# WILLIAMSBURG TECHNICAL COLLEGE

# 2018 – 2019 Catalog

Volume 1
August 2018

# Changing Lives.
# Creating Futures.

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Associate in Applied Science in Business Administration (Computer Resource Management)
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Associate in Applied Science with a Major in Nursing (ADN)
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Diploma in Applied Science with a Major in Practical Nursing

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

# Williamsburg Technical College
## 2018 – 2019 Academic Calendar

### August 2018

| S | M | T | W | Th | F | S |
|---|---|---|---|---|---|---|
|  |  |  | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 |  |

### September 2018

| S | M | T | W | Th | F | S |
|---|---|---|---|---|---|---|
|  |  |  |  |  |  | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 |  |  |  |  |  |  |

### October 2018

| S | M | T | W | Th | F | S |
|---|---|---|---|---|---|---|
|  | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 |  |  |  |

### November 2018

| S | M | T | W | Th | F | S |
|---|---|---|---|---|---|---|
|  |  |  |  | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 |  |

### December 2018

| S | M | T | W | Th | F | S |
|---|---|---|---|---|---|---|
|  |  |  |  |  |  | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 |  |  |  |  |  |

## IMPORTANT DATES

**August**
13-14 ............................. Faculty Workday
15 ..............Fall 2018 General Registration
16-17 ............................. Faculty Workday
20-24 ...........Drop/Add & Late Registration

**September**
3 ...... Labor Day Holiday (College Closed)

**October**
1 ..............Book Orders for 2019SP Due to Bookstore
31...Spring 2019 Early Registration Begins

**November**
5 ........... Last Day to Withdraw from Class
6 ............. Election Day (College Closed)
21-23 ............ Fall Break (College Closed)
26...Open Registration for 2018SP Begins

**December**
7…….. 2018SP Open & Early Registration Ends
7 ........................................ Class End Date
10-13 ..................................... Final Exams
14 ...........................Grades Due (by noon)
17 …................................ Faculty Workday
18-31….Christmas Break (College Closed)

**January**
1 …..New Year's Holiday (College Closed)
2 ......................................... Faculty Workday
3 ........... Spring 2019 General Registration
4 ......................................... Faculty Workday
7 ..................... Spring 2019 Classes Begin
7-11 ............Drop/Add & Late Registration
14 …..... Dr. King Holiday (College Closed)

**March**
1 ......... Book Orders for 2019SU due from Faculty
25 ......... Last Day to Withdraw from Class
25 ...........Summer 2019 Early Registration Begins

**April**
15 ......... Summer 2019 Open Registration Begins
22-26 …………………………Spring Break
22-25 ….……College Closed after 6:00pm
26 …………………..………College Closed
29 ............... Spring 2019 Class End Date
29 …... 2019SU Open & Early Registration Ends
30 …………….……………….Final Exams

**May**
1-6.......................................... Final Exams
7 ............................Grades Due (by noon)
8-9 …........................... Faculty Workdays
8-9 …........... College Closed after 6:00 pm
10 ......................... Commencement (7pm)

### January 2019

| S | M | T | W | Th | F | S |
|---|---|---|---|---|---|---|
|  |  | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 |  |  |

### February 2019

| S | M | T | W | Th | F | S |
|---|---|---|---|---|---|---|
|  |  |  |  |  | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 |  |  |

### March 2019

| S | M | T | W | Th | F | S |
|---|---|---|---|---|---|---|
|  |  |  |  |  | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 |  |  |  |  |  |  |

### April 2019

| S | M | T | W | Th | F | S |
|---|---|---|---|---|---|---|
|  | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 |  |  |  |  |

### May 2019

| S | M | T | W | Th | F | S |
|---|---|---|---|---|---|---|
|  |  |  | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 |  |

| 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
## 2019 Summer Academic Calendar

## SUMMER 2018

### May 2019

| S | M | T | W | Th | F | S |
|---|---|---|---|---|---|---|
|  |  |  | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 |  |

### June 2019

| S | M | T | W | Th | F | S |
|---|---|---|---|---|---|---|
|  |  |  |  |  |  | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 |  |  |  |  |  |  |

### IMPORTANT DATES

**May**
13-14…...……….College Closed at 6:00 pm
13-14 …………………….Faculty Workdays
15……….… General Registration 2018SU
16-17……………..……….Faculty Workday
20…………………..Summer Classes Begin
20-24……….Drop/Add & Late Registration
27……...…..Memorial Day (College Closed)

**June**
10 ......Text Book Orders for Fall 2019 Due

**July**
2-5 .............. No Classes (Summer Break)
4 ...................................... College Closed
15 ........2019FA Open & Early Registration
Begins
15 ......... Last Day to Withdraw from Class

**August**
1………2018FA Open & Early Registration
Ends
2 ................................... Last Day of Class
5-8 ........................................ Final Exams
9 ........................... Grades Due (by noon)
12-13 ............ Colleges closes at 6:00 pm
12-13 ........................... Faculty Workdays
14 .............. General Registration 2019FA
15 .................................. Faculty Workday

### July 2019

| S | M | T | W | Th | F | S |
|---|---|---|---|---|---|---|
|  | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 |  |  |  |

### August 2019

| S | M | T | W | Th | F | S |
|---|---|---|---|---|---|---|
|  |  |  |  | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

| | |
|---|---|
| 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 |

# College Directory

| Area of Need | Department | Phone | Building | Room |
|---|---|---|---|---|
| Academic Concerns | Academic Affairs | 355-4136 | A | 240 |
| Admission | Student Affairs | 355-4165 | C | 141 |
| 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 | C | 141 |
| Change of Major | Student Affairs | 355-4165 | C | 141 |
| Change of Name or Address | Student Affairs | 355-4169 | C | 141 |
| 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 | C | 141 |
| 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 | C | 141 |
| Exemption Test | Academic Affairs | 355-4136 | A | 240 |
| Financial Aid | Financial Aid | 355-4167 | C | 120 |
| Foundation/Fundraising | Public Information | 355-4121 | A | 214 |
| GED Information | Student Affairs | 355-4165 | C | 141 |
| Gifts, Grants and Bequests | Public Information | 355-4121 | A | 214 |
| Graduation | Student Affairs | 355-4169 | C | 141 |
| High School Programs | Upward Bound | 355-4175 | A | 212 |
| ID Cards | Library | 355-4172 | C | 106A |
| Lost and Found | Student Affairs | 355-4169 | C | 141 |
| Lottery Tuition Assistance | Financial Aid | 355-4167 | C | 120 |
| 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 | 214 |
| News Releases | Public Information | 355-4121 | A | 214 |
| 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 | C | 141 |
| Placement after Graduation | Student Affairs | 355-4169 | C | 141 |
| Public Relations | Public Information | 355-4185 | A | 214 |
| Refunds | Business Affairs | 355-4112 | A | Front Lobby |
| Registration | Student Affairs | 355-4169 | C | 141 |
| 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 |
| Security Issues | Facilities Management | 355-4152 | A | 290A |
| Student Activities | Student Affairs | 355-4165 | C | 141 |
| Student Employment (WorkStudy) | Financial Aid | 355-4167 | C | 120 |
| Student Publications | Student Affairs | 355-4169 | C | 141 |
| Student Announcements | Student Affairs | 355-4169 | C | 141 |
| Supply Purchases | Bookstore | 355-4191 | A | 290 |
| Teleconferences | Management Info Sys | 355-4173 | A | 232 |
| Testing | Student Affairs | 355-4169 | C | 141 |
| Transcripts | Student Affairs | 355-4162 | C | 141 |
| Transfer of Credits | Academic Affairs | 355-4136 | A | 240 |
| Tuition and Fees | Business Affairs | 355-4112 | A | Front Lobby |
| Tutoring | Student Success Center | 355-4124 | A | 222 |
| Vending Machine Problems | Business Affairs | 355-4110 | A | Front Lobby |

| Area of Need | Department | Phone | Building | Room |
|---|---|---|---|---|
| Veterans Affairs | Financial Aid | 355-4167 | C | 120 |
| WebAdvisor Password Reset | Student Affairs | 355-4170 | C | 141 |
| Withdrawal from College | Student Affairs | 355-4162 | C | 141 |

# College Directory by Department

| Department | Phone | Building | Room |
|---|---|---|---|
| Academic Affairs | 355-4136 | A | 240 |
| Business Affairs | 355-4112 | A | Front Lobby |
| Facilities Management | 355.5152 | A | 290A |
| Financial Aid | 355.4167 | C | 120 |
| Human Resources | 355.4111 | A | 265 |
| Institutional Advancement | 355.4150 | A | 252 |
| Library | 355.4172 | C | 106 |
| Management Information Systems (MIS/IT) | 355.4173 | A | 232 |
| President | 355.4126 | A | 247 |
| Public Information | 355.4121 | A | 214 |
| Student Affairs | 355.4165 | C | 141 |
| Workforce Development/Continuing Education | 355.4177 | A | 233 |

# WILLIAMSBURG TECHNICAL COLLEGE



Campus map showing buildings including Administration Bldg. (Bldg. A), Technology Bldg. (Bldg. B), Meriwether Bldg. (Bldg. C), Maintenance Building, Workforce Development Classrooms, Courtyard, Patio, and parking areas (Student/Visitor Parking, Faculty/Staff/Handicap Parking, Overflow Parking, Visitor/Handicap/Administrator Parking). Nearby landmarks: Kingstree Senior High School (East Campus), Kingstree Senior High School (West Campus), Williamsburg Regional Hospital, SC Dept. of Workforce / SC Works. Roads: SC Highway 527, SC Highway 377 (MLK Jr. Avenue), SC Highway 527 Bypass.

# WILLIAMSBURG TECHNICAL COLLEGE

Workforce Development Classrooms
107

Shop Building (Building B)

Administration Building (Building A)

Automotive Mechanics
400
403

Mechatronics Lab
408

Machine Tool Lab A
414
415

Welding Lab
425
432

HVAC/R Lab
431

Construction Trades
439

College Maintenance Office
444
446

Nail Tech
505
504
502
500

Cosmetology
503

Patio

Student Lounge
Bookstore
Canteen

Security

Cont. Ed. / Work Dev 233
234
236A
Nursing Dept. 236
PN Lab 238
239

Faculty Lounge

Academic Affairs

MIS 232
Computer Labs A&B 230
231

Nursing Sim Lab 283
284

Faculty Lounge
Offices
Offices

243
244
245

Auditorium

Faculty Row

Conf. Room 252
Business
Office
President
Lobby

211
Upward Bound 212
213

PR Dev 214
220
Science Lab 219

Academic Support 222
M
W
226

Outside Stage

Courtyard

Student Services 141
Fin Aid 121
120
M
W
117
116
115
114
113
112

Library (LRC)
106A/106B

Meriwether Building (Bldg C)

Student Parking

Faculty / Staff Parking

Administrator Parking

Visitor Parking

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# 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.  Over the years, the offices of Adult Education, state Job Service, and Vocational Rehabilitation relocated to other facilities in the area.

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; a 40-credit hour Certificate in Mechatronics Program was approved by SACSCOC in 2017; approval of C.E. Murray High School as an off-campus site in 2017; and approval of the ADN-RN Program, Healthcare Certificate, and Computer Technology Certificate in 2018.  The College continues to expand its course technology base and now offers both hybrid and online courses.  Williamsburg Technical College currently offers nine Associate Degree programs, three Diploma programs, and 24 Certificate programs.

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.  In 2019, Williamsburg Technical College will celebrate 50 years of service to area students and businesses.

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**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 6, 2017*
*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 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 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 nursing simulation lab, science laboratory, an auditorium, a conference room, a student lounge, a faculty/staff lounge, Offices of Academic Affairs, Upward Bound, Continuing Education, Workforce Development, Public Information, Business Affairs, President, and administrative and faculty offices;
- 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 Student Affairs and Financial Aid; computer lab/classroom and
- Building D (on College Drive) which houses classrooms for Workforce Development.

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

| | |
|---|---|
| Gregory B. Askins, Chair | Sixth Congressional District |
| Warren L. Helm | First Congressional District |
| Robert E. Barnett | Second Congressional District |
| Anthony G. Barker | Third Congressional District |
| Stephen J. Burry | Fourth Congressional District |
| Philip G. Homan | Seventh Congressional District |
| Gwendolyn A. Bright | At-Large Member |
| Montez C. Martin, Jr. | At-Large Member |
| Ralph A. Odom, Jr. | Fifth Congressional District |
| Matthew L. Yaun | 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, Jr.
Toni M. Ward
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.

**AREAS OF THE COLLEGE**

**Academic Affairs:**
Student Success Center; Arts, Sciences, and Education; Nursing; Business Administration/Computer Technology/Criminal Justice/Cosmetology; Developmental Studies; Industrial/Vocational Technology; Library; 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 and Compensation; Employee Relations; Hiring; Payroll; Recruiting; Training; Veterans Affairs

**Workforce Development / Continuing Education**
Community Service; Occupational Advancement; Personal Enrichment; Workforce Development; SC Tax Credit Incentives; SC Apprenticeship; ReadySC; Snap2Work; SC Enterprise Zone Act (EZA); Incumbent Worker Training (IWT); 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:**
One-Stop Services including Admissions, Assessment, Career Planning and Placement, Counseling, Academic Advisement; Records; Recruitment; Student Government Association; Student Support Services; Upward Bound

**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 and Student Affairs serves as the Chief Academic 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 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.

**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.

**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.

**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.

**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.

**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.

**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

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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 including online and off-site 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 answered 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:**
        Admissions/Registrar/Student Affairs – (843) 355-4289
        Business Affairs – (843) 355-4296
        Financial Aid – (843) 355-4276
        President – (843) 355-4295
        Public Information/Development – (843) 355-4294
        Student Success Center – (843) 355-4296
        Upward Bound – (843) 355-4288
        Workforce Development/Continuing Ed – (843) 355-4298

    **Email:**
        Williamsburg Technical College 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](http://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.

**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 composite 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.

## One Stop Center

The One Stop Center is your first stop at WTC. The Student Affairs Department works collaboratively with staff members to provide a wholesome and welcoming learning environment for each student or prospective student on campus. The main focus of the One Stop Center is to provide and/or monitor:

- First Semester Scheduling
- Class Participation and Grades
- Classroom and Instructor Issues
- Any Academic-Related Concerns
- Advising About Dropping, Adding, or Withdrawing from Classes
- Student Activities
- Career Counseling
- Academic Record Concerns

## 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. Senior Citizen students are required to pay all student fees and cost of textbooks. 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.

**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.

Refunds or exchanges are only allowed in the following two cases:
1. The course has been cancelled by the College
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 WTC email, contact Brent Lee or for Webadvisor password assistance, 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. Students are able to checkout laptop computers and calculators. 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.  High school students are not required to pay tuition and fees if they are taking the specified credit hours in each program (six hour minimum) to qualify for Lottery Tuition Assistance. 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.*

<u>**The Student Code for the SC Technical College System (3-2-106.1)**</u>
The Student Code for the South Carolina Technical College System applies to all WTC students and is revised periodically.  As a state policy this student code applies to all students enrolled in the South Carolina State Technical College System.  The Student Code is included in its entirety below.

**GENERAL PROVISIONS**

**I.    Purpose**

The Student Code for South Carolina Technical College System sets forth the rights and responsibilities of the individual student, identifies behaviors that are not consistent with the values of college communities, and describes the procedures that will be followed to adjudicate cases of alleged misconduct, except cases of alleged acts of sexual violence and sexual harassment.  Cases of alleged acts of sexual violence and sexual harassment will be adjudicated through SBTCE procedure 3-2-106.2 or SBTCE procedure 8-5-101.1.  This code applies to behavior on college property, at college-sponsored activities and events, and to off-campus behavior that adversely affects the college and/or the college community.

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

**II.   Principles**

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

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

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

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

**III.  Solutions of Problems**

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

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

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

**IV.   Definitions**

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

   a.  "College" means any college in the South Carolina Technical College System.

   b.  "The 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 Students or Student Services, Dean of Instruction, Chief Academic Officer, Business Manager, etc.

   d.  "Chief Student Services Officer" means the Administrative Officer at the college who has overall management responsibility for student affairs, or his/her designee.

e. "Chief Academic Officer" means the Administrative Officer at the college who has overall management responsibility for academic programs and services, or his/her designee.

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

g. "Instructor" means any person employed by the college to conduct classes.

h. "Staff" means any person employed by the college for reasons other than conducting class.

i. "SGA" means Student Government Association of the college or other group of students convened for the purpose of representing student interests to the college's administration or in the college's governance system.

j. "Campus" means any place where the college conducts or sponsors educational, public service, or research activities.

k. "Violation of Law" means a violation of a law of the United States or any law or ordinance of a state or political subdivision which has jurisdiction over the place in which the violation occurs.

l. "Instructional Weekday" means any day except Saturday, Sunday, or any other day on which the college is closed.

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

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

## STUDENT CODE
### I.  Student Rights

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

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

In the classroom and in other instructional settings, discussion and expression of all views relevant to the subject matter are recognized as necessary to the educational process, but students have no right to interfere with the freedom of instructors to teach or the rights of other students to learn.

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

d. Freedom from Unreasonable Searches and Seizures
Students are entitled to the constitutional right to be secure in their persons, swellings, papers, and effects against unreasonable searches and seizures.  College security officers or administrative officers may conduct searches and seizures only authorized by law.

e. Right to Participate in College Governance
Students should have the opportunity to participate on college committees that formulate policies directly affecting students, such as in the areas of student activities and student conduct.  This participation may be coordinated through a Student Government Association whose constitution or bylaws have been approved by the college's area commission.

f. Right to Know Academic and Grading Standards
Instructors will develop, distribute, explain, and follow the standards that will be used in evaluating student assignments and determining student grades.

Grades are awarded for student academic performance.  No grade will be reduced as a disciplinary action for student action or behavior unrelated to academic conduct.

g. Right to Privacy

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

h. Right to Confidentiality of Student Records

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

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

i. Right to Due Process

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

## II. Student Responsibilities

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

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

c. Students are expected to comply with all course requirements as specified by instructors in course syllabi and to meet the standards of acceptable classroom behavior set by instructors. Instructors will announce these standards during the first week of classes. If a student's behavior disrupts class or jeopardizes the health, safety, or well-being of the student or others, the instructor will speak with the student regarding the disruption. If the unacceptable conduct or disruption continues, the instructor may dismiss the student for the remainder of the class period.

Further disruption(s) by the student may result in a second dismissal and a written referral to the Chief Student Services Officer. This written referral may result in the initiation of disciplinary action against the student.

## III. Student Conduct Regulations

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

a. Academic Misconduct

All forms of academic misconduct including, but not limited to, cheating on tests, plagiarism, collusion, and falsification of information may call for disciplinary action.
   i. Cheating on tests is defined to include the following:
      1. Copying from another student's test or answer sheet
      2. Using materials or equipment during a test not authorized by the person giving the test
      3. Collaborating with any other person during a test without permission
      4. Knowingly obtaining, using, buying, selling, transporting, or soliciting in whole or in part the contest of a test prior to its administration
      5. Bribing or coercing any other person to obtain tests or information about tests
      6. Substituting for another student, or permitting any other person to substitute for oneself
      7. Cooperating or aiding in any of the above

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

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

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

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b. Abuse of Privilege of Freedom of Speech or Assembly
No student acting alone or with others, shall obstruct or disrupt any teaching, administrative disciplinary, public service, research, or other activity authorized or conducted on the campus of the college or any other location where such activity is conducted or sponsored by the college. This disruption does not necessarily have to involve violence or force for the student to face disciplinary actions. In addition to administrative action, any person in violation of any federal, state, or local law will be turned over to the appropriate authorities.

c. Falsification of Information and other Acts Intended to Deceive
Falsification of information and other acts intended to deceive include, but are not limited to the following:
   i. Forging, altering, or misusing college documents, records, or identification cards
   ii. Falsifying information on college records
   iii. Providing false information for the purpose of obtaining a service

d. Actions which Endanger Students and the College Community
Actions which endanger students and the college community include, but are not limited to the following:
   i. Possessing or using on campus a firearm or other dangerous or potentially dangerous weapon unless such possession or use has been authorized by the college
   ii. Possessing or using any incendiary device or explosive unless such possession or use has been authorized by the college
   iii. Setting fires or misusing or damaging fire safety equipment
   iv. Using, or threatening to us, physical force to restrict the freedom of action or movement of others or to harm others
   v. Endangering the health, safety, or wellbeing of others through the use of physical, written or verbal abuse, threats, intimidation, harassment, and coercion
   vi. Sexual violence, which refers to physical sexual acts perpetuated against a person's will or when a person is incapable of giving consent. Cases of alleged acts of sexual violence will be adjudicated through SBTCE procedure 3-2-106.2.
   vii. Retaliating, or threatening to retaliate, against any person for filing a complaint, providing information relating to a complaint, or participating as a witness in any hearing or administrative process.

e. Infringement of Rights of Others
Infringement of rights of others is defined to include, but is not limited to the following:
   i. Stealing, destroying, damaging, or misusing college property or the property of others on campus or off campus during any college activity.
   ii. Sexually harassing another person. In addition to sexual violence, sexual harassment can include unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature, when submission to such conduct is made a term or condition of a student's education, a basis for academic conditions affecting the student, or the conduct is sufficiently serious to interfere with the student's academic performance or otherwise deny or limit the student's ability to participate in any aspect of the college's program, thereby creating an intimidating or hostile learning environment. Cases of alleged acts of sexual harassment will be adjudicated through SBTCE procedure 3-2-106.2 or SBTCE procedure 8-5-101.1.
   iii. Stalking, which is defined as engaging in a course of conduct, through physical, electronic, or other means, that would place a reasonable person in fear for his/her safety, or that has in fact, placed an individual in such fear. Where the stalking is based on sex, race, national origin, color, age, religion, or disability, it may constitute harassment under other provisions of this Code.
   iv. Bullying or harassing conduct, including verbal acts and name calling; graphic and written statements, which may include the use of cell phones, the internet, or other electronic devices; and other conduct that may be physically harmful, threatening, or humiliating. Bullying or harassment based on race, national origin, color, age, sex, religion, or disability will be a violation of the Code when it is a basis for academic decisions affecting the student or the conduct is sufficiently serious to interfere with the student's academic performance or otherwise deny or limit the student's ability to participate in any aspect of the college's program, thereby creating an intimidating or hostile learning environment.
   v. Engaging in any activity that disrupts the educational process of the college, interferes with the rights of others, or adversely interferes with other normal functions and services.

f. Other Acts which Call for Discipline
Other acts which call for discipline include, but are not limited to the following:
   i. Possessing, using, or distributing any narcotics or other unlawful drugs as defined by the laws of the United States or the State of South Carolina

ii. Possessing, using, or distributing on campus any beverage containing alcohol.
iii. Violating institutional policies while on campus or off campus when participating in a college sponsored event or activity.
iv. Violating any South Carolina and/or federal laws while on campus or off campus when participating in a college sponsored event or activity.

## IV. Student Disciplinary Procedures

The procedures and sanctions that follow are designed to channel faculty, staff, or student complaints against students, except for those complaints alleging acts of sexual violence or sexual harassment which are processed under SBTCE procedure 3-2-106.2 or SBTCE procedure 8-5-101.1. Because due process is essential in dealing with infractions of college regulations, any disciplinary actions taken and sanctions imposed on a student or student organization will follow the provisions of this code.

a. Interim Suspension

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

The interim suspension process follows:

i. The President, or President's designee, shall notify the Chief Student Services Officer in writing about the nature of the alleged infraction, a brief description of the incident(s) and the student's name before 5:00 pm of the first class day following the decision to impose the interim suspension.

ii. The Chief Student Services Officer, or designee, will inform the student, in writing, about the decision to impose an interim suspension. This notice must either be hand delivered to the student, sent by e-mail, or sent by certified mail to the student's address of record within two (2) instructional weekdays of receiving the information from the President, or designee. If sent by e-mail, a letter sent by certified mail to the student's last known address must still be mailed within two (2) instructional weekdays of receiving the information from the President, or designee.

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

b. Academic Misconduct

i. An instructor who has reason to believe that a student enrolled in his/her class has committed an act of academic misconduct must discuss the matter with the student. The instructor must advise the student of the alleged act of academic misconduct and the information upon which it is based. The student must be given an opportunity to refute the allegation. If the student chooses not to participate in the discussion, the instructor will make a decision based upon the available information.

ii. 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:
1. Completion of an educational activity relating to the nature of the offense.
2. Assign a lower grade or score to the paper, project, assignment, or examination involved in the act of misconduct.
3. Require the student to repeat or resubmit the paper, project, assignment, or examination involved in the act of misconduct.
4. Assign a failing grade for the course.
5. Require the student to withdraw from the course.

iii. If the student is found responsible for the academic misconduct, within five (5) instructional weekdays of the meeting with the student, the instructor will submit a written report about the incident and the sanction imposed to the Chief Academic Officer.

iv. The Chief Academic Officer, or designee, will sent 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

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the decision and/or the sanction by submitting a written request to the Chief Academic Officer within seven (7) instructional weekdays of the date of the Chief Academic Officer's letter.

v. If the student requests an appeal, the Chief Academic Officer, or designee, will send a certified letter to the student's address of record. This letter must contain the following information:
1. A restatement of the charge(s);
2. The time, place, and location of the appeal;
3. A list of witnesses that may be called; and
4. A list of the student's basic procedural rights. These rights follow:
   a. The right to consult with counsel. The role of the person acting as counsel is solely to advise the student. Counsel may not participate in any of the questioning or make any statements on behalf of the student. The student will be responsible for paying any fees charged by his/her counsel.
   b. The right to present witnesses on one's behalf.
   c. The right to present evidence and notice that the Chief Academic Officer, or designee, may determine what evidence is admissible.
   d. The right to know the identity of the person(s) bringing the charge(s).
   e. The right to hear witnesses on behalf of the person bringing the charge(s).
   f. The right to testify or to refuse to testify without such refusal being detrimental to the student.
   g. The right to appeal the decision of the Chief Academic Officer to the President.
5. A statement informing the student that the sanction imposed by the instructor will be held in abeyance pending the outcome of the appeal.

vi. On the Basis of the information presented at the appeal, the Chief Academic Officer, or designee, will render one of the following decisions:
1. Accept the decision and the sanction imposed by the instructor.
2. Accept the instructor's decision but impose a less sever sanction.
3. Overturn the instructor's decision.

Within two (2) instructional weekdays of the meeting with the student, the Chief Academic Officer, or designee, will send the student a letter informing the student of the decision. The letter must also inform the student that the decision may be appealed to the College's President and that any appeal request must be written and must detail the reason(s) for the appeal. The student seeking the appeal must provide reasons for the appeal which sets forth a statement that specifies the issues that further review is sough and any evidence which supports the issue(s) on appeal. The written appeal must be sent to the President within five (5) instructional weekdays of the receipt of the Chief Academic Officer's decision.

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

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

c. Student Misconduct
Any member of the college community may file charges alleging a violation of the Code. A charge, that includes a description of the alleged violation, must be submitted in writing to the Chief Student Services Officer as soon as possible after the incident occurs, but no later than ten (10) instructional weekdays after the incident, unless the person filing the charge demonstrates that exceptional circumstances prevented filing the charge within this time period. The Chief Student Services Officer, or designee, will determine whether the circumstances merit an extension of the deadline.

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

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meeting, the Chief Student Services Officer, or designee, will base the decision upon the available information.

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

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

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

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

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

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

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

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

8. Any Combination of the above.

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

ii. Hearing Committee
    1. The Hearing Committee shall be composed of the following:
       a. Three faculty members appointed by the Chief Academic 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 Services staff appointed by the Chief Student Services Officer and approved by the President.
       d. The Chief Student Services Officer, or designee, who serves as an ex officio non-voting member of the Committee and who presents the case.

2. The Hearing Committee shall perform the following functions:
   a. Hear cases of alleged violations of the Code of Student Conduct.
   b. Insure that the student's procedural rights are met.
   c. Make decisions based only on evidence and information presented at the hearing.
   d. Provide the student with a statement of the committee's decision including findings of fact and, if applicable, impose one or more of the following sanctions:
      i. Academic Misconduct (cases sent to the Hearing Committee by the President)
         1. Assign a lower grade or score to the paper, project, assignment, or examination involved in the act of misconduct.
         2. Require the student to repeat or resubmit the paper, project, assignment, or examination involved in the act of misconduct.
         3. Assign a failing grade for the course.
         4. Require the student to withdraw from the course.
      ii. Student Misconduct
         1. Reprimand
         2. Restitution
         3. Special Conditions
         4. Disciplinary Probation
         5. Loss of Privileges
         6. Suspension from the College
         7. Expulsion from the College.
         8. Any Combination of the above.

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

   b. At least seven (7) instructional weekdays before the date set for the Hearing Committee's meeting, the Chief Student Services Officer, or designee, shall send a certified letter to the student's address of record. The letter must contain the following:
      i. A statement of the charge(s).
      ii. A brief description of the incident that led to the charge(s).
      iii. The name of the person(s) submitting the incident report.
      iv. The date, time, and place of the scheduled hearing.
      v. A list of all witnesses who might be called to testify.
      vi. A statement of the student's procedural rights. These rights follow:
         1. The right to consult counsel. This role of the person acting as counsel is solely to advise the student. Counsel may not address the Hearing Committee or participate in any of the questioning. The student has the responsibility for paying any of the counsel's fees and any other of the counsel's charges.
         2. The right to present witnesses on one's behalf.
         3. The right to know the names of any witnesses who may be called to testify at the hearing.
         4. The right to review all available evidence, documents, exhibits, etc., that may be presented at the hearing.
         5. The right to present evidence; however, the Hearing Committee will determine what evidence is admissible.
         6. The right to know the identity of the person(s) bringing the charge(s).
         7. The right to hear witnesses on behalf of the person bringing the charge(s)/
         8. The right to testify or to refuse to testify without such refusal being detrimental to the student.
         9. The right to a fair and impartial decision.
         10. The right to appeal the Haring Committee's decision.

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

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

4. Hearing Committee Meetings
   a. 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.

   b. Committee hearings shall be closed to all persons except the student, the person(s) initiating the charge(s), counsels for the student and for the College, witnesses who will be invited into the hearing and a person, mutually agreed upon by the committee and the student, to serve as the recorder.

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

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

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

   f. The Chair of the Hearing Committee will send a certified letter to the student's address of record within two (2) instructional weekdays of the Committee's decision. The letter shall inform the student about the Committee's decision, the date of the decision, and if applicable the sanction(s) imposed. The letter will also inform the student about the appeal process.

iii. Appeal
If the student disagree with either the decision or the sanction, the student may submit a written appeal to the College's President. This letter must be submitted within ten (10) instructional weekdays of the date on which the Hearing Committee made its decision. The written appeal must include a statement indicating why the student disagrees with the Hearing Committee's findings.

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

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

**The Student Code for Addressing Alleged Acts of Sexual Violence and Sexual Harassment (3-2-106.2)**

## I. Procedural Overview

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

The Student Code for the South Carolina Technical College System sets forth the rights and responsibilities of the individual student, identifies behaviors that are not consistent with the values of college communities, and describes the procedures that will be followed to adjudicate cases of alleged misconduct. This Code applies to behavior or complaints alleging acts of sexual violence or sexual harassment on college property, at college-sponsored activities and events, and to off-campus behavior that adversely affects the college and/or the college community and the Code applies to all students from the time of applying for admission through the awarding of a degree, diploma, or certificate.

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

The Title IX Coordinator, or designee will work with the student who filed a complaint ("Complainant") under this policy to mitigate, to the extent reasonably possible, the likelihood of additional injury during the pendency of the investigation and proceedings. After a complaint has been filed alleging a sex offense covered under this regulation that has occurred, the Title IX Coordinator, or designee will also accommodate Complainants' reasonable requests to change academic schedules, housing assignments, or to make other reasonable accommodations.

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

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

If the alleged violator named in the report is an employee or third party, the case will be adjudicated through SBTCE Student Grievance Procedure (SBTCE Procedure 3-2-106.3) and/or  SBTCE Non-Discrimination, Anti-Harassment, and Sexual Misconduct Procedure (SBTCE 8-5-101.1).

If the alleged violator of this policy is a student, the case may be adjudicated through the Formal Resolution Process (Section IV) or the Informal Resolution Process/Mediation (Section V) as outlined in SBTCE Student Grievance Procedure (SBTCE Procedure 3-2-106.3).

## II. Definitions

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

    a. A Complainant is an individual alleging conduct prohibited under this regulation.

b.  Conduct is considered "Unwelcome Conduct" if it is unrequested, uninvited, undesirable and/or offensive. Unwelcome conduct may take various forms, including, name-calling, graphic or written statements (including the use of cell phones or the Internet), or other conduct that may be physically threatening, harmful, or humiliating.  Unwelcome conduct does not have to include intent to harm, be directed at a specific target, or involve repeated incidents. Participation in the conduct or the failure to complain does not always mean that the conduct was welcome. The fact that a student may have welcomed some conduct does not necessarily mean that a student welcomed other conduct. Also, the fact that a student requested or invited conduct on one occasion does not mean that the conduct is welcome on a subsequent occasion.

c.  Consent is explicit approval and permission to engage in sexual activity demonstrated by clear action, words, or writings. Consent must be informed, voluntary, and mutual, and can be withdrawn at any time. There is no consent when there is force, expressed or implied, or when coercion, intimidation, threats, or duress is used. Whether a person has taken advantage of a position of influence over another person may be a factor in determining consent.  Silence or absence of resistance does not imply consent.  Past consent to engage in sexual activity with another person does not imply ongoing future consent with that person or consent to engage in that same sexual activity with another person.  If a person is mentally or physically incapacitated or impaired so that such person cannot understand the fact, nature, or extent of the sexual situation, there is no consent; this includes impairment or incapacitation due to alcohol or drug consumption that meets this standard, or being asleep or unconscious.

d.  A Hostile Environment exists when sex-based harassment is sufficiently serious to deny or limit the student's ability to participate in or benefit from the college's programs or activities. A hostile environment can be created by anyone involved in a college's program or activity (e.g., administrators, faculty members, students, and campus visitors).

e.  Gender-Based Harassment is unwelcome conduct of a nonsexual nature based on a student's actual or perceived sex, including conduct based on gender identity, gender expression, and nonconformity with gender stereotypes.

f.  Preponderance of Evidence is the standard used to evaluate the evidence for purposes of making findings and drawing conclusions for an investigation conducted under this regulation.

g.  A Respondent is an individual accused of a violation under this regulation.

h.  A Responsible Employee is any employee who has the authority to take action to redress sexual violence or any other misconduct by students to the Title IX Coordinator or other appropriate school designee; or who a student could reasonably believe has this authority or duty.

i.  Retaliation is action taken by an accused individual or an action taken by a third party against any person that has opposed any practices forbidden under this policy or because that person has filed a complaint, testified, assisted, or participated in any manner in an investigation or proceeding under this policy. Action is generally deemed retaliatory if it would deter a reasonable person in the same circumstances from opposing practices prohibited by this policy.

j.  Sex-Based Harassment includes sexual harassment and gender-based harassment.

k.  Sexual Assault is actual or attempted sexual contact with another person without that person's consent. Sexual assault includes, but is not limited to: intentional touching of another person's intimate parts without that person's consent; or other intentional sexual contact with another person without that person's consent; or coercing, forcing, or attempting to coerce or force a person to touch another person's intimate parts without that person's consent; or rape, which  is penetration, no matter how slight, of (1) the vagina or anus of a person by any body part of another person or by an object, or (2) the mouth of a person by a sex organ of another person, without that person's consent.

l.  Sexual Exploitation occurs when a person takes sexual advantage of another person for the benefit of anyone other than that person without that person's consent.  Examples of behavior that could rise to the level of sexual exploitation include: Prostituting another person; recording images (e.g., video, photograph, or audio) of another person's sexual activity, intimate body parts, or nakedness without that person's consent; distributing images (e.g., video, photograph, or audio) of another person's sexual activity, intimate body parts, or nakedness, if the individual distributing the images or audio knows or should have known that the person depicted in the images or audio did not consent to such disclosure and objects to such disclosure; and viewing another person's sexual activity, intimate body parts, or nakedness in a place where that person would have a reasonable expectation of privacy, without that person's consent, and for the purpose of arousing or gratifying sexual desire.

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m. Sexual Harassment is unwelcome conduct of a sexual nature, including but not limited to unwelcome sexual advances; requests for sexual favors; or other verbal or nonverbal conduct of a sexual nature, including rape, sexual violence, sexual assault, and sexual exploitation. In addition, depending on the facts, dating violence, domestic violence, and stalking may be also be forms of sexual harassment.

n. Sexual Violence is a broader term than sexual assault. The term encompasses sexual homicide, rape, incest, molestation, fondling, stalking, intimate partner violence, and verbal harassment of a sexual nature. Sexual violence includes creating an environment that feels unsafe based on sexual messages or images. Sexual violence is a sexual act that is completed or attempted against a victim's will or when a victim is unable to consent due to age, illness, disability, or the influence of alcohol or other drugs. The act may involve actual or threatened physical force, use of weapons, coercion, intimidation or pressure.

o. Stalking includes repeatedly following, harassing, threatening, or intimidating another by telephone, mail, electronic communication, social media, or any other action, device, or method that purposely or knowingly causes substantial emotional distress or reasonable fear of bodily injury or death to the targeted person or a member of their family.

## III.  Sanctions

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

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

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

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

d. Loss of Privileges – Suspension or termination of particular student privileges.

e. Suspension from the College – Separation from the college for a specified period of time.  Suspended students will not receive academic credit for the semester in which the suspension was imposed.  During the suspension period, the student may not return to the campus unless prior permission by the Chief Student Services Officer, or designee, has been granted.

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

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

h. Any combination of the above.

## IV.  Formal Resolution Process

a. Preliminary Investigation: Within five (5) instructional weekdays after the charge has been filed, the Title IX Coordinator, or designee, shall complete a preliminary investigation of the charge and schedule a meeting with the alleged violator (Respondent) and, if needed, the Complainant. During the pendency of the investigation, the college will take reasonable measures to ensure the requirements of any judicial no-contact, restraining, or protective orders are followed while the Complainant is engaged in school activities. After discussing the alleged infraction with the Respondent and reviewing available information, the Title IX Coordinator, or designee will decide whether the information presented during the meeting indicates that a violation occurred. When the Respondent cannot be reached to schedule an appointment or when the Complainant fails to attend the meeting, the Title IX Coordinator, or designee, will base the decision upon the available information.

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

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c. Notification of Resolution: Within five (5) instructional weekdays of completion of the preliminary investigation, the Title IX Coordinator, or designee, will send a certified letter to the Respondent and to the Complainant. This letter will confirm the date of the preliminary hearing, identify the specific regulation(s) that the Respondent allegedly violated, identify the decision, summarize the rationale, and, if the Respondent violated the regulation(s), state the sanction that was imposed. This letter must also state that if the Respondent or the Complainant disagrees with the decision or the sanction, either party may request a hearing before the Hearing Committee, that the request must be submitted no later than two (2) instructional weekdays after receiving the decision letter unless a request is made and approved by the Title IX Coordinator, or designee, for an extension, and that any decision made and sanction imposed after the preliminary investigation may be held in abeyance pending the outcome of the Hearing Committee's meeting. Under exceptional circumstances, the Title IX coordinator, or designee may extend the time frame of the investigation and hearing process.

d. Hearing: If it is determined by the Title IX Coordinator, or designee, that the alleged violation occurred and that a hearing is necessary or if a hearing is requested, the Title IX Coordinator, or designee, shall refer the matter to the Hearing Committee together with a report of the nature of the alleged misconduct, the name of the person(s) filing the complaint(s), the name of the student against whom the charge(s) has (have) been filed, and a summary of the findings from the preliminary investigation. The Title IX coordinator, or designee, will also take steps, where necessary, to prevent the further harassment of or retaliation against the Complainant, the victim (if not the Complainant), or third parties, such as informing them about how to report subsequent problems, following up with them to ensure that there are no subsequent problems, providing trainings for the school community, and providing sexual harassment or sexual assault or other counseling to the Complainant. The Title IX Coordinator, or designee, where appropriate, will ensure the Complainant is aware of available resources such as victim advocacy, housing assistance, academic support, counseling, disability services, health and mental health services, and legal assistance. The Title IX Coordinator, or designee, where appropriate, will also take steps to prevent the harassment of the Respondent. Furthermore, the Title IX Coordinator, or designee will take prompt corrective action if the Complainant or the victim (if not the Complainant) experiences retaliation or is subjected to further sexual harassment or sexual assault or if the original sanctions imposed on the Respondent are ineffective to protect the safety and well-being of the Complainant, the victim (if not the Complainant), or other members of the Technical College community. In cases involving sexual harassment, the Title IX Coordinator, or designee, will also take reasonable steps to eliminate any hostile environment that has been created, such as conducting trainings and disseminating informational materials. In taking the above-outlined steps, the Title IX Coordinator, or designee, will make every reasonable effort to minimize the burden on the Complainant and/or alleged victim.

    i. At least seven (7) instructional weekdays before the date set for the Hearing Committee's meeting, the Title IX Coordinator, or designee, shall send a certified letter to the Respondent's address of record and to the Complainant's address of record. The letter must contain the following information:
1. A statement of the charge(s).
2. A brief description of the incident that led to the charge(s).
3. The name of the person(s) submitting the incident report.
4. The date, time, and place of the scheduled hearing.
5. Identification of the members and chair of the Hearing Committee.
6. A list of all witnesses who might be called to testify.
7. A statement of each party's procedural rights. These rights follow:
   a. The right to consult counsel. This role of the person acting as counsel is solely to advise the student. Counsel may not address the Hearing Committee or participate in any of the questioning. The student has the responsibility for paying any of the counsel's fees and any other of the counsel's charges.
   b. The right to present witnesses on one's behalf.
   c. The right to know the names of any witnesses who may be called to testify at the hearing.
   d. The right to review all available evidence, documents, exhibits, etc., that may be presented at the hearing.
   e. The right to present evidence; however, the Hearing Committee will determine what evidence is admissible.
   f. The right to know the identity of the person(s) bringing the charge(s).
   g. The right to hear witnesses on behalf of the person bringing the charge(s).
   h. The right to testify or to refuse to testify without such refusal being detrimental to the student.

i. The right to challenge the participation of any member of the Hearing Panel by submitting a written objection to the assigned Title IX Coordinator within three (3) days of notification.  Such an objection must state the specific reason(s) for the objection. The Title IX Coordinator will evaluate the objection and determine whether to alter the composition. Any changes in the composition of the Hearing Panel will be provided in writing to both parties prior to the date of the first hearing.
j. The right to a fair and impartial decision.
k. The right to appeal the Hearing Committee's decision.

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

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

e. Appeal

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

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

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

## V.   Informal Resolution / Mediation Process
a. The Title IX Coordinator, or designee, will appoint a Mediator to oversee the mediation process.

b. Notice of the Mediation – Promptly after the Title IX Coordinator, or designee has appointed the Mediator; the Title IX Coordinator, or designee will provide concurrent written notice to the Complainant and the Respondent, setting forth 1.) the date, time, and location of the mediation; 2.) the name of the individual selected to serve as the Mediator.

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

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

e. The Mediation
   i. The Complainant's Rights.  During the mediation the Complainant may:
      1. Confront the Respondent in the presence of, and facilitated by, the Mediator
      2. Communicate his or her feelings and perceptions regarding the incident and the impact of the incident either by communicating directly with the Respondent or by communicating indirectly with the Respondent through the Presiding Officer and/or
      3. Relay his or her wishes and expectations regarding protection in the future.

   ii. Counsel and Advisors
      1. Legal Counsel – Under no circumstances may legal counsel be present at the mediation on behalf of the alleged Complainant or Respondent. The College, however, may seek advice from legal counsel on questions of law and procedure through the mediation process.
      2. Other Advisors – Absent accommodation for disability, the parties may not be accompanied by an advisor during the mediation.

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    iii. Resolution

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

    iv. Revocation

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

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

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

## VI. Hearing Committee

a. Five (5) faculty/and or staff members and one (1) Ex Officio nonvoting member appointed by the Title IX Coordinator, or designee.
b. All cases are decided by a majority vote. In extenuating circumstances hearings may move forward with three (3) members.
c. The Title IX Coordinator, or designee, will designate one (1) member of the Hearing Committee as the Chair.

The Hearing Committee shall perform the following functions:
a. Hear cases of alleged violations of the Code of Student Conduct.
b. Insure that the student's procedural rights are met.
c. Make decision based only on evidence and information presented at the hearing.
d. Determine sanctions, giving consideration to whether a given sanction will (a) bring an end to the violation in question, (b) reasonably prevent a recurrence of a similar violation, and (c) remedy the effects of the violation.
e. Provide the student with a statement of the committee's decision including findings of fact and, if applicable, impose one of more of the sanctions outlined in Section III.

Hearing Committee Meetings
a. The chair shall be appointed by the Title IX Coordinator, or designee, from among the membership of the Committee. Ex officio members of the committee may not serve as the chair of the committee.
b. Committee hearings shall be closed to all persons except the student, the person(s) initiating the charge(s), counsels for any student and for the college, witnesses who will be invited into the hearing and a person, mutually agreed upon by the Committee and the student(s), to serve as the recorder.
c. The Committee may identify someone to take written notes and the committee will have the hearing, with the exception of deliberations, recorded. No other party in the hearing may record the proceedings, and no other party is entitled to a copy of the notes or the recording. The written notes and the recording will be maintained in the office of the Title IX Coordinator. The student may review the notes and listen to the recording under the supervision of the Title IX Coordinator or designee.
d. Witnesses shall be called in one at a time to make a statement and to respond to questions.
e. After hearing all of the information, the Hearing Committee will go begin its deliberations. Using the "preponderance of evidence" standard, which means that it is more likely than not that the violation, occurred, the members will determine, by majority vote, whether the violation occurred. If it is determined that the violation occurred, by majority vote, the members will decide upon the appropriate sanction.
f. The Chair of the Hearing Committee will send a certified letter to the Respondent's and to the Complainant's addresses of record within two (2) instructional weekdays of the Committee's decision. The letter shall inform the students about the Committee's decision, the date of the decision, and, if applicable the sanction(s) imposed. The letter will also inform each recipient about the appeal process.

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g. When the case results in a finding that the student engaged in an act of sexual violence, the Chair's letter to the Complainant will also include the sanction imposed by the Hearing Committee.

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

## VII. Confidentiality and Privacy

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

The college will make every reasonable effort to abide by Complainants' wishes to remain anonymous; however, the college will balance requests for anonymity/confidentiality with the safety of other members of the community. Factors that will be considered in determining whether to disclose a complaint or report of misconduct to a respondent include: the seriousness of the alleged conduct; the Complainant's age; whether there have been other complaints about the same individual; and the alleged violator's rights to receive information about the allegations if the information is maintained by the school as an "education record" under the Family Educational Rights and Privacy Act (FERPA).All hearings closed to all persons except those referenced in hearing section (VI, "Hearing Committee Meetings").

## VIII. Amnesty for Drug and Alcohol Possession and Consumption Violations

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

## The Student Grievance Procedure for the SC Technical College System (3-2-106.3)

### I. Purpose

The purpose of the student grievance procedure is to provide a system to channel and resolve student complaints against a college employee concerning decisions made or actions taken. A decision or action can be grieved only if it involves a misapplication of a college's policies, procedures, or regulations, or a state or federal law. This procedure may not be used in the following instances: 1) to grieve a claim against a college employee for any matter unrelated to the employee's role or position at the college; 2) for complaints or appeals of grades awarded in a class or for an assignment, unless the complaint is based upon alleged discrimination on the basis of age, gender, race, disability or veteran's status or on the basis of alleged sexual harassment; or 3) to grieve a decision for which other grievance or appeal procedures exist (e.g., appeal of a disciplinary case, a residency appeal, a financial aid appeal, FERPA grievances, transfer credit evaluations, etc.).

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

### II. Definitions

When used in this document, unless the content requires other meaning
  a. "College" means any college in the South Carolina Technical College System.
  b. "The 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 Students or Student Services, Dean of Instruction, Chief Academic Officer, Business Manager, etc.
  d. "Chief Student Services Officer" means the Administrative Officer at the college who has overall management responsibility for student affairs, or his/her designee.
  e. "Chief Academic Officer" means the Administrative Officer at the college who has overall management responsibility for academic programs and services, or his/her designee.
  f. "Grievable Act or Decision" means a misapplication of a college's policies, procedures, or regulations, or a violation of a state or federal law.
  g. "Days" means an instructional weekday, excluding Saturday and Sunday and all days in which the college is closed.
  h. "Student" means a person taking any course(s), credit or non-credit, offered by the college.
  i. "Instructor" means any person employed by the college to conduct classes.

j. "Staff" means any person employed by the college for reasons other than conducting class.

k. "Campus" means any place where the college conducts or sponsors educational, public service, or research activities.

### III. Grievance Process

a. Filing a Complaint

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

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

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

    ii. Written complaints about decisions and actions not related to discrimination on the basis of age, gender, race, disability, veteran's status, or sexual harassment shall be submitted to the college's Chief Student Services Officer.

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

b. Pre-Hearing

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

The person receiving the complaint will forward the complaint to the immediate supervisor of the employee named in the complaint no later than two instructional weekdays days after it has been received. When the President is named in the complaint, the South Carolina Technical College System's Vice President of Academic Affairs will be responsible for the pre-hearing.

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

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

When the College's President is named in the complaint, the President of the South Carolina Technical College System will convene a three person ad hoc committee consisting of System Presidents or a three person ad hoc committee from within the System to hear the student's complaint.

c. Student Grievance Hearing

    i. Requesting a Hearing

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

        2. If the student does not submit the written request for a hearing within fifteen instructional weekdays, and the student can demonstrate that extenuating circumstances resulted in

the failure to meet this deadline, the Chief Student Services Officer may allow the hearing to take place.

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

ii. Grievance Committees

1. Student Grievance Committee – The President must approve all recommended members. The committee shall be composed of the following:
   a. Three students recommended by the governing body of the student body.
   b. Two faculty members recommended by the Chief Academic Officer.
   c. One Student Services staff member recommended by the Chief Student Services Officer.
   d. One administrator, other than the Chief Student Services Officer, to serve as the Committee's chairperson.
   e. The Chief Student Services Officer, or designee, who serves as an ex-officio, nonvoting member of the committee.

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

3. The Chief Student Services Officer, or designee, will send copies of the student's request for a hearing to the committee members, the employee, and the employee's supervisor. The employee against whom the grievance was filed has an opportunity to submit his/her response to the request for a hearing to the Committee prior to the hearing.

4. The Student Grievance Committee's meeting(s) shall be conducted within twenty-one instructional weekdays following the date of the request. The chairperson may grant a postponement if either party submits a written request no later than five instructional weekdays prior to the scheduled meeting. The chairperson of the Student Grievance Committee, in his/her discretion, may postpone the hearing due to circumstances beyond the control of the parties. The re-scheduled hearing must take place within ten instructional weekdays of the date of the previously scheduled hearing.

iii. Hearing Procedures

1. The Chief Student Services Officer, or designee, shall send a certified letter to the student filing the complaint and to the employee(s) name in the complaint at least five instructional weekdays before the scheduled hearing. The letter shall include:
   a. The right to review all available evidence, documents or exhibits that each party may present at the meeting. This review must take place under the supervision of the Chief Student Services Officer, or designee.
   b. The right to appear before the Hearing Committee and to present information and additional evidence, subject to the Committee's judgment that the evidence is relevant to the hearing.
   c. The right to consult with counsel. This person serving as consul may not address the committee, question the employee(s) named in the complaint, or any witnesses. The student will be responsible for paying any fees charged by the advisor.
   d. The right to present witnesses who have information relating to the complaint. Witnesses will be dismissed after presenting the information and responding to questions posed by the Grievance Committee, the student filing the complaint, and the employee(s) named in the complaint.

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

3. 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.

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

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

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

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

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

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

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

If either party is not satisfied with the System Office's ad hoc Committee of System Presidents' decision, that person may submit a written appeal to the President of the South Carolina Technical College System within ten instructional weekdays of the Committee's decision. The written appeal must include a statement indicating why the person was not satisfied with the Committee's decision. The System President shall review the Committee's findings, conduct whatever additional inquiries are deemed necessary and render a decision within ten instructional weekdays of receipt of the appeal. The System President's decision is final.

# 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. *Disbursements of Pell funds are made once during the semester. Anticipated disbursement dates are listed on the award notification at the student's VFACO account. Excess funds are disbursed by check and are mailed to the student.*

**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 120, Building C. 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. *Note: All scholarships are subject to be prorated for part-time enrollment. Partial descriptions below. *This endowed scholarship will be awarded only when sufficient interest gain on the endowment is realized.*

**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: Applicant must complete the WTC financial aid application process as well as the WTC enrollment application process.
Eligible Expenses: Tuition, fees, books, student living expenses

**William H. Chandler Memorial Scholarship**
Award Amount: Up to a maximum of $1000 per year
($400 fall, $400 spring, $200 summer)
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 as well as the WTC enrollment application process. Eligible Expenses: Tuition, fees, books, student living expenses

**Walter C. and Elizabeth D. Cottingham Endowed 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: 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 as well as the WTC enrollment application process.
Eligible Expenses: Tuition, fees and book charges

## Duke Energy Scholarship
Award Amount: $1000 ($500 fall, $500 spring)
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 as well as the WTC enrollment application process.
Eligible Expenses: Tuition, fees, and book charges
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)
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 as well as the WTC enrollment application process.
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)
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 as well as the WTC enrollment application process.
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 as well as the WTC enrollment application process.
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)
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 as well as the WTC enrollment application process.
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)
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 as well as the WTC enrollment application process.
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.

### 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 as well as the WTC enrollment application process.
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)
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 as well as the WTC enrollment application process.
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)
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 as well as the WTC enrollment application process.
Eligible Expenses: Tuition, fees and book charges

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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, PEL 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 as well as the WTC enrollment application process.
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)
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 as well as the WTC enrollment application process.
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 as well as the WTC enrollment application process.
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)
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 as well as the WTC enrollment application process.
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)
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 as well as the WTC enrollment application process.
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)
Available Awards: 1
Specific Course of Study: Any degree, diploma or certificate program
Required Academic Standing: 3.0 GPA on a 4.0 scaled – 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 as well as the WTC enrollment application process.
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, Basic Patient Care Certificate, Basic Automotive Repair Certificate, Basic Welding Certificate, and General College Studies 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.

**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](http://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 nor for repeated courses for which previous credit has been earned.

**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 Development/Continuing Education 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 Development/Continuing Education department 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
WIN® Learning System
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 2016
Web Page Design
E-Commerce

**Courses Available Online**
Internet Marketing
MS Word
MS Excel
MS Access
MS PowerPoint
Paralegal
Medical Coding
Bookkeeping
Telecommunicating

Personal Enrichment Courses
Six Sigma and Lean Manufacturing
JIT
ISO 9001

**Technical and Industrial**
Industrial Safety
CDL Written Test
CDL Truck Driving
HVAC Certification Exam
EPA 608 Refrigerant Certification Exam
OSHA 10 General Industry Training
OSHA 30
Forklift Truck Operator
Manufacturing Production Technician
Welding

**Health and Public Service**
First Aid
Bloodborne Pathogens
EMT-B
Medical Billing and Coding
Adult, Infant/Child, and Professional CPR Training

**Personal Interest and Enrichment**
Cake Decorating
Defensive Driving
Basic Home Repair
Basic Auto Maintenance
Photography
Job Seeking Skills
Resume Writing
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.

## Online Courses
Williamsburg Technical College offers hundreds of non-credit 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. Students can enroll at: www.ed2go.com/wtc; www.gatlineducation.com/wtc; or http://coursecatalog.com/wtc. 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 online, 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.

## SNAP
Supplemental Nutrition Assistance Program (SNAP) includes Workforce Investment Opportunity Act (WIOA), Job Search, and Vocational Training.

# 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.

**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 in the College's One Stop Center at the student's first registration and is encouraged to consult the advisor for assistance and approval. Beginning with the student's second semester, the student will be assigned to an academic (faculty) advisor. 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**
***Department Head: Dr. Earlene Walker-Kelly***
Degree Associate in Arts *(University Transfer)* – Hope Hubbard, Dr. Glenn Clingempeel
Degree Associate in Science *(University Transfer)* – Isaac Docsol, Michael Hudson
Degree Early Care and Education – Dr. Earlene Walker-Kelly
Certificate Early Childhood Development – Dr. Earlene Walker-Kelly
Certificate Infant and Toddler Care – Dr. Earlene Walker-Kelly
Certificate in General College Studies – Minette Gentry

**Business Administration, Computer Technology, Cosmetology, and Criminal Justice Department**
***Department Head: Dr. Marc Weiss***
*Business:*
Degree Business Administration – Dr. Marc Weiss
Degree Business Administration concentration in Administrative Technology – Dr. Marc Weiss
Diploma Administrative Support – Dr. Marc Weiss
Certificate Medical Office Clerical Assistant – Dr. Marc Weiss
Certificate Small Business Management – Dr. Marc Weiss

*Computer Technology:*
Degree Business Administration concentration in Computer Resource Management – Edgar Staggers
Certificate Computer Technology – Edgar Staggers
Certificate Microcomputer Business Applications – Edgar Staggers

*Cosmetology:*
Diploma Cosmetology – Danielle Webb
Certificate in Nail Technology – Danielle Webb

*Criminal Justice:*
Certificate Criminal Justice – Dr. Marc Weiss

**Industrial-Vocational Technology Department**
***Department Head: Joe Altman***
Degree General Technology – Joe Altman
Certificate Automotive Repair – Joe Altman
Certificate Basic Auto Repair Technology – Joe Altman
Certificate Construction Trades – Mike Cumbie
Certificate Drafting and Design Technology – Chuck Player
Certificate Electrical Technology – Bob Ragno
Certificate HVAC/Refrigeration Technology – Sam Gardner
Certificate Machine Tool – Chuck Player
Certificate Mechatronics Technology – Bob Ragno
Certificate Welding – TBD
Certificate Basic Welding Technology – Sam Gardner

**Nursing Department**
*Department Head: Heather Anderson*
Associate Degree in Science Major in Nursing (ADN) – Heather Anderson, Ginger Lewis, Rebecca Perales
Associate Degree in Science Major in Nursing (LPN to RN Transition) – Heather Anderson, Ginger Lewis, Rebecca Perales
Diploma Practical Nursing – Courtney Anderson, Heather Anderson, Kerry Chandler
Certificate Basic Patient Care – Heather Anderson
Certificate Healthcare – Courtney Anderson, Heather Anderson, Ginger Lewis
Certificate Nursing Assistant – Courtney Anderson, Heather Anderson, Ginger Lewis
Certificate Phlebotomy – Courtney Anderson, Heather Anderson, Ginger Lewis

**Developmental Studies**
*Department Head: 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.

**Career Development**
*Department Head: Sylvia Cumbie*

**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.

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**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.
   5. 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.
   6. 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. Official CLEP Transcript must be submitted to Student Affairs. 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

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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 have signature of Business Office staff to confirm and advise of payment
    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 request must be endorsed and approved by the Vice President for Academic and Student Affairs
    e. 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:
        i. The student's name and Colleague ID number
        ii. The course title and number
        iii. Record Grade
        iv. Credit Hours
        v. A copy of the examination and the date the examination was administered.
        The completed form will be submitted to the Vice President for Academic and Student 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.
    a. Prepare written documents in a professional manner.
    b. Develop oral communication skills to present information in a professional and appropriate manner.
    c. 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.
    a. Analyze and solve mathematical problems needed in the workplace, daily life and educational environment.
    b. Interpret data using analytical methods.
III. Critical Thinking: Students will employ effective processes for resolving problems and making decisions.
    a. Identify problems and potential causes.
    b. Solve problems using basic research, analysis, and interpretation.
    c. 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.
    a. Demonstrate a basic knowledge of computer applications including word processing, spreadsheets, databases, and presentation software.
    b. Use basic operating system functions competently (e.g. load software, store and retrieve data).
    c. Demonstrate communication and research skills through use of the internet.
V. Interpersonal Skills: Students will deal effectively and appropriately with others.
    a. Interact well with individuals and groups from diverse backgrounds and cultures.
    b. Work with others in situational analysis, problem solving, and task accomplishment.
    c. 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.
    a. Demonstrate personal and business integrity and ethics.
    b. Recognize, manage, and cope with the transitions of change.
    c. 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 SCTRAC 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 SCTRAC. 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 student 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 Colleague 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.) For further assistance, call 843.355.4170. 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. *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.

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 wiltech.edu at WebAdvisor.

## 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 drop/add 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.

## 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

Arts and Sciences *(University Transfer)*:
        Associate in Arts Degree
        Associate in Science Degree
        General College Studies Certificate
Business Administration:
        Associate in Applied Science (AAS) in Business Administration Degree
        Associate in Applied Science (AAS) in Business Administration (Administrative Technology) Degree
        Administrative Support Diploma
        Medical Office Clerical Assistant Certificate
        Small Business Management Certificate
Computer Technology:
        AAS in Business Administration Degree - (elective area) Computer Resource Management
        Computer Technology Certificate
        Microcomputer Business Applications Certificate
Cosmetology:
        Cosmetology Diploma
        Nail Technology Certificate
Criminal Justice:
        Criminal Justice Certificate
Education:
        Associate in Applied Science (AAS) in Early Care and Education Degree
        Early Childhood Development Certificate
        Infant and Toddler Care Certificate
Industrial-Vocational Technology:
        Associate in Applied Science (AAS) in General Technology Degree
        AAS in General Technology Primary Technical Specialties:
                Automotive
                Cosmetology
                Criminal Justice
                Heating/Ventilation/Air Conditioning/Refrigeration Technology
                Machine Tool Technology
                Mechatronics
                Welding
        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
Nursing:
        Associate in Applied Science in Nursing (ADN)
        Associate in Applied Science in Nursing Transition Program (LPN to ADN)
        Practical Nursing Diploma
        Basic Patient Care Certificate
        Healthcare Certificate
        Nursing Assistant Certificate
        Phlebotomy 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 Descriptions*

**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 |
| SPA 101 | Elementary Spanish I | 4 |
| SPA 102 | Elementary Spanish II | 4 |
| SOC 101 | Introduction to Sociology | 3 |
| SOC 102 | Marriage and the Family | 3 |
| SOC 205 | Social Problems | 3 |
| SOC 206 | Social Psychology | 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.

*\*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.*

*Neither the Bureau of Labor Statistics nor Williamsburg Technical College controls or guarantees the accuracy, relevance, timeliness, nor completeness of the employment information listed for each program. 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 Arts
**Award: Associate in Arts**
*Advisors: Hope Hubbard, Glenn Clingempeel*
*Semester Hours Required for Graduation: 61*

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 170 | Microcomputer Applications | 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* | | |
| ART-101 | Art History & Appreciation | 3 |
| MUS-105 | Music Appreciation | 3 |

**B. Additional Required General Education: 13 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 |

**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.*

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

**Fall Semester I**
COL 103
CPT 170
ENG 101
MAT 110
PSY 201

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

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

**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 II**
Elective (3)
Elective (3)
Major Course Elective (3)
Major Course Elective (3)

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

## Associate in Science

**Award: Associate in Science**
*Advisors: Issac Docsol, Michael Hudson*
*Semester Hours Required for Graduation: 61*

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 170 | Microcomputer Applications | 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*

| | | |
|---|---|---|
| ART 101 | Art History & Appreciation | 3 |
| MUS 105 | Music Appreciation | 3 |

**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 |

Mathematics: *CHOSE ONE BELOW*

| | | |
|---|---|---|
| MAT 111 | | 3 |
| MAT-120 | | 3 |
| 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 170
ENG 101
MAT 110
Lab Science (4)

**Spring Semester I**
ENG 102
SPC 205
HIS Cat II (3)
Major Course Elective (3 or 4)
Mathematics (3)

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

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

**Spring Semester II**
PSY 201
Elective (3)
Elective (3)
Elective (3)

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

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# General College Studies

**Award: Certificate in General College Studies**
*Advisors: Minette Gentry*
*Semester Hours Required for Graduation: 27*

This program is designed to prepare students for transfer to either a four-year institution or any of Williamsburg Technical College's Associate Degree programs.  The purpose of the program is to be flexible enough to assist students in the completion of most of the general education core requirements for either an Associate or Bachelor's degree.

*This program is not eligible for Title IV funding and is available only for Dual Enrollment Students at select area high schools.*

**A. Major Courses: 21 Credit Hours**

| | | |
|---|---|---|
| ENG 101 | English Composition I | 3 |
| ENG 102 | English Composition II | 3 |
| HIS 201 | American History: Discovery to 1877 | 3 |
| HIS 202 | American History: 1877 to Present | 3 |
| PSY 201 | General Psychology | 3 |
| SPC 205 | Public Speaking | 3 |
| MAT 1XX | Mathematics | 3 |
| | *CHOOSE ONE BELOW* | |
| MAT 101 | Beginning Algebra | 3 |
| MAT 102 | Intermediate Algebra | 3 |
| MAT 110 | College Algebra | 3 |
| MAT 120 | Probability and Statistics | 3 |

**B. Electives: 6 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.*

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

**Fall Semester I**
ENG 101
HIS 201

**Spring Semester I**
ENG 102
SPC 205

**Fall Semester II**
MAT 1XX (3)
PSY 201

**Spring Semester II**
HIS 202
Elective (3)
Elective (3)

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

# Associate in Applied Science
## Major in Business Administration
*Advisor:* [Dr. Marc Weiss](#)
*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 170 | Microcomputer Applications | 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*
| | | |
|---|---|---|
| ART-101 | Art History & Appreciation | 3 |
| MUS-105 | Music Appreciation | 3 |

### B. Major Courses: 36 Credit Hours
| | | |
|---|---|---|
| ACC 101 | Principles of Accounting I | 3 |
| ACC 102 | Principles of Accounting II | 3 |
| BUS 101 | Introduction to Business | 3 |
| BUS 110 | Entrepreneurship | 3 |
| BUS 121 | Business Law I | 3 |
| BUS 220 | Business Ethics | 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: 6 Credit Hours
*CHOOSE SIX (6) CREDIT HOURS FROM BELOW:*
| | | |
|---|---|---|
| ACC 240 | Computerized Accounting | 3 |
| BAF 101 | Personal Finance | 3 |
| BAF 201 | Principles of Finance | 3 |
| MGT 120 | Small Business Mgmt. | 3 |
| PSC 201 | American Government | 3 |
| PSC 215 | State & Local Government | 3 |

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

*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.*

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

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

**Fall Semester I**
BUS 101
COL 103
CPT 170
ENG 101
MAT 102

**Spring Semester I**
ACC 101
BUS 110
CPT 174
MGT 101
SPC 205

**Summer Semester I**
Business Elective (3)
Fine Arts Elective (3)

**Fall Semester II**
ACC 102
CPT 172
Business Elective (3)
MKT 101
PSY 201

**Spring Semester II**
BUS 121
BUS 220
MGT 120
MGT 201
Other Elective (3)

## Associate in Applied Science
**Major in Business Administration**
**Elective Area: Administrative Technology**
*Advisor: Edgar Staggers*
*Semester Hours Required for Graduation: 63*

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 170 | Microcomputer Applications | 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*

| | | |
|---|---|---|
| ART-101 | Art History & Appreciation | 3 |
| MUS-105 | Music Appreciation | 3 |

**B. Major Courses: 42 Credit Hours**

| | | |
|---|---|---|
| ACC 101 | Accounting Principles I | 3 |
| ACC 102 | Accounting Principles II | 3 |
| AOT 105 | Keyboarding | 3 |
| AOT 110 | Document Formatting | 3 |
| AOT 120 | Intro to Machine Transcription | 3 |
| AOT 134 | Office Communications | 3 |
| AOT 143 | Office Systems and Procedures | 3 |
| AOT 267 | Integrated Info Processing | 3 |
| BUS 121 | Business Law I | 3 |
| BUS 140 | Business Mathematics | 3 |
| CPT 172 | Microcomputer Data Base | 3 |
| CPT 174 | Microcomputer Spreadsheets | 3 |
| MGT 101 | Principles of Management | 3 |
| MKT 101 | Marketing | 3 |

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

**Fall Semester I**
AOT 105
COL 103
CPT 170
ENG 101
MAT 102

**Spring Semester I**
ACC 101
BUS 140
MGT 101
SPC 205

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

**Fall Semester II**
APT 120
CPT 172
CPT 174
Fine Arts Elective (3)

**Spring Semester II**
AOT 134
MKT 101
AOT 134
AOT 267

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

# Administrative Support
**Award: Diploma in Administrative Support**
*Advisor: Edgar Staggers*
*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 170 | Microcomputer Applications | 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**
*CHOOSE SIX (6) CREDIT HOURS FROM BELOW*

| | | |
|---|---|---|
| AOT 167 | Information Processing App. | 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 110
AOT 134
AOT 143
BUS 140
Elective (3)

**Summer Semester**
AOT 120
CPT 170
SPC 205
Elective (3)

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

# Medical Office Clerical Assistant

**Award: Certificate in Medical Office Clerical Assistant**

*Advisor: Edgar Staggers*
*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 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 |

*CHOOSE ONE BELOW:*

| | | |
|---|---|---|
| AOT 115 | Medical Office Terminology | 3 |
| AHS 102 | Medical Terminology | 3 |

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

**Fall Semester**
AOT 115 or AHS 102
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.

# Small Business Management
**Award: Certificate in Small Business Management**
*Advisor: Edgar Staggers*
*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.

**A. General Education: 9 Credit Hours**

| | | |
|---|---|---|
| COL 103 | College Skills | 3 |
| ENG 101 | English Composition I | 3 |
| SPC 205 | Public Speaking | 3 |

**B. Major Courses: 30 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 101 | Principles of Management | 3 |
| MGT 120 | Small Business Management | 3 |
| MGT 201 | Human Resource Management | 3 |
| MKT 101 | Marketing | 3 |

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

**Fall Semester**
BUS 101
BUS 140
COL 103
CPT 170
MGT 120

**Spring Semester**
ACC 101
ENG 101
MGT 101
SPC 205

**Summer Semester**
BAF 101
BUS 121
MGT 201
MKT 101

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

# Associate in Applied Science
**Major in Business Administration**
**Elective Area: Computer Resource Management**
*Advisor: Edgar Staggers*
*Semester Hours Required for Graduation: 66*

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 170 | Microcomputer Applications | 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*

| | | |
|---|---|---|
| ART 101 | Art History and Appreciation | 3 |
| MUS 105 | Music Appreciation | 3 |

## B. Major Courses: 39 Credit Hours

| | | |
|---|---|---|
| ACC 101 | Principles of Accounting I | 3 |
| ACC 240 | Computerized Accounting | 3 |
| BUS 121 | Business Law | 3 |
| CPT 172 | Microcomputer Database | 3 |
| CPT 174 | Microcomputer Spreadsheets | 3 |
| CPT 176 | Microcomputer Operating System | 3 |
| CPT 179 | Microcomputer Word Processing | 3 |
| CPT 270 | Advanced Microcomputer Application | 3 |
| CPT 282 | Information Systems Security | 3 |
| CPT 295 | Desktop Publishing 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 SIX (6) CREDIT HOURS FROM BELOW*

| | | |
|---|---|---|
| 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 |

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

**Fall Semester I**
COL 103
CPT 170
ENG 101
MAT 102
Fine Arts Elective (3)

**Spring Semester I**
ACC 101
CPT 176
MGT 101
PSY 201
SPC 205

**Summer Semester I**
CPT 179
MKT 101
Business Elective (3)

**Fall Semester II**
ACC 102
BUS 121
CPT 172
CPT 174

**Spring Semester II**
ACC 240
CPT 270
CPT 282
CPT 295
Business Elective (3)

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

# Computer Technology
**Award: Certificate in Computer Technology**
*Advisor: Edgar Staggers*
*Semester Hours Required for Graduation: 36*

The computer technology certificate program provides individuals with the necessary skills to obtain employment in a variety of computer technology related fields, including, but not limited to, computer support specialists, systems administrators, or administrative support in office settings.

**A. General Education: 12 Credit Hours**

| | | |
|---|---|---|
| COL 103 | College Skills | 3 |
| ENG 101 | English Composition I | 3 |
| PSY 201 | General Psychology | 3 |
| SPC 205 | Public Speaking | 3 |

**B. Major Courses: 24 Credit Hours**

| | | |
|---|---|---|
| CPT 170 | Microcomputer Applications | 3 |
| CPT 172 | Microcomputer Data Base | 3 |
| CPT 174 | Microcomputer Spreadsheet | 3 |
| CPT 176 | Microcomputer Operating System | 3 |
| CPT 179 | Microcomputer Word Processing | 3 |
| CPT 270 | Advanced Microcomputer Apps | 3 |
| CPT 282 | Information Systems Security | 3 |
| CPT 295 | Desktop Publishing Application | 3 |

---

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

**Fall Semester**
COL 103
CPT 170
ENG 101
PSY 201

**Spring Semester**
CPT 172
CPT 174
CPT 176
SPC 205

**Summer Semester**
CPT 179
CPT 270
CPT 282
CPT 295

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

# Microcomputer Business Applications
**Award: Certificate in Microcomputer Business Applications**
*Advisor: Edgar Staggers*
*Semester Hours Required for Graduation: 36*

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 170 | Microcomputer Applications | 3 |
| ENG 101 | English Composition I | 3 |
| MAT 102 | Intermediate Algebra | 3 |

**B. Major Courses: 18 Credit Hours**

| | | |
|---|---|---|
| ACC 101 | Principles of Accounting I | 3 |
| ACC 240 | Computerized Accounting | 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:**
*CHOOSE SIX (6) CREDIT HOURS BELOW*

| | | |
|---|---|---|
| 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 |

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

**Fall Semester**
ACC 101
COL 103
CPT 170
MAT 102

**Spring Semester**
ACC 240
ENG 101
IST 225
Business Elective (3)

**Summer Semester**
CPT 172
CPT 174
CPT 264
Business Elective (3)

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

# 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**

| | | |
|---|---|---|
| COL 103 | College Skills | 3 |
| *Computer Tech: CHOOSE ONE BELOW* | | |
| CPT 102 | Basic Comp Concepts | 3 |
| CPT 170 | Microcomputer Applications | 3 |
| *English: CHOOSE ONE BELOW* | | |
| ENG 101 | English Composition I | 3 |
| ENG 155 | Communications I | 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****
*(credit hours for electives in parentheses)*

**Fall Semester I**
COL 103
COS 101
COS 102
COS 110
COS 112

**Spring Semester I**
COS 114
COS 116
COS 120
Computer Tech (3)

**Fall Semester II**
COS 106
COS 206
COS 208
COS 220
English (3)

**Spring Semester II**
COS 108
COS 201

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

## 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.

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.

**A. Major Courses: 17 Credit Hours**

| | | |
|---|---|---|
| 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 |

> ### Recommended Course Sequence*
> This program is offered in the fall and spring semesters and may be completed in one semester. Upon successful completion of all program coursework, students will have accumulated the minimum 300 clock hours required to test for licensure

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

# Criminal Justice
**Award: Certificate in Criminal Justice**
*Advisor: Dr. 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.

**A. Major Courses: 30 Credit Hours**

| | | |
|---|---|---|
| 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 |

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

**Fall Semester**
CRJ 101
CRJ 115
CRJ 125
CRJ 130

**Spring Semester**
CRJ 145
CRJ 216
CRJ 220
CRJ 224

**Summer Semester**
CRJ 230
CRJ 242

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

## Associate in Applied Science
**Major: Early Care and Education**

*Advisor: Dr. 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 |
| ENG 101 | English Composition I | 3 |
| PSY 201 | General Psychology | 3 |
| SPC 205 | Public Speaking | 3 |
| ART 101 | Art History and Appreciation | 3 |

Computer Tech: *CHOOSE ONE BELOW*

| | | |
|---|---|---|
| CPT 170 | Microcomputer Applications | 3 |
| CPT 102 | Basic Computer Concepts | 3 |

Mathematics: *CHOOSE ONE BELOW*

| | | |
|---|---|---|
| MAT 110 | College Algebra | 3 |
| MAT 101 | Beginning Algebra | 3 |

**B. Additional Required General Education: 7 Credit Hours**

| | | |
|---|---|---|
| MUS 105 | Music Appreciation | 3 |
| SPA 101 | Elementary Spanish I | 4 |

**C. Major 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

*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.*

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

**Fall Semester I**
COL 103
ECD 101
ECD 105
ENG 101
Computer Tech (3)

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

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

**Fall Semester II**
ART 101
ECD 132
ECD 203
PSY 201

**Spring Semester II**
ECD 243
MUS 105
Mathematics (3)
Elective (3)

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*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.*

# Early Childhood Development
### Award: Certificate in Early Childhood Development
*Advisor:* <u>Dr. Earlene Walker-Kelly</u>
*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.

## A. 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***
*(credit hours for electives in parentheses)*

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

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

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

# Infant and Toddler Care

***Award: Certificate in Infant and Toddler Care***
*Advisor: Dr. 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.

**A. 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 |

*CHOOSE ONE BELOW:*

| | | |
|---|---|---|
| ECD 243 | Supervised Field Experience I | 3 |
| ECD 251 | Supervised Field Experience II | 3 |

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

**Fall Semester**
ECD 102
ECD 131
ECD 200
ECD 205

**Spring Semester**
ECD 207
ECD 243 or ECD 251

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

# 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*
| | | |
|---|---|---|
| ART 101 | Art History & Appreciation | 3 |
| MUS 105 | Music Appreciation | 3 |

## 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.

### Possible Primary and Secondary Specialties

| | | |
|---|---|---|
| Automotive Repair | Drafting and Design | Mechatronics |
| Cosmetology | HVAC/R Technology | Small Business Management |
| Criminal Justice | Machine Tool | Welding |

## 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.

## Technical Electives
| | | | | | | |
|---|---|---|---|---|---|---|
| ACR 131 | Commercial Refrigeration | 4 | EGT 270 | Manufacturing Integration | 4 |
| ACR 225 | Industrial Air Conditioning | 3 | ENG 155 | Communications I | 3 |
| ACR 240 | Advanced Automatic Controls | 3 | ENG 160 | Technical Communications | 3 |
| EEM 240 | Basic Microprocessors | 4 | HSS 205 | Technology and Sociology | 3 |
| EEM 261 | Electronic Communication | 3 | HUS 230 | Interviewing Techniques | 3 |
| EEM 271 | Sensors and System Interfaces | 2 | IET 223 | Industrial Safety | 3 |
| EEM 273 | Advanced Process Control | 3 | IMT 103 | Precision Measurement Instruments | 2 |
| EEM 274 | Technical/System Troubleshooting | 4 | IST 225 | Internet Communications | 3 |
| EGT 252 | Advanced CAD | 3 | MAT 101 | Beginning Algebra | 3 |
| EGT 265 | CAD/CAM Applications | 3 | | | |

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

## 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\**
*(credit hours for electives in parentheses)*

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

# 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 and is available only for Dual Enrollment students at select area high schools.*

**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***
*(credit hours for electives in parentheses)*

**Fall Semester**
AUT 102
AUT 111
AUT 133
AUT 159

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

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

# Construction Trades

***Award: Certificate in Construction Trades***
*Advisor: Mike Cumbie*
*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\****
*(credit hours for electives in parentheses)*

**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

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

# Drafting and Design Technology
**Award: Certificate in Drafting and Design Technology**
*Advisor: Chuck Player*
*Semester Hours Required for Graduation: 39*

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 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: 27 Credit Hours**

| | | |
|---|---|---|
| EGT 101 | Basic Technical Drawing | 2 |
| EGT 104 | Print Reading | 3 |
| EGT 111 | Mechanical Drawing I | 2 |
| EGT 112 | Mechanical Drawing II | 3 |
| EGT 123 | Industrial Print Reading | 2 |
| EGT 127 | Descriptive Geometry | 3 |
| EGT 151 | Introduction to CAD | 3 |
| EGT 152 | Fundamentals of CAD | 3 |
| EGT 155 | Intermediate CAD | 2 |
| EGT 220 | Structural and Piping App. | 4 |

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

**Fall Semester I**
COL 103
EGT 123
EGT 127
EGT 151
MAT 101

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

**Fall Semester II**
EGT 104
EGT 112
EGT 155
EGT 220

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

# 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****
*(credit hours for electives in parentheses)*

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

**Spring Semester I**
EEM 107
EEM 116
EEM 140

**Fall Semester II**
EEM 121
EEM 165
EEM 170

**Spring Semester II**
EEM 145
EEM 215
EEM 235

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

# Heating, Ventilation, Air Conditioning and Refrigeration

***Award: Certificate in HVAC/R***

*Advisor: Sam Gardner*
*Semester Hours Required for Graduation: 34*

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: 26 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 140 | Automatic Controls | 3 |
| ACR 210 | Heat Pumps | 4 |

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

**Fall Semester I**
ACR 101
ACR 107
COL 103
CPT 102

**Spring Semester I**
ACR 106
ACR 140
IMT 103

**Fall Semester II**
ACR 110
ACR 120
ACR 210

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

# Machine Tool Technology

**Award: Certificate in Machine Tool Technology**
*Advisor: Chuck Player*
*Semester Hours Required for Graduation: 34*

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: 28 Credit Hours**

| | | |
|---|---|---|
| IET 223 | Industrial Safety | 3 |
| 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 |

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

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

**Spring Semester I**
MAT 101
MTT 123
MTT 124
MTT 141

**Fall Semester II**
MTT 253
MTT 255

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

# 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 and is available only for Dual Enrollment students at select area high schools.*

**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 Machine Tool Technology | 1 |
| MTT 102 | Machine Tool Basics | 3 |
| MTT 111 | Machine 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***
*(credit hours for electives in parentheses)*

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

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

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

# 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 |

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

**Fall Semester**
COL 103
EEM 107
EEM 117
EEM140
MAT 101

**Spring Semester**
EEM 145
EEM 170
EEM 215
EEM 271

**Summer Semester**
EEM 235
IET 131
IET 161
IET 223

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

# Welding

***Award: Certificate in Welding***

*Advisor: TBD*
*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****
*(credit hours for electives in parentheses)*

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

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

**Summer Semester**
WLD 204
WLD 228
WLD 229

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

## Basic Welding Technology
***Award: Certificate in Basic Welding Technology***
*Advisor: TBD*
*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 and is available only for Dual Enrollment students at select area high schools.*

**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 110 | Welding Safety and Health | 1 |
| WLD 116 | Welding | 2 |
| WLD 141 | Weld Quality | 2 |
| WLD 142 | Maintenance Welding | 3 |
| WLD 145 | Field Welding | 2 |
| WLD 204 | Metallurgy | 3 |

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

**Fall Semester I**
IET 223
WLD 101
WLD 102

**Spring Semester I**
WLD 103
WLD 104
WLD 204

**Fall Semester II**
IMT 103
WLD 110
WLD 142

**Spring Semester II**
WLD 116
WLD 141
WLD 145

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

# Associate in Applied Science
## Major in Nursing
## ADN Program
*Advisor: [Heather Anderson](#), [Ginger Lewis](#), [Rebecca Perales](#)*
*Semester Hours Required for Graduation: 68*

The Associate in Applied Science Degree with a Major in Nursing (ADN) is designed to prepare individuals to meet all requirements of South Carolina State Board of Nursing for successful NCLEX-RN testing and licensure and to perform all duties within the scope of practice for the Registered Nurse (RN).

The ADN program will prepare the nursing student for the trials of the innovative health care system.  The didactic portion will provide the student instruction on nursing theories and models, which will also be partnered with skills lab/simulation lab and clinical experiences at the different area health care facilities that will confirm that the nursing student will be competent when entering the nursing field.

## Criteria for Admission:
1. Admitted to WTC through the Admissions Department
2. Official transcripts must be submitted to Student Services' [Cheryl Dubose](#), 843.355.4165.  This includes GED, High School and all colleges/universities attended.  WTC will consider credit from other regionally accredited institutions for transfer.  Credit from institutions not regionally accredited may require additional supporting documentation.  It is the student's responsibility to be sure WTC has received all official transcripts by the deadline.
3. Must complete Nursing Admission Application.
4. Applicants must pay a non-refundable $50.00 to hold the student's spot.  This must be paid BEFORE the mandatory orientation.  If it is not paid, the student forfeits his/her nursing seat.
5. It is recommended for students to have completed at least these six General Education courses successfully with a "C" or better: BIO 210, BIO 211, and BIO 225 (within 5 years of admission), ENG 101, ENG 102, and MAT 110 or MAT 120 (within 10 years of admission).
6. Applicant's general education courses GPA must be a 3.0 or higher to be considered for the ADN Program.
7. Applicants should have completed the Accuplacer Placement Test within 2 years.
8. Applicants with these SAT Scores or better taken with two years may be considered for enrollment; Verbal – 470 and Math – 460.
9. Applicants should have completed the TEAS Nursing Entrance Exam with an adjusted score of 65 or better. The TEAS examination fee is the student's responsibility.
10. The student must be at least 17 years of age by August 1 of the year of acceptance.

*If the applicant does not meet the basic criteria, the applicant will not be considered for admission to the program.*

**IMPORTANT: Students who have two attempts (withdrawal or dismissal) in the ADN Nursing Program are NOT eligible for readmission for five years after last attempt.**

**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 ADN Program at WTC.

## 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 & non-transferrable** payment must be delivered to the WTC 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 a total of 6 times in two years.
- The examination will be offered monthly through the admission office.

- Applicants to the WTC ADN program must take the TEAS test any time after August of the year you intend to enter and make an adjusted score of 65 or above to qualify for admission in the next academic year for the ADN Program.
- Successful completion of the TEAS does not guarantee admission to the WTC ADN program.

## Acceptance Requirements:

Placement into the ADN 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 ADN program is a responsibility of the director of admission and advisement at WTC and the Nurse Department Head of the ADN program. Acceptance to the ADN program is a two-part process based on a first qualified, first admitted basis. Requirements for the preliminary acceptance to the ADN program are as follows:

### Part One:
See General Criteria for Admission

### Part Two: ADN 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 health record indicating the applicant's ability to perform the physical tasks required for the ADN program along with proper vaccines, titers, and immunizations.
3. Submit copy of current CPR certified of completion.  Students must be certified in CPR to participate in clinical activities.  Instructors must obtain evidence of certification from all students at the beginning of each clinical course.  This certification must include adult/infant/child CPR, 1-2 man rescue, AED training and Heimlich maneuver, BLS for health care provider from American Heart Association.  Students will not be able to participate in clinical activities until this requirement is met.
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 ADN 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 (12) panel drug screen completed and documented by WTC.

## 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 ADN 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.

# Associate in Applied Science
**Major in Nursing**
**ADN Program**

## A. General Education: 30 Credit Hours
| | | |
|---|---|---|
| BIO 210 | Anatomy and Physiology I | 3 |
| BIO 211 | Anatomy and Physiology II | 3 |
| BIO 225 | Microbiology | 3 |
| ENG 101 | English Composition I | 3 |
| ENG 102 | English Composition II | 3 |
| PSY 201 | General Psychology | 3 |
| SPC 205 | Public Speaking | 3 |

Fine Arts: *CHOOSE ONE BELOW*
| | | |
|---|---|---|
| ART 101 | Art History & Appreciation | 3 |
| MUS 105 | Music Appreciation | 3 |

Mathematics: *CHOOSE ONE BELOW*
| | | |
|---|---|---|
| MAT 110 | College Algebra | 3 |
| MAT 120 | Probability and Statistics | 3 |

## B. Major Courses: 38 Credit Hours
| | | |
|---|---|---|
| NUR 101 | Fundamentals of Nursing | 6 |
| NUR 106 | Pharmacologic Basic in Nursing Practice | 2 |
| NUR 120 | Basic Nursing Concepts | 7 |
| NUR 210 | Complex Health Problems | 5 |
| NUR 214 | Mental Health | 4 |
| NUR 217 | Trends and Issues in Nursing | 2 |
| NUR 220 | Family Centered Nursing I | 7 |
| NUR 221 | Advanced Nursing Concepts | 5 |

**All Courses in this program require a C or better for program progression.**

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

**Fall Semester I**
BIO 210
ENG 101
NUR 101
NUR 106

**Spring Semester I**
BIO 211
ENG 102
NUR 120
Mathematics (3)

**Summer Semester I**
BIO 225
NUR 210
NUR 214
PSY 201

**Fall Semester II**
NUR 220
SPC 205

**Spring Semester II**
NUR 217
NUR 221
Fine Arts Elective (3)

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**The Admission Review Committee has final authority in determining admission to all nursing programs.**

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.

A "positive" finding on a criminal background check including, but not limited to, an arrest, conviction, or no-contest plea will automatically exclude a candidate from final admission to the nursing program.

Candidates with any criminal history are responsible for having their records expunged prior to the running of a background check. Failure to do so and resulting "positive" finding will exclude that candidate from final admission to the program since that candidate will be ineligible to participate in clinical rotations. Candidates may reapply the following year after their record has been expunged.

At any point in the program, a "positive" finding in a drug test that excludes a nursing student from admission into a clinical site will lead to his or her removal from the program.

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

## Associate in Applied Science
**Major in Nursing**
**\*\*LPN to RN Transition**
*Advisor:* [Heather Anderson](), [Ginger Lewis](), [Rebecca Perales]()
*Semester Hours Required for Graduation: 31*

The Associate in Applied Science Degree with a Major in Nursing (ADN) Transition Track is designed to prepare the Licensed Practical Nurse (LPN) to meet all requirements of South Carolina State Board of Nursing for successful NCLEX-RN testing and licensure and to perform all duties within the scope of practice for the Registered Nurse.

The ADN program will prepare the nursing student for the trials of the innovative health care system.  The didactic portion will provide the student instruction on nursing theories and models, which will also be partnered with skills lab/simulation lab and clinical experiences at the different area health care facilities that will confirm that the nursing student will be competent when entering the nursing field.

### Criteria for Admission:
1. Admitted to WTC through the Admissions Department
2. Have a valid active Nursing License for the State of South Carolina
3. Applicants should have completed the TEAS Nursing Entrance Exam with an adjusted score of 65 or better. The TEAS examination fee is the student's responsibility.
4. Official transcripts must be submitted to Student Services' [Cheryl Dubose](), 843.355.4165.  This includes GED, High School and all colleges/universities attended.  WTC will consider credit from other regionally accredited institutions for transfer.  Credit from institutions not regionally accredited may require additional supporting documentation.  It is the student's responsibility to be sure WTC has received all official transcripts by the deadline.
5. Must complete Nursing Admission Application.
6. Applicants must pay a non-refundable $50.00 to hold the student's spot.  This must be paid BEFORE the mandatory orientation.  If it is not paid, the student forfeits his/her nursing seat.
7. **It is recommended for students to have completed all 9 General Education courses successfully with a "C" or better: BIO 210, BIO 211, and BIO 225 (within 5 years of admission), ENG 101, ENG 102, MAT 110 or MAT 120, PSY 201, SPC 205, and ART 101 or MUS 101 (within 10 years of admission); to be considered a transition student.**
8. Applicant's general education courses GPA must be a 3.0 or higher to be considered for the ADN Program.
9. Applicants should have completed the Accuplacer Placement Test within 2 years.
10. Applicants with these SAT Scores or better taken with two years may be considered for enrollment; Verbal – 470 and Math – 460.  Applicants with an ACT Composite Score of 19 or better, taken within two years may be considered for enrollment.

*If the applicant does not meet the basic criteria, the applicant will not be considered for admission to the program.*

**IMPORTANT: Students who have two attempts (withdrawal or dismissal) in the ADN Nursing Program are NOT eligible for readmission for five years after last attempt.**

**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 Associate in Applied Science, LPN to RN Transition program at WTC.

### 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 & non-transferrable** payment must be delivered to the WTC 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 a total of 6 times in two years.
- The examination will be offered monthly through the admission office.
- Applicants to the WTC ADN program must take the TEAS test any time after August of the year you intend to enter and make an adjusted score of 65 or above to qualify for admission in the next academic year for the ADN Program.
- Successful completion of the TEAS does not guarantee admission to the WTC ADN program.

**Acceptance Requirements:**

Placement into the ADN 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 ADN program is a responsibility of the director of admission and advisement at WTC and the Nurse Department Head of the ADN program. Acceptance to the ADN program is a two-part process based on a first qualified, first admitted basis. Requirements for the preliminary acceptance to the ADN program are as follows:

**Part One:**

See General Criteria for Admission

**Part Two: ADN 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 health record indicating the applicant's ability to perform the physical tasks required for the ADN program along with proper vaccines, titers, and immunizations.
3. Submit copy of current CPR certified of completion. Students must be certified in CPR to participate in clinical activities. Instructors must obtain evidence of certification from all students at the beginning of each clinical course. This certification must include adult/infant/child CPR, 1-2 man rescue, AED training and Heimlich maneuver, BLS for health care provider from American Heart Association. Students will not be able to participate in clinical activities until this requirement is met.
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 ADN 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 (12) panel drug screen completed and documented by WTC.

**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 ADN 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.

## Associate in Applied Science
**Major in Nursing**
**\*\*LPN to RN Transition**

**A. General Education: 3 Credit Hours**
General Education: *CHOOSE ONE IF NEEDED*
| | | |
|---|---|---|
| ENG 101 | English Composition I | 3 |
| ENG 102 | English Composition II | 3 |
| PSY 201 | General Psychology | 3 |
| SPC 205 | Public Speaking | 3 |

Fine Arts: *CHOOSE ONE BELOW*
| | | |
|---|---|---|
| ART 101 | Art History & Appreciation | 3 |
| MUS 105 | Music Appreciation | 3 |

Mathematics: *CHOOSE ONE BELOW*
| | | |
|---|---|---|
| MAT 110 | College Algebra | 3 |
| MAT 120 | Probability and Statistics | 3 |

**B. Major Courses: 28 Credit Hours**
| | | |
|---|---|---|
| NUR 106 | Pharmacologic Basic in Nursing Practice | 2 |
| NUR 201 | Transition Nursing | 3 |
| NUR 210 | Complex Health Problems | 5 |
| NUR 214 | Mental Health | 4 |
| NUR 217 | Trends and Issues in Nursing | 2 |
| NUR 220 | Family Centered Nursing I | 7 |
| NUR 221 | Advanced Nursing Concepts | 5 |

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

**Summer Semester I**
NUR 201
NUR 210
NUR 214

**Fall Semester II**
NUR 106
NUR 220

**Spring Semester II**
NUR 217
NUR 221
General Education Elective (3)

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*All Courses in this program require a C or better for program progression.*


*The Admission Review Committee has final authority in determining admission to all nursing programs.*


*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.*

*A "positive" finding on a criminal background check including, but not limited to, an arrest, conviction, or no-contest plea will automatically exclude a candidate from final admission to the nursing program.*

*Candidates with any criminal history are responsible for having their records expunged prior to the running of a background check.  Failure to do so and resulting "positive" finding will exclude that candidate from final admission to the program since that candidate will be ineligible to participate in clinical rotations.  Candidates may reapply the following year after their record has been expunged.*

*At any point in the program, a "positive" finding in a drug test that excludes a nursing student from admission into a clinical site will lead to his or her removal from the program.*

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

# Practical Nursing
*Award: Diploma in Health Science, Practical Nursing*
*Advisor: Courtney Anderson, Heather Anderson, and Kerry Chandler*
*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.

## General Criteria for Admission:
1. Meet admission criteria to 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. 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 the 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 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.
8. 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.

## First Time Student Criteria for Admission:
1. Admitted to WTC through the Admissions Department
2. Complete Accuplacer Scores test with scores
3. All high school and college transcripts must be on file with WTC Admissions Department prior to taking the TEAS Entrance Exam

## Transfer Student Criteria for Admission:
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 PNR 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.

**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.

## 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 & non-transferrable** payment must be delivered to the WTC 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 a total of 6 times in two years.
- The examination will be offered monthly through the admission office.
- Applicants to the WTC 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 WTC practical nursing program

## 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 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:
See General Criteria for Admission

### 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 (12) panel drug screen completed and documented by WTC.

## Academic Progression in the Nursing Program

In order to progress in the nursing program, the student must:

- Earn a minimum grade of C in all general education and nursing courses;
- Receive satisfactory ratings in clinical evaluations;
- Submit evidence of current certification in cardiopulmonary resuscitation (CPR): American Heart Association BLS for HealthCare Provider
- Be covered by professional liability insurance (included in tuition/fees);
- Submit a completed Physical Examination form at program matriculation, including documentation of required immunizations; Titers and Vaccines
- 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.

## Practical Nursing
***Award: Diploma in Health Science, Practical Nursing***

### 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 Courses in this program require a C or better for program progression.***

***All PNR Courses require a 80% competency for program completion.***

***The Admission Review Committee has final authority in determining admission to all nursing programs.***

*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.*

*A "positive" finding on a criminal background check including, but not limited to, an arrest, conviction, or no-contest plea will automatically exclude a candidate from final admission to the nursing program.*

*Candidates with any criminal history are responsible for having their records expunged prior to the running of a background check. Failure to do so and resulting "positive" finding will exclude that candidate from final admission to the program since that candidate will be ineligible to participate in clinical rotations. Candidates may reapply the following year after their record has been expunged.*

*At any point in the program, a "positive" finding in a drug test that excludes a nursing student from admission into a clinical site will lead to his or her removal from the program.*

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

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

**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

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# Basic Patient Care

***Award: Certificate in Basic Patient Care***

*Advisor:* *Heather Anderson*
*Semester Hours Required for Graduation: 29 Credit Hours*

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 not eligible for Title IV Funding and is available only for Dual Enrollment students at select area high schools.*

**Required Courses: 29 Credit Hours**

| | | |
|---|---|---|
| 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 |

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

**Fall Semester I**
AHS 101
AHS 102
AHS 160

**Spring Semester I**
AHS 104
AHS 136

**Fall Semester II**
AHS 106
AHS 108
AHS 110
AHS 116

**Spring Semester II**
AHS 117
AHS 125

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

# Health Care

***Award: Certificate in Health Care***

*Advisor: Courtney Anderson, Heather Anderson, and Ginger Lewis*
*Semester Hours Required for Graduation: 33 Credit Hours*

The Healthcare Certificate is 33 semester hours. This program is designed for students interested in exploring career options in health care. Students completing the program will gain a skill set allowing them to work in a number of health care related occupations. Students also have the option of transitioning to other care programs. The healthcare Certificate is designed to educate and provide perspective students desiring to enter the healthcare industry a background in healthcare programs. Students are encouraged to explore the different opportunities by building a basic foundation in general education requirements while also taking electives specific to the area of interest. Students whom complete the program will have a skill set that will prepare them for entry in the healthcare field.

## Criteria for Admission:
1. Admitted to WTC through the Admissions Department
2. High School Diploma of GED
3. Minimum cumulative GPA of 2.0
4. Student must score in curriculum level

**A. Required Courses: 25 Credit Hours**

| | | |
|---|---|---|
| AHS 102 | Medical Terminology | 3 |
| AHS 106 | Cardiopulmonary Resuscitation | 1 |
| AHS 148 | Special Topics in Geriatric Care | 2 |
| BIO 210 | Anatomy and Physiology I | 4 |
| ENG 101 | English Composition I | 3 |
| PSY 201 | General Psychology | 3 |
| PSY 203 | Human Growth and Development | 3 |
| SPC 205 | Public Speaking | 3 |

*Mathematics: CHOOSE ONE BELOW*

| | | |
|---|---|---|
| MAT 110 | College Algebra | 3 |
| MAT 120 | Probability and Statistics | 3 |

**B. Elective Courses: 8 Credit Hours**

*CHOOSE EIGHT (8) CREDIT HOURS FROM THE FOLLOWING*

| | | |
|---|---|---|
| AHS 108 | Nutrition | 3 |
| AHS 126 | Health Calculations | 1 |
| AHS 160 | Introduction to Health | 1 |
| AHS 205 | Ethics and Law for Allied Health Professionals | 3 |
| BIO 211 | Anatomy and Physiology II | 4 |
| BIO 225 | Microbiology | 4 |

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

**Fall Semester**
AHS 102
BIO 210
ENG 101
PSY 201

**Spring Semester**
AHS 106
PSY 203
SPC 205
Mathematics (3)
Elective (4)

**Summer Semester**
AHS 148
Elective (4)

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***All Courses in this program require a C or better for completion***

***The Admission Review Committee has final authority in determining admission to all nursing programs.***

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

# Nursing Assistant
### Award: Certificate in Nursing Assistant
*Advisor: Courtney Anderson, Heather Anderson, and Ginger Lewis*
*Semester Hours Required for Graduation: 16 Credit Hours*

The Nursing Assistant Program is one semester including 16 credit hours of combined nursing and general education courses. The program combines classroom instruction and laboratory practice with clinical nursing experience in the community practice setting at a long term care facility covering cardiopulmonary resuscitation techniques, general care of patients, and modern concepts of geriatric health care and nursing techniques. Through guided learning experiences, students provide nursing assistant care to patients with basic health needs. Students work as members of the health care field under the supervision of a clinical instructor, Licensed Practical Nurse (LPN), and a Registered Nurse (RN). Upon graduation, students are eligible to take the Competency Exam for state certification as a Certified Nursing Assistant (CNA).

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.

**Criteria for Admission:**
- Admitted to WTC through the Admissions Department
- ACCUPLACER Score of 74 or better in Reading
- High School Diploma/GED
- Hepatitis B immunization, signed wavier refusal, or completion of 3 process titers
- Two-step PPD/ or chest X-Ray
- Physical examination (Forms are provided by the college and should be current within one year and complete)
- Completed Orientation
- Drug Screen
- Criminal Background Check (*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.*)
- CPR Certification
- Fees: (Prices Vary)
  - Background Check
  - TB Skin Test
  - CPR Certification
  - Uniforms / Shoes
  - Drug Screen
  - Hep B Vaccination or waiver
  - Physical Exam

*\*TB Test, Hep B vaccination or waiver, and Physical Exam must be completed prior to orientation for clinical. Background Check and Drug Screen are non-refundable and must be completed by Drop/Add period. Fees should be paid to the WTC Business Office.*

## A. Major Courses: 16 Credit Hours

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

> **Recommended Course Sequence\***
> It is recommended that students contact their faculty advisor to lay out an appropriate course plan.

**All Courses in this program require a C or better for program progression.**

**All AHS Courses require a 77% competency for program completion.**

**The Admission Review Committee has final authority in determining admission to all nursing programs.**

*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.*

*A "positive" finding on a criminal background check including, but not limited to, an arrest, conviction, or no-contest plea will automatically exclude a candidate from final admission to the nursing program.*

*Candidates with any criminal history are responsible for having their records expunged prior to the running of a background check. Failure to do so and resulting "positive" finding will exclude that candidate from final admission to the program since that candidate will be ineligible to participate in clinical rotations. Candidates may reapply the following year after their record has been expunged.*

*At any point in the program, a "positive" finding in a drug test that excludes a nursing student from admission into a clinical site will lead to his or her removal from the program.*

*\* 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***

*Advisor: [Heather Anderson](#), and [Ginger Lewis](#)*
*Semester Hours Required for Graduation: 26 Credit Hours*

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.

**Criteria for Admission:**
- Admitted to WTC through the Admissions Department
- ACCUPLACER Score of 74 or better in Reading and 81 or better in Writing
- 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.
- Chicken pox vaccination or titer. If you are not immune you will have to receive the vaccine.
- 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
- Drug Screen
- Criminal Background Check (*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.*)
- CPR Certification
- Participate in Clinicals – reliable transportation to different sites in Williamsburg, Georgetown, Florence & Clarendon counties
- Fees: (Prices Vary)

  | | |
  |---|---|
  | ▪ Background Check | ▪ Drug Screen |
  | ▪ TB Skin Test | ▪ Hep B Vaccination or waiver |
  | ▪ CPR Certification | ▪ Physical Exam |
  | ▪ Uniforms / Shoes | |

  *\*TB Test and Physical Exam must be completed by November of Fall Semester. Background Check and Drug Screen are non-refundable and must be completed by November of Fall Semester. Fees should be paid to the WTC Business Office.*

> **Recommended Course Sequence\***
> *(credit hours for electives in parentheses)*
>
> **Fall Semester**
> AHS 102
> AHS 106
> AHS 136
> AHS 141
> COL 103
>
> **Spring Semester**
> AHS 143
> AHS 146

**A. Major Courses: 26 credit hours**

| | | |
|---|---|---|
| AHS 102 | Medical Terminology | 3 |
| AHS 106 | Cardiopulmonary Resuscitation | 1 |
| AHS 136 | Essentials of Anatomy and Physiology | 3 |
| AHS 141 | Phlebotomy for the Healthcare provider | 3 |
| AHS 143 | Phlebotomy Skills | 7 |
| AHS 146 | Phlebotomy Experience | 6 |
| COL 103 | College Skills | 3 |

**All Courses in this program require a C or better for program progression.**

**All AHS Courses require a 77% competency for program completion.**

**The Admission Review Committee has final authority in determining admission to all nursing programs.**

*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.*

*A "positive" finding on a criminal background check including, but not limited to, an arrest, conviction, or no-contest plea will automatically exclude a candidate from final admission to the nursing program.*

*Candidates with any criminal history are responsible for having their records expunged prior to the running of a background check. Failure to do so and resulting "positive" finding will exclude that candidate from final admission to the program since that candidate will be ineligible to participate in clinical rotations. Candidates may reapply the following year after their record has been expunged.*

*At any point in the program, a "positive" finding in a drug test that excludes a nursing student from admission into a clinical site will lead to his or her removal from the program.*

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

# 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 | | **NUR** | Nursing |
| **COS** | Cosmetology | | **PHS** | Physical Science |
| **CPT** | Computer Technology | | **PHY** | Physics |
| **CRJ** | Criminal Justice | | **PNR** | Practical Nursing |
| **ECD** | Early Childhood Development | | **PSC** | Political Science |
| **ECO** | Economics | | **PSY** | Psychology |
| **EEM** | Electricity/Electronics | | **REL** | Religion |
| **EGR** | Safety | | **RDG** | Reading |
| **EGT** | Drafting | | **SOC** | Sociology |
| **ENG** | English | | **SPA** | Spanish |
| **FRE** | French | | **SPC** | Speech |
| **GER** | German | | **THE** | Theatre |
| | | | **WLD** | Welding |

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| 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)

**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)

| Course No. | Course Title | Lecture-Lab-Credit |
|---|---|---|

**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 126**  **Health Calculations**  **(1-0-1)**
This course is a study of the mathematical concepts needed in health science studies..

**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 141**  **Phlebotomy for the Heathcare Provider**  **(2.5-1.5-3)**
This course contains the essential theory, skills, and special procedures required to meet the venipuncture needs in hospitals, clinics, and other health care settings.

**AHS 143**  **Phlebotomy Skills**  **(6.5-1.5-7)**
This course is a study of phlebotomy equipment, procedures, techniques, and practical experiences.

**AHS 146**  **Phlebotomy Experience**  **(5.5-1.5-6)**
This course includes comprehensive clinical experiences in medical laboratory specimen collection, transport, storage, and basic test procedures.

**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.

| Course No. | Course Title | Lecture-Lab-Credit |
|---|---|---|

**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.

**AHS 205**      *Ethics and Law for Allied Health Professionals*      *(3-0-3)*
This course is an introduction to ethical, bioethical and legal concepts related to allied health professionals.

**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.

**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.

| Course No. | Course Title | Lecture-Lab-Credit |
|---|---|---|

**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.

**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, and 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.

| Course No. | Course Title | Lecture-Lab-Credit |
|---|---|---|

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

**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.

**COS 102**      **Sanitation Procedures**      *(3-0-3)*
This course is a study of the various methods of sanitation used in the salon.

| Course No. | Course Title | Lecture-Lab-Credit |
|---|---|---|

**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.

**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.

| Course No. | Course Title | Lecture-Lab-Credit |
|------------|--------------|--------------------|

**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 176**  **Microcomputer Operating Systems**  **(3-0-3)**
This course covers operating system concepts of microcomputers, including file maintenance, disk organization, batch files, and subdirectory concepts.

**CPT 179**  **Microcomputer Word Processing**  **(3-0-3)**
This course introduces microcomputer word processing.  Topics include creating, editing, formatting, and printing documents.

**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)

**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)

| Course No. | Course Title | Lecture-Lab-Credit |
|---|---|---|

**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)

**CPT 282**      *Informations Systems Security*      *(3-0-3)*

This course is the study of the protection of information and equipment in computer systems. Topics include all aspects of systems protection, including physical security, hardware, software, and communications security. Addresses technical, legal and ethical issues.

**CPT 295**      *Desktop Publishing Applications*      *(3-0-3)*

This course is a study of application software used to design, edit, and produce a variety of documents for marketing purposes.

**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.

| **Course No.** | **Course Title** | **Lecture-Lab-Credit** |
| --- | --- | --- |

**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.

**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 pre-number 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, curriculum and environment are included in the course.

**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.

| Course No. | Course Title | Lecture-Lab-Credit |
|---|---|---|

**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.

**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.

| Course No. | Course Title | Lecture-Lab-Credit |
|---|---|---|
| **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.

**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 104**         **Print Reading**         **(2-0-2)**

This course covers the interpretation of industrial drawings.

**EGT 111**         **Mechanical Drawing I**         **(1-3-2)**

This course is an introduction to the principles and practices of mechanical drawing.

| Course No. | Course Title | Lecture-Lab-Credit |
|---|---|---|

**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 127**  **Descriptive Geometry for Drafters**  **(3-0-3)**
This course covers the theory of orthographic projection, points and lines in space, auxiliary views, planes intersections and developments.

**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.)

**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)

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| **Course No.** | **Course Title** | **Lecture-Lab-Credit** |
|---|---|---|

*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)

*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)

| Course No. | Course Title | Lecture-Lab-Credit |
|------------|--------------|--------------------|

**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.

**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).

| Course No. | Course Title | Lecture-Lab-Credit |
|---|---|---|

**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.)

**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)

| Course No. | Course Title | Lecture-Lab-Credit |
|---|---|---|

**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.

**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. (Prerequisite: MTT 101)

**MTT 122**       **Machine Tool Practice I**       **(1-9-4)**

This course covers practical experiences using the principles in Machine Tool Theory I. (Prerequisite: MTT 121)

**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.

| Course No. | Course Title | Lecture-Lab-Credit |
|---|---|---|
| **MTT 143** | **Precision Measurements** | **(2-0-2)** |

This course is a study of precision measuring instruments.

| **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. (Prerequisite: MTT 122)

| **MTT 255** | **CNC Programming II** | **(1.5-4.5-3)** |
|---|---|---|

This course includes CNC programming with simulated production conditions. (Prerequisite: MTT 253)

| **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.

| **NUR 101** | **Fundamentals of Nursing** | **(4-6-6)** |
|---|---|---|

This course facilitates the development of beginning technical competency in the application of the nursing process to assist in meeting the needs of selected patients of varying ages.

| **NUR 106** | **Pharmacologic Basics in Nursing Practice** | **(2-0-2)** |
|---|---|---|

This introductory course outlines the basic concepts of Pharmaceutics, pharmacokinetics, pharmacotherapeutics.  The process of clinical calculations is introduced, as well as the major drug classifications.

| **NUR 120** | **Basic Nursing Concepts** | **(4-9-7)** |
|---|---|---|

This course introduces the application of the nursing process in the care of persons throughout the life span who are experiencing selected common health problems.

| **NUR 201** | **Transition Nursing** | **(2-3-3)** |
|---|---|---|

This course facilitates the transition of the practical nurse graduate to the role of the associate degree nursing student.

| **NUR 210** | **Complex Health Problems** | **(2-9-5)** |
|---|---|---|

This course expands application of the nursing process in meeting the needs of patients with complex health problems.

| **NUR 214** | **Mental Health Nursing** | **(2-6-4)** |
|---|---|---|

This course facilitates the utilization of the nursing process to assist in meeting the needs of patients with common mental health problems.  Focus is on the dynamics of human behavior ranging from normal to extreme.

| **NUR 217** | **Trends and Issues** | **(1-3-2)** |
|---|---|---|

This course is an exploration of health care trends and issues.

| **NUR 220** | **Family Centered Nursing** | **(4-9-7)** |
|---|---|---|

This course facilitates the application of the nursing process in the care of persons during the childbearing years and from birth through adolescence to promote optimal individual health and development at any stage of the health continuum.

| Course No. | Course Title | Lecture-Lab-Credit |
|---|---|---|

**NUR 221**       **Advanced Nursing Concepts**       **(3-6-5)**

This course expands the application of the nursing process in the care of persons throughout the lifespan who are experiencing complex health problems.

**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: ≥ 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: ≥ 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: ≥ 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: ≥ 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: ≥ 80 in PNR 130)

**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.

| Course No. | Course Title | Lecture-Lab-Credit |
|------------|--------------|--------------------|

**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.

**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 206**  **Social Psychology**  **(3-0-3)**

This course examines the behaviors of individuals in interaction in terms of the personality system (attitudes, needs, traits, feelings, learning, and perception), the social system (relations between/among persons), and the cultural system (agreed-upon ideas about the social and non-social world).

**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.

| Course No. | Course Title | Lecture-Lab-Credit |
|---|---|---|

**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.

**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 110**      *Welding Safety and Health*      *(1-0-1)*
This course is an introduction to safety and health hazards associated with welding and related process.

**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.

| Course No. | Course Title | Lecture-Lab-Credit |
|---|---|---|
| **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 141** | **Weld Quality** | **(2-0-2)** |

This is an introductory course in weld quality assurance.

| | | |
|---|---|---|
| **WLD 142** | **Maintenance Welding** | **(2-3-3)** |

This course covers gas and arc welding processes used in maintenance shops.

| | | |
|---|---|---|
| **WLD 145** | **Field Welding** | **(1.5-1.5-2)** |

This course covers welding with portable welding machines in field use.

| | | |
|---|---|---|
| **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<br>**OR** RDG 031 with grade ≥ C* |
| CURRICULUM LEVEL | Reading Comprehension score 74+<br>**OR** RDG 032 with grade ≥ C*<br>**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<br>**OR** ENG 031 with grade ≥ C* |
| ENG 155 | Sentence Skills score 61 – 80<br>**OR** ENG 032 with grade ≥ C* |
| ENG 101 | Sentence Skills score 81+ **AND** Reading Comprehension 74+<br>**OR** ENG 155 with grade ≥ C*<br>**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<br>**OR** MAT 031 with grade ≥ C* |
| BUS 140 | Arithmetic score of 61+ **and** Reading Comprehension score of 74+<br>**OR** MAT 032 with grade ≥ C* |
| MAT 101 | Arithmetic score of 61+ **and** Elementary Algebra score of 20 – 70<br>**and** Reading Comprehension score of 74+<br>**OR** MAT 032 with grade ≥ C*<br>**OR** SAT 420/ACT 15 |
| MAT 102 | Elementary Algebra score of 71+<br>**and** Reading Comprehension score of 74+<br>**OR** MAT 101 with grade ≥ C*<br>**OR** SAT 440/ACT 17 |
| MAT 110<br>and<br>MAT 120 | College Level Math score of 60+ **and** Elementary Algebra score of 90+<br>**and** Reading Comprehension score of 74+<br>**OR** MAT 102 with grade ≥ C*<br>**OR** SAT 480/ACT 20 |
| MAT 111 | MAT 110 with grade ≥ C* |
| MAT 130 | MAT 111 with grade ≥ C* |

***Placement Scores are Subject to Change***

# Full-Time Employees Listed by Department

## Business Affairs

| | |
|---|---|
| Coker, Melissa | *Vice President for Administration and Finance* |
| Elliott, Monica | *Bookstore Manager/Purchasing Director* |
| Gowdy, Pamela | *Fiscal Technician (Accts Receivable Manager)* |
| Holt, Amy | *Fiscal Technician (Accts Payable)* |
| McCrea, Genevieve | *Fiscal Technician (Accts Receivable)* |
| Pushia, Suzanna | *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, Courtney | *Nursing Instructor* |
| Anderson, Heather | *Nursing Instructor/Dept Head* |
| Bouchette, Donna | *Academic Affairs Administrative Specialist* |
| Chandler, Margaret | Associate Vice President for *Academic Affairs* |
| Chandlery, Kerry | *Nursing Instructor* |
| Clingempeel, Glenn | *Psychology Instructor* |
| Cumbie, Mike | *Instructor* |
| Cumbie, Sylvia B. | *Developmental Studies Instructor, Dept Head/Student Success Center Director* |
| Docsol, Isaac | *Mathematics Instructor* |
| Elliott, Clifton R. | *Vice President for Academic and Student Affairs* |
| Gardner, Sam | *HVAC /R Technology Instructor* |
| Gentry, Minette | *Developmental Instructor* |
| Hubbard, Hope | *English Instructor* |
| Hudson, Michael | *Biology Instructor* |
| Lewis, Ginger | *Nursing Instructor* |
| Perales, Rebecca | *Nursing Instructor* |
| Player, Charles | *Machine Tool Technology Instructor* |
| Ragno, Robert | *Mechatronics Technology Instructor* |
| Staggers, Edgar | *Computer 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 | *Nursing Administrative Specialist* |

## 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

| | |
|---|---|
| Collins, Wonderful | *Testing Coordinator / Administrative Specialist* |
| Cunningham, Vertanza | *Academic Counselor* |
| DuBose, Alexis Wright | *Associate Vice President for Student Affairs* |
| DuBose, Cheryl | *Director of Admissions and Advisement* |
| Graham, Cassandra | *Enrollment Specialist* |

## Upward Bound

| | |
|---|---|
| Miles, Donna | *Administrative Specialist* |
| Mitchum, Brandy | *Counselor* |
| Nelson, Danielle | *Academic Specialist* |
| Shaw, Geraldine | *Upward Bound Director* |

## Workforce Development/Continuing Education

| | |
|---|---|
| Bostic, James | *Dean of Workforce Development and Continuing Education* |
| Brown, Jeanette | *Administrative Specialist* |

## 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 |

# INDEX

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