120	Small Business Mgmt.	3
PSC 215	State & Local Government	3

D. Other Electives: 3 Credit Hours   3
Courses chosen with advisor approval.

Recommended Course Sequence* *(credit hours for electives in parentheses)*

Fall Semester I	**Fall Semester II**
BUS 101	ACC 102
COL 103	CPT 172
CPT 101	MAT 102
CPT 170	MKT 101
ENG 101	PSY 201

Associate in Applied Science
Major in Business Administration

Recommended Course Sequence *(credit hours for electives in parentheses)*

Spring Semester I	**Spring Semester II**
ACC 101	BUS 121
BUS 140	BUS 220
CPT 174	MGT 120
MGT 101	MGT 201
SPC 205	Other Elective (3)

Summer Semester I
Business elective (3)
Fine Arts elective (3)

* Graduation times may vary according to course availability and/or individual course load. Consult faculty advisor.

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Associate in Applied Science
Major in Business Administration
Elective Area: Administrative Technology
Advisor: Linda Harvin
Semester hours required for graduation: 66

The business administration curriculum with an elective area concentration in administrative technology supports job opportunities for administrative specialists and administrative assistants who may also support business functions in marketing, finance, accounting, personnel, banking, and related fields.

A. General Education: 21 Credit Hours
COL 103 College Skills   3
CPT 101 Intro to Computers   3
ENG 101 English Composition I   3
MAT 102 Intermediate Algebra   3
PSY 201 General Psychology   3
SPC 205 Public Speaking   3
Fine Arts: Choose one below: 3
ART 101 Art History & Appreciation
OR MUS 105 Music Appreciation

B. Major Courses: 45 Credit Hours
ACC 101 Principles of Accounting I   3
ACC 102 Principles of Accounting II   3
AOT 105 Keyboarding   3
AOT 110 Document Formatting   3
AOT 120 Intro Machine Transcription   3
AOT 134 Office Communication   3
AOT 143 Office Systems & Procedures   3
AOT 267 Integrated Info Processing   3
BUS 121 Business Law I   3
BUS 140 Business Mathematics   3
CPT 170 Microcomputer Applications   3
CPT 172 Microcomputer Database   3
CPT 174 Microcomputer Spreadsheet   3
MGT 101 Principles of Management   3
MKT 101 Marketing   3

Recommended Course Sequence

Fall Semester I
AOT 105
COL 103
CPT 101
ENG 101
MAT 102

Fall Semester II
AOT 120
CPT 172
CPT 174
Fine Arts Elective

Spring Semester I
ACC 101
BUS 140
CPT 170
MGT 101
SPC 205

Spring Semester II
AOT 134
MKT 101
AOT 134
AOT 267

Summer Semester I
ACC 102
BUS 121
AOT-110
PSY 201

* Graduation times may vary according to course availability and/or individual course load. Consult faculty advisor.
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Associate in Applied Science
Major in Business Adminstration
Elective Area: Computer Resource Management
Advisor: Linda Harvin
Semester hours required for graduation: 69

The associate in business administration degree with a major in computer resource management is designed to meet the need of students for business administration knowledge with an emphasis on managing computer resources. Upon completion of this degree, a student will be prepared for an entry-level position in a management information system department.

A. General Education: 21 Credit Hours
COL 103	College Skills	3
CPT 101	Intro to Computers	3
ENG 101	English Composition I	3
MAT 102	Intermediate Algebra	3
PSY 201	General Psychology	3
SPC 205	Public Speaking	3
Fine Arts	Choose one:	3
ART 101	Art History and Appreciation	
OR MUS 105	Music Appreciation	

B. Major Courses: 42 Credit Hours
ACC 101	Principles of Accounting I	3
ACC 240	Computerized Accounting	3
BUS 121	Business Law	3
CPT 170	Microcomputer Applications	3
CPT 172	Microcomputer Database	3
CPT 174	Microcomputer Spreadsheets	3
CPT 210	Computer Resources Management	3
CPT 242	Database	3
CPT 264	Systems and Procedures	3
CPT 265	Advanced Systems and Procedures	3
CPT 270	Advanced Microcomputer Application	3
ACC 102	Accounting II	3
MGT 101	Principles of Management	3
MKT 101	Marketing	3

C. Business Elective Area: 6 Credit hours (choose one)
ACC 102	Principles of Accounting II	3
BAF 101	Personal Finance	3
BUS 101	Introduction to Business	3
ECO 210	Macroeconomics	3
ECO 211	Microeconomics	3
MGT 120	Small Business Management	3
MGT 201	Human Resource Management	3

Associate in Applied Science
Major in Business Administration
Elective Area: Computer Resource Management

Recommended Course Sequence*

Fall Semester I
COL 103
CPT 101
ENG 101
MAT 102
Fine Arts elective (3)

Fall Semester II
ACC 101
BUS 121
CPT 172
CPT 174
CPT 264

Spring Semester I
CPT 170
IST 225
MGT 101
PSY 201
SPC 205

Spring Semester II
ACC 240
CPT 242
CPT 270
CPT 210
Business Elective (3)

Summer Semester
CPT 264
ENG 160
MKT 101

* Graduation times may vary according to course availability and/or individual course load. Consult faculty advisor.

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Administrative Support
Award: Diploma in Administrative Support
Advisor: Linda Harvin
Semester hours required for graduation: 45

The administrative support curriculum is designed to provide the graduate with the skills necessary to secure an entry-level position in an office environment.

A. General Education: 15 Credit hours

AOT 134	Office Communications	3
BUS 140	Business Mathematics	3
COL 103	College Skills	3
CPT 101	Introduction to Computers	3
SPC 205	Public Speaking	3

B. Major Courses: 24 Credit Hours

AOT 105	Keyboarding	3
AOT 110	Document Formatting	3
AOT 120	Introduction to Machine Transcription	3
AOT 133	Professional Development	3
AOT 141	Office Procedures I	3
AOT 143	Office Systems and Procedures	3
ACC 101	Accounting Principles I	3
ACC 102	Accounting Principles II	3

C. Other Required Courses: 6 Credit Hours
Select from:

AOT 167	Information Processing App.	3
CPT 170	Microcomputer Applications	3
CPT 172	Microcomputer Data Base	3
CPT 174	Microcomputer Spreadsheets	3

Recommended Course Sequence* *(credit hours for electives in parentheses)*

Fall Semester
AOT 133
AOT 105
AOT 141
ACC 101
COL 103

Spring Semester
ACC 102
AOT 143
AOT 110
AOT 134
BUS 140
Elective (3)

Summer Semester
AOT 120
CPT 101
SPC 205
Elective (3)

* Graduation times may vary according to course availability and/or individual course load. Consult faculty advisor.

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Cosmetology
Award: Diploma in Cosmetology
Advisor: [Danielle Webb](#)
Semester hours required for graduation: 60

Upon receipt of the diploma in cosmetology, an application will be submitted to the state board of cosmetic art examiners. Students must successfully pass the exam to become licensed cosmetologists. Persons applying for admission to the Cosmetology program must have proof of 10th grade completion (diploma or GED certificate/scores). Upon successful completion of all programs of coursework below, students will have accumulated the minimum 1500 clock hours required by the South Carolina Board of Cosmetology to become eligible to test for licensure as a cosmetologist.

A. General Education: 9 Credit Hours

AOT 134	Office Communication	3
COL 103	College Skills	3

Choose one:

CPT 102	Basic Comp Concepts	3
or		
BUS 140	Business Mathematics	3

B. Major Courses: 51 Credit Hours

COS 101	Fundamentals of Cosmetology	3
COS 102	Sanitation Procedures	3
COS 106	Facial and Makeup	3
COS 108	Nail Care	3
COS 110	Scalp and Hair Care	3
COS 112	Shampoo and Rinses	4
COS 114	Hair Shaping	4
COS 116	Hair Styling I	4
COS 120	Mannequin Practice	3
COS 201	Salon Management	3
COS 206	Chemical Hair Waving	3
COS 208	Chemical Hair Relaxing	3
COS 210	Hair Coloring	3
COS 212	Hair Lightening	3
COS 220	Clinical Practice I	3
COS 222	Clinical Practice II	3

Recommended Course Sequence
Fall Semester I
COL 103
COS 101
COS 102
COS 110
COS 112
Spring Semester I
CPT 102 or BUS 140
COS 114
COS 116
COS 120
Fall Semester II
AOT 134
COS 106
COS 206
COS 208
COS 220
Spring Semester II
COS 108
COS 201

Criminal Justice
Award: Certificate in Criminal Justice
Advisor: Marc Weiss
Semester hours required for graduation: 30

The Criminal Justice Certificate program provides the student with a broad academic over-view of the entire field of criminal justice. The program is designed to prepare the graduate for employment in law enforcement or to enhance the skills of individuals already employed in the criminal justice field.

Required Courses

CRJ 101	Introduction to Criminal Justice	3
CRJ 115	Criminal Law I	3
CRJ 125	Criminology	3
CRJ 130	Police Administration	3
CRJ 145	Juvenile Delinquency	3
CRJ 216	Police Supervision	3
CRJ 220	The Judicial Process	3
CRJ 224	Police Community Relations	3
CRJ 230	Criminal Investigation I	3
CRJ 242	Correctional Systems	3

Recommended Course Sequence:

Fall Semester

CRJ-101	3
CRJ-115	3
CRJ-125	3
CRJ-130	3

Spring Semester

CRJ-145	3
CRJ-216	3
CRJ-220	3
CRJ-224	3

Summer Semester

CRJ-230	3
CRJ-242	3

* Graduation times may vary according to course availability and/or individual course load. Consult faculty advisor.

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Medical Office Clerical Assistant
Award: Certificate in Medical Office Clerical Assistant
Advisor: Linda Harvin
Semester hours required for graduation: 39

This program will provide individuals with the necessary skills to obtain employment as clerical assistants in physicians' offices, clinics, public health agencies, hospitals and insurance offices.

A. General Education: 12 Credit Hours

AOT 134	Office Communications	3
BUS 140	Business Mathematics	3
COL 103	College Skills	3
CPT 102	Basic Computer Concepts	3

B. Major Courses: 27 Credit Hours

AOT 105	Keyboarding	3
AOT 110	Document Formatting	3
AOT 115	Medical Office Terminology	3
or		
AHS 102	Medical Terminology	3
AOT 122	Medical Machine Transcription	3
AOT 141	Office Procedures I	3
AOT 143	Office Systems & Proc.	3
AOT 167	Information Processing Application	3
AOT 252	Medical Systems and Procedures	3
AHS 138	Medical Coding Basics	3

Recommended Course Sequence*

Fall Semester
AOT 115   or   AHS 105
AOT 105
AOT 141
COL 103
CPT 102

Spring Semester
AOT 110
AOT 134
AOT 143
AOT 167
BUS 140

Summer Semester
AOT 122
AOT 252
AHS 138

* Graduation times may vary according to course availability and/or individual course load. Consult faculty advisor.

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Nail Technology
Award: Certificate in Nail Technology

Advisor: Danielle Webb
Semester hours required for graduation: 17

The curriculum for this certificate is designed to teach basic nail care, various nail additions, repair wraps, sanitation procedures, and basic salon management practices. This program is offered in the fall and spring semesters and may be completed in one semester.

Admission into this program requires a high school diploma or GED and qualifying scores on SAT, ACT, or the Accuplacer placement test.

Upon successful completion of all program coursework below, students will have accumulated the minimum 300 clock hours required by the South Carolina Board of Cosmetology to become eligible to test for licensure as a nail technician.

Required Coursework

COS 131	Bacteria and Other Infectious Agents	2
COS 132	Science of Nail Technology	2
COS 133	Basic Procedures	3
COS 135	The Business of Nail Technology	2
COS 136	Fundamentals of Artificial Nail Application	4
COS 224	Nail Practice I	4

* Graduation times may vary according to course availability and/or individual course load. Consult faculty advisor.

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Small Business Management
Certificate: Business

Advisor: [Linda Harvin](#)
Semester hours required for graduation: 39

This certificate program is designed to provide students with the basic skills needed in connection with the operation of a small business.

General Education: 12 Credit Hours
COL 103	College Skills	3
CPT 101	Introduction to Computers	3
ENG 101	English Composition I	3
SPC 205	Public Speaking	3

Major Courses: 27 Credit Hours
ACC 101	Principles of Accounting I	3
BAF 101	Personal Finance	3
BUS 101	Introduction to Business	3
BUS 121	Business Law I	3
BUS 140	Business Math	3
CPT 170	Microcomputer Applications	3
MGT 120	Small Business Management	3
MGT 201	Human Resource Management	3
MKT 101	Marketing	3

*Recommended Course Sequence**

Fall Semester I
BUS 101
BUS 140
COL 103
CPT 101
MGT 120

Spring Semester I
ACC 101
CPT 170
ENG 101
SPC 205

Summer Semester I
BAF 101
BUS 121
MGT 201
MKT 101

* Graduation times may vary according to course availability and/or individual course load. Consult faculty advisor.

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Word Processing
Award: Certificate in Word Processing
Advisor: Linda Harvin
Semester hours required for graduation: 36

This program will provide basic and advanced instruction in word processing and other office-related subjects. These skills will benefit individuals who wish to upgrade their current skills to seek other career opportunities.

A. General Education: 15 Credit Hours
AOT 134	Office Communications	3
CPT 102	Basic Computer Concepts	3
COL 103	College Skills	3
ENG 155	Communications I	3
IST 225	Internet Communications	3

B. Major Courses: 21 Credit Hours
AOT 105	Keyboarding	3
AOT 110	Document Formatting	3
AOT 120	Introduction to Machine Transcription	3
AOT 133	Professional Development	3
AOT 141	Office Procedures I	3
AOT 143	Office Systems and Proc.	3
AOT 167	Information Processing Application	3

Recommended Course Sequence*
Fall Semester
AOT 105
AOT 141
AOT 133
COL 103

Spring Semester
AOT 110
AOT 120
AOT 143
AOT 167
ENG 155

Summer Semester
AOT 134
CPT 102
IST 225

* Graduation times may vary according to course availability and/or individual course load. Consult faculty advisor.

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Microcomputer Business Applications
Award: Certificate in Microcomputer Business Applications
Advisor: [Linda Harvin](#)
Semester hours required for graduation: 39

The microcomputer business applications certificate program prepares the student for employment as a microcomputer business applications specialist. It is designed primarily for the student who is seeking employment or who is currently employed by a business that uses or wants to use microcomputer word processing, spreadsheet and database software packages. This program of study prepares the student in basic business concepts as utilized in a wide variety of commercial software programs.

The courses offered as part of this program support the efforts of [Coursepower](#) to help students succeed in the digital marketplace.

A. General Education: 12 Credit Hours

COL 103	College Skills	3
CPT 101	Intro to Computers	3
ENG 101	English Composition I	3
MAT 102	Intermediate Algebra	3

B. Major Courses: 21 Credit Hours

ACC 101	Principles of Accounting I	3
ACC 240	Computerized Accounting	3
CPT 170	Microcomputer Applications	3
CPT 172	Microcomputer Data Base	3
CPT 174	Microcomputer Spreadsheet	3
CPT 264	Systems & Procedures	3
IST 225	Internet Communications	3

C. Business Electives: 6 Credit Hours:

ACC 102	Principles of Accounting II	3
BAF 101	Personal Finance	3
BUS 101	Introduction to Business	3
BUS 220	Business Ethics	3
ECO 210	Macroeconomics	3
ECO 211	Microeconomics	3
MGT 120	Small Business Mgmt.	3

Recommended Course Sequence*
Fall Semester
ACC 101
COL 103
CPT 101
MAT 102
Spring Semester
ACC 240
Business Elective (3)
CPT 170
ENG 101
IST 225
Summer Semester
Business Elective (3)
CPT 172
CPT 174
CPT 264

* Graduation times may vary according to course availability and/or individual course load. Consult faculty advisor. Neither the Bureau of Labor Statistics nor Williamsburg Technical College controls or guarantees the accuracy, relevance, timeliness, or completeness of the employment information listed above. Further, the inclusion of links to particular items in hypertext is not intended to reflect their importance, nor is it a guarantee of student employability from a particular program of study.

Associate in Applied Science
Major: Early Care and Education
Advisor: *Earlene Walker-Kelly*
Semester hours required for graduation: 67

The associate in applied science degree with a major in early care and education is designed to prepare individuals for employment in a variety of educational and child-care programs for children from birth through school age. Graduates are prepared to assume positions in programs such as Head Start, Early Head Start, public schools as paraprofessionals, childcare, afterschool care, public or private preschools or kindergartens, or working with children with special needs.

A. General Education: 21 Credit Hours
COL 103	College Skills	3
Computer Tech:	Choose one below:	3
CPT 101	Introduction to Computers	
OR CPT 102	Basic Computer Concepts	
ENG 101	English Composition I	3
Mathematics:	Choose one below:	3
MAT 110	College Algebra	
OR MAT 101	Beginning Algebra	
PSY 201	General Psychology	3
SPC 205	Public Speaking	3
ART 101	Art History and Appreciation	3

B. Additional Required General Education: 7 Credit Hours
MUS 105	Music Appreciation	3
SPA 101	Elementary Spanish I	4

C. Required Core Subject Area Courses: 33 Credit Hours
ECD 101	Introduction to Early Childhood	3
ECD 102	Growth and Development I	3
ECD 105	Guidance-Classroom Management	3
ECD 107	Exceptional Children	3
ECD 131	Language Arts	3
ECD 132	Creative Experiences	3
ECD 133	Science and Math Concepts	3
ECD 135	Health, Safety and Nutrition	3
ECD 203	Growth and Development II	3
ECD 237	Methods and Materials	3
ECD 243	Supervised Field Experience I	3

D. Electives: 6 Credit Hours
Courses chosen with advisor approval

Associate in Applied Science
Major: Early Care and Education

Recommended Course Sequence*

Fall Semester I
COL 103
CPT 101 **OR** CPT 102
ECD 101
ECD 105
ENG 101

Fall Semester II
ART 101
ECD 132
ECD 203
PSY 201

Spring Semester I
ECD 102
ECD 107
ECD 131
ECD 133
SPA 101

Spring Semester II
ECD 243
MUS 105
MAT 101 **OR** MAT 110
Elective (3)

Summer Semester I
ECD 237
ECD 135
SPC 205
Elective (3)

The Williamsburg Technical College Associate in Applied Science degree in Early Care and Education is accredited by the National Association for the Education of Young Children (NAEYC). As an accredited program, several colleges in South Carolina have agreed to accept Early Care and Education coursework into a baccalaureate degree through articulation agreements. Please see your program advisor for details.

* Graduation times may vary according to course availability and/or individual course load. Consult faculty advisor.

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Infant and Toddler Care
Award: Certificate in Infant and Toddler Care
Advisor: Earlene Walker-Kelly
Semester hours required for graduation: 18

The Infant and Toddler Care certificate program specifically prepares graduates for meeting the specialized needs of children under the age of three. The individual will obtain a basic understanding of the developmental and care needs of young children and will learn how to create a nurturing environment in infant and toddler programs in order to meet the needs of young children and their families. Special needs and early intervention will also be address.

Major Courses: 18 Credit Hours

ECD 102	Growth and Development I	3
ECD 131	Language Arts	3
ECD 200	Curriculum Issues in Infant and Toddler Care	3
ECD 205	Socialization and Group Care of Infants and Toddlers	3
ECD 207	Inclusion Care for Infants and Toddlers	3
ECD 243	Supervised Field Experience I	3
OR		
ECD 251	Supervised Field Experience II	3

Recommended Course Sequence*

Fall Semester
ECD 102
ECD 131
ECD 200
ECD 205

Spring Semester
ECD 207
ECD 243 or 251

* Graduation times may vary according to course availability and/or individual course load. Consult faculty advisor.

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Early Childhood Development
Award: Certificate in Early Childhood Development
Advisor: Earlene Walker-Kelly
Semester hours required for graduation: 30

The early childhood development curriculum prepares graduates for employment in educational programs for children from birth to age eight. Students will obtain a basic understanding of the developmental needs of young children and will learn how to create a nurturing environment in preschool programs. Job opportunities are available in public and private nursery schools and kindergarten programs.

Major Courses: 30 Credit Hours

COL 103	College Skills	3
ECD 101	Introduction to Early Childhood	3
ECD 102	Growth and Development I	3
ECD 105	Guidance-Classroom Management	3
ECD 107	Exceptional Children	3
ECD 131	Language Arts	3
ECD 132	Creative Experiences	3
ECD 133	Science and Math Concepts	3
ECD 135	Health, Safety and Nutrition	3
ECD 203	Growth and Development II	3

*Recommended Course Sequence**

Fall Semester
COL 103
ECD 101
ECD 102
ECD 131
ECD 135

Spring Semester
ECD 105
ECD 107
ECD 132
ECD 133
ECD 203

* Graduation times may vary according to course availability and/or individual course load. Consult faculty advisor.

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Human Services

Award: Certificate in Human Services

Advisor: Glenn Clingempeel

Semester hours required for graduation: 30

The Human Services Certificate program prepares the student to work as a paraprofessional in agencies that provide services to a variety of populations. Graduates will be qualified for entry level positions in mental health centers, group homes, day treatment facilities, sheltered workshops, substance abuse treatment programs and eldercare facilities.

A. General Education: 12 Credit Hours

COL 103	College Skills	3
ENG 101	English Composition I	3
MAT 101	Beginning Algebra	3
PSY 201	General Psychology	3

B. Major Courses: 18 Credit Hours

HUS 101	Introduction to Human Services	3
HUS-208	Drug and Alcohol Abuse	3
HUS 217	Addiction Counseling	3
SOC 205	Social Problems	3

Select one:

HUS 205	Gerontology	3
OR		
SOC 230	Social Gerontology	3

Select one:

HUS 230	Interviewing Techniques	3
OR		
PSY 230	Interviewing Techniques	3

* Graduation times may vary according to course availability and/or individual course load. Consult faculty advisor.

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Practical Nursing
Award: Diploma in Health Science, Practical Nursing
Advisor: [Heather Anderson](#)
Semester hours required for graduation: 48**

The practical nursing program is 40 weeks in length (three consecutive semesters) and includes 48 credit hours of combined nursing and general education courses. Students receive classroom instruction, laboratory practice, and clinical nursing experience in medical, surgical, obstetric, pediatric, geriatric and community practice settings. Through guided learning experiences, students provide nursing care to patients with basic health needs. Students work as members of the health care team under the supervision of a registered nurse. Upon graduation, students are eligible to apply to take the NCLEX-PN examination. Be sure to review the [Practical Nursing acceptance requirements](#) when considering this program of study.

A. General Education: 17 Credit Hours
ENG 101	English Composition I	3
MAT 101	Beginning Algebra	3
PSY 201	General Psychology	3
BIO 210	Anatomy & Physiology I	4
BIO 211	Anatomy & Physiology II	4

B. Major Courses: 31 Credit Hours
PNR 110	Fundamentals of Nursing	5
PNR 120	Medical/Surgical Nursing I	5
PNR 130	Medical/Surgical Nursing II	5
PNR 140	Medical/Surgical Nursing III	5
PNR 182	Special Topics: Pharmacology	2
PNR 155	Maternal/Infant/Child Nursing	7
PNR 170	Nursing of the Older Adult	2

**All PNR courses require an 80% competency for program progression.

Recommended Course Sequence*

Fall Semester
BIO 210
MAT 101
PNR 110
PNR 120

Spring Semester
BIO 211
PNR 130
PNR 140
PNR 182

Summer Semester
ENG 101
PNR 155
PNR 170
PSY 201

* Graduation times may vary according to course availability and/or individual course load. Consult faculty advisor.

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Basic Patient Care
Award: Certificate in Basic Patient Care
29 Credit Hours
Advisor: [Heather Anderson](#)

The Basic Patient Care attendant duties include assisting patients with many tasks they cannot do for themselves while they are in hospitals, rehabilitation clinics, assisted living facilities, nursing homes or long-term care facilities. Basic Patient Care attendants may assist patients with tasks such as eating, getting out of bed, taking a bath, and brushing their teeth and hair. The Basic Patient Care attendant may also be called hospital attendants, nursing assistants, certified nurse assistant, CNA clinical support associate, health care assistant and nurse's aides among others depending on the nature of the facility.

This program is intended for high school dual enrollment only.

Courses		Credit
AHS 101	Introduction to Health Professions	2
AHS 102	Medical Terminology	3
AHS 104	Medical Vocabulary/Anatomy	3
AHS 106	Cardiopulmonary Resuscitation	1
AHS 108	Nutrition	3
AHS 110	Patient Care Procedures	2
AHS 116	Patient Care Relations	3
AHS 117	The Care of Patients	4
AHS 125	Allied Health Sciences	4
AHS 136	Essentials of Anatomy & Physiology	3
AHS 160	Introduction to Health	1

* Graduation times may vary according to course availability and/or individual course load. Consult faculty advisor.

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Nursing Assistant
Award: Certificate in Nursing Assistant
16 Credit Hours
Advisor: Heather Anderson

Nursing assistants, under the supervision of nursing and medical staffs, provide personal care and emotional support to elderly and/or acutely ill patients confined to hospitals, short-term intermediate facilities and long-term care institutions. Nursing assistants employed in health care facilities are often the principal caregivers and are required to take temperatures, pulse, respiration, and blood pressure. In addition, nursing assistants observe patients' physical, mental and emotional conditions, and report any changes to the nursing or medical staff. They also assist by answering patients' call bells, deliver messages, serve meals, make beds, and help patients eat.
The nursing assistant curriculum covers cardiopulmonary resuscitation techniques, general care of patents, and modern concepts of geriatric health care and nursing techniques in the long-term care setting. Graduates of this program are eligible to take the Competency Exam for state certification as a Certified Nursing Assistant (CNA). A grade of 'C' or higher is required in all core courses.

Criminal Record Check
All direct caregivers must obtain a criminal record check as designated by clinical agencies. Persons convicted of or pled no contest to, including, but not limited to child or adult abuse, sexual assault, assault with a deadly weapon, neglect, or mistreatment or misappropriation of property, are not permitted to work as direct caregivers. More stringent requirements are often enforced by individual clinical agencies. Students who have convictions as described above will not be allowed to attend clinical agencies.

Courses		Credit
AHS 106	Cardiopulmonary Resuscitation	1
AHS 117	The Care of Patients	4
AHS 148	Special Topics in Geriatric Care	2
AHS 102	Medical Terminology	3
AHS 136	Essentials of Anatomy and Physiology	3
COL 103	College Skills	3

* Graduation times may vary according to course availability and/or individual course load. Consult faculty advisor.

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Phlebotomy
Award: Certificate in Phlebotomy
26 Credit Hours
Advisor: [Heather Anderson](#)

The phlebotomy certificate provides students with the basic skills necessary for the collection of laboratory blood specimens. The phlebotomy program incorporates theory, skills, clinical experience, and special procedures required to meet the venipuncture needs in the hospital, clinical, urgent care, doctor's office, nursing home, and/or other health care setting.

The student will learn how to collect blood specimens correctly for venipunctures, micro collections (dermal or heel tubular collected) along with capillary punctures. The student will also learn therapeutic laboratory testing. As part of the program, the student will learn appropriate safety precautions to prevent the transmission of infectious diseases.

Selected learning experiences are provided in a number of healthcare agencies located within Williamsburg and surrounding counties. Students are assigned to clinical sites based on space availability and individual learning experiences. Graduates of the phlebotomy certificate are eligible to take a national certification examination for phlebotomy.

Program admission requires the following:
• ACCUPLACER Score of 74 Reading, 81 Sentence Skills
• High School Diploma/GED
• Hepatitis B immunization, signed wavier refusal, or completion of 3 process titers
• MMR immunization or titer. If you are not immune you will have to receive the vaccine (two-part process one month apart).
• Chicken pox vaccination or titer. If you are not immune you will have to receive the vaccine (two-part process one month apart).
• Two-step PPD/ or chest X-Ray.
• Physical examination (Forms are provided by the college and should be current within one year and complete).
• Must complete hospital orientation.
• Students are required to purchase school uniform/shoes

First Semester: 13 credit hours
AHS 102 Medical Terminology	3
COL 103 College Skills	3
AHS 106 Cardiopulmonary Resuscitation	1
AHS 136 Essentials of Anatomy and Physiology	3
AHS 141 Phlebotomy for the Healthcare provider	3

Second Semester: 13 credit hours
AHS 143 Phlebotomy Skills	7
AHS 146 Phlebotomy Experience	6

*Graduation times may vary according to course availability and/or individual course load. Consult faculty advisor.

Upon successful completion of the Phlebotomy program at Williamsburg Technical College, students are eligible to take the National Health Career Association (NHA) Phlebotomy (CPT) national certification exam. This is a fully accredited national certification that is widely recognized by employers. (Steffen, 2016).

Associate in Applied Science
Major: General Technology
Award: Associate in Applied Science
Advisor: Determined by primary specialty
Semester hours required for graduation: 64-75

The associate degree program in occupational technology is designed for students seeking a combination of technically-oriented courses to meet specific career objectives and the opportunity to become multi-skilled technicians. In addition to completing the college's general education requirements, students will also complete course work in primary and secondary specialties.

A. General Education: 21 Credit Hours
COL 103	College Skills	3
CPT 102	Basic Computer Concepts	3
ENG 101	English Composition I	3
MAT 101	Beginning Algebra	3
PSY 201	General Psychology	3
SPC 205	Public Speaking	3
Fine Arts:	Choose one below:	3
ART 101	Art History & Appreciation	
OR		
MUS 105	Music Appreciation	

B. Technical Specialties: 40 Credit Hours
The degree consists of a primary and a secondary technical specialty. *Primary Technical Specialty:* The primary technical specialty consists of a minimum of 28 semester hours' credit in a single content area from approved degree, diploma, or technical education certificate programs. *Secondary Technical Specialty:* A minimum of 12 credit hours in another technical area.

C. Technical Elective: 3 Credit Hours
This course will be approved by the advisor in order to adapt the program to meet the needs of the specific student and local employers. Provisions must be made for a minimum of one technical elective. See page 96 for a list of approved electives. Sample primary/secondary combinations are as follows:

Primary Specialty	Secondary Specialty
HVAC/R Technology	Drafting & Design
Machine Tool	Welding
Welding	Machine Tool
Automotive Repair	Welding

Recommended Course Sequence*
Some possible technical specialty curriculum guides are included in the following pages. It is recommended that students contact their faculty advisor to lay out an appropriate course plan according to their technical specialty and course availability by semester.

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Automotive Technology
Award: Associate in Applied Science with a Major in *General Technology*
Advisor: Joe Altman
Semester hours required for graduation: 67

The automotive technology graduate is trained to be a highly-skilled technician in automotive repair. This program provides basic and advanced training in diagnostic and repair procedures for the major systems of today's cars and light trucks. The program is designed to meet the needs of those working in the field and those needing specific training for entry-level job skills.

A. General Education: 21 Credit Hours

COL 103	College Skills	3
CPT 102	Basic Computer Concepts	3
ENG 101	English Composition I	3
MAT 101	Beginning Algebra	3
PSY 201	General Psychology	3
SPC 205	Public Speaking	3
Fine Arts:	Choose one below:	3
ART-101	Art History & Appreciation	
OR		
MUS-105	Music Appreciation	

B. Major Courses: 34 Credit Hours

AUT 103	Engine Reconditioning	4
AUT 112	Braking Systems	4
AUT 121	Suspension and Steering	3
AUT 142	Heating and Air Conditioning	3
AUT 146	Emission Systems	3
AUT 149	Ignition and Fuel Systems	4
AUT 152	Automatic Transmission	4
AUT 156	Auto Diagnosis and Repair	4
AUT 159	Tool, Equipment and Reference Manuals	3
WLD 104	Gas Welding and Cutting	2

Secondary Technical Specialty: 12 Credit Hours (minimum)
Select from welding or small business management curricula

* Graduation times may vary according to course availability and/or individual course load. Consult faculty advisor.

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Cosmetology

Award: Associate in Applied Science with a Major in General Technology

Advisor: Danielle Webb

Semester hours required for graduation: 84

The Associate in Applied Science degree with a concentration in cosmetology is designed for the student seeking to become a licensed cosmetologist with additional skills in business management. Students must successfully pass the state board of cosmetic art examiners exam to become licensed cosmetologists. Successful course completion and licensure may qualify graduates to work in most hair or nail care facilities. The Small Business Management component will provide necessary skills to manage one's own hair or nail care facility.

A. General Education: 21 Credit Hours

COL 103	College Skills	3
CPT 102	Basic Computer Concepts	3
ENG 101	English Composition I	3
MAT 101	Beginning Algebra	3
PSY 201	General Psychology	3
SPC 205	Public Speaking	3
Fine Arts:	Choose one below:	3
ART 101	Art History & Appreciation	
OR		
MUS 105	Music Appreciation	

B. Required Core Subject Areas:
Primary Technical Specialty: 51 Credit Hours

COS 101	Fund. of Cosmetology	3
COS 102	Sanitation Procedures	3
COS 106	Facial and Makeup	3
COS 108	Nail Care	3
COS 110	Scalp and Hair Care	3
COS 112	Shampoo and Rinses	4
COS 114	Hair Shaping	4
COS 116	Hair Styling I	4
COS 120	Mannequin Practice	3
COS 201	Salon Management	3
COS 206	Chemical Hair Waving	3
COS 208	Chemical Hair Relaxing	3
COS 210	Hair Coloring	3
COS 212	Hair Lightening	3
COS 220	Clinical Practice I	3
COS 222	Clinical Practice II	3

Secondary Technical Specialty: 12 Credit Hours (minimum)
Select from Small Business Management curricula

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Heating, Ventilation, Air Conditioning and Refrigeration Technology
Award: Associate in Applied Science with a Major in General Technology
Advisor: Willie Morant
Semester hours required for graduation: 66

Few aspects of modern living are untouched by modern refrigeration and air conditioning. Businesses, commercial operations, manufacturing processes, storage and shipping operate under controlled-temperature conditions. New environmental protection agency (EPA) amendments to the clean air act have changed air conditioning and refrigeration so dramatically that HVAC/R services require new equipment, new procedures, new refrigerants and even new attitudes. The HVAC/R technology program addresses all the new EPA regulations and prepares students for the challenges of future change in the industry.

A. General Education: 21 Credit Hours
COL103	College Skills	3
CPT 102	Basic Computer Concepts	3
ENG 101	English Composition I	3
MAT 101	Beginning Algebra	3
PSY 201	General Psychology	3
SPC 205	Public Speaking	3
Fine Arts:	Choose one below:	3
ART-101	Art History & Appreciation	
OR		
MUS-105	Music Appreciation	

B. Required Core Subject Areas:
Primary Technical Specialty: 30 Credit Hours
ACR 101	Fund. of Refrigeration	5
ACR 106	Basic Electricity for HVAC/R	4
ACR 107	Wiring Diagrams	2
ACR 110	Heating Fundamentals	4
ACR 120	Basic Air Conditioning	4
ACR 131	Commercial Refrigeration	4
ACR 140	Automatic Controls	3
ACR 210	Heat Pumps	4

Secondary Technical Specialty: 12 Credit Hours (minimum)
Select from Electrical or Drafting and Design Technology curricula.

Technical Elective: 3 Credit Hours

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Machine Tool Technology
Award: Associate in Applied Science with a Major in General Technology
Advisor: [Chuck Player](#)
Semester hours required for graduation: 64

The machine tool technology graduate is trained to be a highly-skilled apprentice with local industry. The program offers training and education on both manual and computer numeric controlled (CNC) equipment that is used by industry. After completing the program, graduates are primarily operators but have the requisite knowledge and training for further education in CNC programming, utilizing the latest state-of-the-art equipment.

A. General Education: 21 Credit Hours

COL 103	College Skills	3
CPT 102	Basic Computer Concepts	3
ENG 101	English Composition I	3
MAT 101	Beginning Algebra	3
PSY 201	General Psychology	3
SPC 205	Public Speaking	3
Fine Arts:	Choose one below:	3
ART-101	Art History & Appreciation	
OR		
MUS-105	Music Appreciation	

B. Required Core Subject Areas:
***Primary Technical Specialty:* 28 Credit Hours**

ECT 106	Print Reading & Sketching	3
MTT 101	Intro to Machine Tool	2
MTT 121	Machine Tool Theory I	3
MTT 122	Machine Tool Practice I	4
MTT 123	Machine Tool Theory II	3
MTT 124	Machine Tool Practice II Workforce Dev/Con Ed	4
MTT 141	Metals and Heat Treatment	3
MTT 253	CNC Programming and Operations	3
MTT 255	CNC Programming II	3

***Secondary Technical Specialty*: 12 Credit Hours (minimum)**
Select from electrical technology or welding curricula.

C. [Technical Elective](#): 3 Credit Hours

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Welding
Award: Associate in Applied Science with a Major in General Technology
Advisor: Sam Gardner
Semester hours required for graduation: 69

The welding program provides practical hands-on experience needed to obtain a job in the welding field. This program provides skills that enable students to produce structurally sound and quality welds. Employment opportunities are found in maintenance, construction, fabrication, and related fields.

A. General Education: 21 Credit Hours

COL 103	College Skills	3
CPT 102	Basic Computer Concepts	3
ENG 101	English Composition I	3
MAT 101	Beginning Algebra	3
PSY 201	General Psychology	3
SPC 205	Public Speaking	3
Fine Arts:	Choose one below:	3
ART-101	Art History & Appreciation	
OR		
MUS-105	Music Appreciation	

B. Required Core Subject Areas:
***Primary Technical Specialty:* 33 Credit Hours**

WLD 103	Print Reading I	1
WLD 106	Gas and Arc Welding	4
WLD 111	Arc Welding I	4
WLD 113	Arc Welding II	4
WLD 132	Inert Gas Weld. Ferrous	4
WLD 134	Inert Gas Weld. Nonferrous	3
WLD 154	Pipe Fitting and Welding	4
WLD 204	Metallurgy	3
WLD 228	Inert Gas Pipe I	4
WLD 229	Inert Gas Pipe II	2

***Secondary Technical Specialty:* 12 Credit Hours (minimum)**
Select from Machine Tool Technology or Drafting and Design Technology curricula.

C. Technical Elective: 3 Credit Hours

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Automotive Repair

Award: Certificate in Automotive Repair
Advisor: Joe Altman
Semester hours required for graduation: 40

This program provides basic and advanced training in diagnostic and repair procedures for the major systems of today's cars and light trucks. The program is designed to meet the needs of those working in the field and those needing specific training for entry-level job skills.

A. General Education: 6 Credit Hours

COL 103	College Skills	3
EGR 105	Safety in the Work Place	1
IMT 103	Precision Measurement Instrumentation	2

B. Major Courses: 34 Credit Hours

AUT 103	Engine Reconditioning	4
AUT 112	Braking Systems	4
AUT 121	Suspension and Steering	3
AUT 142	Heating and Air Conditioning	3
AUT 146	Emission Systems	3
AUT 149	Ignition and Fuel Systems	4
AUT 152	Automatic Transmission	4
AUT 156	Auto Diagnosis and Repair	4
AUT 159	Tool, Equipment and Reference Manuals	3
WLD 104	Gas Welding and Cutting	2

Recommended Course Sequence*

Fall Semester
AUT 121
AUT 142
COL 103
EGR 105
IMT 103
WLD 104

Spring Semester
AUT 146
AUT 149
AUT 152
AUT 159

Summer Semester
AUT 103
AUT 112
AUT 156

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Basic Automotive Repair Technology
Award: Certificate in Basic Automotive Repair Technology
Advisor: Joe Altman
Semester hours required for graduation: 24

This program is designed to prepare the student for entry level work in a garage, performing basic repairs to automobiles and light trucks. *This program is not eligible for Title IV funding.*

A. Major Courses: 24 Credit Hours

AUT 102	Engine Repair	4
AUT 111	Brakes	3
AUT 133	Electrical Fundamentals	3
AUT 159	Tools, Equipment, and Reference Manuals	3
AUT 160	Introduction to Automotive Technology	1
AUT 162	Personal Automotive Maintenance	3
AUT 100	Introduction to Automotive Hazardous Materials	1
AUT 161	Introduction to Automotive Maintenance	1
IET 223	Industrial Safety	3
IMT 103	Precision Measurement Instruments	2

Recommended Course Sequence*

Fall Semester
AUT 102
AUT 111
AUT 133
AUT 159

Spring Semester
AUT 160
AUT 162
AUT 100
AUT 161
IET 223
IMT 103

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Construction Trades

Award: Certificate in Construction Trades
Advisor: [Joe Altman](#)
Semester hours required for graduation: 34

This program provides basic general knowledge training for the individual interested in working in the residential and light commercial construction field.

A. Major Courses: 34 Credit Hours

[BCT 101](#)	Introduction to Building Construction	5
[BCT 102](#)	Fundamentals of Building Construction	4
[BCT 105](#)	Tool Usage and Safety	2
[BCT 106](#)	Beginning Woodworking	2
[BCT 112](#)	Construction Print Reading	2
[BCT 151](#)	Introduction to Residential Plumbing	3
[BCT 201](#)	Principles of Roof Construction	4
[BCT 203](#)	Exterior and Interior Finishes	5
[IMT 103](#)	Precision Measurement Instruments	2
[MSY 101](#)	Masonry Fundamentals	5

Recommended Course Sequence*

Fall Semester
BCT 101
BCT 106
BCT 112
BCT 203

Spring Semester
BCT 102
BCT 105
IMT 103
MSY 101

Summer Semester
BCT 151
BCT 201

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Drafting and Design Technology
Award: Certificate in Drafting and Design Technology
Advisor: Chuck Player
Semester hours required for graduation: 40

This program is designed for the student who is interested in a career in drafting and design. This is a program in principles, practices and techniques used in industry. Several fields of drafting are introduced in order that the student may choose a specific direction of interest after graduation. Some of the fields in which the certificate in drafting and design technology can be beneficial include architectural, civil, mechanical, structural, and electrical drafting.

A. General Education: 12 Credit Hours
COL 103	College Skills	3
CPT 102	Basic Computer Concepts	3
ENG 155	Communications I	3
MAT 101	Beginning Algebra	3

B. Major Courses: 28 Credit Hours
EGT 101	Basic Technical Drawing	2
EGT 103	Print Reading	2
EGT 111	Mechanical Drawing I	2
EGT 112	Mechanical Drawing II	3
EGT 123	Industrial Print Reading	2
EGT 125	Descriptive Geometry	2
EGT 151	Introduction to CAD	3
EGT 152	Fundamentals of CAD	3
EGT 155	Intermediate CAD	2
EGT 220	Structural and Piping App.	4

**Recommended Course Sequence***

Fall Semester I
COL 103
EGT 151
MAT 101
EGT 123
EGT 125

Spring Semester I
EGT 101
CPT 102
ENG 155
EGT 111
EGT 152

Fall Semester II
EGT 103
EGT 112
EGT 155
EGT 220

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Electrical Technology
Award: Certificate in Electrical Technology
Advisor: Bob Ragno
Semester hours required for graduation: 35

This program provides basic and advanced instruction in electricity. A skill-based training program, it is designed to benefit those currently employed in the field and those seeking entry-level job skills. (This program is only offered presently as dual enrollment for high school students.)

A. Required Courses

EEM 107	Industrial Computer Techniques	2
EEM 121	Electrical Measurements	3
EEM 115	DC Circuits	4
EEM 116	AC Circuits	4
EEM 140	National Electrical Code	3
EEM 145	Control Circuits	3
EEM 165	Residential/Commercial Wiring	4
EEM 170	Electrical Installation	3
EEM 215	AC/DC Machines	3
EEM 235	Power Systems	3
EEM 105	Safety in the Workplace	1
EEM 123	Industrial Print Reading	2

Recommended Course Sequence*

Fall Semester I
EEM-115
EEM-105
EGT-123

Spring Semester I
EEM-116
EEM-140
EEM-107

Fall Semester II
EEM-165
EEM-170
EEM-121

Spring Semester II
EEM-145
EEM-215
EEM-235

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Heating, Ventilation, Air Conditioning and Refrigeration
Award: Certificate in HVAC/R
Advisor: Willie Morant
Semester hours required for graduation: 38

This program provides theory and practical experience on a variety of air conditioning and refrigeration equipment. After completion, students will be equipped with the basic skills required for entry-level heating and air conditioning positions.

A. General Education: 8 Credit Hours

COL 103	College Skills	3
CPT 102	Basic Computer Concepts	3
IMT 103	Precision Measurement Instruments	2

B. Major Courses: 30 Credit Hours

ACR 101	Fundamentals of Refrigeration	5
ACR 106	Basic Electricity for HVAC/R	4
ACR 107	Wiring Diagrams	2
ACR 110	Heating Fundamentals	4
ACR 120	Basic Air Conditioning	4
ACR 131	Commercial Refrigeration	4
ACR 140	Automatic Controls	3
ACR 210	Heat Pumps	4

Recommended Course Sequence*

Fall Semester I
ACR 101
ACR 107
COL 103
CPT 102

Spring Semester I
ACR 106
ACR 131
ACR 140
IMT 103

Fall Semester II
ACR 110
ACR 120
ACR 210

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Machine Tool Technology

Award: Certificate in Machine Tool Technology

Advisor: Chuck Player

Semester hours required for graduation: 37

The machine tool technology certificate is designed to prepare the student for further education in machine tool technology, such as a diploma or associate's degree, or an apprenticeship with a local industry.

A. General Education: 6 Credit Hours

COL 103	College Skills	3
MAT 101	Beginning Algebra	3

B. Major Courses: 31 Credit Hours

MTT 101	Introduction to Machine Tool	2
MTT 121	Machine Tool Theory I	3
MTT 122	Machine Tool Practice I	4
MTT 123	Machine Tool Theory II	3
MTT 124	Machine Tool Practice II	4
MTT 141	Metals and Heat Treatment	3
MTT 253	CNC Programming and Operation	3
MTT 255	CNC Programming II	3
IET 223	Industrial Safety	3

Recommended Course Sequence*

Fall Semester I
COL 103
IET 223
MTT 101
MTT 121
MTT 122

Spring Semester I
MAT 101
MTT 141
MTT 123
MTT 124

Fall Semester II
MTT 253
MTT 255

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Basic Machine Tool Technology

Award: Certificate in Basic Machine Tool Technology

Advisor: Chuck Player

Semester hours required for graduation: 25

This program is designed to give the student a basic understanding of the machine tool trade, leading to employment as an assistant machinist or preparation for more advanced study in CNC operations. *This program is not eligible for Title IV funding.*

A. Major Courses: 25 Credit Hours

EGT 123	Industrial Print Reading	2
IET 223	Industrial Safety	3
IMT 103	Precision Measurement Instruments	2
MTT 100	Careers in Mach. Tool Tech.	1
MTT 102	Machine Tool Basics	3
MTT 111	Mach. Tool Theory and Practice I	5
MTT 143	Precision Measurements	2
MTT 145	Machining of Metals	3
MTT 161	Machine Tool Maintenance Theory	2
MTT 171	Industrial Quality Control	2

Recommended Course Sequence*

Fall Semester I
EGT 123
IET 223
IMT 103
MTT 100
MTT 102

Spring Semester I
MTT 111
MTT 143
MTT 145
MTT 161
MTT 171

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Mechatronics
Award: Certificate in Mechatronics
Advisor: Bob Ragno
Semester hours required for graduation: 40

This program provides basic technology specific training using a combination of classroom, lab, and shop settings to prepare graduates for entry-level jobs in the mechatronics fields of industrial electricity, mechanical power, fluid power, and automation. The program is designed to meet the needs of those working in the field and those needing specific training for entry-level job skills to prepare them for careers as: Electrical and Electronics Repairers, Commercial and Industrial Equipment Maintenance and Repair Workers, Machinery, Electro-mechanical, or Robotics Technicians, Electrical and Electronic Equipment Assemblers, and Automation Technicians.

A. General Education: 6 Credit Hours
COL-103 College Skills (3)
MAT-101 Beginning Algebra (3)

B. Major Courses: 34 Credit Hours
IET -223 Industrial Safety (3)
EEM-107 Industrial Computer Techniques (2)
EEM-117 AC/DC Circuits1 (4)
EEM-140 National Electric Code (3)
EEM-145 Control Circuits (3)
EEM-170 Electrical Installation (3)
EEM-215 AC/DC Machines (3)
EEM-235 Power Systems (3)
EEM-271 Sensors and System Interfacing (2)
IMT-131 Hydraulics and Pneumatics (4)
IMT-161 Mechanical Power Applications (4)

Recommended Course Sequence*

Fall Semester
MAT-101
COL-103
EEM-140
EEM-107
EEM-117

Spring Semester
EEM-271
EEM-170
EEM-145
EEM-215

Summer Semester
IMT-131
IET-223
EEM-235
IMT-161

Gainful Employment   Mechatronics Technician

Tuition and book costs reflect the projected cost of the complete program.

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Welding
Award: Certificate in Welding

Advisor: Sam Gardner

Semester hours required for graduation: 39

The student will be able to get practical hands-on experience needed to obtain employment in the welding field and to enhance skills if the student is already employed.

A. General Education: 5 Credit Hours
IMT 103	Precision Measurement Instruments	2
COL 103	College Skills	3

B. Major Courses: 34 Credit Hours
EGR 105	Safety in the Workplace	1
WLD 103	Print Reading I	1
WLD 106	Gas and Arc Welding	4
WLD 111	Arc Welding I	4
WLD 113	Arc Welding II	4
WLD 132	Inert Gas Welding Ferrous	4
WLD 134	Inert Gas Welding Nonferrous	3
WLD 154	Pipe Fitting and Welding	4
WLD 204	Metallurgy	3
WLD 228	Inert Gas Pipe I	4
WLD 229	Inert Gas Pipe II	2

Recommended Course Sequence*

Fall Semester I
COL 103
EGR 105
WLD 103
WLD 106
WLD 111

Spring Semester I
WLD 113
WLD 132
WLD 134
WLD 154
IMT 103

Summer Semester I
WLD 204
WLD 228
WLD 229

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Basic Welding Technology

Award: Certificate in Basic Welding Technology

Advisor: Sam Gardner
Semester hours required for graduation: 24

This program is designed to prepare the student in the fundamentals of welding. Students will be prepared for entry-level positions in the welding field. *This program is not eligible for Title IV funding.*

A. Major Courses: 24 Credit Hours

IET 223	Industrial Safety	3
IMT 103	Precision Measurement Instruments	2
WLD 101	Cutting Processes	1
WLD 102	Introduction to Welding	2
WLD 103	Print Reading I	1
WLD 104	Gas Welding and Cutting	2
WLD 106	Gas and Arc Welding	4
WLD 116	Welding	2
WLD 132	Inert Gas Welding Ferrous	4
WLD 204	Metallurgy	3

Recommended Course Sequence*

Fall Semester I
IET 223
IMT 103
WLD 101
WLD 102
WLD 103
WLD 104

Spring Semester I
WLD 106
WLD 116
WLD 132
WLD 204

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Course Descriptions

Course Numbers
Course designations consist of a three-letter prefix, a number and the course title. The three-letter prefix indicates the academic or technical discipline. The number designation, however, does not necessarily designate the level of the course.

Course Hours and Credits
Following the prefix number and the course title are the numbers of lecture, laboratory and credit hours. The number of lecture hours per class and/or the number of laboratory hours per class each week combine to make up the total contact hours required for the class each week. Contact hours are the total of the lecture and lab hours.

Prerequisites
If any prerequisites are required before enrolling in a course, such prerequisites will be identified following the course description. Students must earn a grade of "C" or better in the prerequisite course.

Course Abbreviations

ACC	Accounting		**HIS**	History
ACR	Air Conditioning		**HSS**	Humanities
AET	Drafting & Design		**IDS**	Interdisciplinary Studies
AHS	Allied Health Service		**IET**	Industrial Engineering Technology
ANT	Anthropology		**IMT**	Industrial Maintenance Technology
AOT	Administrative Office Technology		**IST**	Information Systems Technology
ART	Art		**MAT**	Mathematics
AUT	Auto Mechanics		**MGT**	Management
BAF	Finance		**MKT**	Marketing
BIO	Biological Science		**MTT**	Machine Tool Technology
BUS	Business		**MUS**	Music
CHM	Chemistry		**PHS**	Physical Science
COS	Cosmetology		**PHY**	Physics
CPT	Computer Technology		**PNR**	Practical Nursing
CRJ	Criminal Justice		**PSC**	Political Science
ECD	Early Childhood Development		**PSY**	Psychology
ECO	Economics		**REL**	Religion
EEM	Electricity/Electronics		**RDG**	Reading
EGR	Safety		**SOC**	Sociology
EGT	Drafting		**SPA**	Spanish
ENG	English		**SPC**	Speech
FRE	French		**THE**	Theatre
GER	German		**WLD**	Welding

Course No.	Course Title	Lecture-Lab-Credit

ACC 101   *Accounting Principles I*   *(3-0-3)*
This course introduces basic accounting procedures for analyzing, recording and summarizing financial transactions, adjusting and closing the financial records at the end of the accounting cycle and preparing financial statements. (Prerequisite: required ACCUPLACER math score MAT 032 ≥ C*)

ACC 102   *Accounting Principles II*   *(3-0-3)*
This course emphasizes managerial accounting theory and practice in basic accounting and procedures for cost accounting, budgeting, cost-volume analysis and financial statement analysis. (Prerequisite: ≥ C in ACC 101)

ACC 111   *Accounting Concepts*   *(3-0-3)*
This course is a study of the principles of the basic accounting functions – collecting, recording, analyzing, and reporting information.

ACC 240   *Computerized Accounting*   *(3-0-3)*
This course is a study of using the computer to design and implement various accounting functions, including financial transactions, records, statements, reports and documents. (Prerequisite: ≥ C in ACC 101)

ACR 101   *Fundamentals of Refrigeration*   *(4.5-1.5-5)*
This course covers the refrigeration cycle, refrigerants pressure, temperature relationship and system components.

ACR 106   *Basic Electricity for HVAC/R*   *(3-3-4)*
This course includes a basic study of electricity, including Ohm's Law and series and parallel circuits as they relate to heating, ventilation, air conditioning and refrigeration systems.

ACR 107   *Wiring Diagrams*   *(1.5-1.5-2)*
This course covers the basic requirements for interpretation of wiring diagrams used in air conditioning and refrigeration equipment.

ACR 110   *Heating Fundamentals*   *(3-3-4)*
This course covers the basic concepts of oil, gas, and electric heat, as well as their components and operation. (Prerequisite: ≥ C in ACR 101)

ACR 120   *Basic Air Conditioning*   *(3-3-4)*
This course is a study of various types of air conditioning equipment including electrical components, schematics and service to the refrigerant circuit. (Prerequisite: ≥ C in ACR 101)

ACR 131   *Commercial Refrigeration*   *(2-6-4)*
This course is a study of the maintenance and repair of commercial refrigeration systems. (Prerequisite: ACR 101)

ACR 140   *Automatic Controls*   *(2-3-3)*
This course is a study of the adjustment, repair and maintenance of a variety of pressure and temperature-sensitive automatic controls. (Prerequisite: ACR 101)

ACR 206   *Advanced Electricity for HVAC/R*   *(2-0-2)*
This course includes a practical application of electrical and electronic components and circuits used to control HVAC and/or refrigeration systems. (Prerequisite: ≥ C in ACR 101, ACR 106, ACR 107)

ACR 210   *Heat Pumps*   *(3-3-4)*
This course is a study of theory and operational principles of the heat pump. (Prerequisite *Course Descriptions* Course No. Course Title Lecture-Lab-Credit site: ACR 101)

ACR 225   *Industrial Air Conditioning*   *(3-0-3)*
This course is a study of compressors, motors, drives, controls, heat exchangers and other components involved in the operation and maintenance of industrial air conditioning equipment. (Prerequisite: ≥ C in ACR 101, ACR 106, ACR 107, ACR 110, ACR 120)

Course No.	Course Title	Lecture-Lab-Credit

ACR 240   **Advanced Automatic Controls**   **(3-0-3)**
This course is a study of pneumatic and electronic controls used in air conditioning and refrigeration. (Prerequisite: ≥ C in ACR 101, ACR 106, ACR 107, ACR 140)

AET 110   **Architectural Graphics I**   **(3-0-3)**
This course is an introduction to the skills of architectural manual drafting.

AET 123   **Architectural Drafting**   **(3-0-3)**
This course provides an introduction to the principles of architectural planning and design with an emphasis on residential and light commercial construction. (Prerequisite: ≥C in AET 110)

AHS 101   **Introduction to Health Professions**   **(2-0-2)**
This course provides a study of the health professions and the health care industry.

AHS 102   **Medical Terminology**   **(3-0-3)**
This course covers medical terms including roots, prefixes, and suffixes with emphasis on spelling, definition, and pronunciation.

AHS 104   **Medical Vocabulary/Anatomy**   **(3-0-3)**
This course introduces the fundamental principles of medical terminology and includes a survey of human anatomy and physiology.

AHS 106   **Cardiopulmonary Resuscitation**   **(1-0-1)**
This course provides a study of the principles of cardiopulmonary resuscitation.

AHS 108   **Nutrition**   **(3-0-3)**
This course is a study of nutrition and diet therapy as related to health care.

AHS 110   **Patient Care Procedures**   **(1-3-2)**
This course provides a study of the procedures and techniques used in the general care of the patient.

AHS 116   **Patient Care Relations**   **(3-0-3)**
This course includes a study of the psychological and emotional effect of illness, hospitalization and recuperation upon the patient, others, and health care providers.

AHS 117   **The Care of Patients**   **(4-0-4)**
This course includes a study of concepts required to assist in nurse assisting.

AHS 125   **Allied Health Sciences**   **(3-3-4)**
This course includes a study of basic integrated sciences for health care professionals.

AHS 136   **Essentials of Anatomy and Physiology**   **(3-0-3)**
This course provides basic anatomical concepts related to each body system for entry-level health care practitioners.

AHS 138   **Medical Coding Basics**   **(3-0-3)**
This course is a study of basic concepts of coding for medical/dental services for the health professions.

AHS 148   **Special Topics in Geriatric Care**   **(2-0-2)**
This course includes a study of selected topics associated with geriatric care including oxygen needs, dementia, and wound care.

AHS 160   **Introduction to Health**   **(1-0-1)**
This course focuses on the definition and importance of work place ethics, knowledge and behaviors essential for the health care worker, and on the various roles of the interdisciplinary health care team.

ANT 101   **General Anthropology**   **(3-0-3)**
This course is the study of physical and cultural anthropology. This course explores subfields of anthropology to examine primatology, human paleontology, human variation, archaeology and ethnology.

Course No.	Course Title	Lecture-Lab-Credit

AOT 105   *Keyboarding*   *(3-0-3)*
This course focuses on the mastery of keyboarding and formatting principles.

AOT 110   *Document Formatting*   *(3-0-3)*
This course emphasizes speed, accuracy, and developing document formatting skills using keyboarding competencies. (Prerequisite: ≥ C in AOT 105)

AOT 115   *Medical Office Terminology*   *(3-0-3)*
This course is a study of root derivations of terms and terminology for the medical office.

AOT 120   *Introduction to Machine Transcription*   *(3-0-3)*
This is an introductory machine transcription course which is designed to provide experience in transcribing documents from dictation equipment. (Prerequisite: ≥ C in AOT 105)

AOT 122   *Medical Machine Transcription I*   *(3-0-3)*
This course provides experience in transcribing medical documents from dictation equipment. (Prerequisite: ≥ C in AOT 105)

AOT 133   *Professional Development*   *(3-0-3)*
This course emphasizes development of personal and professional skills required of an office worker in areas such as projecting a professional image, job-seeking skills, office etiquette, ethics, and time and stress management.

AOT 134   *Office Communications*   *(3-0-3)*
This course develops proficiency in proofreading and other specialized applications of communications in the office environment. (Prerequisite: ≥ C in AOT 105)

AOT 141   *Office Procedures I*   *(3-0-3)*
This is an introductory course to a variety of office procedures and tasks using business equipment, systems and procedures.

AOT 143   *Office Systems and Procedures*   *(3-0-3)*
This course emphasizes procedures and applications used in the office environment. (Prerequisite: ≥ C in AOT 105)

AOT 163   *Information Processing*   *(3-0-3)*
This course introduces the basic concepts of information processing. (Prerequisite: ≥ C in AOT 105 or equivalent ability to touch type.)

AOT 167   *Information Processing Applications*   *(3-0-3)*
This course emphasizes applications and features of information processing software. (Prerequisite: ≥ C in AOT 105 or equivalent ability to touch type.)

AOT 252   *Medical Systems and Procedures*   *(3-0-3)*
This course emphasizes development of proficiency in integrating skills commonly performed in medical offices. (Prerequisite: ≥ C in AOT 122)

AOT 267   *Integrated Information Processing*   *(3-0-3)*
This course covers the application of integrated computer software. (Prerequisite: ≥ C in AOT 105 or equivalent ability to touch type.)

ART 101   *Art History and Appreciation*   *(3-0-3)*
This is an introductory course to the history and appreciation of art, including the elements and principles of the visual arts.

ART 111   *Basic Drawing I*   *(3-0-3)*
This course provides an introduction to the materials and basic techniques of drawing.

AUT 100   *Introduction to Automotive Hazardous Materials*   *(1-0-1)*
This course is a basic study of the proper handling of hazardous materials found in automotive service centers. Topics include types of hazardous materials, handling of the materials, and their proper disposal.

Course No.	Course Title	Lecture-Lab-Credit

AUT 102   *Engine Repair*   *(3-3-4)*
This course is a basic study of the diagnostic procedures used to locate and repair internal engine malfunctions.

AUT 103   *Engine Reconditioning*   *(2-6-4)*
This course is a review of engine fundamentals and overhaul procedures, followed by performance in all areas of engine block preparation, cylinder head preparation, cleaning, specifications, measurements with micrometers, assembly and operation of unit.

AUT 105   *Beginning Engine Repair*   *(2-6-4)*
This course is a basic study of minor engine repairs, including in-frame repairs and cylinder head reconditioning.

AUT 111   *Brakes*   *(2.5-1.5-3)*
This course is a study of the fundamentals of hydraulics and brake components in their application to automotive brake systems.

AUT 112   *Braking Systems*   *(26-4)*
This course covers hydro boost power brakes and vacuum power brakes as well as master cylinders and caliper rebuilding.

AUT 115   *Manual Drive Train/Axle*   *(2-3-3)*
This course is a basic study of clutches, gearing, and manual transmission operation, including the basic study of rear axles and rear axle set up.

AUT 121   *Suspension and Steering*   *(2-3-3)*
This course covers the fundamentals of suspension and steering systems, including struts, springs, shock absorbers, stabilizers, ball joints and related parts.

AUT 131   *Electrical Systems*   *(2-3-3)*
This course is a study of the individual systems and components that, when combined, form the entire automobile electrical system. The course includes starting and charging systems, ignition, engine, chassis and accessory systems, as well as instruction in the proper use of electrical schematics.

AUT 133   *Electrical Fundamentals*   *(2.5-1.5-3)*
This course is a study of the theories of electricity, including magnetism, series and parallel circuits, Ohm's Law and an introduction to the use of various electrical test equipment.

AUT 142   *Heating and Air Conditioning*   *(2-3-3)*
This course covers the purpose, construction, operation, diagnosis and repair of automotive ventilation, heating and air conditioning systems of automobiles.

AUT 146   *Emission Systems*   *(2-3-3)*
This course is a study of the various emission systems currently in use, with emphasis placed on the importance of proper system operation, the effects of improper operation on engine performance and diagnostic equipment.

AUT 149   *Ignition and Fuel Systems*   *(3-3-4)*
This course is a study of ignition system operation and how it relates to fuel systems for proper engine operation.

AUT 151   *Automotive Transmission/Transaxle*   *(2-3-3)*
This course is a basic study of automotive transmission and transaxle service, including proper procedures for doing minor transmission and transaxle removal and replacement.

AUT 152   *Automatic Transmission*   *(3-3-4)*
This course is a basic study of power flow and hydraulics, including torque converter operation.

AUT 156   *Automotive Diagnosis and Repair*   *(3-3-4)*
This is a basic course for general diagnostic procedures and minor repairs.

Course No.	Course Title	Lecture-Lab-Credit

AUT 159   *Tools, Equipment and Reference Manuals* *(3-0-3)*
This course is a study of the proper selection, care and use of tools and equipment, including proper use of service and reference manuals and guides.

AUT 160   *Introduction to Automotive Technology* *(1-0-1)*
This course is an introduction to the automotive field, including an introduction to the different automotive fields available such as automotive technician, shop foreman, service manager, shop owner, etc.

AUT 161   *Introduction to Automotive Maintenance* *(1-0-1)*
This course is an introduction into automotive maintenance. Topics will include basic tool usage, shop safety, fluid service, tires, basic electrical and automotive systems theory.

AUT 162   *Personal Automotive Maintenance* *(2-3-3)*
This is a basic course in the study of personal care and maintenance of a vehicle for the "do-it-yourself" individual.

BAF 101   *Personal Finance* *(3-0-3)*
This course includes the practical applications of concepts and techniques used in managing personal finances. Major areas of study include financial planning, budgeting, credit use, housing, insurance, investments and retirement planning.

BAF 201   *Principles of Finance* *(3-0-3)*
This is an introductory course to the field of finance. Monetary and credit systems are examined along with how the demand for funds is met in both the public and private sector.

BAF 215   *Money and Banking* *(3-0-3)*
This course is a study of the United States monetary system with special emphasis on the commercial system and the central banking system.

BCT 101   *Introduction to Building Construction* *(4-3-5)*
This course is an introduction to residential and light commercial construction, construction terms, tools of the trade and their safe use.

BCT 102   *Fundamentals of Building Construction* *(3-3-4)*
This course is a study of framing for residential and light commercial buildings.

BCT 105   *Tool Usage and Safety* *(2-0-2)*
This course covers tool skills and their safe use in construction.

BCT 106   *Beginning Woodworking* *(1-3-2)*
This course is an introduction to woodworking. The student will have hands on use of hand and power tools such as table saw, jig saw, circular saw, router, joiner, and radial arm saw to complete projects assigned by the instructor.

BCT 112   *Construction Print Reading* *(2-0-2)*
This course is a study of residential and light commercial prints.

BCT 151   *Introduction to Residential Plumbing* *(3-0-3)*
This course covers plumbing theory as it relates to residential construction.

BCT 201   *Principles of Roof Construction* *(3-3-4)*
This course is a study of design and construction of roof systems and roofing materials for residential and light commercial construction.

BCT 203   *Exterior and Interior Finishes* *(4-3-5)*
This course is a study of exterior and interior finishes for residential and light commercial buildings.

BIO 101   *Biological Science I* *(3-3-4)*
This course is the first of a sequence introducing biology. Topics include the scientific method, basic biochemistry, cell structure and function, cell physiology, cell reproduction and development, Mendelian genetics, population genetics, natural selection, evolution and ecology.

Course No.	Course Title	Lecture-Lab-Credit

BIO 102 **Biological Science II** **(3-3-4)**
This is a continuation of introductory biology which includes classification of organisms and structural and functional considerations of all kingdoms (particularly major phyla as well as viruses). Vertebrate animals and vascular plants are emphasized. (Prerequisite: ≥ C in BIO 101)

BIO 210 **Anatomy and Physiology I** **(3-3-4)**
This is the first in a sequence of courses including an intensive coverage of the body as an integrated whole. All body systems are studied. (Prerequisite: ACCUPLACER pre-algebra score ≥ 40 or ≥ c* in MAT 032)

BIO 211 **Anatomy and Physiology II** **(3-3-4)**
This is a continuation of a sequence of courses including intensive coverage of the body as an integrated whole. All body systems are studied. (Prerequisite: ≥ C in BIO 210)

BIO 225 **Microbiology** **(3-3-4)**
This is a detailed study of microbiology as it relates to infection and the disease processes of the body. Topics include immunity, epidemiology, medically important microorganisms, and diagnostic procedures for identification. (Prerequisite: ≥ C in BIO 210)

BUS 101 **Introduction to Business** **(3-0-3)**
This course is a study of the nature of business activity in relation to the economic society, including how a business is owned, organized, managed and controlled.

BUS 110 **Entrepreneurship** **(3-0-3)**
This course is the introduction of starting a small business, including forms of ownership and management.

BUS 121 **Business Law I** **(3-0-3)**
This course is a study of legal procedures, law and society, classifications and systems of law, the tribunals administering justice and their actions, contracts, sales, transfer of titles, rights and duties of the parties, conditions, and warranties.

BUS 140 **Business Mathematics** **(3-0-3)**
This course provides applications of business mathematics in the study of discounting, marking up, inventory and insurance. Other topics may include payrolls and commission computations, introductions to stocks and bonds and other accepted business practices.

BUS 220 **Business Ethics** **(3-0-3)**
This course includes the exploration of ethical issues arising in the context of doing business. Representative topics: employee rights and responsibilities, corporate regulations and rights, discrimination, truth in advertising, employee privacy, environmental exploitation and free enterprise.

CHM 110 **College Chemistry I** **(3-3-4)**
This is the first course in a sequence which includes the following topics: atomic and molecular structure, nomenclature and equations, properties, reactions and states of matter, stoichiometry, gas laws, solutions and equilibria. (Prerequisite: ≥ C in MAT 110)

CHM 111 **College Chemistry II** **(3-3-4)**
This course is a continuation of the study of atomic and molecular structure, nomenclature and equations, properties, reactions and states of matter, stoichiometry, gas laws, solutions and equilibria. Other topics include kinetics, thermodynamics and electrochemistry. (Prerequisite: ≥ C in CHM 110)

COL 103 **College Skills** **(3-0-3)**
This course may include selected topics such as career planning, study skills, stress management, tutoring, group guidance and other subjects to facilitate student success.

COS 101 **Fundamentals of Cosmetology** **(3-0-3)**
This is an introductory course to the fundamentals of professional ethics, hygiene, good grooming and salesmanship as they relate to the practices of the salon.

Course No.	Course Title	Lecture-Lab-Credit
COS 102	Sanitation Procedures	(3-0-3)

This course is a study of the various methods of sanitation used in the salon.

COS 106	Facials and Makeup	(.5-7.5-3)

This is an introductory course to the procedures for various skin treatments, including anatomy, chemistry and safety.

COS 108	Nail Care	(1-6-3)

This course is a study of nail structure and manicuring techniques, including anatomy, chemistry and safety.

COS 110	Scalp and Hair Care	(2-3-3)

This course is a study of the structure and composition of hair, including the analysis and treatment of certain conditions of the hair and scalp.

COS 112	Shampoo and Rinses	(2-6-4)

This course is a study of procedures and safety precautions in the application of shampoo and rinses.

COS 114	Hair Shaping	(2-6-4)

This is an introductory course to the techniques of hair shaping. Emphasis is given to the correct use and safety of implements, proper hair sectioning, and various techniques used in hair design in relationship to body structure.

COS 116	Hairstyling I	(1-9-4)

This course is a study of the fundamentals of hair design, including principles, techniques, safety precautions and chemistry.

COS 120	Mannequin Practice	(1-6-3)

This course covers cosmetology applications, including hair shaping, chemical waving, hairstyling and hair coloring.

COS 130	Professional Image	(3-0-3)

This course is an introductory course that includes an overview of professionalism. Emphasis is on conduct, ethics, appearance and interpersonal skills.

COS 131	Bacteria and Other Infectious Agents	(2-0-2)

This course is an extensive study of bacterium and other infectious agents. Focus is on prevention, sanitation and safety.

COS 132	Science of Nail Technology	(2-0-2)

This course is an in-depth study of the structure of the human body and the functions it performs. Focus is on nail and skin disorders with emphasis on consultations.

COS 133	Basic Procedures	(3-0-3)

This course explores the basic steps, procedures, equipment and materials for manicuring and pedicuring. Emphasis is on current trends and issues with a review of state regulations.

COS 135	The Business of Nail Technology	(2-0-2)

This course explores the different types of working environments and handling of the business part of nail care. Focus is on products and services.

COS 136	Fundamentals of Artificial Nail Application	(4-0-4)

This is an introductory course in the fundamentals of gel/powder, acrylic, sculpturing, repairs, maintenance, nail wraps and tip application.

COS 137	Fundamentals of Nail Art	(1-0-1)

This course is an introduction to the basic techniques used in nail art design.

COS 201	Salon Management	(3-0-3)

This course is a study of salon management, including rules, regulations and codes governing the practice of cosmetology.

Course No.	Course Title	Lecture-Lab-Credit

COS 206   *Chemical Hair Waving*   *(1-6-3)*
This course is a study of methods of permanently waving the hair, including product, chemistry and safety.

COS 208   *Chemical Hair Relaxing*   *(1-6-3)*
This course is a study of methods of chemically relaxing the basic structure of hair, including product, chemistry and safety.

COS 210   *Hair Coloring*   *(1-6-3)*
This course is a study of the science and art of coloring the hair, including methods, procedures, safety precautions and chemistry.

COS 212   *Hair Lightening*   *(1-6-3)*
This course is a study of the lightening of hair, including methods, procedures, safety precautions and chemistry.

COS 220   *Cosmetology Clinical Practice I*   *(1-6-3)*
This course is an integration of cosmetology skills in a simulated salon environment.

COS 222   *Cosmetology Clinical Practice II*   *(1-6-3)*
This course is an integration of cosmetology skills in a simulated salon environment to provide additional practical hours in skill development.

COS 224   *Nail Practice I*   *(4-0-4)*
This course is designed as a clinical course specifically for nail technology.

COS 226   *Nail Practice II*   *(4-0-4)*
This course provides for the supervised practice of manicuring, pedicuring, and application skills in a simulated salon environment.

CPT 101   *Introduction to Computers*   *(3-0-3)*
This course covers basic computer history, theory and applications, including word processing spreadsheets, data bases and the operating system.

CPT 102   *Basic Computer Concepts*   *(3-0-3)*
This course includes the basic use of a computer with an overview of computer terminology and provides a basic foundation in software applications.

CPT 170   *Microcomputer Applications*   *(3-0-3)*
This course introduces microcomputer applications software, including word processing, data bases, spreadsheets, graphs and their integration. (Prerequisite: ≥ C in CPT 101)

CPT 172   *Microcomputer Data Base*   *(3-0-3)*
This course introduces microcomputer data base concepts, including generating reports from data bases and creating, maintaining and modifying data bases. (Prerequisite: ≥ C in CPT 170)

CPT 174   *Microcomputer Spreadsheets*   *(3-0-3)*
This course introduces the use of spreadsheet software on the microcomputer. Topics include creating, editing, using formulas, using functions and producing graphs. (Prerequisite: ≥ C in MAT 101 or equivalent and ≥ C in CPT 170)

CPT 208   *Special Topics in Computer Technology*   *(3-0-3)*
This course focuses on changes in computer technology. (Prerequisite: ≥CPT 170)

CPT 210   *Computer Resources Management*   *(3-0-3)*
This course examines the interaction of people, systems, and computers. Strategic management issues unique to the information technology environment are discussed. (Prerequisite: ≥ C in CPT 264)

CPT 242   *Database*   *(3-0-3)*
This course introduces database models and the fundamentals of data base design. Topics include database structure, database processing, and application programs which access a data base. (Prerequisite: ≥ C in CPT 172)

Course No.	Course Title	Lecture-Lab-Credit

CPT 264   *Systems and Procedures*   *(3-0-3)*
This course covers the techniques of system analysis, design, development and implementation. (Prerequisite: ≥ C in CPT 170)

CPT 265   *Advanced Systems and Procedures*   *(3-0-3)*
This course uses a complete case study to show the design, development and implementation of a business system. (Prerequisite: ≥ C in CPT 264)

CPT 270   *Advanced Microcomputer Applications*   *(3-0-3)*
This course emphasizes the integration of popular microcomputer software packages using advanced concepts in microcomputer applications software. (Prerequisite: ≥ C in CPT 172, CPT 174)

CPT 276   *CPT Internship*   *(3-0-3)*
This course is an intensive application development experience in an approved business setting. (By permission of faculty advisor only)

CRJ 101   *Introduction to Criminal Justice*   *(3-0-3)*
This course includes an overview of the functions and responsibilities of agencies involved in the administration of justice to include police organizations, court systems, correctional systems, and juvenile justice agencies.

CRJ 115   *Criminal Law I*   *(3-0-3)*
This course covers the development of criminal law in America. The basic elements of specific criminal offenses, criminal defenses, and various legal principles upon which criminal law is established are reviewed.

CRJ 125   *Criminology*   *(3-0-3)*
This course is a study of the various theories of criminal causation and control, the identification of criminal typologies, and the reaction of society to crime and criminals.

CRJ 130   *Police Administration*   *(3-0-3)*
This course is a study of the organization, administration, and management of law enforcement agencies.

CRJ 145   *Juvenile Delinquency*   *(3-0-3)*
This course includes a survey of the sociological, biological, and psychological theories involved in juvenile delinquency, modern trends in prevention, and treatment.

CRJ 216   *Police Supervision*   *(3-0-3)*
This course includes the analysis of the relationship of the first-line supervisor to the organization, including manpower needs, employee development and motivation, employee training and education, employee safety and health, and employee services and relations.

CRJ 220   *The Judicial Process*   *(3-0-3)*
This course includes an overview of the law-making function of the courts, the growth of common law, the structure and organization of the courts, court processes and procedures involved in criminal and civil cases, and the question of reform for the administration of justice.

CRJ 224   *Police Community Relations*   *(3-0-3)*
This course is a study of the importance of two-way communication between the criminal justice system and the community to foster a working relationship to control crime. A variety of topics are studied, including citizen involvement in crime prevention and police officer interpersonal relations.

CRJ 230   *Criminal Investigation I*   *(3-0-3)*
This course is a study of the fundamentals of interviewing witnesses and interrogating suspects. Different methods of conducting crime scene searches and methods used in investigating various crimes are studied in the course.

CRJ 242   *Correctional Systems*   *(3-0-3)*
This course is an introduction to aspects of the correctional function in criminal justice, including organization, process, procedure, and clients incarcerated and on conditional release.

Course No.	Course Title	Lecture-Lab-Credit
ECD 101	***Introduction to Early Childhood***	***(3-0-3)***

This course includes an overview of the history, theories and curriculum models of early education. Emphasis is on current trends and issues, with a review of state and national regulations. Characteristics of quality programs and professional teachers are explored in the course.

ECD 102   ***Growth and Development I***   ***(3-0-3)***

This course is an extensive study of philosophies and theories of growth and development of infants and toddlers. Focus is on "total" development of the child, with emphasis on physical, social, emotional, cognitive and nutritional areas. Developmental tasks and appropriate activities are explored in the course.

ECD 105   ***Guidance-Classroom Management***   ***(3-0-3)***

This course is an overview of developmentally-appropriate, effective guidance and classroom management techniques for the teacher of young children. A positive proactive approach is stressed in the course.

ECD 107   ***Exceptional Children***   ***(3-0-3)***

This course includes an overview of special-needs children and their families. Emphasis is on prevalence of disorders, treatment modalities, community resources serving exceptional children, the teacher's role in mainstreaming and early identification, and federal legislation affecting exceptional children.

ECD 108   ***Family and Community Relations***   ***(3-0-3)***

This course is an overview of techniques and materials for promoting effective family/program partnerships to foster positive child development. Emphasis is on availability and accessibility of community resources and on developing appropriate communication skills.

ECD 109   ***Administration and Supervision***   ***(3-0-3)***

This course is a study of the role and responsibilities of an early childhood administrator. Special focus is on program monetary matters, space management, curriculum, health and food services, and relations among the public, staff, and parents.

ECD 131   ***Language Arts***   ***(3-0-3)***

This course is a study of methods and materials in age-appropriate language experiences. Opportunities are provided to develop listening, speaking, pre-reading and prewriting skills through planning, implementation, and evaluation of media, methods, techniques and equipment. Methods of selection, evaluation and presentation of children's literature are included.

ECD 132   ***Creative Experiences***   ***(3-0-3)***

In this course the importance of creativity and independence in creative expression is stressed. A variety of age-appropriate media, methods, techniques and equipment is utilized. Students plan, implement and evaluate instructional activities.

ECD 133   ***Science and Math Concepts***   ***(3-0-3)***

This course includes an overview of prenumber and science concepts developmentally appropriate for young children. Emphasis is on the planning, implementation, and evaluation of developmentally appropriate activities utilizing a variety of methods and materials.

ECD 135   ***Health, Safety and Nutrition***   ***(3-0-3)***

This course covers a review of health and safety practices recommended for child care and includes information on common diseases and health problems. Certification preparation is provided in pediatric safety, CPR and first aid. Guidelines and information on nutrition and developmentally appropriate activities are also studied in the course.

ECD 200   ***Curriculum Issues in Infant and Toddler Development***   ***(3-0-3)***

This course is a study of infant and toddler care. Emphasis is on brain development and its implications for caring for infants and toddlers. Planning and teaching strategies as they relate to child development and its implications for caring for infants and toddlers. Planning and teaching strategies as they relate to child development, curriculum and environment are included in this course.

Course No.	Course Title	Lecture-Lab-Credit

ECD 201   *Principles of Ethics and Leadership in Early Care and Education*   *(3-0-3)*
This course includes an overview of historical views on leadership and issues and challenges of leadership in early care and education. Emphasis is on current trends and issues. This course also reviews ethical principles as they relate to children, families, colleagues, and the community and society.

ECD 203   *Growth and Development II*   *(3-0-3)*
This course is an in-depth study of preschool children growing and developing in today's world. Focus is on "total" development of the child with emphasis on physical, social, cognitive and nutritional areas of development. Developmental tasks and appropriate activities are explored in the course. (Prerequisite: ≥ C in ECD 102)

ECD 205   *Socialization and Group Care of Infants and Toddlers*   *(3-0-3)*
This course is the study of the socialization and group care of infants and toddlers. Emphasis is on guidance and management, understanding behavior, temperament, the importance of routines, primary care and continuity of care, and examining the elements of quality environments.

ECD 207   *Inclusive Care for Infants and Toddlers*   *(3-0-3)*
This course provides an overview of the field of infants and toddlers with special needs. Emphasis will be placed on instructional strategies, adaptations, environment, inclusion, etiology, federal legislation, family partnership, multicultural considerations, and optimal development.

ECD 237   *Methods and Materials*   *(3-0-3)*
This course includes an overview of developmentally appropriate methods and materials for planning and evaluating environments. Emphasis is on integrating divergent activities in each curriculum area. (Prerequisite: 15 or more ECD credit hours earned satisfactorily.)

ECD 243   *Supervised Field Experience I*   *(1-6-3)*
This course includes emphasis on planning, implementing, and evaluating scheduled programs, age appropriate methods, materials, activities, and environments of early childhood principles and practices. (Prerequisite: 24 or more ECD credit hours earned satisfactorily.)

ECD 251   *Supervised Field Experiences in Infant/Toddler Environment*   *(3-0-3)*
This course is a study of planning, implementing, and evaluating scheduled programs, age-appropriate methods, materials, activities and environments of infants and toddlers.

ECD 260   *Methods of Teaching Special Needs Students*   *(3-0-3)*
This course focuses on developmentally appropriate methods for teaching special needs students. Emphasis is on planning, implementation, and evaluation of developmentally appropriate activities utilizing a variety of methods and materials.

ECO 210   *Macroeconomics*   *(3-0-3)*
This course includes the study of fundamental principles and policies of a modern economy to include markets and prices, national income accounting, cycles, employment theory and fiscal policy, banking and monetary controls and the government's role in economic decisions and growth.

ECO 211   *Microeconomics*   *(3-0-3)*
This course includes the study of the behavior of households and firms, including supply and demand, elasticity, price/input in different market structures, pricing of resources, regulations and comparative advantage and trade.

EEM 107   *Industrial Computer Techniques*   *(2-0-2)*
This course is an introduction to microcomputers. Topics include definitions of computer types, hardware and software structure, movement of data, and application of microcomputers.

EEM 115   *DC Circuits*   *(3.5-1.5-4)*
This course is a study of atomic theory related to electronics and circuit theory. It covers electrical parameters and units, Ohm's Law, Kirchhoff's voltage and current laws, power, and energy. It also includes inductance, capacitance, and DC instruments. Circuits are constructed and tested.

Course No.	Course Title	Lecture-Lab-Credit

EEM 116   *AC Circuits*   *(3.5-1.5-4)*

This course is a study of the characteristics of alternating current and voltage in resistors, capacitors and inductors. Series, parallel, and complex circuits are covered. Circuits are constructed and tested.

EEM 117   *AC/DC Circuits*   *(3-3-4)*

This course is a study of direct and alternating theory, Ohm's Law, series, parallel, and combination circuits. Circuits are constructed and tested.

EEM 121   *Electrical Measurements*   *(2-0-2)*

This course covers the basic principles of electrical measuring instruments and how they are used in industries.

EEM 123   *Schematics Analysis*   *(3-0-3)*

This course covers the interpretation of electrical and electronic schematics, including the mathematical analysis of these circuits.

EEM 140   *National Electrical Code*   *(3-0-3)*

This course is a study of the national electrical code and is based on the latest codes as published by the national fire protection association (NFPA).

EEM 145   *Control Circuits*   *(2-3-3)*

This course covers the principles and applications of component circuits and methods of motor control.

EEM 165   *Residential/Commercial Wiring*   *(3-3-4)*

This course is a study of wiring methods and practices used in residential and commercial applications.

EEM 170   *Electrical Installation*   *(2-3-3)*

This course covers electrical wiring techniques commonly used in commercial, industrial, and residential wiring.

EEM 215   *AC/DC Machines*   *(2-3-3)*

This course is a study of applications, operations, and construction of DC and AC machines.

EEM 235   *Power Systems*   *(2-3-3)*

This course is a study of the design, operation, and installation of power distribution applications. Load analysis rate and power economics are covered.

EEM 240   *Basic Microprocessors*   *(4-0-4)*

This course is a study of basic microprocessor concepts such as microprocessor structure, programming, architecture and interfacing.

EEM 261   *Electronic Communications*   *(3-0-3)*

This course is an introduction to the electronic circuits used in radio frequency applications. Basic modulation, detection methods, antennas, and transmission cables are covered.

EEM 271   *Sensors and System Interfacing*   *(2-0-2)*

This course includes an introduction to various types of sensors and how they interface with computers and programmable logic controllers. Emphasis is placed on interfacing the computer or controller with machines to accomplish a task.

EEM 273   *Advanced Process Control*   *(3-0-3)*

This course covers the application of control systems and process control. An overview covering the use of analytical and calibration equipment is included.

EEM 274   *Technical/Systems Troubleshooting*   *(4-0-4)*

This course is a study of systematic approaches to troubleshooting and repair of electronic, electrical, and electromechanical systems.

EGR 105   *Safety in the Workplace*   *(1-0-1)*

This course is a survey of safety regulations and personal safety.

Course No.	Course Title	Lecture-Lab-Credit

EGR 175   *Manufacturing Processes*   *(3-0-3)*
This course includes the processes, alternatives and operations of the manufacturing environment.

EGT 101   *Basic Technical Drawing*   *(2-0-2)*
This course covers the basics of drafting, emphasizing line quality, lettering, and basic drafting conventions.

EGT 103   *Print Reading*   *(2-0-2)*
This course is an introduction to basic print reading and interpretation, including layout, projection, and dimensioning.

EGT 111   *Mechanical Drawing I*   *(1-3-2)*
This course is an introduction to the principles and practices of mechanical drawing.

EGT 112   *Mechanical Drawing II*   *(2.5-1.5-3)*
This course includes topics such as section views, auxiliary views and threads and fasteners. (Prerequisite: ≥ C in EGT 111)

EGT 123   *Industrial Print Reading*   *(1.5-1.5-2)*
This course covers basic print reading and sketching for the industrial trades area. Sketching of geometric shapes and interpretation of working shop drawings are also included.

EGT 125   *Descriptive Geometry*   *(1-3-2)*
This course is designed to aid in solving drafting problems associated with single or intersecting surfaces which are not necessarily placed in the principal planes in space.

EGT 151   *Introduction to CAD*   *(2.5-1.5-3)*
This course covers the operation of a computer-aided drafting system. The course includes interaction with a CAD station to produce technical drawings.

EGT 152   *Fundamentals of CAD*   *(2.5-1.5-3)*
This course includes a related series of problems and exercises utilizing the computer graphics station as a drafting tool. (Prerequisite: ≥ C in EGT 151)

EGT 155   *Intermediate CAD*   *(1-3-2)*
This course covers advanced computer-aided drafting skills, including topics such as creating isometrics and script files and customizing menus, text fonts and hatch fonts to produce advanced drawings. (Prerequisite: ≥ C in EGT 152)

EGT 220   *Structural and Piping Applications*   *(3.5-1.5-4)*
This advanced drawing course covers structural steel and process piping applications.

EGT 252   *Advanced CAD*   *(2.5-1.5-3)*
This course covers advanced concepts of CAD software and applications.

EGT 265   *CAD/CAM Applications*   *(2.5-1.5-3)*
This course includes applications using CAD/CAM routines. (Prerequisite: ≥ C in EGT 155)

EGT 270   *Manufacturing Integration*   *(4-0-4)*
This course covers management control techniques of the industrial/business world, including inventory and obsolescence control, manufacturing and production systems, engineering design change and material accountability procedures.

ENG 011   *Developmental English Basics Workshop*   *(1-0-1)*
This course provides support for English 031 (e.g., may include, but is not limited to, laboratory work, computerized instruction, and/or projects).

ENG 012   *Developmental English Workshop*   *(1-0-1)*
This course provides support for mastery of English 032 competencies (e.g., may include, but is not limited to, laboratory work, computerized instruction, and/or projects.)

Course No.	**Course Title**	**Lecture-Lab-Credit**

ENG 031   *Developmental English Basics*   *(3-0-3)*

Developmental English Basics is intended for students who need assistance in basic writing skills. Based on assessment of student needs, instruction includes basic grammar and usage, mechanics, sentence structure, and basic writing. Assignments will include writing a variety of unified and coherent compositions with evidence of a controlling idea, introduction, body and conclusion. (Developmental Studies courses do not apply toward graduation requirements.)

ENG 032   *Developmental English*   *(3-0-3)*

Developmental English is an intense review of grammar and usage, mechanics of punctuation, spelling and capitalization; sentence structure; and the writing process. Evidence of planning and organizing, drafting, editing and revising are emphasized in this course along with a study of different modes of writing for a variety of rhetorical situations. (Developmental Studies courses do not apply toward graduation requirements.) (Prerequisite required ACCUPLACER ≥ C* in ENG 031)

ENG 101   *English Composition I*   *(3-0-3)*

This is a college transfer course in which the following topics are presented: a study of composition in conjunction with appropriate literary selections, with frequent theme assignments to reinforce effective writing. A review of standard usage and the basic techniques of research are also presented. (Prerequisite: ≥ C in ENG 155 or required ACCUPLACER sentence skills score)

ENG 102   *English Composition II*   *(3-0-3)*

This is a college transfer course in which the following topics are presented: development of writing skills through logical organization, effective style, literary analysis and research. An introduction to literary genre is also included. (Prerequisite: ≥ C in ENG 101)

ENG 155   *Communications I*   *(3-0-3)*

This course introduces the principles of expository writing and public speaking through practice and development of communication skills. (Prerequisite: ≥ C* in ENG 032 or ACCUPLACER writing score of 51-73)

ENG 160   *Technical Communications*   *(3-0-3)*

This course is a study of various technical communications such as definitions, processes, instruction, descriptions and technical reports. (Prerequisite: ≥ C* in ENG 032 or ACCUPLACER writing score of 51-73)

ENG 201   *American Literature I*   *(3-0-3)*

This course is a study of American literature from the colonial period to the Civil War. (Prerequisite: ≥ C in ENG 102)

ENG 202   *American Literature II*   *(3-0-3)*

This course is a study of American literature from the Civil War to the present. (Prerequisite: ≥ C in ENG 102)

ENG 203   *American Literature Survey*   *(3-0-3)*

This course is a survey of American literature: major authors, genres and periods. (Prerequisite: ≥ C in ENG 102)

ENG 205   *English Literature I*   *(3-0-3)*

This is a course in which the following topics are presented: the study of English literature from the Old English period to the romantic period with emphasis on major writers and periods. (Prerequisite: ≥ C in ENG 102)

ENG 206   *English Literature II*   *(3-0-3)*

This is a course in which the following topics are presented: the study of English literature from the romantic period to the present with emphasis on major writers and periods. (Prerequisite: ≥ C in ENG 102)

ENG 208   *World Literature I*   *(3-0-3)*

This course is a study of masterpieces of world literature in translation from the ancient world to the sixteenth century. (Prerequisite: ≥ C in ENG 102)

ENG 209   *World Literature II*   *(3-0-3)*

This course is a study of masterpieces of world literature in translation from the seventeenth century. (Prerequisite: ≥ C in ENG 102)

Course No.	**Course Title**	**Lecture-Lab-Credit**

FRE 101   *Elementary French I*   *(4-0-4)*

This course consists of a study of the four basic language skills: listening, speaking, reading and writing, including an introduction to French culture.

FRE 102   *Elementary French II*   *(4-0-4)*

This course continues the development of basic language skills and includes a study of French culture. (Prerequisite: ≥ C in FRE 101)

GER 101   *Elementary German I*   *(4-0-4)*

This course is a study of the four basic language skills: listening, speaking, reading and writing. The course includes an introduction to German culture.

GER 102   *Elementary German II*   *(4-0-4)*

This course continues the development of the four basic language skills and the study of German culture. (Prerequisite: ≥ C in GER 101)

HIS 101   *Western Civilization to 1689*   *(3-0-3)*

This course is a survey of western civilization from ancient times to 1689, including the major political, social, economic and intellectual factors shaping western cultural tradition.

HIS 102   *Western Civilization Post 1689*   *(3-0-3)*

This course is a survey of western civilization from 1689 to the present, including major political, social, economic and intellectual factors which shape the modern western world.

HIS 104   *World History I*   *(3-0-3)*

This course covers world history from prehistory to circa 1500 A.D., focusing on economic, social, political and cultural aspects of people before the onset of western dominance and identifying major patterns and trends which characterized the world in each era.

HIS 105   *World History II*   *(3-0-3)*

This course covers world history from circa 1500 A. D. to the present, focusing on the development of a system of interrelationships based on western expansion and on the economic, social, political and cultural aspects of each era.

HIS 115   *African-American History*   *(3-0-3)*

This course is a study of the history of African-Americans, including African heritage, American history, and significant contributions by individuals or groups.

HIS 201   *American History: Discovery to 1877*   *(3-0-3)*

This course is a survey of U.S. history from discovery to 1877. This course includes political, social, economic and intellectual developments during this period.

HIS 202   *American History: 1877 to Present*   *(3-0-3)*

This course is a survey of U.S. history from 1877 to the present. This course includes political, social, economic and intellectual developments during this period.

HSS 205   *Technology and Society*   *(3-0-3)*

This course is an investigation of the impact of the twentieth century technological changes in America on the individual, society and the physical environments.

HUS 101   *Introduction to Human Services*   *(3-0-3)*

This course covers an overview of the field of human services. Role responsibilities, problems, boundaries, and strategies of human service workers are included.

HUS 205   *Gerontology*   *(3-0-3)*

This course is a survey of physical, social, and mental changes that occur as a person ages. The related problems and current programs designed for people aged 55 and over are studied in this course. (Prerequisite – HUS 101)

Course No.	Course Title	Lecture-Lab-Credit

HUS 208   **Alcohol and Drug Abuse**   **(3-0-3)**
This course is a study of the etiology of alcohol and drug abuse, various types of addictive substances, physical, mental, and social implications, programs in rehabilitation, and preventive care.

HUS 217   **Addiction Counseling**   **(3-0-3)**
This course provides specific skills for the diagnosis and retreatment of substance abuse and addictions. Topics to be discussed include causes and diagnoses of addictions and treatment modalities. (Prerequisite – HUS 101)

HUS 230   **Interviewing Techniques**   **(3-0-3)**
This course covers the development of skills necessary for interviews in various organizational settings. Students in human services will use these skills and knowledge later in their careers.

IDS 154   **Negotiating the Workplace**   **(1-0-1)**
This course examines the conceptual framework, knowledge, and specific skills needed to enter and thrive in the modern American workplace. Topics include: Employer Expectations and Requirements; Job Information; Presentation Skills; "Organizational Savvy;" Workplace Etiquette; Interviewing for Promotions and Employment, and Career Ladders.

IDS 205   **Professional Effectiveness**   **(3-0-3)**
This course examines the research-based principles and practices associated with professional effectiveness in the workplace including such topics as problem solving, systems thinking, interpersonal relations, quality, affective behavior, communications, ethics, self-management, learning, teamwork and leadership.

IET 210   **Special Topics for Honors**   **(3-0-3)**
This course is a study of current issues related to history, sociology, science and technology, the arts, political science, and economics.

IET 223   **Industrial Safety**   **(3-0-3)**
This course involves safety fundamentals and their relationship to accident prevention. The importance of safe behavior through careful training of both employees and supervisors is stressed. A survey of occupational safety and health (OSHA) is included.

IMT 103   **Precision Measurement Instruments**   **(2-0-2)**
This course is a study of calculations and measurements necessary for the workplace.

IMT 131   **Hydraulics and Pneumatics**   **(3-3-4)**
This course covers the basic technology and principles of hydraulics and pneumatics.

IMT 161   **Mechanical Power Applications**   **(3-3-4)**
This course covers mechanical transmission devices, including procedures for installation, removal, and maintenance.

IST 225   **Internet Communications**   **(3-0-3)**
This course covers introductory topics and techniques associated with the Internet and Internet communications. Techniques on how to use and access various types of information as well as how to find resources and navigate the Internet are included.

MAT 011   **Developmental Mathematics Basics Workshop**   **(1-0-1)**
This course provides support for mastery of MAT 031 competencies (e.g. may include, but is not limited to, laboratory work, computerized instruction, and/or projects).

MAT 012   **Developmental Mathematics Workshop**   **(1-0-1)**
This course provides support for mastery of MAT 032 competencies (e.g., may include, but is not limited to, laboratory work, computerized instruction, and/or projects).

MAT 031   **Developmental Mathematics Basics**   **(3-0-3)**
Developmental Mathematics Basics is intended for students who need assistance in basic arithmetic skills. Based on assessment of student needs, instruction includes performing the four arithmetic operations with whole numbers, fractions, decimals, and percentages. Application skills are emphasized. (Developmental studies courses do not apply toward graduation requirements.)

Course No.	**Course Title**	**Lecture-Lab-Credit**

MAT 032   ***Developmental Mathematics***   ***(3-0-3)***
Developmental Mathematics is a review of arithmetic skills and focuses on the study of measurement and geometry, basic algebra concepts, and data analysis. Application skills are emphasized. (Developmental studies courses do not apply toward graduation requirements.) (Prerequisite: ≥ C* in MAT 031 or ACCUPLACER pre-algebra score of 36-40)

MAT 101   ***Beginning Algebra***   ***(3-0-3)***
This course includes the study of rational numbers and their applications, operations with algebraic expressions, linear equations and applications, linear inequalities, graphs of linear equations, operations with exponents and polynomials, and factoring. (Prerequisite: ≥ C in MAT 032 or placement)

MAT 102   ***Intermediate Algebra***   ***(3-0-3)***
This course includes the study of linear systems and applications; quadratic expressions, equations, functions, and graphs; and rational and radical expressions and functions. (Prerequisite: ≥ C in MAT 101 or placement)

MAT 110   ***College Algebra***   ***(3-0-3)***
This course includes the following topics: polynomial, rational, logarithmic and exponential functions; inequalities; systems of equations and inequalities; matrices; determinants; and solutions of higher degree polynomials. (Prerequisite: ≥ C in MAT 102 or placement)

MAT 111   ***College Trigonometry***   ***(3-0-3)***
This course includes circular functions; trigonometric identities; solution of right and oblique triangles; solution of trigonometric equations; polar coordinates; complex numbers, including DeMoivre's theorem; vectors; conic sections; sequences; and series. (Prerequisite: ≥ C in MAT 110)

MAT 120   ***Probability and Statistics***   ***(3-0-3)***
This course includes introductory probability and statistics, including organization of data, sample space concepts, random variables, counting problems, binomial and normal distributions, central limit theorem, confidence intervals and test hypotheses for large and small samples; types I and II errors; linear regression; and correlation. (Prerequisite: ≥ C in MAT 102 or placement)

MAT 130   ***Elementary Calculus***   ***(3-0-3)***
This course includes differentiation and integration of polynomials; rational, logarithmic and exponential functions; and interpretation and application of these processes. (Prerequisite: ≥ C in MAT 110)

MAT 140   ***Analytical Geometry & Calculus I***   ***(4-0-4)***
This course includes the following topics: derivatives and integrals of polynomials, rational, logarithmic, exponential, trigonometric, and inverse trigonometric functions; curve sketching; maxima and minima of functions; related rates; work; and analytic geometry. (Prerequisite: ≥ C in MAT 111)

MAT 141   ***Analytical Geometry & Calculus II***   ***(4-0-4)***
This course includes the following topics: continuation of calculus of one variable, including analytic geometry, techniques of integration, volumes by integration, and other applications; infinite series, including Taylor series and improper integrals. (Prerequisite: ≥ C in MAT 140)

MAT 155   ***Contemporary Mathematics***   ***(3-0-3)***
This course includes techniques and applications of the following topics: elementary number theory; algebra; geometry; measurement; graph sketching and interpretations; and descriptive statistics. (Prerequisite: ≥ C* in MAT 032 or required ACCUPLACER pre-algebra score)

MGT 101   ***Principles of Management***   ***(3-0-3)***
This course is a study of management theories, emphasizing the management functions of planning, decision-making, organizing, leading and controlling.

MGT 120   ***Small Business Management***   ***(3-0-3)***
This course is a study of small business management and organization, forms of ownership and the process of starting a new business.

Course No.	Course Title	Lecture-Lab-Credit
MGT 121	**Small Business Operations**	**(3-0-3)**

This course is a study of the daily operations of an established small business, emphasizing staffing, recordkeeping, inventory control and marketing.

MGT 150   **Fundamentals of Supervision**   **(3-0-3)**

This course is a study of supervisory principles and techniques required to effectively manage human resources in an organization. First-line management is emphasized.

MGT 201   **Human Resource Management**   **(3-0-3)**

This course is a study of personnel administration functions within a business organization. Major areas of study include job analysis; recruitment, selection and assessment of personnel; and wage, salary and benefit administration.

MKT 101   **Marketing**   **(3-0-3)**

This course covers an introduction to the field of marketing with a detailed study of the marketing concept and the processes of product development, pricing, promotion and marketing distribution.

MSY 101   **Masonry Fundamentals**   **(4-3-5)**

This course is an introduction to masonry skills and tools.

MTT 100   **Careers in Machine Tool Technology**   **(1-0-1)**

The course will introduce the student to career opportunities available in the MTT profession. Instruction will be offered in safety, precision instruments, milling machines, drill presses, lathes, and surface grinders.

MTT 101   **Introduction to Machine Tool**   **(1-3-2)**

This course covers the basics in measuring tools, layout tools, bench tools and basic operations of lathes, mills and drill presses.

MTT 102   **Machine Tool Basics**   **(3-0-3)**

This course will provide the non-machine tool major with an overview of the capabilities of precision machining in conventional and computer numerical controlled machine tools. The student will become familiar with the machine tool portion of manufacturing primarily through demonstrations.

MTT 111   **Machine Tool Theory and Practice I**   **(3-6-5)**

This course is an introduction to the basic operation of machine shop equipment.

MTT 112   **Machine Tool Theory and Practice II**   **(3-6-5)**

This course is a combination of the basic theory and operation of machine shop equipment. (Prerequisite: MTT 111)

MTT 121   **Machine Tool Theory I**   **(2.5-1.5-3)**

This course covers the principles involved in the production of precision metal parts.

MTT 122   **Machine Tool Practice I**   **(1-9-4)**

This course covers practical experiences using the principles in Machine Tool Theory I.

MTT 123   **Machine Tool Theory II**   **(2.5-1.5-3)**

This course covers the principles involved in machining parts using machine tools, including lathes, mills, drill presses, jig bores, and the attachments for each. (Prerequisite: MTT 121 and MTT 122)

MTT 124   **Machine Tool Practice II**   **(1-9-4)**

This course covers the practical application of the principles in Machine Tool Theory II. (Prerequisite: MTT 121 and MTT 122)

MTT 141   **Metals and Heat Treatment**   **(2.5-1.5-3)**

This course is a study of the properties, characteristics and heat treatment procedures of metals.

MTT 143   **Precision Measurements**   **(2-0-2)**

This course is a study of precision measuring instruments.

Course No.	Course Title	Lecture-Lab-Credit

MTT 145   **Machining of Metals**   **(2-3-3)**
This course covers theoretical and practical training in the physical properties of metals, their required stock removal, speeds, feeds and depths of cut, and finish requirements.

MTT 147   **Tool and Cutter Grinding**   **(1-3-2)**
This course covers theoretical and practical training in cutting tools, cutting tool angles, the mechanics of material removal, and the operations of tool and cutter grinding equipment.

MTT 161   **Machine Tool Maintenance Theory**   **(2-0-2)**
This course covers maintenance requirements necessary for the upkeep and operations of a machine shop.

MTT 171   **Industrial Quality Control**   **(2-0-2)**
This course covers the methods and procedures of quality control.

MTT 251   **CNC Operations**   **(2-3-3)**
This course is a study of CNC machine controls, setting tools, and machine limits and capabilities.

MTT 253   **CNC Programming and Operations**   **(1.5-4.5-3)**
This course is a study of the planning, programming, selecting tooling, determining speeds and feeds, setting up, operating, and testing of CNC programs on CNC machines.

MTT 255   **CNC Programming II**   **(1.5-4.5-3)**
This course includes CNC programming with simulated production conditions.

MUS 105   **Music Appreciation**   **(3-0-3)**
This course is an introduction to the study of music with focus on the elements of music and their relationships, the musical characteristics of representative works and composers, common musical forms and genres of various western and nonwestern historical style periods, and appropriate listening experiences.

PHY 201   **Physics I**   **(3-3-4)**
This is the first in a sequence of physics courses. Topics include mechanics, wave motion, sound, heat, electromagnetism, optics, and modern physics. (Prerequisite: $\geq$ C in MAT 110 or equivalent)

PHY 202   **Physics II**   **(3-3-4)**
This course covers physics topics, including mechanics, wave motion, sound, heat, electromagnetism, and modern physics. (Prerequisite: $\geq$ C in PHY 201)

PNR 110   **Fundamentals of Nursing**   **(3-6-5)**
This course is an introduction to basic principles and beginning skills necessary to the nursing process. Concepts are integrated relating to physiological and psychosocial health needs of the individual. Legal and ethical roles of the Licensed Practical Nurse are emphasized. During the course students will practice basic nursing skills in the laboratory.

PNR 120   **Medical Surgical Nursing I**   **(3-6-5)**
This course is a beginning study utilizing the nursing process. Concepts include physiological, psychosocial, nutritional, and health and safety needs of the adult. Clinical experiences address selected commonly occurring health problems having predictable outcomes. (Prerequisite: $\geq$ 80 in PNR 110)

PNR 130   **Medical Surgical Nursing II**   **(3-6-5)**
This course is a continuation of the study of the nursing process. Concepts include physiological, psychosocial, nutritional, and health and safety needs of the adult. Clinical experiences address selected commonly occurring health problems having predictable outcomes. (Prerequisite: $\geq$ 80 in PNR 120)

PNR 140   **Medical Surgical Nursing III**   **(3-6-5)**
This course is a continuation of PNR 130 utilizing the nursing process to meet the needs of adults. Concepts include physiological, psychosocial and health and safety needs of the adult patients. Clinical experiences address selected commonly occurring health problems having predictable outcomes in an inpatient acute care setting. (Prerequisite: $\geq$ 80 in PNR 130)

Course No.	**Course Title**	**Lecture-Lab-Credit**

PNR 155   **Maternal/Infant/Child Nursing**   **(5-6-7)**

This course of study utilizes the nursing process and integrating pediatrics to meet the needs of the childbearing family. Clinical experiences address the care of the mother, newborn, and the care of the child with commonly occurring illnesses. (Prerequisite: ≥80 in PNR 140)

PNR 170   **Nursing of Older Adult**   **(1.5-1.5-2.0)**

This course is a study utilizing the nursing process. Concepts include physiological, psychosocial, nutrition, and health and safety needs of the older patient. Clinical experiences address selected commonly occurring health problems having predictable outcomes. (Prerequisite: ≥ 80 in PNR 140)

PNR 182   **Special Topics in Nursing: Pharmacology**   **(1-3-2)**

The topic of this course includes pharmacology concepts to include effects of specific drugs, medication administration and calculation of drug dosages. (Prerequisite: ≥ 80 in PNR 120)

PSC 201   **American Government**   **(3-0-3)**

This course is a study of national governmental institutions with emphasis on the Constitution, the functions of executive, legislative and judicial branches, civil liberties and the role of the electorate.

PSC 215   **State and Local Government**   **(3-0-3)**

This course is a study of state, county and municipal government systems, including interrelationships between these systems and within the federal government.

PSY 201   **General Psychology**   **(3-0-3)**

This course includes the following topics and concepts in the science of behavior: scientific method, biological bases for behavior, perception, motivation, learning, memory, development, personality, abnormal behavior, therapeutic techniques, and social psychology.

PSY 203   **Human Growth and Development**   **(3-0-3)**

This course is a study of the physical, cognitive, and social factors affecting human growth, development, and potential. This course is a study of the physiological, psychological, and social development of the pre-adolescent. Specific topics may include heredity, environment, maturation, intelligence, and language acquisition.

PSY 230   **Interviewing Techniques**   **(3-0-3)**

This course develops skills necessary for interviewers in various organizational settings.

RDG 011   **Developmental Reading Basic Workshop**   **(1-0-1)**

This course provides support for Reading 031 competencies.

RDG 012   **Developmental Reading Workshop**   **(1-0-1)**

This course provides support for mastery of Reading 032 competencies.

RDG 031   **Developmental Reading Basics**   **(3-0-3)**

This is a basic course designed to strengthen academic reading skills. Students will learn fundamental strategies to improve reading comprehension. Instruction will include an overview of basic concepts such as determining word meaning and will introduce reading as a process. (Developmental studies courses do not apply toward graduation requirements.)

RDG 032   **Developmental Reading**   **(3-0-3)**

This course is an intense review of the academic reading skills needed for success in a college-level course. Students will demonstrate their understanding of reading as a process and will apply strategies learned to expand their reading comprehension skills. Students will demonstrate the ability to integrate knowledge, use context clues, and identify supporting details. (Developmental studies courses do not apply toward graduation requirements.) (Prerequisite: ≥ C* in RDG 031 or required ACCUPLACER reading score)

REL 101   **Introduction to Religion**   **(3-0-3)**

This course provides a study of religion and the nature of religious belief and practice.

Course No.	**Course Title**	**Lecture-Lab-Credit**

RWR 012   Integrated Developmental Reading and Developmental English Workshop   (1-0-1)
This course provides support for mastery of Reading 032 and English 032 competencies (e.g. may include but is not limited to laboratory work, computerized instruction, and/or projects). Note: Students who complete this course should not enroll in ENG 012 or RDG 012

RWR 032   Integrated Developmental Reading and Developmental English   (3-0-3)
This course offers a review of academic reading and writing skills necessary for success in transitional and college-level courses. Students will apply strategies learned to the enhancement of reading and comprehension skills and to writing activities for a variety of rhetorical situations. Note: Students who complete this courses should not enroll in ENG 032 or RDG 032.

SOC 101   Introduction to Sociology   (3-0-3)
This course emphasizes the fundamental concepts and principles of sociology, including culture, socialization, interaction, social groups and stratification, effects of population growth, and technology in society and social institutions.

SOC 102   Marriage and the Family   (3-0-3)
This course introduces the institutions of marriage and the family from a sociological perspective. Significant forms and structures of family groups are studied in relation to current trends and social change.

SOC 205   Social Problems   (3-0-3)
This course is a survey of current social problems in America, stressing the importance of social change and conflicts as they influence perceptions, definitions, etiology, and possible solutions.

SOC 210   Juvenile Delinquency   (3-0-3)
This course presents the nature, extent and causes of juvenile delinquency behavior, including strategies used in the prevention, intervention, and control of deviant behavior.

SOC 215   Ethnic & Minority Issues   (3-0-3)
This course is a sociological study of social and technological changes influencing minority and ethnic issues.

SOC 230   Intro to Gerontology   (3-0-3)
This course is a study of the aging processes, including the physiological, psychological, sociological, and economic factors.

SPA 101   101 Elementary Spanish I   (4-0-4)
This course is a study of the four basic language skills: listening, speaking, reading, and writing, including an introduction to the Spanish culture.

SPA 102   Elementary Spanish II   (4-0-4)
This course continues development of the basic language skills and the study of the Spanish culture. (Prerequisite: ≥ C in SPA 101)

SPA 201   Intermediate Spanish I   (4-0-4)
This course is a review of Spanish grammar with attention given to more complex grammatical structures and reading difficult prose. (Prerequisite: ≥ C in SPA 102)

SPC 205   Public Speaking   (3-0-3)
This course is an introduction to principles of public speaking with application of speaking skills.

THE 101   Introduction to Theatre   (3-0-3)
This course includes the appreciation and analysis of theatrical literature, history, and production.

WLD 101   Cutting Processes   (.5-1.5-1)
This course covers the fundamentals of cutting processes commonly used in the welding industry

WLD 102   Introduction to Welding   (1.5-1.5-2)
This course covers the principles of welding, cutting, and basic procedures for safety in using welding equipment.

Course No.	**Course Title**	**Lecture-Lab-Credit**

WLD 103   *Print Reading I*   *(.5-1.5-1)*

This is a basic course which includes the fundamentals of print reading, the meaning of lines, views, dimensions, notes, specifications and structural shapes. Welding symbols and assembly drawings as used in fabrication work are also covered.

WLD 104   *Gas Welding and Cutting*   *(1-3-2)*

This course covers gas welding, brazing, soldering and cutting of metals.

WLD 106   *Gas and Arc Welding*   *(3-3-4)*

This course covers the basic principles and practices of oxyacetylene welding, cutting and electric arc welding. Emphasis is placed on practice in fundamental position welding and safety procedures.

WLD 111   *Arc Welding I*   *(2-6-4)*

This course covers the safety, equipment and skills used in the shielded metal arc welding process. Fillet welds are made to visual criteria in several positions.

WLD 113   *Arc Welding II*   *(2-6-4)*

This course is a study of arc welding of ferrous and/or nonferrous metals. (Prerequisite: ≥ C in WLD 111)

WLD 116   *Welding*   *(1-3-2)*

This course is designed to acquaint students with common welding and techniques/equipment used currently in trades and industry. Students are expected to develop basic skills in general welding.

WLD 132   *Inert Gas Welding Ferrous*   *(2-6-4)*

This course covers set up and adjustment of equipment and fundamental techniques for welding ferrous metals.

WLD 134   *Inert Gas Welding Nonferrous*   *(1-6-3)*

This course covers fundamental techniques for welding nonferrous metals.

WLD 136   *Advanced Inert Gas Welding*   *(1-3-2)*

This course covers the techniques for all positions of welding ferrous and nonferrous metals. (Prerequisite: WLD 132, 134)

WLD 142   *Maintenance Welding*   *(2-3-3)*

This course covers gas and arc welding processes used in maintenance shops.

WLD 154   *Pipe Fitting and Welding*   *(2-6-4)*

This is a basic course in fitting and welding pipe joints, either ferrous or nonferrous, using standard processes.

WLD 204   *Metallurgy*   *(2.5-1.5-3)*

This course covers the characteristics of ferrous and non-ferrous metals.

WLD 228   *Inert Gas Welding Pipe I*   *(2-6-4)*

This course covers the techniques used in gas tungsten arc welding of groove welds on ferrous pipe. (Prerequisite: ≥ C in WLD 154)

WLD 229   *Inert Gas Welding Pipe II*   *(1-3-2)*

This course covers the techniques used in gas tungsten arc welding of groove welds on alloyed steel and non-ferrous pipe. (Prerequisite: ≥ C in WLD 154)

READING ACCUPLACER PLACEMENT CHART

READING COURSE	ACCUPLACER SCORE
RDG 031	Reading Comprehension score 20 – 50
RDG 032	Reading Comprehension score 51 – 73 **OR** RDG 031 with grade ≥ C*
CURRICULUM LEVEL	Reading Comprehension score 74+ **OR** RDG 032 with grade ≥ C* **OR** SAT 480/ACT 18

ENGLISH ACCUPLACER PLACEMENT CHART

ENGLISH COURSE	ACCUPLACER SCORE
ENG 031	Sentence Skills score 20 – 40
ENG 032	Sentence Skills score 41 – 60 **OR** ENG 031 with grade ≥ C*
ENG 155	Sentence Skills score 61 – 80 **OR** ENG 032 with grade ≥ C*
ENG 101	Sentence Skills score 81+ **AND** Reading Comprehension 74+ **OR** ENG 155 with grade ≥ C* **OR** SAT 480/ACT 18

MATHEMATICS ACCUPLACER PLACEMENT CHART

MATH COURSE	ACCUPLACER SCORE
MAT 031	Arithmetic score of 20 – 48
MAT 032	Arithmetic score of 49 – 60 **OR** MAT 031 with grade ≥ C*
BUS 140	Arithmetic score of 61+ **and** Reading Comprehension score of 74+ **OR** MAT 032 with grade ≥ C*
MAT 101	Arithmetic score of 61+ **and** Elementary Algebra score of 20 – 70 **and** Reading Comprehension score of 74+ **OR** MAT 032 with grade ≥ C* **OR** SAT 420/ACT 15
MAT 102	Elementary Algebra score of 71+ **and** Reading Comprehension score of 74+ **OR** MAT 101 with grade ≥ C* **OR** SAT 440/ACT 17
MAT 110 and MAT 120	College Level Math score of 60+ **and** Elementary Algebra score of 90+ **and** Reading Comprehension score of 74+ **OR** MAT 102 with grade ≥ C* **OR** SAT 480/ACT 20
MAT 111	MAT 110 with grade ≥ C*
MAT 130	MAT 111 with grade ≥ C*

Full-Time Employees Listed by Department

Business Affairs

Coker, Melissa	*Vice President for Administration and Finance*
Elliott, Monica	*Bookstore Manager/Purchasing Director*
Holt, Amy	*Fiscal Technician (Accts Payable)*
Gowdy, Pamela	*Fiscal Technician (Accts Receivable Manager)*
McCrea, Genevieve	*Fiscal Technician (Accts Receivable)*
Pushia, Suzanna	*Accounting Manager/Comptroller*
Strong, Jennifer	*Human Resources*

Public Information

Berkeley, Sydney	*Public Information Director*
Newell, Beverly B.	*Administrative Specialist*

Financial Aid

Boos, Jean	*Financial Aid Manager*
Jordan, Theresa	*Financial Aid Specialist*

Academic Affairs

Altman, Joe	*Automotive Instructor/Dept Head*
Anderson, Heather	*Nursing Instructor/Dept Head*
Chandler, Margaret	Associate Vice President for *Academic Affairs*
Clingempeel, Glenn	*Psychology Instructor*
Coker, Judy M.	*Administrative Specialist*
Cumbie, Mike	*Instructor*
Cumbie, Sylvia B.	*Developmental Studies Instructor, Dept Head/Student Success Center Director*
Docsol, Isaac	*Math Instructor*
Elliott, Clifton R.	*Vice President for Academic and Student Affairs*
Gardner, Sam	*Welding Instructor*
Gentry, Minette	*Developmental Instructor*
Harvin, Linda	*Computer Technology Instructor*
Hubbard, Hope	*English Instructor*
Hudson, Michael	*Biology Instructor*
Lewis, Ginger	*Nursing Instructor*
Morant, Willie	*HVAC /R Technology Instructor*
Player, Chuck	*Machine Tool Technology Instructor*
Ragno, Bob	*Mechatronics Technology Instructor*
Walker-Kelly, Earlene	*Early Childhood Education Program Coordinator/Arts, Science and Education/Dept Head*
Webb, Danielle	*Cosmetology Instructor*
Weiss, Marc	*Business Administration/Computer/Criminal Justice/Dept Head*
Williamson, Dana	*Administrative Specialist*
Yearty, Sherry	*English Instructor*

Institutional Advancement

Muller, Andy	*Associate Vice President for Institutional Advancement*

Library

Love, Brandolyn	*Head Librarian*
Brown-Lambright, Lisa	*Library Technical Assistant*
McCrea, Belinda	*Library Technical Assistant*

Facilities Management

Barr, Isaac	*Buildings & Grounds Supervisor*
Burroughs, Quilly	*Trades Specialist*
Collins, Robbie	*Maintenance Supervisor*
Faulkner, Wellington	*Trades Specialist*
McCullough, Kevin	*Building Grounds Specialist*
Thomas, Tyrone	*Associate Vice President for Facilities*
Williams, Paul	*Trades Specialist*

Information Technology

Lee, Brent	*IT Manager*
Strong, Robert	*Information Systems/Business Analyst II*
Davis, Crystal	*IT Service Specialist*

President's Office

Lee, Pauline T.	*Administrative Specialist*
Lee, Patricia	*President*

Student Affairs

Graham, Cassandra	*Enrollment Specialist*
Cunningham, Vertanza	*Academic Counselor*
DuBose, Alexis Wright	*Associate Vice President for Student Affairs*
DuBose, Cheryl	*Director of Admissions and Advisement*
Collins, Wonderful	*Testing Coordinator/Administrative Specialist*

Upward Bound

Mitchum, Brandy	*Academic Specialist*
Miles, Donna	*Administrative Specialist*
Montgomery, Leonard	*Counselor*
Shaw, Geraldine	*Upward Bound Director*

Workforce Development/Continuing Education

Bostic, James	*Dean of Workforce Development /Continuing Education*
Brown, Jeanette	*Administrative Assistant*

Employees Emeriti

Floyd, Bruce *English Instructor Emeritus*
(M.A.T./B.A., University of South Carolina)
Wynn, John T. *President Emeritus*
(Ph.D., University of Southern Mississippi; M.B.A./B.B.A, Texas A&M University; A.A., Wharton County Junior College)

Appendices

Appendix A

Statewide Articulation Agreement: 86 Courses that Transfer Among and Between the Public Colleges and Universities in South Carolina

Universally Transferable Course	Credit Hours	Universally Transferable Course	Credit Hours
ACC 101 - Accounting Principles I	3	HIS 102 - Western Civilization Post 1689	3
ACC 102 - Accounting Principles II	3	HIS 201 - Am. History Discovery to 1877	3
ANT 101 - General Anthropology	3	HIS 202 - Am. History 1877 to Pres.	3
ART 101 - History and Appreciation of Art	3	MAT 110 - College Algebra	3
ART 105 - Film as Art	3	MAT 111 - College Trigonometry	3
AST 101 - Solar System Astronomy	4	MAT 120 - Probability and Statistics	3
AST 102 - Stellar Astronomy	4	MAT 122 - Finite College Mathematics	3
BIO 101 - Biological Science I	4	MAT 130 - Elementary Calculus	3
BIO 102 - Biological Science II	4	MAT 140 - Analytical Geo. and Calc. I	4
BIO 210 - Anatomy and Physiology I	4	MAT 141 - Analytical Geo. and Calc. II	4
BIO 211 - Anatomy and Physiology II	4	MAT 240 - Analytical Geo. and Calc. III	4
BIO 225 - Microbiology	4	MAT 242 - Differential Equations	4
CHM 110 - College Chemistry I	4	MUS 105 - Music Appreciation	3
CHM 111 - College Chemistry II	4	PHI 101 - Introduction to Philosophy	3
CHM 112 - College Chemistry II	4	PHI 105 - Introduction to Logic	3
CHM 211 - Organic Chemistry I	4	PHI 106 - Logic II Inductive Reasoning	3
CHM 212 - Organic Chemistry II	4	PHI 110 - Ethics	3
ECO 210 - Macroeconomics	3	PHI 115 - Contemporary Moral Issues	3
ECO 211 - Microeconomics	3	PHY 201 - Physics I	4
ENG 101 - English Composition I	3	PHY 202 - Physics II	4
ENG 102 - English Composition II	3	PHY 221 - University Physics I	4
ENG 201 - American Literature I	3	PHY 222 - University Physics II	4
ENG 202 - American Literature II	3	PHY 223 - University Physics III	4
ENG 203 - American Literature Survey	3	PSC 201 - American Government	3
ENG 205 - English Literature I	3	PSC 215 - State and Local Government	3
ENG 206 - English Literature II	3	PSY 201 - Introduction to Psychology	3
ENG 208 - World Literature I	3	PSY 203 - Human Growth & Development	3
ENG 209 - World Literature II	3	PSY 208 - Human Sexuality	3
ENG 214 - Fiction	3	PSY 212 - Abnormal Psychology	3
ENG 218 - Drama	3	SOC 101 - Introduction to Sociology	3
ENG 222 - Poetry	3	SOC 102 - Marriage and the Family	3
ENG 230 - Women in Literature	3	SOC 205 - Social Problems	3
ENG 236 - African American Lit	3	SOC 206 - Social Psychology	3
ENG 260 - Adv. Tech. Communication	3	SOC 210 - Juvenile Delinquency	3
FRE 101 - Elementary French I	4	SOC 220 - Sociology and the Family	3

FRE 102 - Elementary French II	4	SOC 235 - Thanatology	3
FRE 201 - Intermediate French I	3	SPA 101 - Elementary Spanish I	4
FRE 202 - Intermediate French II	3	SPA 102 - Elementary Spanish II	4
GEO 101 - Intro to Geography	3	SPA 201 - Intermediate Spanish I	3
GEO 102 - World Geography	3	SPA 202 - Intermediate Spanish II	3
GER 101 - Elementary German I	4	SPC 205 - Public Speaking	3
GER 102 - Elementary German II	4	SPC 210 - Oral Interp. of Literature	3
HIS 101 - Western Civilization to 1689	3	THE 101 - Introduction to Theatre	3

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