

WILLIAMSBURG TECHNICAL COLLEGE

2026-2027 Catalog

Volume 1 | November 2026

Your College. Your Future.

601 Martin Luther King, Jr. Avenue | Kingstree, South Carolina 29556
(843) 355-4110 | www.wiltech.edu

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College Directory

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Billing	Business Affairs	355-4112	A	Front Lobby
Book Purchases	Bookstore	355-4191	A	290
Buildings and Grounds Maintenance	Facilities Management	355-4152	A	265
Career Information	Student Affairs	355-4165	C	114
Change of Major	Student Affairs	355-4165	C	114
Change of Name or Address	Student Affairs	355-4169	C	114
College Clothing Purchases	Bookstore	355-4191	A	290
College – General Information	Business Affairs	355-4110	A	Front Lobby
Computer Use	Computer Lab	355-4143	A	230
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Exemption Test	Academic Affairs	355-4136	A	240
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Area of Need	Department	Phone	Building	Room
Personal Support and Counseling	Student Affairs	355-4165	C	114
Placement after Graduation	Student Affairs	355-4169	C	114
Public Relations	Public Information	355-4185	A	214
Refunds	Business Affairs	355-4112	A	Front Lobby
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Student Employment (Work Study)	Financial Aid	355-4167	A	212
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Reserving Rooms

Room	Reserve Through	Phone	Building	Room
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Auditorium	Facilities Management	355-4152	A	265
Classrooms	Academic Affairs	355-4136	A	240

College Directory by Department

Department	Phone	Building	Room
Academic Affairs	355-4136	A	240
Business Affairs	355-4112	A	Front Lobby
Facilities Management	355-4152	A	Front Lobby
Financial Aid	355-4167	A	212
Health Sciences	355-4130	A	233
Human Resources	355-4122	A	252
Institutional Effectiveness	355-4134	A	270
Library	355-4172	C	106
Management Information Systems (MIS/IT)	355-4144	A	232
President	355-4126	A	246/247
Public Information	355-4121	A	214
Student Affairs	355-4169	C	114
Workforce Development/Continuing Education	355-4116	A	236

Programs of Study

Curriculum Information

Arts and Sciences (University Transfer)

- Associate in Arts Degree
- Associate in Science Degree
- University Transfer Certificate

Business Administration

- Associate in Applied Science (AAS) in Business Administration Degree
- Medical Office Administration Certificate
- Small Business Management Certificate
- General Business Management Certificate

Computer Technology

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

Cosmetology

- Cosmetology Certificate
- Nail Technology Certificate

Education

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

Industrial Technology

- Associate in Applied Science (AAS) in General Technology Degree

AAS in General Technology Primary Technical Specialties

  - Automotive
  - Construction Trades (FCI Williamsburg only)
  - Cosmetology
  - Heating/Ventilation/Air Conditioning/Refrigeration Technology
  - Machine Tool Technology
  - Mechatronics
  - Welding

- Automotive Repair Certificate
- Basic Automotive Repair Technology Certificate
- Construction Trades Certificate
- General Workforce Science Certificate
- Heating, Ventilation, Air Conditioning and Refrigeration Certificate
- Basic Heating, Ventilation, Air Conditioning and Refrigeration Certificate

- Machine Tool Technology Certificate
- Basic Machine Tool Technology Certificate
- Mechatronics Certificate
- Basic Mechatronics Certificate
- Welding Certificate
- Basic Welding Technology Certificate

Health Sciences

- Associate in Applied Science in Nursing (ADN)
- Associate in Applied Science in Nursing Transition Program (LPN to RN Transition)
- Practical Nursing Diploma
- Basic Patient Care Certificate
- Health Care Certificate
- Nursing Assistant Certificate
- Phlebotomy Certificate

Types of Credentials

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

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

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

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

Academic Calendar 2026-2027

Fall Semester 2026

July 27	Priority Registration Begins for Fall 2026 classes (New and Current Students)
July 29	NEW STUDENT ORIENTATION
August 14	Summer 2026 Grades Due (by noon)
August 17	Faculty Workday
August 18	On-Campus Registration Day for Fall 2026 (Campus open until 7 p.m.)
August 19	Pinning Ceremonies (Health Sciences Department)
August 19 – 21	Faculty Workdays
August 24 – December 15	**FALL SEMESTER**
August 24	Fall Classes Begin
August 24 – 28	Drop/Add
August 24 – 28	Late Registration for Fall 2026 (Late Fees May Apply)
September 7	Labor Day - College Closed
September 15	Deferment Payments Due
September 28 – December 15	LATE-START – Fall Semester
September 28	First Day of Late-Start Classes
October 7	Book Orders for Spring Due
October 15	Deferment Payments Due
October 28	Last Day to Withdraw from Classes
November 3	Election Day – COLLEGE CLOSED
November 11	Veterans Day – COLLEGE OPEN
November 25 – 27	Fall Break – College Closed (No Classes) THANKSGIVING HOLIDAY
November 30	Priority Registration Begins for Spring 2027 classes (New and Current Students)
December 7	Last Day of Classes
December 8 – 14	Final Exams
December 15	Grades Due (by noon)
December 16	Pinning Ceremonies (Health Sciences Department)
December 16 – 18	Faculty Workdays
December 21 – 31	Winter Break – College Closed WINTER HOLIDAY

Spring Semester 2027

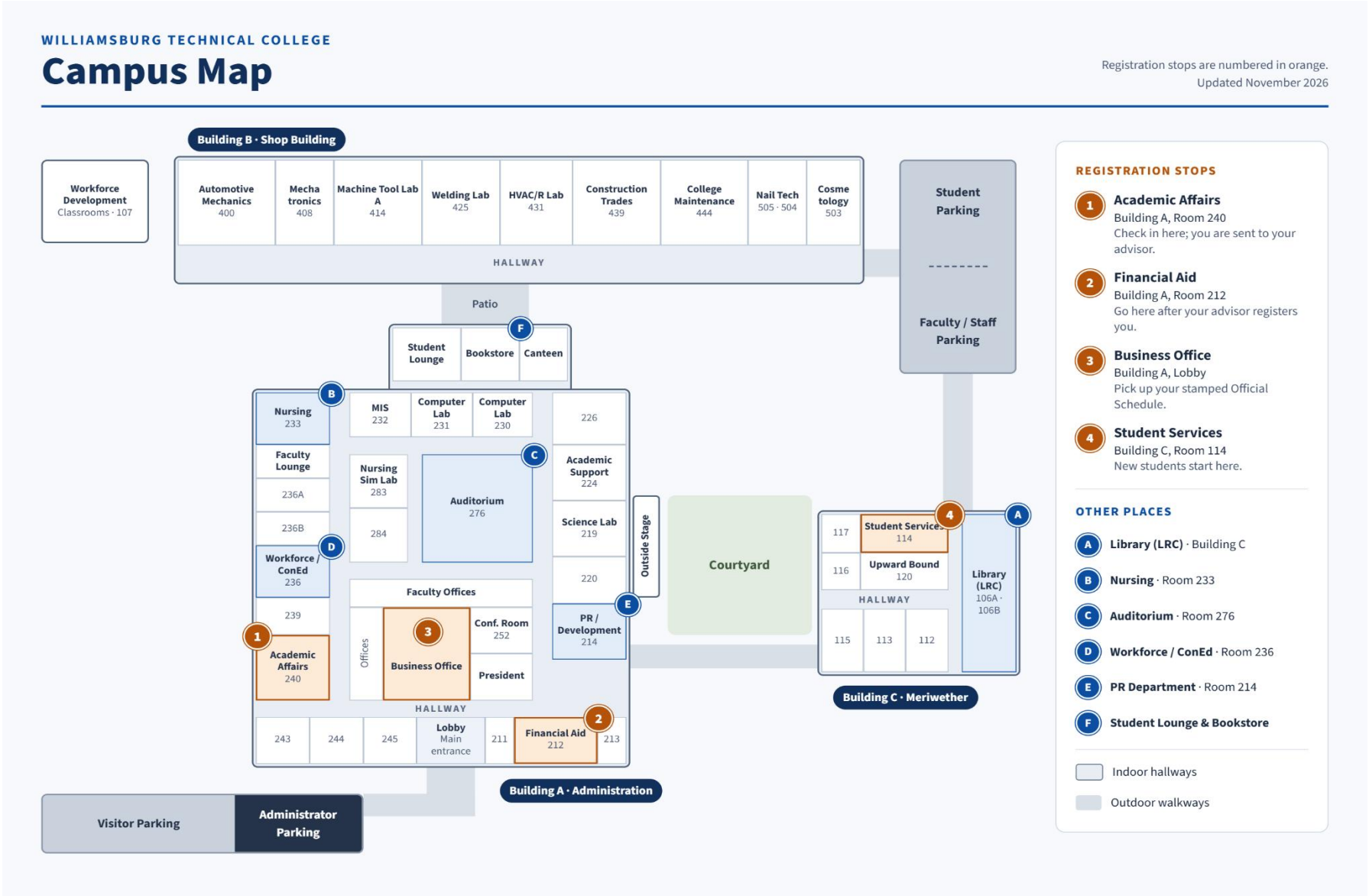
November 30	Priority Registration Begins for Spring 2027 classes (New and Current Students)
January 1	New Year's Day - College Closed
January 4	Faculty Workday – College Open
January 5	On-Campus Registration Day for Spring 2027 (Campus open until 7 p.m.)
January 6 – 8	Faculty Workdays

January 11	First Day of Spring Classes
January 11 – 15	Drop/Add
January 11 – 15	Late Registration for Spring 2027 (Late Fees May Apply)
January 18	MLK Holiday - College Closed
February 15 – May 3	LATE-START – Spring Semester
February 15	Late-Start Classes Begin
March 5	GRADUATION APPLICATIONS DUE
March 22	Last Day to Withdraw from Classes
March 29 – April 2	Spring Break – Faculty NON-WORKDAYS – College Open
April 19	Priority Registration Begins for Summer 2027 classes (New and Current Students)
May 3	Last Day of Classes
May 4 – 10	Final Exams
May 11	Grades Due (by noon)
May 12 – 13	Faculty Workdays
May 14	Graduation
May 19	Pinning Ceremonies (Health Sciences Department)

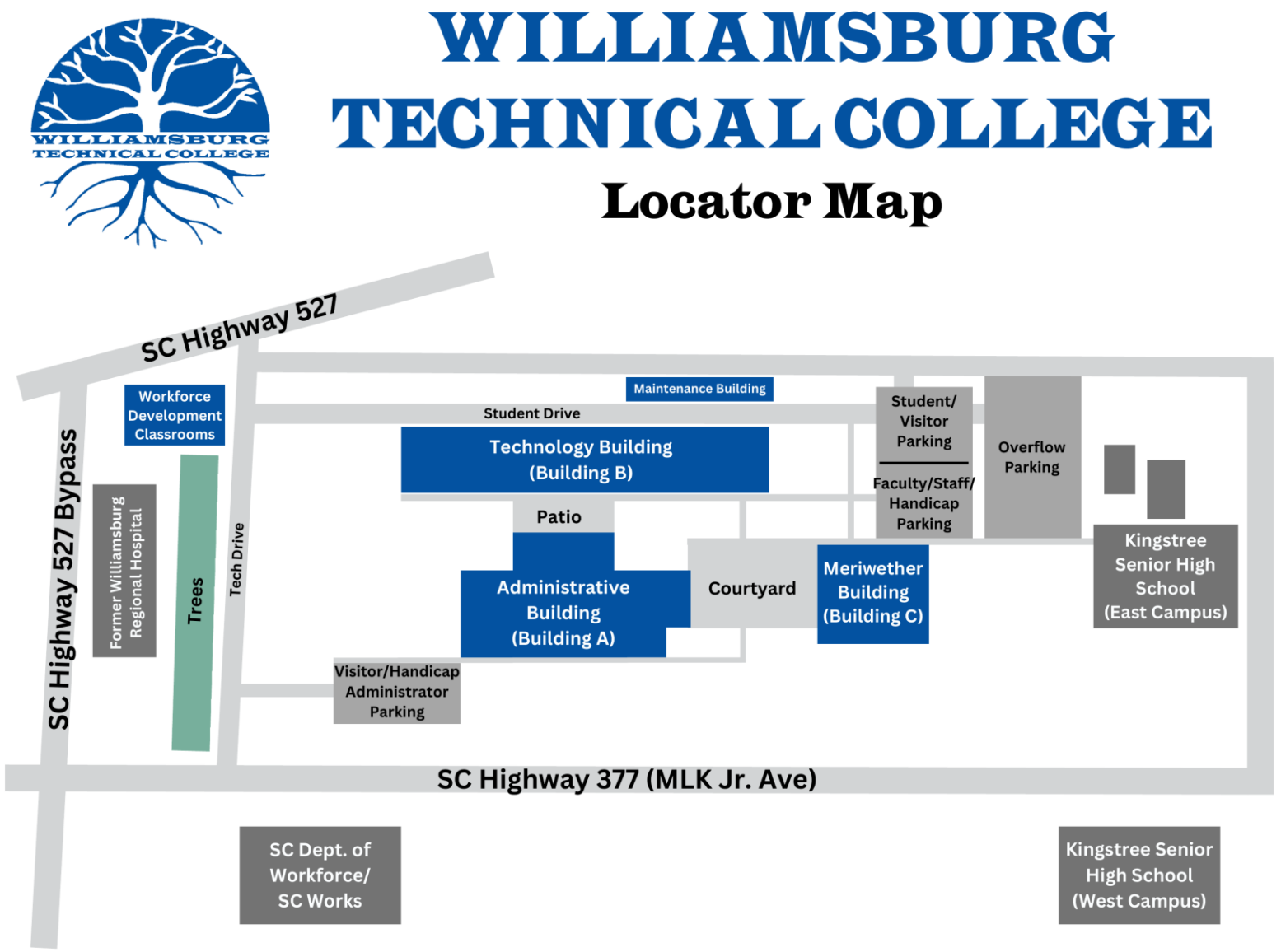
Summer Semester 2027

April 19	Priority Registration Begins for Summer 2027 classes (New and Current Students)
May 17	**FACULTY TO REPORT FOR SUMMER SEMESTER (FACULTY WORKDAY)**
May 18	On-Campus Registration Day for Summer 2027 (Campus open until 7 p.m.)
May 19	Pinning Ceremonies (Health Sciences Department)
May 19 – 21	Faculty Workdays
May 25 – August 6	**SUMMER SEMESTER**
May 25	Summer 2027 Classes Begin
May 25 – 28	Drop/Add
May 25 – 28	Late Registration for Summer 2027 (Late Fees May Apply)
May 31	National Memorial Day (College Closed)
June 7 – August 6	LATE-START – Summer Semester
June 7	Summer - Late Start Classes Begin
July 5	College Closed for Independence Day
July 6 – 8	SUMMER BREAK – COLLEGE OPEN (FACULTY NON-WORKDAYS – NO CLASSES)
July 14	Last Day to Withdraw from Classes
July 19	Priority Registration Begins for Fall 2027 classes (New and Current Students)
August 6	Last Day of Classes
August 9 – 12	Final Exams
August 13	Grades Due (by noon)
TBD	Pinning Ceremonies (Health Sciences Department)

Campus Maps


WILLIAMSBURG TECHNICAL COLLEGE
Campus Map
Registration stops are numbered in orange.
Updated November 2026
Building B · Shop Building
Workforce Development Classrooms · 107
Automotive Mechanics 400
Mecha tronics 408
Machine Tool Lab A 414
Welding Lab 425
HVAC/R Lab 431
Construction Trades 439
College Maintenance 444
Nail Tech 505 · 504
Cosme tology 503
HALLWAY
Student Parking
Faculty / Staff Parking
Patio
Student Lounge
Bookstore
Canteen
Nursing 233
MIS 232
Computer Lab 231
Computer Lab 230
226
Faculty Lounge
236A
236B
Workforce / ConEd 236
239
Nursing Sim Lab 283
284
Auditorium 276
Academic Support 224
Science Lab 219
220
Outside Stage
Courtyard
Faculty Offices
Offices
Business Office
Conf. Room 252
President
PR / Development 214
Academic Affairs 240
HALLWAY
243
244
245
Lobby Main entrance
211
Financial Aid 212
213
Building A · Administration
Visitor Parking
Administrator Parking
117
Student Services 114
116
Upward Bound 120
HALLWAY
115
113
112
Library (LRC) 106A · 106B
Building C · Meriwether
REGISTRATION STOPS
1 Academic Affairs
Building A, Room 240
Check in here; you are sent to your advisor.
2 Financial Aid
Building A, Room 212
Go here after your advisor registers you.
3 Business Office
Building A, Lobby
Pick up your stamped Official Schedule.
4 Student Services
Building C, Room 114
New students start here.
OTHER PLACES
A Library (LRC) · Building C
B Nursing · Room 233
C Auditorium · Room 276
D Workforce / ConEd · Room 236
E PR Department · Room 214
F Student Lounge & Bookstore
Indoor hallways
Outdoor walkways

Locator Map


WILLIAMSBURG TECHNICAL COLLEGE
Locator Map
SC Highway 527
SC Highway 527 Bypass
Workforce Development Classrooms
Former Williamsburg Regional Hospital
Trees
Tech Drive
Maintenance Building
Student Drive
Technology Building (Building B)
Student/ Visitor Parking
Faculty/Staff/ Handicap Parking
Overflow Parking
Patio
Administrative Building (Building A)
Courtyard
Meriwether Building (Building C)
Kingstree Senior High School (East Campus)
Visitor/Handicap Administrator Parking
SC Highway 377 (MLK Jr. Ave)
SC Dept. of Workforce/ SC Works
Kingstree Senior High School (West Campus)

General Information

ABOUT THE COLLEGE

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. However, the administration will uphold the information in this catalog and its addenda when a student does not act in accordance with it. 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 merits an update.

For catalog information or access to copies of printed catalogs that are archived, please contact the VP of Student Affairs at (843) 355-4162 or by email at wrighta@wiltech.edu.

College History

Williamsburg Technical College, a two-year postsecondary institution in the Atlantic Coast region of South Carolina, began operating in 1969 as the “Williamsburg Regional Manpower Training Center,” largely through efforts by local leaders and officials in Williamsburg County. At its inception, the institution met Williamsburg County's greatest need: a comprehensive workforce training center to provide job training, attract industry, and, in turn, address the poverty, out-migration, and unemployment that 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 SACSCOC. Following accreditation, and with approval of the S.C. State Board for Technical and Comprehensive Education, the institution officially became known as Williamsburg Technical College in February 1979. The College’s accreditation was reaffirmed in December 1982, 1992, 2002, 2012, and 2022.

The College's uniqueness and its contributions to the community were recognized in 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 they are 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; SACSCOC approval of a 40-credit-hour Certificate in Mechatronics in 2017; approval of C.E. Murray High School as an off-campus site in 2017; and approval of the Associate Degree Nursing (ADN) program, Health Care 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 six associate degree programs, one diploma program, and twenty-seven certificate programs. The Associate in Applied Science in Nursing (ADN) includes an LPN to RN Transition track for licensed practical nurses.

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 program.

Williamsburg Technical College continues to revise and update existing curricula to ensure that course and program offerings remain abreast of current teaching techniques and industrial trends. Williamsburg Technical College is committed to helping students discover their abilities and interests while developing them to the fullest extent, consistent with their own goals and capabilities and the needs of society.

College Philosophy

As a member of the South Carolina Technical College System, Williamsburg Technical College is fully committed to the System-wide philosophy expressed by the S.C. State Board for Technical and Comprehensive Education. This philosophy stresses the need for each institution to offer high-quality education that "minimizes geographic, economic, academic and other barriers to postsecondary education." Williamsburg Technical College recognizes the importance of an "open door" admission policy which states that the College has an "obligation to respond to the needs of each student at his or her level of ability and development." In keeping with the System-wide philosophy, Williamsburg Technical College is committed to a comprehensive approach to education which includes the programs in occupational and technical fields, special industrial training, college parallel programs and community service.

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

College Purpose Statement

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

WTC Area Commission approved May 3, 2010; Reaffirmed July 7, 2025; Commission on Higher Education approved January 3, 2014

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 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 that lead directly to employment or maintenance of employment in many of the county's service industries, including 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 July 7, 2025
Commission on Higher Education approved January 3, 2014

Vision Statement

The vision of Williamsburg Technical College is to:

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

WTC Area Commission approved May 3, 2010; Reaffirmed July 7,2025; Commission on Higher Education approved January 3, 2014

ACCREDITATION AND NONDISCRIMINATION

Accreditations

Williamsburg Technical College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate degrees. Williamsburg Technical College also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of Williamsburg Technical College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website (www.sacscoc.org).

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, after-school care, public or private preschools or kindergartens, or working with children with special needs. The Associate in Applied Science degree in Early Care and Education at Williamsburg Technical College is accredited by the Commission on the Accreditation of Early Childhood Higher Education Programs of the National Association for the Education of Young Children. The current accreditation term runs from March 2023 to March 2029.

Memberships

- 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 for 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
- South Carolina Chamber of Commerce
- South Carolina Council of Educational Opportunity Program Personnel
- 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

Non-Discrimination Policy

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

For Title IX, Section 504, or Title II inquiries, contact:

Employees and Job Applicants

Sydney Roberts, Director of Human Resources
WTC, 601 Martin Luther King, Jr. Avenue, Kingstree, SC 29556
(843) 355-4122
robertss@wiltech.edu

Students and Prospective Students

Dr. Alexis DuBose, Vice President for Student Affairs
WTC, 601 Martin Luther King, Jr. Avenue, Kingstree, SC 29556
(843) 355-4162
wrighta@wiltech.edu

CAMPUS AND GOVERNANCE

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 five buildings:

- Building A (the Administration Building), which contains classrooms, computer laboratories, a nursing simulation lab, a science laboratory, an auditorium, conference rooms, a student lounge, a faculty/staff lounge, Offices of Academic Affairs, Financial Aid, Workforce Development/Continuing Education, Public Information, Business Affairs, President, and administrative and faculty offices;
- Building B (the Technology Building), which contains faculty offices, technical laboratories, industrial areas, and classrooms;
- Building C (the Meriwether Building), which houses the library, classrooms, a computer lab/classroom, and Offices of Student Affairs and Upward Bound;
- Building D (on College Drive); and
- Facilities Building.

Sited between the former 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 close to the South Carolina Department of Employment and Workforce (SC Works) office and other agencies and offices within a several-block radius.

Legislative Jurisdiction

The Williamsburg County Legislative Delegation serves as the overseer 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 Lucas Atkinson
- Representative Roger Kirby

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

Anthony G. Barker	Third Congressional District (Board Chair)
Terry A. Hardesty	First Congressional District
Benjamin W. Satcher, Jr.	Second Congressional District
Vacant	Fourth Congressional District
Ralph A. Odom, Jr.	Fifth Congressional District
Rachel T. Gainey	Sixth Congressional District
Kathleen Richardson	Seventh Congressional District
Warren A. Darby, Jr.	At-Large Member
Harry M. Lightsey, III	SC Secretary of Commerce, Ex-Officio
Ellen Weaver	SC Superintendent of Education, Ex-Officio

Organization of the College

Williamsburg Technical College Area Commission

The College is governed by an Area Commission composed of 7 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 Chair, Vice Chair, 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
Harmon Cooper, Jr.	

S. Lide Howell, III	
James S. Stuckey, Jr.	
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 before 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
Robert Cherinko	
Hester Gadsden	
Jennifer Kellahan	
Tracy J. Kellahan	Treasurer
Stan Williamson	
Sam Plowden	
Blakely Hemingway	
Missie McCutchen	
Tammy Erwin	
Martha Burrows	Public Information Director, Ex-Officio
Patricia Lee	WTC President, Ex-Officio

The College is organized into several areas of responsibility, each of which reports to the President of the College. The Williamsburg Technical College Area Commission governs the College.

Areas of the College

Academic Affairs	Industrial Technology; Library; Phi Theta Kappa International Honor Society; Arts; Sciences; Education; Business Administration/Computer Technology/Cosmetology; Transitional Studies; Health Sciences; Institutional Advancement
Administration and Finance	Bookstore; Business Affairs; Financial Aid; Facilities; Purchasing; Security; Human Resources; Classification and Compensation; Employee Relations; Employment; Payroll; Professional Development; Veterans Affairs; Information Technology
Public Information	Advertising; Community Relations; Development; Foundation; Fundraising; Information

Student Affairs	Admissions; Assessment; Career Planning and Placement; Counseling; Academic Advisement; Records; Recruitment; Student Government Association; Student Support Services; Upward Bound
Workforce Development/Continuing Education	Community Service; Occupational Advancement; Personal Enrichment; Workforce Development; SC Tax Credit Incentives; Apprenticeship Carolina; ReadySC; Snap2Work; Enterprise Zone Act (EZA); Incumbent Worker Training (IWT); Lean Six Sigma; Continuing Education Online Courses Accreditation

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 Affairs – Dr. Darrin Campen

The Vice President for Academic 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 division.

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 human resources, business affairs, purchasing, inventory control, financial assistance, financial aid, and proper maintenance of buildings, grounds, and equipment.

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.

Vice President for Student Affairs – Dr. Alexis DuBose

The Vice President for Student Affairs is responsible for the development and maintenance of a comprehensive student affairs program that 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 Vice President for Student Affairs is also responsible for the supervision of the Upward Bound program.

Assistant Vice President for Workforce Development/Continuing Education – Edgar Staggers

The function of the Assistant Vice President of Workforce Development/Continuing Education 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 Assistant Vice President oversees special non-credit courses and programs that enhance lifelong learning and courses of a vocational nature. They also function

as the bridge between the College and area business, industrial, and farming communities to ensure that the College is responsive to the communities' short-term educational and training needs.

Assistant Vice President for Academics and Special Projects – Paige Brown

The Assistant Vice President of Academics and Special Projects assists the Vice President for Academic Affairs with program reviews, guidance, and evaluation of the academic division of the College. The Assistant Vice President also manages a comprehensive institutional effectiveness program, strategic and annual planning components, student outcome assessments, program review (academic and non-academic), and a system to evaluate effectiveness and continuous improvement. In addition, this position oversees and manages the academic aspects of the Dual Enrollment program and coordinates all grant funding plans for the College.

COMMUNITY SERVICES AND CAMPUS RESOURCES

Community Services

Williamsburg Technical College welcomes and encourages community groups to meet within the College facilities, provided 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 before the scheduled meeting. Space may be rented according to the availability of facilities, the number of participants, and the time of the meeting. Please get in touch with the following offices to reserve the rooms indicated:

Auditorium – Facilities Management, (843) 355-4152

Fennell-Kirby Board Room - President's Office, (843) 355-4126

Library Conference Room – Library Director, (843) 355-4131

All other Rooms – Academic Affairs (843) 355-4136

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

Services Provided to Public Entities

Students, employees, and other authorized persons will be expected to provide their own parts, supplies, and materials for any project involving a work order. Necessary authorization from the appropriate vice president must be secured prior to beginning the work order. The College will charge an additional 10 percent of the invoice or fair value price of a part, material, or supply provided by the person responsible for the work order. The College does not guarantee any aspect of the work order. All work is performed by students in training. The College accepts no responsibility for any damage, theft, or other losses sustained by an individual's property while it is on campus.

Industrial Development

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

Computer Labs

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

Computer Lab A (Room 230) is 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. This lab may occasionally be used for classes and testing purposes.

Computer Lab B (Room 231) and Computer Lab C (Rooms 112-113) provide current application software including word processing, spreadsheet, database, visual presentation, computerized accounting, and internet access for computer classes in the general college curriculum and online instruction classes.

Library computers are equipped with the Microsoft Office Suite and have internet access. Printing is available at a cost per copy. For additional information, contact Crystal Davis at (843) 355-4143, the Vice President for Academic Affairs at (843) 355-4133, or the Library Director at (843) 355-4131.

Library

The Williamsburg Technical College Library, located in Building C, serves as the academic and technology hub of the college by providing an innovative learning environment that supports the academic, technological, and professional development of students, faculty, staff, and the community. The library maintains a collection of more than 20,000 printed volumes, over 200,000 eBooks, more than 50 periodicals and magazines, newspapers, DVDs, CDs, and print and electronic scholarly journals. Students also have access to a wide variety of online research databases that provide scholarly articles, reference materials, and other academic resources to support coursework, research projects, and lifelong learning.

Library staff provide personalized research assistance, library instruction upon request, and guidance in locating and evaluating information resources. Through the Interlibrary Loan service, students and faculty may obtain materials not available in the library's collection. Students may also check out library materials, laptop computers, and calculators with proper identification. Additional services include circulation, printing, copying, scanning, faxing, computer access, and wireless internet. Comfortable reading areas, study tables, and private and group study rooms provide spaces for quiet study and collaborative learning.

The library is a member of the Partnership Among South Carolina Academic Libraries (PASCAL). Through this partnership, users have access to an expanded collection of resources from libraries across South Carolina. Most library resources, including the online catalog and research databases, are available 24 hours a day, seven days a week. Students may access electronic resources by logging into their student email accounts.

The library also houses the Williamsburg Technical College Testing Center, which provides a secure and professional environment for academic testing and other approved examinations. In addition, the Innovative Workforce Technology Lab offers students hands-on experience with emerging technologies, including 3D printing, CNC technology, virtual reality, Apple computer technology, vinyl cutting, robotics, and workforce equipment simulation, helping prepare students for success in today's rapidly evolving workforce. The library is open Monday through Thursday from 8:00 a.m. to 6:00 p.m. and Friday from 8:00 a.m. to 1:00 p.m. Summer hours may vary. Reference assistance is available during regular hours of operation.

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 an appropriate response be given to student complaints regarding an instructor's English fluency. For more information, contact the Vice President for Academic Affairs at (843) 355-4133.

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. The Center places special emphasis on 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. For advice on academic programs and transfer information, contact the Academic Affairs office by phone at (843) 355-4136.

Hours of Operation

College office hours are 8 a.m. until 6 p.m. Monday through Thursday and 8 a.m. until 1 p.m. on Friday, except during summer semester unless otherwise noted.

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
Evening – (843) 356-2710

Website:

Williamsburg Technical College hosts a website accessible on the internet. Information about the College, including curriculum programs and course schedules, is available on this site. The web address is www.wiltech.edu.

Individual or office email addresses or phone numbers may be found on the website.

Student Information

ADMISSIONS

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 Vice President for Student Affairs, Williamsburg Technical College, 601 Martin Luther King Jr. Ave., Kingstree, South Carolina 29556-4103, or by calling (843) 355-4162 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 Transitional 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 for one year from the date submitted.
2. Request that high schools and/or other institutions forward transcripts of all academic work attempted.
3. Take the NEXT GENERATION 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 Student Affairs.

Former students of Williamsburg Technical College should contact Student Affairs 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 two or more terms 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 fewer 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 their high school forward an official transcript to the Office of Student Affairs 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).

All curriculum students are required to take the College's assessment for placement. The College uses the NEXT GENERATION ACCUPLACER as its assessment. The Williamsburg Technical College placement assessment focuses on placing students in entry-level classes to promote student success and retention. Students whose assessment scores do not meet program requirements will be required to satisfactorily complete the respective Transitional 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 transferable freshman math and English course from another institution.
3. The applicant has taken the Williamsburg Technical College assessment within the past two years and has appropriate program entry scores.

Transfer Students

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

Undeclared Major Students

An applicant who does not intend to enter a curriculum program may enter as an "undeclared major" student and take up to, but no more than, 15 semester hours in selected courses. Undeclared major students who plan to take transfer courses must meet all criteria before registering for these courses. It is generally recommended that undeclared major students take no more than seven semester hours in any given semester. It is required that all prerequisites be met and that the student declare a major upon completion of 15 semester hours. An undeclared major student is often one who

enrolls in a specific course to improve job performance or to acquire a necessary background to support a career change. Tuition for this category of career development student is often paid for by his or her employer. Career development students are not eligible for financial aid.

Senior Citizen Students

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.

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. If a student would like to receive the credit for an audited course, they must either repeat the course or complete an exemption exam.

Readmission Students

If a student is dismissed from the College for academic reasons, 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 authorization will be at the discretion of the 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 readmitted if he/she sits out of college for more than two semesters. 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.

STUDENT RIGHTS AND ACCESSIBILITY

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 Student Affairs is strongly recommended for students with disabilities. Adherence to the following procedures ensures the best possible service the institution can provide.

1. Students are responsible for providing the appropriate documentation of their disabilities to Student Affairs.
2. Students should schedule an appointment to take the NEXT GENERATION 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 Student Affairs at least one month 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. Students should note the date(s) for registration or contact Student Affairs to obtain this information. Once a student enrolls in courses, each instructor will be notified and required to sign an Accommodations Compliance form.
4. Students should schedule an appointment with 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 you from 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 (half-time, 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 communication and for all financial aid applications.

STUDENT SERVICES AND CAMPUS LIFE

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's or bookstore's 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 canceled 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. No refunds or returns will be accepted after 30 days.

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 that 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 canceled, delayed, or shortened. The decision will be made available to area media. There will also be an alert blast to all student phone numbers in the system, 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 MIS at (843) 355-4144. For Self-Service password assistance, contact MIS at (843) 355-4143. 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. 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 visit the Student Affairs division of the College. Job listings are posted on a designated bulletin board in Building C. A counselor is available during regular college hours. A variety of resources are available for student use. Workshops are held periodically to provide training in job search strategy, résumé composition, interviewing skills, and job attitude development. There is no charge for the services provided.

Special Programs

Upward Bound Program

Upward Bound targets students in grades 9-12 from the high schools in Williamsburg County. The program provides fundamental support to participants in their preparation for college entrance. The program provides opportunities for participants to succeed in their precollege performance and ultimately in their higher education pursuits. Upward

Bound serves high school students from low-income families and high school students from families in which neither parent holds a bachelor's degree. The goal of Upward Bound is to increase the rate at which participants complete secondary education and enroll in and graduate from institutions of postsecondary education. Upward Bound provides academic instruction in mathematics, laboratory sciences, composition, literature, and foreign languages. Upward Bound also provides tutoring, counseling, mentoring, cultural enrichment, work-study programs, education or counseling services designed to improve the financial and economic literacy of students, and programs and activities previously mentioned that are specially designed for students who are limited English proficient, students from groups that are traditionally underrepresented in postsecondary education, students with disabilities, students who are homeless children and youths, students who are in foster care or are aging out of the foster care system, or other disconnected students.

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 maintain open communication between students and the administration. The SGA council elects executive officers, program representatives, and alternates. 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 Vice President for Student Affairs.
4. Receive written approval of the request from the SGA executive council and the College administration. After approval, submit a constitution and membership list within three weeks. According to State Board for Technical and Comprehensive Education policies, 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 first be approved by the Vice President for Student Affairs. Complete plans, including planned use of money, should be submitted in writing to the 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 also be 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. Invitations to special speakers, entertainers, etc., must be approved by the 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 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 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.

Emergencies

Campus emergencies of a general nature will be announced by the administration. Students are expected to follow instructions 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.

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.

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 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. Pay Business Affairs, and present the receipt at the library to get a 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 can check out laptop computers and calculators. The library provides 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.

CAMPUS POLICIES

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 the right-of-way on campus, but they should exercise caution and courtesy 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 persons with disabilities. 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 faculty, staff, students, and visitors with disabilities. The spaces are reserved exclusively for persons with disabilities, 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 Vice President for Student Affairs will assign parking spaces for students with disabilities or special needs 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. Pay fines to Business Affairs and clear violations within five class days of receiving 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 accessible spaces will be enforced at all times. 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 accessible spaces, 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 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 Educational 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 the 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.

HIGH SCHOOL PARTNERSHIPS

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 coursework 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 a public library) for qualifying students. 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 instructional 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 other required documentation and be accepted into the University Transfer 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 or her 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 you plan to attend a public or private college in South Carolina or a college outside of South Carolina, please contact that institution regarding transfer courses.

STUDENT CODE OF CONDUCT

Student Codes

The State Board for Technical and Comprehensive Education policy states that the State Student Code and Grievance Procedure govern conduct and ensure due process for students at technical colleges.

The Student Code for the SC Technical College System (3-2-106.1)

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 can be found here: https://www.sctechsystem.edu/faculty-and-staff/policies-and-procedures/procedures/3-2-106.1.pdf.

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

The Student Code for Addressing Alleged Acts of Sexual Violence and Sexual Harassment of 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 policy can be found here: https://www.sctechsystem.edu/faculty-and-staff/policies-and-procedures/procedures/3-2-106.2.pdf.

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

The Student Grievance Procedure for the South Carolina Technical College System applies to all WTC students and is revised periodically. As a state policy, this student grievance procedure applies to all students enrolled in the South Carolina State Technical College System. The Student Grievance Procedure can be found here: https://www.sctechsystem.edu/faculty-and-staff/policies-and-procedures/procedures/3-2-106.3.pdf.

Financial Information

TUITION AND FEES

Tuition and Fees

Tuition and fees at Williamsburg Technical College are comparable to those of the other 15 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 Business Affairs 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. Tuition must be paid for any class prior to taking the exemption exam.

Deferred Tuition Payment Plan Terms and Conditions

NOTE: Deferred Tuition Payment Plans are available to students whose FAFSA processing has not yet been completed, and to students who have completed the financial aid process and only qualify 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 nonrefundable deferment fee in order to split the remainder of their tuition into 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 deferment fee must be paid by cash, by credit card, or by a debit card that can be run as a credit card, and it 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 arrangements 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 for 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 Department of Revenue 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.

FINANCIAL AID

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 the 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 https://studentaid.gov. The FAFSA must be completed once per year to establish eligibility for the entire school year. The school year consists of the fall semester (begins in August), the spring semester (begins in January), and the following summer semester (begins in May). When completing the FAFSA, be sure that you and, if applicable, your FAFSA contributors (spouse or parent(s)) provide consent to allow the IRS to disclose certain tax information to the US Department of Education through the Direct Data Exchange.
3. 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. Once the FAFSA is processed, a FAFSA Submission Summary 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. After a student has signed up for classes, they will receive a confirmation email from their advisor.
4. Once a student's classes are added, all requirements are met, eligibility is established, and the student's file is complete, financial assistance will be awarded, and an email will be sent to the student's email address confirming that the award is complete. This email MUST be received prior to getting a stamped schedule from the business affairs office. Students MUST maintain an active email address, as all financial aid communication is conducted via email.

Title IV Financial Aid requires the following:

1. Acceptance by the College into a curriculum.
2. The student has received a high school diploma, a General Educational Development (GED) certificate, or its recognized equivalent.
3. The student is not in default on any Perkins, Stafford, PLUS, or William D. Ford Federal Direct Subsidized or 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.

Financial Aid in Self Service

To view the status of your financial aid:

- Go to www.wiltech.edu
- Select Current Student, then "WTC Self Service." Log in to your self-service portal
- Click on the financial aid tab
- Make sure you select the correct academic school year
- Review your checklist items

- If you are required to submit any documents, click on the link, and it will take you to any forms you need to print and complete.
- If you see all "completed" with a green check mark, then select "review your financial aid offer letter" to view your award package.

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 https://studentaid.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 need. Disbursements of Pell funds are made once during the semester. 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 need earnings 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 undergraduate students who are residents of South Carolina. The grants are available to full- and part-time students, and award amounts depend on action by the General Assembly and are contingent on the availability of funds to be appropriated for the program. Eligibility requirements are available from the Financial Aid office. FSEOG and 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 the SC Technical College System lottery tuition information website or visit the WTC Financial Aid office in Room 212, Building A. A student may not receive SLTAP funds for more than one certificate, diploma, or degree earned within a five-year period unless the additional certificate, diploma, or degree constitutes progress in the same field of study.

Community Programs for Financial Assistance

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

Williamsburg Technical College Foundation Scholarships

Industries, businesses, professional organizations, civic clubs, and individuals offer scholarships. Determination of recipients is made by the donor and/or Williamsburg Technical College's scholarship committee for those scholarships awarded through the College. Scholarships are usually awarded for the fall and spring semesters. A student must complete an application to be eligible for a WTC Foundation scholarship. Applications are online under the Financial Aid tab on wiltech.edu. Note: All scholarships are subject to proration for part-time enrollment.

- J.P. Askins, Jr. Memorial Scholarship*
- William H. Chandler Memorial Scholarship
- Dr. Glenn Clingempeel Memorial Scholarship
- DSM-Firmenich Kingstree Scholarship
- Walter C. and Elizabeth D. Cottingham Endowed Scholarship*
- Duke Energy Scholarship
- Anne C. Ellis Endowed Scholarship*
- R. Cleo Fennell Endowed Scholarship*
- First Citizens Bank Scholarship
- M. Oneal Kirby Endowed Scholarship*
- Virginia W. and J. Braxton Lovett Scholarship*
- Ednamaye Reese Meriwether Endowed Scholarship*
- Will Northington Meriwether Endowed Scholarship*
- Henry and Jackie Poston Scholarship
- Rotary Club of Kingstree Book Scholarship
- Santee Electric Cooperative Scholarship
- Williamsburg Technical College Employee Book Scholarship
- Williamsburg Technical College Foundation Endowed Scholarship*
- Dr. John Thomas Wynn, President Emeritus, Endowed Scholarship*
- Arthur and Rebecca Parsons' Scholarship
- Firestone Memorial*
- Dr. Erin Eaton Memorial Scholarship*

**This endowed scholarship will be awarded only when sufficient interest gain on the endowment is realized.*

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, the Basic Patient Care Certificate, Basic Automotive Repair Technology Certificate, Basic Machine Tool Technology, Basic Mechatronics Certificate, Basic Welding Technology Certificate, and University Transfer Certificate are not eligible for Title IV funding.

SATISFACTORY PROGRESS AND REFUNDS

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 a 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 the 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 Vice President for Academic Affairs and the Vice President for Administration and Finance) will review the appeal and contact the student as soon as possible concerning its 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. Failing 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 canceled 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.

Post-withdrawal

A post-withdrawal calculation is performed to determine the portion of earned aid that the student was entitled to prior to withdrawing. If the student did not receive all of the funds that were earned, a post-withdrawal disbursement may be due. Any portion of earned aid must be disbursed within 45 days. Outstanding institutional charges will be deducted from the post-withdrawal disbursement. Any remaining balance will then be refunded to the student as soon as possible but no later than 14 days after the credit balance occurs.

VETERANS' BENEFITS

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.

In accordance with Title 38 US Code 3679 subsection (e), this school adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation and Employment (Ch. 31) benefits, while payment to the institution is pending from the VA. This school will not:

- Prevent the student's enrollment;
- Assess a late penalty fee to the student;
- Require the student to secure alternative or additional funding;
- Deny their access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students may be required to:

- Provide a Chapter 33 Certificate of Eligibility (or its equivalent) or, for Chapter 31, VA VR&E's contract with the school on VA Form 28-1905 by the first day of class.

Note: Chapter 33 students can download their Certificate of Eligibility (or its equivalent) at www.va.gov. Chapter 31 students cannot get a completed VA Form 28-1905 (or any equivalent) before the VA VR&E case manager issues it to the school.

- Provide a written request to be certified;
- Provide additional information needed to properly certify the enrollment as described in other institutional policies.

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 Department of Veterans Affairs. 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 Department of Veterans Affairs will make the final decision regarding approval of payments for students.) Applications for Veterans Education Benefits must be submitted online at www.va.gov/education. To receive benefits, eligible VA students must inform the school certifying official of their intent to register for classes and provide the information needed for certification. The school certifying official will then certify enrollment to the Department of Veterans Affairs 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 Department of Veterans Affairs are responsible for immediately notifying the Department of Veterans Affairs 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 (VA Form 22-1995) with the Department of Veterans Affairs 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, tardiness, and class cuts exceed 20 percent of class contact hours. The interruption will be reported to the Department of Veterans Affairs 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 online instruction 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 therefrom 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 Veteran Readiness and Employment (VR&E) program of the Department of Veterans Affairs have programs available to assist students with physical disabilities. For information concerning these programs, contact the local office of the South Carolina Vocational Rehabilitation Department 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	**Compute**	**Courses Available**
Communication Skills Team Building Mid-level Management Training Motivation and Production Statistical Process Control WIN® Learning System WINS® Profiling Customer Service Excellence Leadership Work Ethics Workforce Readiness Training Program Companywide Training Assessment	MS Word MS Excel MS PowerPoint MS Outlook Introduction to the Internet Introduction to Windows Web Page Design E-Commerce	Internet Marketing MS Word MS Excel MS Access MS PowerPoint Paralegal Medical Coding Bookkeeping Telecommuting Personal Enrichment Courses Course Announcements
Technical and Industrial	**Health and Public**	**Personal Interest and**
Industrial Safety CDL Truck Driving HVAC Certification Exam Six Sigma and Lean Manufacturing JIT ISO 9001 EPA 608 Refrigerant Certification Exam OSHA 10 General Industry Training OSHA 30 Forklift Truck Operator Manufacturing Production Technician Welding	First Aid Bloodborne Pathogens EMT-B Medical Billing and Coding Adult, Infant/Child, and Professional CPR Training	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

Information about Workforce Development and Continuing Education course offerings is published and distributed periodically through local media outlets and is available at www.wiltech.edu or from the Workforce Development and Continuing Education department at the College. Individuals and organizations interested in Workforce Development and Continuing Education courses that have not been announced should write or call Williamsburg Technical College's Workforce Development and Continuing Education department at (843) 355-4116. When there is sufficient demand to form a class or classes and a qualified instructor can be employed, the Workforce Development and Continuing Education department 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. Personal interest courses are fully self-supported through student fees, and their charges are based on instructor costs 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 canceled.

Refunds

If a course is canceled 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 Continuing Education Unit (CEU) 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 communicate 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 department in conjunction with Ed2Go and JER Online Courses. Students can enroll at www.ed2go.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. 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 workforces. 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

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

Academic Information

ADVISING AND PLACEMENT

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 enrolled in a degree, diploma, or certificate program will plan their schedule with the assistance of an academic advisor. Following initial intake counseling in Student Affairs, students are assigned an advisor. All schedules and any subsequent changes must be approved by the academic advisor. Current students are assigned a faculty advisor based on their program of study, while the Student Development Coordinator, Assistant Vice President of Academics and Special Projects, and the CATE Director advise dual enrollment students.

Advisors

Program	Advisor
Arts and Humanities	
Degree Associate in Arts (University Transfer)	Minette Gentry Hudson and Nolan Capps
Certificate in University Transfer	Paige Brown and Jerome Rodgers
Math and Science	
Department Head	*Leverne Baker*
Degree Associate in Science (University Transfer)	Leverne Baker, Isaac Docsol, Dr. Kimber Jordan, and Zina Speights
Early Care and Education	
Degree Early Care and Education	Dr. Monica Stukes
Certificate Early Childhood Development	Dr. Monica Stukes
Certificate Infant and Toddler Care	Dr. Monica Stukes
Business	
Degree Business Administration	Chelsie Smith
Certificate Medical Office Administration	Chelsie Smith
Certificate Small Business Management	Chelsie Smith
Computer Technology	
Degree Business Administration concentration in Computer Resource Management	Kevan Croteau
Certificate Computer Technology	Kevan Croteau

Program	Advisor
Certificate Microcomputer Business Applications	Kevan Croteau
Cosmetology	
Certificate Cosmetology	Danielle Webb
Certificate in Nail Technology	Danielle Webb
Industrial Technology	
Department Head	*Mike Cumbie*
Degree General Technology	Based on academic program
Certificate Automotive Repair	David Bahrns
Certificate Basic Automotive Repair Technology	David Bahrns
Certificate Construction Trades	Randall Nesmith
Certificate Heating, Ventilation, Air Conditioning and Refrigeration	Sam Gardner
Certificate Machine Tool Technology	Mike Cumbie
Certificate Mechatronics	William Dyson
Certificate Welding	Greg Glisson
Certificate Basic Welding Technology	Greg Glisson
Health Sciences	
Dean	*Dr. Heather Anderson*
Assistant Dean	*Dr. Elizabeth Murray*
Associate in Applied Science Major in Nursing (ADN)	Dr. Heather Anderson, Dr. Elizabeth Murray
Associate in Applied Science Major in Nursing (LPN to RN Transition)	Dr. Heather Anderson, Dr. Elizabeth Murray
Diploma in Practical Nursing	Dr. Heather Anderson, Cynthia Koehler
Certificate Basic Patient Care	Dr. Heather Anderson
Certificate Health Care	Dr. Heather Anderson, Dr. Elizabeth Murray
Certificate Nursing Assistant	Dr. Heather Anderson, Dr. Elizabeth Murray
Certificate Phlebotomy	Dr. Heather Anderson, Shounda Peay

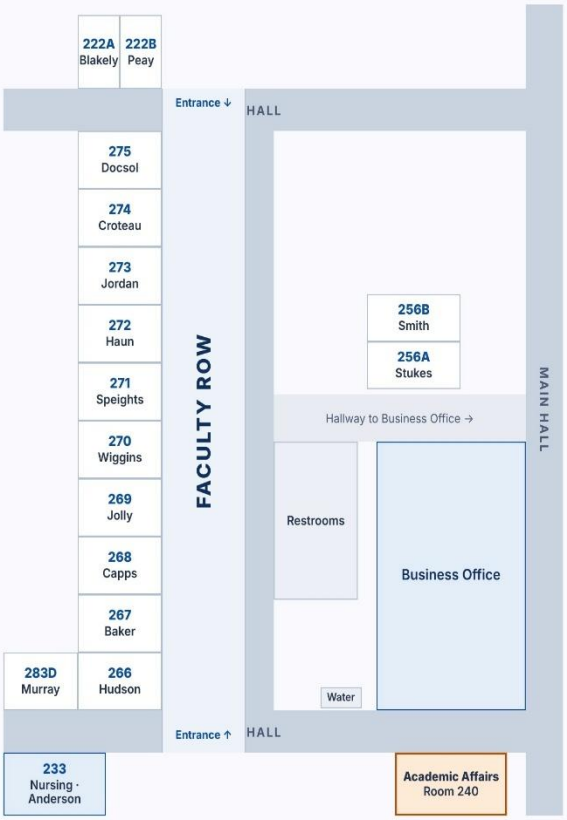
WILLIAMSBURG TECHNICAL COLLEGE

Advisors · Faculty Row Offices

Find the office number in the directory, then locate it on the map. Updated November 2026

Building A · Faculty Row

Each office shows its number and the advisor's last name.



OFFICE	ADVISOR	PHONE	EMAIL
222A	**Virginia Blakely** Health Science	843-355-4125	blakelyv@wiltech.edu
222B	**Shounda Peay** Medical Office Assistant, Billing and Coding, Phlebotomy	843-355-4161	geralds@wiltech.edu
233	**Dr. Heather Anderson** Dean of Health Sciences	843-355-4123	andersonh@wiltech.edu
256A	**Dr. Monica Stukes** Early Childhood Development, Infant Toddler Care	843-355-4128	stukesm@wiltech.edu
256B	**Chelsie Smith** Small Business Management, Medical Office Administration	843-355-4129	smithc@wiltech.edu
266	**Minette Hudson** Department Head, Arts and Humanities	843-355-4106	gentrye@wiltech.edu
267	**Leverne Baker** Department Head, Math and Science	843-355-4108	bakerl@wiltech.edu
268	**Nolan Capps** English	843-355-4173	cappsn@wiltech.edu
269	**Kim Jolly** Grants	843-355-4137	jollyk@wiltech.edu
270	**Amy Wiggins** Director of Planning and Research; SACSCOC Liaison	843-355-4134	wigginga@wiltech.edu
271	**Zina Speights** Psychology	843-355-4182	sprightsz@wiltech.edu
272	**Dr. Daniel Haun** Speech / Art	[phone]	haund@wiltech.edu
273	**Dr. Kimber Jordan** Biology	843-355-[ext.]	jordank@wiltech.edu
274	**Kevan Croteau** Department Head, General Education and Technical Programs	843-355-4178	croteauk@wiltech.edu
275	**Isaac Docsol** Math	843-355-4151	docsoli@wiltech.edu
283D	**Dr. Elizabeth Murray** Assistant Dean of Nursing (RN–PN)	843-355-4190	murraye@wiltech.edu

Transitional Studies

Advisor: based on academic program

Formerly known as Developmental Studies (DVS), these courses are designed for students who need refresher or upgrade courses in English, math, or reading based on NEXT GENERATION ACCUPLACER placement before taking college-level courses. Transitional Studies offers the serious student the necessary assistance to be successful in his or her educational future.

Career Development

Advisor: based on academic program

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 coursework, SAT scores, ACT scores, or the Williamsburg Technical College Placement Test (Next Generation 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. WINS 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 within the past two years and has appropriate program entry scores.
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 fewer 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.

EVALUATION, DISCIPLINE, AND HONORS

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.

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 the Student Grievance Procedure, linked in the Student Code of Conduct section of 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 are enrolled in Transitional Studies courses in a given semester will be excluded from these listings.

President's List

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

Dean's List

The Dean's List will be published each term naming students who are attending full-time 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.

EARNING CREDIT FOR PRIOR LEARNING

Advanced Placement

The College allows advanced standing to place a student beyond the basic coursework 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. For the College 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 for 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 Next Generation ACCUPLACER) to indicate that no remediation is required.
5. Requests for credit for extra-institutional learning shall be submitted, in writing, to Student Affairs. 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. If external evaluators are 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 Board:

Credit is given to students who score a 3, 4, or 5 on an Advanced Placement (AP) Examination of the College Board. 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 scaled score of 50 or higher is necessary for credit to be awarded. An 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 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 the 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 coursework 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 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 the 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 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 coursework 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 coursework 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 coursework from each institution attended.
4. To be eligible for transfer credit, applicants must meet all admission criteria of the College.
5. 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.
6. Transfer students who wish to earn an associate degree at Williamsburg Technical College must successfully complete 25 percent of the required hours of the degree program at Williamsburg Technical College.
7. If the credit hours for a parallel course are less than those granted by the College, the course will not be accepted for transfer.
8. 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.
9. All credit hours for transferred courses must be converted to semester hours.
10. The grades for credits obtained at other schools are not computed in the GPA.
11. 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 requirement.
12. The transfer student's transcript will reflect the number of credits as a TR in the grade column.
13. The transcript evaluation form will be maintained as part of the student's records.

14. 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.

GENERAL EDUCATION

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.

WTC General Education Core Competencies:

Competency	Designated Assessment Course(s)	How It Is Assessed
Communication	ENG 101 (written) SPC 205 (oral)	Course-embedded written and oral communication assessments evaluated using common rubrics. ENG 101 assesses written communication through a written composition assignment, while SPC 205 assesses oral communication through a formal presentation.
Quantitative Reasoning	MAT 110 (ADN, LPN to RN, AA, AS) MAT 108 (AAS-ECE, AAS-GT, AAS-BA)	Course-embedded quantitative reasoning assessment evaluated using a common rubric measuring students' ability to interpret, analyze, solve, and communicate quantitative problems appropriate to their program of study.
Critical Thinking and Problem Solving	PSY 201	Course-embedded critical thinking and problem-solving assessment evaluated using a common rubric measuring students' ability to analyze information, evaluate evidence, develop solutions, and justify conclusions.
Information and Digital Literacy	ENG 101 (research/works-cited component)	Research and works-cited component of an ENG 101 research assignment evaluated using a common rubric measuring students' ability to locate, evaluate, cite, and ethically use information from credible sources.

TRANSFERRING TO FOUR-YEAR INSTITUTIONS

Transfer: State Policies and Procedures

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 easily update and maintain course articulation and transfer information. 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 that 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, GPAs, 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 H 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 with those 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 Transfer Blocks for Teacher Education were updated in July 2010. The Transfer Blocks for Nursing were updated in July 2012. The courses listed in each Transfer Block will be reviewed periodically by the Commission's Academic Affairs 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 Accreditation Commission for Education in Nursing (ACEN, formerly 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 in Arts or Associate in 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 any 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, 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 email 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 Commission on Higher Education's websites for further information regarding transfer.

ATTENDANCE AND CLASSES

Attendance Policy

Attendance and participation are necessary for academic success. Williamsburg Technical College (WTC) expects students to attend all scheduled class meetings. WTC requires students to be present a minimum of 80% of all class lectures and laboratory sessions. Once a student has missed 20% of the course or two consecutive weeks, whichever occurs first, the faculty member is obligated to withdraw the student from the course. Individual programs may set higher required attendance and tardy standards but must include these standards in their course syllabus and announce the requirements during the first two class meetings. Instructors will be given the flexibility to work with students in good standing who provide documentation to support a legitimate reason for an absence. It is the responsibility of the student to make up all missed class assignments within the time frame set by the instructor.

Students may withdraw from a class at any time on or before 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 can only receive a "WP" grade if withdrawal is completed on or before the "Last Day to Withdraw" date.

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 within 15 minutes after the scheduled class time. A class roll should be signed and taken to the Office of the 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 a 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.

Self-Service

Williamsburg Technical College's website has a link to Self-Service, 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 further assistance, call (843) 355-4143. 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.

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.

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 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 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 Vice President for Academic Affairs or designee, 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 on or before the Last Day to Withdraw from Classes 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.

GRADES AND GRADUATION

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 products; 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 Hours	Quality Points
BUS 101	Introduction to Business	B	3	9 (3 x 3)
CPT 170	Computer Applications	A	3	12 (4 x 3)
MAT 108	Accelerated Intermediate Algebra	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)
	Total		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:

Grade	Meaning
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 appear as credit attempted.
WF	Withdrawal while failing. This computes as an F and will appear as credit attempted.
AU	Audit; not computed in the GPA.
TA	Credit transferred from another postsecondary institution where the student earned an “A” grade. These grades will not be used in the calculation of the GPA.
TB	Credit transferred from another postsecondary institution where the student earned a “B” grade. These grades will not be used in the calculation of the GPA.
TC	Credit transferred from another postsecondary institution where the student earned a “C” grade. These grades will not be used in the calculation of 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 CEUs, 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 points 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 grade points x 3 credit hours) will equal 12 earned quality points. The semester and cumulative GPAs are computed by dividing total grade points earned by total credit hours attempted for the semester and overall, respectively. Grades will be available for viewing at wiltech.edu under Self-Service.

Transitional Studies Grading System

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

Grade	Meaning
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 the first 10 calendar days of the semester following the grade in question. If the matter is not resolved with the instructor, the student should see the 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 5 of the student's graduation year. All candidates for degrees, diplomas, and certificates are encouraged to be present at the graduation exercise.

Graduation Requirements

Requirements in coursework 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 coursework and the required number of credits;
3. Fulfill all financial obligations to the College;
4. File a graduation application with Student Affairs by March 5 of the year the student expects to complete his/her course of study;
5. Successfully complete at least 25 percent of the overall coursework 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 request a copy of coursework or transcripts 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.

REGISTRATION AND WITHDRAWAL

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

Priority 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. Priority 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 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 at (843) 355-4136. Additional information is available at http://www.sctrac.org/.

Please see Transfer: State Policies and Procedures in 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 an 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 within the refund period described in the Refund Policy 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

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, the instructor will temporarily dismiss the student from class and refer the matter to the Vice President for Student Affairs. The 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 STUDENT WORK

Academic Freedom and Professional Security

To ensure a program of instruction marked by excellence, the South Carolina Technical College system supports 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. Faculty members must fulfill their responsibilities to society and their profession by demonstrating 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 3-1-100.

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.

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ASSOCIATE IN APPLIED SCIENCE

Nursing (ADN)

Award	**Associate in Applied Science**
Credit 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 the 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 instruction on nursing theories and models and will be paired with skills lab/simulation lab and clinical experiences at different area health care facilities to confirm that the nursing student is 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 Affairs. 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. The student must be at least 17 years of age by August 1 of the year of acceptance.
4. 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 7 years of admission), ENG 101, ENG 102, and MAT 110 or MAT 120 (accepted per the college policy).
5. Applicant's general education GPA must be a 3.0 or higher to be considered for the ADN Program.
6. Applicants should have completed the Next Generation ACCUPLACER Placement Test within 2 years.
7. Applicants with these SAT Scores or better, taken within two years, may be considered for enrollment: Reading/English - 480 and Math – 480. ACT Scores: English – 19, Math – 19.
8. Applicants should have completed the TEAS Nursing Entrance Exam with an adjusted score of 62 or better. The TEAS examination fee is the student's responsibility.
9. Applicants must complete the Nursing Admission Application.
10. Applicants must pay a non-refundable $125.00 fee 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.

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 (2) attempts (withdrawal or dismissal) in the ADN Nursing Program are NOT eligible for readmission for three (3) years after the 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 and offered on a first-come, first-served basis. Tests last from 8:30 A.M.-12:30 P.M.

- Applicants for the TEAS must have applied to WTC through the Office of Admissions prior to applying for the TEAS exam. Call (843) 355-4169 for WTC application information. Call (843) 355-4130 to apply for the TEAS exam.
- The completed examination application form and the $90 non-refundable, non-transferable 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 to include a working contact number (either cell or home) and 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 8:20 A.M. 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, smart watches, tablets, 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 to the WTC ADN program must take the TEAS test any time after August of the year they intend to enter and make an adjusted score of 62 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.
- WTC will accept TEAS scores from other schools and also through ATI.
- TEAS scores are valid for 2 years.

Acceptance Requirements:

Placement into the ADN program is a different process than admission to the college, since this is a limited-access program that 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 Dean of Health Sciences 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 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 his or her 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 a copy of current CPR certification 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, one- and two-person rescue, AED training, the Heimlich maneuver, and BLS for healthcare providers from the American Heart Association. Students will not be able to participate in clinical activities until this requirement is met.
4. Submit a 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 a 10-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.
7. 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 for re-admission after a one-year period.

Course	Title	Credits
A. General Education: 30 Credit Hours		
ENG 101	English Composition I	3
ENG 102	English Composition II	3
PSY 201	General Psychology	3
SPC 205	Public Speaking	3
BIO 210	Anatomy and Physiology I	4
BIO 211	Anatomy and Physiology II	4
BIO 225	Microbiology	4
Fine Arts: CHOOSE ONE BELOW		*3*
ART 101	Art History and Appreciation	3
MUS 105	Music Appreciation	3
Mathematics: CHOOSE ONE BELOW		*3*
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 Basics in Nursing Practice	2
NUR 120	Basic Nursing Concepts	7
NUR 210	Complex Health Problems	5
NUR 214	Mental Health Nursing	4
NUR 217	Trends and Issues in Nursing	2
NUR 220	Family Centered Nursing	7
NUR 221	Advanced Nursing Concepts	5

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 who have pled no contest to, crimes 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. Individual clinical agencies often enforce more stringent requirements. 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 a 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.

Recommended Course Sequence

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

Fall Semester I	Spring Semester I	Summer Semester I	Fall Semester II	Spring Semester II
BIO 210	BIO 211	BIO 225	NUR 220	NUR 217
ENG 101	ENG 102	NUR 210	SPC 205	NUR 221
NUR 101	NUR 120	NUR 214		Fine Arts Elective (3)
NUR 106	Mathematics (3)	PSY 201		

ASSOCIATE IN APPLIED SCIENCE

Nursing: LPN to RN Transition

Award	**Associate in Applied Science**
Credit Hours Required for Graduation	**58**

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 the 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 instruction on nursing theories and models and will be paired with skills lab/simulation lab and clinical experiences at different area health care facilities to confirm that the nursing student is 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 Affairs (843) 355-4164. 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 the Nursing Admission Application.
6. Applicants must pay a non-refundable $125.00 fee 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 that students have completed all 9 General Education courses successfully with a "C" or better: BIO 210, BIO 211, and BIO 225 (within 7 years of admission), ENG 101, ENG 102, MAT 110 or MAT 120, PSY 201, SPC 205, and ART 101 or MUS 105 (accepted per the college policy).
8. An applicant's general education GPA must be a 3.0 or higher to be considered for the ADN Program.
9. Applicants should have completed the Next Generation ACCUPLACER Placement Test within 2 years.
10. Applicants with these SAT Scores or better, taken within two years, may be considered for enrollment: Reading/English – 480 and Math – 480. ACT Scores: English – 19, Math – 19.

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 (2) attempts (withdrawal or dismissal) in the ADN Nursing Program are NOT eligible for readmission for three (3) years after the 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. Students must score a 62 or higher.

Test of Essential Academic Skills (TEAS) Information:

- Register early, as seating is limited and offered on a first-come, first-served basis. Tests last from 8:30 A.M.-12:30 P.M.

- Applicants for the TEAS must have applied to the College through the Office of Admission PRIOR TO applying for the TEAS. Call Student Affairs at (843) 355-4169 for WTC admission information. Call (843) 355-4130 to apply for the TEAS.
- The completed examination application form and the $90 non-refundable, non-transferable 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 to include a working contact number (either cell or home) and 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 8:20 A.M. 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, smart watches, tablets, 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.
- 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 they intend to enter and make an adjusted score of 62 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.
- WTC will accept TEAS scores from other schools and also through ATI.
- TEAS scores are valid for 2 years.

Acceptance Requirements:

Placement into the ADN program is a different process than admission to the college, since this is a limited-access program that 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 Dean of Health Sciences 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 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 his or her 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 a copy of current CPR certification 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, one- and two-person rescue, AED training, the Heimlich maneuver, and BLS for healthcare providers from the American Heart Association. Students will not be able to participate in clinical activities until this requirement is met.
4. Submit a 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 a 10-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 for admission/readmission after a one-year period.

Course	Title	Credits
A. General Education: 30 Credit Hours		
ENG 101	English Composition I	3
ENG 102	English Composition II	3
PSY 201	General Psychology	3
SPC 205	Public Speaking	3
BIO 210	Anatomy and Physiology I	4
BIO 211	Anatomy and Physiology II	4
BIO 225	Microbiology	4
Fine Arts: CHOOSE ONE BELOW		*3*
ART 101	Art History and Appreciation	3
MUS 105	Music Appreciation	3
Mathematics: CHOOSE ONE BELOW		*3*
MAT 110	College Algebra	3
MAT 120	Probability and Statistics	3
B. Major Courses: 28 Credit Hours		
NUR 106	Pharmacologic Basics in Nursing Practice	2
NUR 201	Transition Nursing	3
NUR 210	Complex Health Problems	5
NUR 214	Mental Health Nursing	4
NUR 217	Trends and Issues in Nursing	2
NUR 220	Family Centered Nursing	7
NUR 221	Advanced Nursing Concepts	5

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 who have pled no contest to, crimes 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. Individual clinical agencies often enforce more stringent requirements. 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 a 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.

Recommended Course Sequence

Graduation times may vary according to course availability and/or individual course load. Consult your faculty advisor. Course sequence is based on completion of all general education requirements prior to admission.

Summer Semester	Fall Semester	Spring Semester
NUR 201	NUR 106	NUR 217
NUR 210	NUR 220	NUR 221
NUR 214		Fine Arts Elective (3)

DIPLOMA

Practical Nursing

Award	**Diploma in Health Science, Practical Nursing**
Credit 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 score from one of the following tests: SAT, ACT, or Next Generation ACCUPLACER (college placement test). If the minimum placement test scores are not achieved as outlined by WTC, a Transitional Studies course sequence will be required, and the student will not be able to progress to the practical nursing program until it is completed.
3. Score an adjusted cut score of 60 or higher on the TEAS. Students are not eligible to take the TEAS until successful completion of any Transitional Studies 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 of 2.5 prior to being able to take the TEAS.
6. The student must have applied to WTC (show documentation) and submitted official transcripts from all colleges and universities attended.
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 7 years of admission. Credit from institutions not regionally accredited may require additional supporting documentation. ENG 101, MAT 108, and PSY 201 are accepted per the college policy.
8. Once criteria have been met, the student can pay a $125.00 non-refundable deposit to reserve a seat. This deposit will be applied towards the practical nursing program tuition and fees after attendance at classes. If the deposit is not paid, the student will forfeit his or her seat. The student will receive a letter of acceptance with a projected program start date.

First-Time Student Criteria for Admission:

1. Admitted to WTC through the Admissions Department
2. Complete the Next Generation ACCUPLACER test with required scores
3. All high school and college transcripts must be on file with the WTC Admissions Department prior to taking the TEAS Entrance Exam
4. Applicants with these SAT/ACT scores or better, taken within 2 years, may be considered for enrollment: SAT: Reading/English 480, Math 480; ACT: English 19, Math 19, Math 120-17.

Transfer Student Criteria for Admission:

1. Complete Application Process.

2. Be admitted to WTC and submit an official transcript from the 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 Dean of Health Sciences with each nursing course syllabus, including objectives and clinical evaluation. The only course that can be exempted due to a transfer is Fundamentals (but the student must have earned a C in the course), and it can be no more than two (2) years old.
4. All students, including transfer students, must take the TEAS examination and pass with 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 a recommendation for official action to the 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 2.5 or better.
8. WTC will accept TEAS scores from other schools through ATI.

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 admission to the Practical Nursing Program at WTC.

Test of Essential Academic Skills (TEAS) Information:

- Register early, as seating is limited and offered on a first-come, first-served basis. Tests last from 8:30 A.M. – 12:30 P.M.
- Applicants for the TEAS must have applied to the College through the Office of Admission PRIOR TO applying for the TEAS. Call (843) 355-4169 for WTC admission information. Call (843) 355-4130 to apply for the TEAS.
- The completed examination application form and the $90 non-refundable, non-transferable 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 to include a working contact number either cell or home and 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 8:20 A.M. 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, smart watches, tablets, 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 to the WTC Practical Nursing program must take the TEAS test any time after August of the year they intend to enter and make an adjusted score of 60 or above to qualify for admission to the Practical Nursing program in the next academic year.
- Successful completion of the TEAS does not guarantee admission to the WTC practical nursing program.
- WTC will accept TEAS scores from other schools and also through ATI.
- TEAS scores are valid for 2 years.

Acceptance Requirements:

Placement into the practical nursing program is a different process than admission to the college, since this is a limited-access program that 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 Dean of Health Sciences.

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 his or her seat.
2. Submit a physical examination form certifying acceptable physical and mental fitness to enter the program.
3. Submit a copy of current CPR certification of completion, health care provider, infant, child, adult, one- and two-person rescue, AED training, the Heimlich maneuver, and BLS for health care provider from the American Heart Association.
4. Submit a 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 a 10-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 third nursing or general education course will be dismissed from the program with eligibility for re-admission after a one-year period.

Course	Title	Credits
A. General Education: 17 Credit Hours		
ENG 101	English Composition I	3
PSY 201	General Psychology	3
BIO 210	Anatomy and Physiology I	4
BIO 211	Anatomy and Physiology II	4
MAT 108	Accelerated Intermediate Algebra	3
B. Major Courses: 31 Credit Hours		
PNR 110	Fundamentals of Nursing	5
PNR 120	Medical Surgical Nursing I	5

Course	Title	Credits
PNR 130	Medical Surgical Nursing II	5
PNR 140	Medical Surgical Nursing III	5
PNR 155	Maternal/Infant/Child Nursing	7
PNR 170	Nursing of the Older Adult	2
PNR 182	Special Topics in Nursing: Pharmacology	2

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

All PNR courses require an 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 who have pled no contest to, crimes 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. Individual clinical agencies often enforce more stringent requirements. 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 a 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.

Recommended Course Sequence

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

Fall Semester	Spring Semester	Summer Semester
BIO 210	BIO 211	ENG 101
MAT 108	PNR 130	PNR 155
PNR 110	PNR 140	PNR 170
PNR 120	PNR 182	PSY 201

CERTIFICATE

Basic Patient Care

Award	**Certificate in Basic Patient Care**
Credit Hours Required for Graduation	**29**

Basic Patient Care attendant duties include assisting patients with many tasks they cannot do for themselves while in hospitals, rehabilitation clinics, assisted living facilities, nursing homes, or long-term care facilities. Basic Patient Care attendants may help patients with tasks such as eating, getting out of bed, bathing, and brushing their teeth and hair. Basic Patient Care attendants may also be called hospital attendants, nursing assistants, certified nursing assistants (CNAs), clinical support associates, health care assistants, 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.

Course	Title	Credits
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 126	Health Calculations	1
AHS 136	Essentials of Anatomy and Physiology	3

Recommended Course Sequence

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

Fall Semester I	Spring Semester I	Fall Semester II	Spring Semester II
AHS 101	AHS 104	AHS 106	AHS 117
AHS 102	AHS 136	AHS 108	AHS 125
AHS 126		AHS 110	
		AHS 116	

CERTIFICATE

Health Care

Award	**Certificate in Health Care**
Credit Hours Required for Graduation	**33**

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 can also transition to other care programs. The Health Care Certificate is designed to provide prospective students who wish to enter the healthcare industry with 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 who complete the program will have a skill set that will prepare them for entry into the healthcare field.

Criteria for Admission:

1. Admitted to WTC through the Admissions Department
2. High School Diploma or GED
3. Minimum cumulative GPA of 2.0
4. Student must score at the curriculum level

Course	Title	Credits
A. Required Courses: 13 Credit Hours		
BIO 210	Anatomy and Physiology I	4
ENG 101	English Composition I	3
PSY 201	General Psychology	3
Mathematics: CHOOSE ONE BELOW		
MAT 108	Accelerated Intermediate Algebra	3
MAT 110	College Algebra	3
MAT 120	Probability and Statistics	3
B. Elective Courses: 20 Credit Hours		
CHOOSE TWENTY (20) CREDIT HOURS FROM THE FOLLOWING		
AHS 102	Medical Terminology	3
AHS 105	Medical Ethics and Law	2
AHS 106	Cardiopulmonary Resuscitation	1
AHS 108	Nutrition	3
AHS 126	Health Calculations	1
AHS 148	Special Topics in Geriatric Care	2
AHS 160	Introduction to Health	1
BIO 211	Anatomy and Physiology II	4
BIO 225	Microbiology	4
PSY 203	Human Growth and Development	3
SPC 205	Public Speaking	3

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.

Recommended Course Sequence

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

Fall Semester	Spring Semester	Summer Semester
AHS 102	AHS 106	AHS 148
BIO 210	PSY 203	Elective (4)
ENG 101	SPC 205	
PSY 201	Mathematics (3)	
	Elective (4)	

CERTIFICATE

Nursing Assistant

Award	**Certificate in Nursing Assistant**
Credit Hours Required for Graduation	**16**

The Nursing Assistant Program is one semester and includes 16 credit hours of combined nursing and general education courses. The program combines classroom instruction and laboratory practice with clinical nursing experience in a community practice setting at a long-term care facility, covering cardiopulmonary resuscitation techniques, general patient care, 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 team 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).

Under the supervision of nursing and medical staff, nursing assistants 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 in health care facilities are often the primary caregivers and must 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 answer patients' call bells, deliver messages, serve meals, make beds, and help patients eat.

Criteria for Admission:

- Admitted to WTC through the Admissions Department
- Have a minimum placement test score from one of the following tests: SAT: Reading/English 480; ACT: English 19; Accuplacer Next Generation reading 250 or higher (taken within two years)
- High School Diploma/GED
- Hepatitis B immunization, signed waiver refusal, or completion of 3-process titers
- Two-step PPD, chest X-ray, or QuantiFERON
- 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 Nursing Assistant 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)

Admission Checklist

- Background Check
- TB Skin Test (2-step) and/or QuantiFERON
- CPR Certification
- Uniforms/shoes
- Drug Screen

- Hep B Vaccination or waiver
- Physical Exam
- Flu Vaccination or waiver
- COVID Vaccination Card (per clinical site)

*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 the end of the Drop/Add period. Fees should be paid to the WTC Business Office.

Course	Title	Credits
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

- 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.

Recommended Course Sequence: All courses in this program are completed in one semester. Graduation times may vary according to course availability and/or individual course load. Consult your faculty advisor.

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 who have pled no contest to, crimes 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. Individual clinical agencies often enforce more stringent requirements. 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 a 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 your faculty advisor.*

CERTIFICATE

Phlebotomy

Award	**Certificate in Phlebotomy**
Credit Hours Required for Graduation	**26**

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 settings.

The student will learn how to collect blood specimens correctly for venipunctures, microcollections (dermal and heel punctures), 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 program are eligible to take a national certification examination for phlebotomy.

Criteria for Admission:

- Admitted to WTC through the Admissions Department
- Have minimum placement test scores taken within the last two years from one of the following: SAT: Reading/English 480; ACT: English 19 or Accuplacer Next Generation 250 or higher.
- High School Diploma/GED
- Hepatitis B immunization, signed waiver refusal, or completion of 3 process titers
- MMR immunization or titer. If you are not immune, you will have to receive the vaccine.
- Chickenpox vaccination or titer. If you are not immune, you will have to receive the vaccine.
- Two-step PPD, chest X-ray, or QuantiFERON (annually)
- Physical examination (Forms are provided by the college and should be current within one year and complete)
- Must complete hospital orientation and complete Care Learning
- Drug Screen
- Flu Vaccine (yearly)
- TDAP (within 10 years)
- 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 Phlebotomy 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, Marion & Clarendon counties

Fees associated with Phlebotomy: (Prices vary)

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

- Physical Exam
- Titers (MMR, Varicella)
- Tdap Vaccine
- COVID vaccine or exemption form

*TB Test and Physical Exam must be completed in Fall, Spring, and Summer semesters.

Background Check and Drug Screen are non-refundable and must be completed in Fall, Spring, and Summer semesters.

Fees should be paid to the WTC Business Office.

Course	Title	Credits
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	6
AHS 146	Phlebotomy Experience	7
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.

Criminal Record Check: All direct caregivers must obtain a criminal record check as designated by clinical agencies. Persons convicted of, or who have pled no contest to, crimes 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. Individual clinical agencies often enforce more stringent requirements. 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 phlebotomy 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 a 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 an allied health student from admission into a clinical site will lead to his or her removal from the program.

Recommended Course Sequence

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

Fall Semester	Spring Semester
AHS 102	AHS 143
AHS 106	AHS 146
AHS 136	
AHS 141	
COL 103	

PROGRAMS OF STUDY

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ASSOCIATE IN APPLIED SCIENCE

General Technology (Occupational Technology)

Award	**Associate in Applied Science**
Credit Hours Required for Graduation	**63-84**

The associate degree program in General Technology (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.

Course	Title	Credits
A. General Education: 21 Credit Hours		
COL 103	College Skills	3
CPT 170	Computer Applications	3
ENG 101	English Composition I	3
MAT 108	Accelerated Intermediate Algebra	3
PSY 201	General Psychology	3
SPC 205	Public Speaking	3
Fine Arts: CHOOSE ONE COURSE FROM THE LIST BELOW		
ART 101	Art History and Appreciation	3
MUS 105	Music Appreciation	3

B. Required Core Subject Areas: Minimum of 30 Credit Hours

The General Technology (Occupational Technology) major allows a student to select coursework for becoming a multi-skilled technician. The required core consists of a primary and secondary technical specialty.

Primary Technical Specialty: The primary technical specialty consists of a minimum of 18 semester hour credits in a single content area from an approved degree, diploma, or technical education certificate program that is currently offered by the college.

Secondary Technical Specialty: The secondary technical specialty consists of a minimum of an additional 12 semester hour credits from one of two options: 12 semester hour credits from an approved degree, diploma, or technical education certificate program that is currently offered by the college, or 12 semester hour credits from an interdisciplinary mix of credits awarded for coursework from any program, including military training, experiential learning, and/or testing.

Some Possible Primary and Secondary Specialties (Not Exclusive)

- Automotive Repair
- Computer Technology
- Construction Trade (FCI Williamsburg only)
- Cosmetology
- HVAC/R Technology
- Mechatronics
- Machine Tool Technology
- Small Business Management
- Welding

C. Other Hours Required for Graduation: 12-36 Credit Hours

Technical colleges within the State Tech System may use the courses identified in this section to adapt the program to meet the needs of local employers and students. The student may use credits in this section to develop a third technical specialty or to enhance the primary and secondary technical specialties. Credits should be chosen by the student under the guidance of the faculty advisor for the purpose of allowing the student to adapt the program to individual objectives. Courses in this section may include credits awarded for military training, experiential learning, and/or testing.

Suggested (but not exclusive) subject areas include: ACR, AUT, BCT (FCI Only), COS, CPT, EEM, EGR, EGT, IET, IMT, IST, MTT, and WLD. 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.

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

CERTIFICATE

Automotive Repair

Award	**Certificate in Automotive Repair**
Credit Hours Required for Graduation	**37**

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.

Course	Title	Credits
Major Courses: 37 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	Automotive Diagnosis and Repair	4
AUT 159	Tools, Equipment and Reference Manuals	3
EGR 105	Safety in the Workplace	1
IMT 103	Precision Measurement Instruments	2
WLD 104	Gas Welding and Cutting	2

Recommended Course Sequence

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

Fall Semester	Spring Semester	Summer Semester
AUT 121	AUT 146	AUT 103
AUT 142	AUT 149	AUT 112
EGR 105	AUT 152	AUT 156
IMT 103	AUT 159	
WLD 104		

CERTIFICATE

Basic Automotive Repair Technology

Award	**Certificate in Basic Automotive Repair Technology**
Credit 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.

Course	Title	Credits
Major Courses: 24 Credit Hours		
AUT 100	Introduction to Automotive Hazardous Materials	1
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 161	Introduction to Automotive Maintenance	1
AUT 162	Personal Automotive Maintenance	3
IET 223	Industrial Safety	3
IMT 103	Precision Measurement Instruments	2

Recommended Course Sequence

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

Fall Semester	Spring Semester
AUT 102	AUT 100
AUT 111	AUT 160
AUT 133	AUT 161
AUT 159	AUT 162
	IET 223
	IMT 103

CERTIFICATE

Construction Trades

Award	**Certificate in Construction Trades**
Credit 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.

Course	Title	Credits
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

This program is not currently offered on the main campus.

Recommended Course Sequence

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

Fall Semester	Spring Semester	Summer Semester
BCT 101	BCT 102	BCT 151
BCT 106	BCT 105	BCT 201
BCT 112	IMT 103	
BCT 203	MSY 101	

CERTIFICATE

General Workforce Science

Award	**Certificate in General Workforce Science**
Credit Hours Required for Graduation	**17**

This program is designed to provide students with hands-on experience to obtain entry-level employment in the manufacturing industry field.

Course	Title	Credits
Major Courses: 17 Credit Hours		
EGR 102	Introduction to Industrial/Engineering Careers	1
EGR 175	Manufacturing Processes	3
EGT 103	Print Reading	2
EGT 123	Industrial Print Reading	2
IET 223	Industrial Safety	3
IMT 171	Manufacturing Skills Standards Council Certification I	1
IMT 180	Industrial Tools and Precision Measurement	4
LOG 115	Forklift Operation	1

Recommended Course Sequence

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

Fall Semester	Spring Semester
IET 223	EGT 123
EGR 102	IMT 180
EGR 175	IMT 171
EGT 103	LOG 115

CERTIFICATE

Heating, Ventilation, Air Conditioning and Refrigeration

Award	**Certificate in Heating, Ventilation, Air Conditioning and Refrigeration**
Credit Hours Required for Graduation	**36**

This program provides theory and practical experience on a variety of air conditioning and refrigeration equipment. This certificate prepares students for careers that encompass the planning, installation, operation, and maintenance of a wide variety of residential and light commercial air conditioning, refrigeration, and heating equipment.

Course	Title	Credits
Major Courses: 36 Credit Hours		
ACR 101	Fundamentals of Refrigeration	5
ACR 106	Basic Electricity for HVAC/R	4
ACR 120	Basic Air Conditioning	4
ACR 122	Principles of Air Conditioning	5
ACR 130	Domestic Refrigeration	4
ACR 131	Commercial Refrigeration	4
ACR 140	Automatic Controls	3
ACR 175	EPA 608 Certification Preparation	1
ACR 210	Heat Pumps	4
IMT 103	Precision Measurement Instruments	2

Recommended Course Sequence

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

Fall Semester I	Spring Semester I	Fall Semester II	Spring Semester II
ACR 101	ACR 120	ACR 122	ACR 175
ACR 106	ACR 140	ACR 130	ACR 131
	IMT 103		ACR 210

CERTIFICATE

Basic Heating, Ventilation, Air Conditioning and Refrigeration

Award	**Certificate in Basic Heating, Ventilation, Air Conditioning and Refrigeration**
Credit Hours Required for Graduation	**24**

This program is designed to provide the student with basic knowledge of the refrigeration cycle, electrical operation, heat pump operation, and airflow design. These courses prepare the student for entry-level work with residential HVAC/R contractors.

Course	Title	Credits
Major Courses: 24 Credit Hours		
ACR 102	Tools and Service Techniques	3
ACR 104	Print Reading for HVAC	1
ACR 107	Wiring Diagrams	2
ACR 108	Refrigeration Fundamentals	3
ACR 111	Gas Heating Principles	3
ACR 120	Basic Air Conditioning	4
ACR 150	Basic Sheet Metal	2
ACR 160	Service Customer Relations	3
IET 223	Industrial Safety	3

Recommended Course Sequence

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

Fall Semester I	Spring Semester I	Fall Semester II	Spring Semester II
IET 223	ACR 102	ACR 111	ACR 120
ACR 104	ACR 108	ACR 160	ACR 150
ACR 107			

CERTIFICATE

Machine Tool Technology

Award	**Certificate in Machine Tool Technology**
Credit Hours Required for Graduation	**31**

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.

Course	Title	Credits
Major Courses: 31 Credit Hours		
IET 223	Industrial Safety	3
MAT 108	Accelerated Intermediate Algebra	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 Operations	3
MTT 255	CNC Programming II	3

Recommended Course Sequence

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

Fall Semester I	Spring Semester I	Fall Semester II
IET 223	MAT 108	MTT 253
MTT 101	MTT 123	MTT 255
MTT 121	MTT 124	
MTT 122	MTT 141	

CERTIFICATE

Basic Machine Tool Technology

Award	**Certificate in Basic Machine Tool Technology**
Credit 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.

Course	Title	Credits
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

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

Fall Semester	Spring Semester
EGT 123	MTT 111
IET 223	MTT 143
IMT 103	MTT 145
MTT 100	MTT 161
MTT 102	MTT 171

CERTIFICATE

Mechatronics

Award	**Certificate in Mechatronics**
Credit Hours Required for Graduation	**36**

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.

Course	Title	Credits
Major Courses: 36 Credit Hours		
EEM 117	DC/AC Circuits I	4
EEM 118	DC/AC Circuits II	4
EEM 145	Control Circuits	3
EEM 170	Electrical Installation	3
EEM 215	AC/DC Machines	3
EEM 251	Programmable Controllers	3
EEM 271	Sensors and System Interfacing	2
ELT 208	Introduction to Robotics	3
IMT 131	Hydraulics and Pneumatics	4
IMT 161	Mechanical Power Applications	4
MAT 108	Accelerated Intermediate Algebra	3

Recommended Course Sequence

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

Fall Semester	Spring Semester	Summer Semester
EEM 117	EEM 118	ELT 208
IMT 161	EEM 215	IMT 131
EEM 271	EEM 251	
EEM 145	EEM 170	
	MAT 108	

CERTIFICATE

Basic Mechatronics

Award	**Certificate in Basic Mechatronics**
Credit Hours Required for Graduation	**24**

This program is designed for students to become technicians in industrial environments using electrical, electronic, and mechanical applications to identify, troubleshoot, and repair automated manufacturing equipment.

Course	Title	Credits
Major Courses: 24 Credit Hours		
EEM 145	Control Circuits	3
MEC 103	Hydraulics and Pneumatics	3
MEC 110	DC Circuits	3
MEC 120	Sensors and Instrumentation	3
MEC 150	Mechanical Systems	3
MEC 200	AC/DC Machines	3
MEC 210	Programmable Logic Controllers I	3
MEC 212	Robotics and Automation	3

Recommended Course Sequence

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

Fall Semester	Spring Semester
EEM 145	MEC 150
MEC 103	MEC 200
MEC 110	MEC 210
MEC 120	MEC 212

CERTIFICATE

Welding

Award	**Certificate in Welding**
Credit Hours Required for Graduation	**36**

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.

Course	Title	Credits
Major Courses: 36 Credit Hours		
EGR 105	Safety in the Workplace	1
IMT 103	Precision Measurement Instruments	2
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 Non-Ferrous	3
WLD 154	Pipe Fitting and Welding	4
WLD 204	Metallurgy	3
WLD 228	Inert Gas Welding Pipe I	4
WLD 229	Inert Gas Welding Pipe II	2

Recommended Course Sequence

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

Fall Semester	Spring Semester	Summer Semester
EGR 105	IMT 103	WLD 204
WLD 103	WLD 113	WLD 228
WLD 106	WLD 132	WLD 229
WLD 111	WLD 134	
	WLD 154	

CERTIFICATE

Basic Welding Technology

Award	**Certificate in Basic Welding Technology**
Credit 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.

Course	Title	Credits
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

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

Fall Semester I	Spring Semester I	Fall Semester II	Spring Semester II
IET 223	WLD 103	IMT 103	WLD 116
WLD 101	WLD 104	WLD 110	WLD 141
WLD 102	WLD 204	WLD 142	WLD 145

PROGRAMS OF STUDY

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ASSOCIATE IN APPLIED SCIENCE

Business Administration

Award	**Associate in Applied Science**
Credit 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 degree offers two sequences of courses. Students pursuing a program in business practices will take general education courses and then focus on general business, accounting, management, and marketing. Students choosing to pursue a program in computer technology will take general education courses and then focus on computer applications, programming, computer hardware/software management, data communications, and cybersecurity. Upon completion of this degree, a student will be prepared for entry-level positions in accounting, marketing, finance, personnel, computer operations, help-desk support, and computer security.

Course	Title	Credits
A. General Education: 21 Credit Hours		
COL 103	College Skills	3
CPT 170	Computer Applications	3
ENG 101	English Composition I	3
MAT 108	Accelerated Intermediate Algebra	3
PSY 201	General Psychology	3
SPC 205	Public Speaking	3
Fine Arts: CHOOSE ONE OF THE FOLLOWING:		
ART 101	Art History and Appreciation	3
MUS 105	Music Appreciation	3

Business Practices Sequence

Course	Title	Credits
B. Major Courses: 36 Credit Hours		
ACC 101	Accounting Principles I	3
BUS 101	Introduction to Business	3
BUS 110	Entrepreneurship	3
BUS 121	Business Law I	3
BUS 140	Business Mathematics	3
BUS 220	Business Ethics	3
CPT 172	Computer Database	3
CPT 174	Computer Spreadsheets	3
MGT 101	Principles of Management	3
MGT 120	Small Business Management	3
MGT 201	Human Resource Management	3
MKT 101	Marketing	3
C. Business Electives: 6 Credit Hours		

Course	Title	Credits
CHOOSE SIX (6) CREDIT HOURS FROM BELOW:		
ACC 102	Accounting Principles II	3
BAF 101	Personal Finance	3
BAF 201	Principles of Finance	3
ECO 210	Macroeconomics	3
ECO 211	Microeconomics	3
PSC 201	American Government	3
PSC 215	State & Local Government	3
D. Other Electives: 3 Credit Hours		
Course chosen with advisor approval.		*3*

Computer Technology Sequence

Course	Title	Credits
B. Major Courses: 36 Credit Hours		
ACC 101	Accounting Principles I	3
BUS 121	Business Law I	3
CPT 104	Introduction to Information Technology	3
CPT 172	Computer Database	3
CPT 174	Computer Spreadsheets	3
CPT 209	Computer Systems Management	3
CPT 236	Java Programming I	3
CPT 237	Java Programming II	3
CYB 110	Introduction to Cybersecurity	3
IST 220	Data Communications	3
MGT 101	Principles of Management	3
MKT 101	Marketing	3
C. Business Electives: 6 Credit Hours		
CHOOSE SIX (6) CREDIT HOURS FROM BELOW:		
ACC 102	Accounting Principles II	3
BAF 101	Personal Finance	3
BUS 101	Introduction to Business	3
ECO 210	Macroeconomics	3
ECO 211	Microeconomics	3
MGT 120	Small Business Management	3
MGT 201	Human Resource Management	3
D. Other Electives: 3 Credit Hours		
CHOOSE THREE (3) CREDIT HOURS FROM BELOW:		
CPT 242	Database	3
CPT 282	Information Systems Security	3
IST 267	Network Vulnerability Assessment	3

Recommended Course Sequence

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

Business Practices Sequence

Fall Semester I	Spring Semester I	Summer Semester I	Fall Semester II	Spring Semester II
ACC 101	BUS 110	Business Elective (3)	CPT 172	BUS 121
BUS 101	CPT 170	Fine Arts Elective (3)	CPT 174	BUS 220
BUS 140	MAT 108	SPC 205	MKT 101	MGT 120
COL 103	MGT 101		Business Elective (3)	MGT 201
ENG 101	PSY 201			Other Elective (3)

Computer Technology Sequence

Fall Semester I	Spring Semester I	Summer Semester I	Fall Semester II	Spring Semester II
ACC 101	CPT 170	CPT 237	CYB 110	CPT 209
COL 103	CPT 236	IST 220	BUS 121	Business Elective (3)
CPT 104	MGT 101	SPC 205	CPT 172	Fine Arts Elective (3)
ENG 101	PSY 201		CPT 174	Other Elective (3)
MAT 108	Business Elective (3)		MKT 101	

CERTIFICATE

Medical Office Administration

Award	**Certificate in Medical Office Administration**
Credit Hours Required for Graduation	**29**

This program has no prerequisites.

The Medical Office Administration certificate provides the knowledge students need to work as administrative generalists in healthcare settings, including hospitals, free-standing outpatient clinics, and group practices. The program focuses on clerical and administrative functions and includes no clinical training or responsibilities. Completion of this certificate is intended to better qualify students for entry-level office management roles within a healthcare setting.

Course	Title	Credits
Required Courses: 29 Credit Hours		
AHS 102	Medical Terminology	3
AHS 105	Medical Ethics and Law	2
AHS 138	Medical Coding Basics	3
AHS 208	Health Management	3
BUS 140	Business Mathematics	3
COL 103	College Skills	3
CPT 170	Computer Applications	3
CPT 174	Computer Spreadsheets	3
MGT 101	Principles of Management	3
MGT 201	Human Resource Management	3

Recommended Course Sequence

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

Fall Semester	Spring Semester
AHS 102	AHS 138
AHS 105	AHS 208
COL 103	CPT 174
BUS 140	MGT 101
CPT 170	MGT 201

CERTIFICATE

Small Business Management

Award	**Certificate in Small Business Management**
Credit 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.

Course	Title	Credits
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	Accounting Principles I	3
BAF 101	Personal Finance	3
BUS 101	Introduction to Business	3
BUS 121	Business Law I	3
BUS 140	Business Mathematics	3
CPT 170	Computer Applications	3
MGT 101	Principles of Management	3
MGT 120	Small Business Management	3
MGT 201	Human Resource Management	3
MKT 101	Marketing	3

Recommended Course Sequence

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

Fall Semester	Spring Semester	Summer Semester
BUS 101	BUS 121	BAF 101
BUS 140	MGT 101	ENG 101
COL 103	MGT 201	SPC 205
ACC 101	CPT 170	MGT 120
MKT 101		

CERTIFICATE

General Business Management

Award	**Certificate in General Business Management**
Credit Hours Required for Graduation	**9**

This certificate program is designed to provide students with a general understanding of, and the basic skills needed for, managing a business.

Course	Title	Credits
A. Major Courses: 9 Credit Hours		
CPT 170	Computer Applications	3
MGT 101	Principles of Management	3
MGT 201	Human Resource Management	3

Recommended Course Sequence

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

Fall or Spring Semester
CPT 170
MGT 101
MGT 201

CERTIFICATE

Computer Technology

Award	**Certificate in Computer Technology**
Credit 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 fields, including, but not limited to, computer support/helpdesk specialists, systems administrators, applications developers, or administrative office support.

Course	Title	Credits
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: 21 Credit Hours		
CPT 170	Computer Applications	3
CPT 172	Computer Database	3
CPT 174	Computer Spreadsheets	3
CPT 209	Computer Systems Management	3
CPT 236	Java Programming I	3
CPT 237	Java Programming II	3
CYB 110	Introduction to Cybersecurity	3
C. Elective Courses: 3 Credit Hours		
CHOOSE ONE (3 CREDIT HOURS) FROM BELOW		
CPT 179	Computer Word Processing	3
CPT 242	Database	3
CPT 282	Information Systems Security	3
IST 267	Network Vulnerability Assessment	3

Recommended Course Sequence

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

Fall Semester	Spring Semester	Summer Semester
COL 103	CPT 172	CPT 237
CPT 170	CPT 174	SPC 205
ENG 101	CPT 209	Elective Course (3)
PSY 201	CPT 236	
	CYB 110	

CERTIFICATE

Microcomputer Business Applications

Award	**Certificate in Microcomputer Business Applications**
Credit Hours Required for Graduation	**33**

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.

Course	Title	Credits
A. General Education: 12 Credit Hours		
COL 103	College Skills	3
CPT 170	Computer Applications	3
ENG 101	English Composition I	3
MAT 108	Accelerated Intermediate Algebra	3
B. Major Courses: 18 Credit Hours		
ACC 101	Accounting Principles I	3
BUS 140	Business Mathematics	3
CPT 172	Computer Database	3
CPT 174	Computer Spreadsheets	3
CPT 179	Computer Word Processing	3
IST 220	Data Communications	3
C. Business Electives: 3 Credit Hours		
CHOOSE THREE (3) CREDIT HOURS FROM BELOW:		
ACC 102	Accounting Principles 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 Management	3

Recommended Course Sequence

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

Fall Semester	Spring Semester	Summer Semester
ACC 101	CPT 172	CPT 179
BUS 140	CPT 174	ENG 101
COL 103	MAT 108	IST 220
CPT 170	Elective Course (3)	

ASSOCIATE IN APPLIED SCIENCE

Early Care and Education

Award	**Associate in Applied Science**
Credit 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.

Course	Title	Credits
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
CPT 170	Computer Applications	3
Mathematics: CHOOSE ONE BELOW:		*3*
MAT 110	College Algebra	3
MAT 108	Accelerated Intermediate 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 the student's program plan, and all courses must be approved by the advisor.

The Associate in Applied Science degree in Early Care and Education at Williamsburg Technical College is accredited by the Commission on the Accreditation of Early Childhood Higher Education Programs of the National Association for the Education of Young Children. The current accreditation term runs from March 2023 to March 2029.

Recommended Course Sequence

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

Fall Semester I	Spring Semester I	Summer Semester I	Fall Semester II	Spring Semester II
COL 103	ECD 102	ECD 135	ART 101	ECD 243
ECD 101	ECD 107	ECD 237	ECD 132	MUS 105
ECD 105	ECD 131	SPC 205	ECD 203	Mathematics (3)
ENG 101	ECD 133	Elective (3)	PSY 201	Elective (3)
CPT 170	SPA 101			

CERTIFICATE

Early Childhood Development

Award	**Certificate in Early Childhood Development**
Credit 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.

Course	Title	Credits
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

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

Fall Semester	Spring Semester
COL 103	ECD 105
ECD 101	ECD 107
ECD 102	ECD 132
ECD 131	ECD 133
ECD 135	ECD 203

CERTIFICATE

General Early Childhood Care

Award	**Certificate in General Early Childhood Care**
Credit Hours Required for Graduation	**9**

This certificate program is designed to provide students with a general understanding of the developmental needs of young children and to teach them how to create a nurturing environment in preschool programs.

Course	Title	Credits
Major Courses: 9 Credit Hours		
CPT 170	Computer Applications	3
ECD 101	Introduction to Early Childhood	3
ECD 102	Growth and Development I	3

Recommended Course Sequence

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

Fall or Spring Semester
ECD 101
ECD 102
CPT 170

CERTIFICATE

Infant and Toddler Care

Award	**Certificate in Infant and Toddler Care**
Credit 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 addressed.

Course	Title	Credits
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 Development	3
ECD 205	Socialization and Group Care of Infants and Toddlers	3
ECD 207	Inclusive Care for Infants and Toddlers	3
CHOOSE ONE BELOW:		
ECD 243	Supervised Field Experience I	3
ECD 251	Supervised Field Experiences in Infant/Toddler Environment	3

Recommended Course Sequence

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

Fall Semester	Spring Semester
ECD 102	ECD 207
ECD 131	ECD 243 or ECD 251
ECD 200	
ECD 205	

CERTIFICATE

Cosmetology

Award	**Certificate in Cosmetology**
Credit Hours Required for Graduation	**39**

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

Upon successful completion of all program 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. Upon receipt of the Certificate in Cosmetology, the student can apply to the South Carolina Board of Cosmetology.

Course	Title	Credits
Major Courses: 39 Credit Hours		
COS 101	Fundamentals of Cosmetology	3
COS 106	Facials 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	Hairstyling I	4
COS 120	Manikin Practice	3
COS 206	Chemical Hair Waving	3
COS 210	Hair Coloring	3
COS 220	Cosmetology Clinical Practice I	3
COS 222	Cosmetology Clinical Practice II	3

Recommended Course Sequence

* This program is typically completed in four semesters. However, in order to provide potential students with flexibility in meeting their requirements, courses may be offered during different semesters than indicated.

Consequently, graduation times may vary according to course availability and/or individual course load. Consult your faculty advisor.

Fall Semester I (13 Credit Hours)	Spring Semester I (10 Credit Hours)	Summer Semester I (7 Credit Hours)	Fall Semester II (9 Credit Hours)
COS 101	COS 110	COS 106	COS 206
COS 108	COS 114	COS 116	COS 210
COS 112	COS 220		COS 222
COS 120			

CERTIFICATE

Nail Technology

Award	**Certificate in Nail Technology**
Credit Hours Required for Graduation	**18**

This certificate curriculum teaches 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 the SAT, ACT, or Next Generation 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.

Course	Title	Credits
Major Courses: 18 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 137	Fundamentals of Nail Art	1
COS 224	Nail Practice I	4

Recommended Course Sequence

* This program may be completed in two semesters. However, in order to provide potential students with flexibility in meeting their requirements, the courses may be offered during different semesters than indicated.

Consequently, graduation times may vary according to course availability and/or individual course load. Consult your faculty advisor.

Fall Semester (10 Credit Hours)	Spring Semester (8 Credit Hours)
COS 131	COS 132
COS 133	COS 135
COS 136	COS 224
COS 137	

PROGRAMS OF STUDY

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UNIVERSITY TRANSFER

Associate in Arts

Award	**Associate in Arts**
Credit 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.

Course	Title	Credits
A. General Education: 21 Credit Hours		
COL 103	College Skills	3
CPT 170	Computer 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 and Appreciation	3
MUS 105	Music Appreciation	3
B. Additional Required General Education: 13 Credit Hours		
ENG 102	English Composition II	3
Lab Science	Choose a lab science from Cat III-A	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 the student's program plan, and all courses must be approved by the advisor.

Recommended Course Sequence

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

Fall Semester I	Spring Semester I	Summer Semester I	Fall Semester II	Spring Semester II
COL 103	ENG 102	Elective (3)	Elective (3)	Elective (3)
CPT 170	SPC 205	Lab Science (4)	ENG Cat I Elective (3) HIS Cat II Elective (3) Major Course Elective (3) Major Course Elective (3)	Elective (3)
ENG 101	Fine Arts Elective (3) Major Course Elective (3)			Major Course Elective (3) Major Course Elective (3)
MAT 110				
PSY 201				

UNIVERSITY TRANSFER

Associate in Science

Award	**Associate in Science**
Credit 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/her general knowledge. The degree stresses mathematics and natural and physical sciences.

Course	Title	Credits
A. General Education: 21 Credit Hours		
COL 103	College Skills	3
CPT 170	Computer 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 and Appreciation	3
MUS 105	Music Appreciation	3
B. Additional Required General Education: 16 Credit Hours		
ENG 102	English Composition II	3
Lab Science	Choose a lab science from Cat III-A	4
ENG 2XX (Lit)	Choose from Cat I	3
HIS XXX (Hist.)	Choose from Cat II	3
Mathematics: CHOOSE ONE BELOW		
MAT 111	College Trigonometry	3
MAT 120	Probability and Statistics	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 the student's program plan, and all courses must be approved by the advisor.

Recommended Course Sequence

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

Fall Semester I	Spring Semester I	Summer Semester I	Fall Semester II	Spring Semester II
COL 103	ENG 102	Fine Arts Elective (3)	ENG Cat I Elective (3)	Major Course Elective (3 or 4)
CPT 170	SPC 205	Major Course Elective (3 or 4)	Major Course Elective (3 or 4)	Elective (3)
ENG 101	HIS Cat II Elective (3)		Major Course Elective (3 or 4)	Elective (3)
MAT 110	PSY 201		Major Course Elective (3 or 4)	Elective (3)
Lab Science (4)	Mathematics (3)			

CERTIFICATE

University Transfer

Award	**Certificate in University Transfer**
Credit Hours Required for Graduation	**24**

This program is designed to prepare students for transfer to either a four-year institution's B.A. or B.S. program or to prepare undecided students for 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.

Course	Title	Credits
A. Major Courses: 15 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
MAT 1XX	College Mathematics	3
CHOOSE ONE BELOW		
MAT 110	College Algebra	3
MAT 111	College Trigonometry	3
MAT 120	Probability and Statistics	3

B. Electives: 15 Credit Hours

Students will choose five courses from the following with faculty advisor approval.

ART 101	**CPT 101**	**ENG 2XX**
PSC 201	**PSY 201**	**SPC 205**
BIO 101	**CPT 170**	**MUS 105**
PSC 215	**SOC 101**	

It is recommended that students work closely with their advisor to determine courses taken in this area. Consideration should be given to the student's program plan, and all courses must be approved by the advisor.

Recommended Course Sequence

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

Fall Semester I	Spring Semester I	Fall Semester II	Spring Semester II
HIS 201	HIS 202	ENG 101	ENG 102
CPT 170 (Elective 3)	SPC 205 (Elective 3)	MAT 110, MAT 111, or MAT 120	Elective (3)

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	ECO	Economics	MSY	Masonry
ACR	Air Conditioning	EEM	Electricity/Electronics	MTT	Machine Tool Technology
AHS	Allied Health Service	EGR	Engineering Technology	MUS	Music
ANT	Anthropology	EGT	Engineering Graphics Technology	NUR	Nursing
ART	Art	ELT	Electronics Technology	PHY	Physics
AUT	Auto Mechanics	ENG	English	PNR	Practical Nursing
BAF	Finance	HIS	History	PSC	Political Science
BCT	Building Construction Trades	HSS	Humanities	PSY	Psychology
BIO	Biological Science	IET	Industrial Engineering Technology	RDG	Reading
BUS	Business	IMT	Industrial Maintenance	REL	Religion
CHM	Chemistry	IST	Information Systems Technology	RWR	Integrated Reading and Writing (Transitional Studies)
COL	College Skills	LOG	Logistics	SOC	Sociology
COS	Cosmetology	MAT	Mathematics	SPA	Spanish
CPT	Computer Technology	MEC	Mechatronics	SPC	Speech
CYB	Cybersecurity	MGT	Management	THE	Theatre
ECD	Early Childhood Development	MKT	Marketing	WLD	Welding

Course Categories (AA and AS Degrees)

Category I: Literature

Course	Title	Credits
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
ENG 236	African American Literature	3

Category II: History

Course	Title	Credits
HIS 101	Western Civilization to 1689	3
HIS 102	Western Civilization Post 1689	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

Course	Title	Credits
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 and Statistics	3
MAT 130	Elementary Calculus	3
MAT 140	Analytical Geometry & Calculus I	4
MAT 141	Analytical Geometry & Calculus II	4
PHY 201	Physics I	4
PHY 202	Physics II	4

Category III-B: Computer Science

Course	Title	Credits
CPT 172*	Computer Database	3
CPT 174*	Computer Spreadsheets	3
CPT 242*	Database	3
CPT 264*	Systems and Procedures	3
CPT xxx*	Any other Computer Technology course	
CYB xxx*	Any Cybersecurity course	
IST xxx*	Any Information Technology course	

Category IV: Humanities/Social Sciences

Course	Title	Credits
ANT 101	General Anthropology	3
ART 101	Art History and Appreciation	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 I	4
THE 101	Introduction to Theatre	3

Category V: Additional Courses

Courses will be chosen with guidance from an 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 Transfer: State Policies and Procedures for course transferability information. Students intending to transfer should select courses from Appendix A.

Course Descriptions A to Z

ACC Accounting

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 NEXT GENERATION ACCUPLACER math score or ≥ C* in MAT 033)

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)

ACR Air Conditioning

ACR 101 Fundamentals of Refrigeration (4.5-1.5-5)

This course covers the refrigeration cycle, refrigerants' pressure-temperature relationships, and system components.

ACR 102 Tools and Service Techniques (2-3-3)

This course is a basic study of the uses of tools and service equipment used in the installation and repair of HVAC equipment.

ACR 104 Print Reading for HVAC (0-3-1)

This course covers reading and interpreting prints used in HVAC installation and maintenance.

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 108 Refrigeration Fundamentals (3-0-3)

This course is an introduction to the principles of refrigeration.

ACR 111 Gas Heating Principles (1-6-3)

This course is a study of residential and commercial gas burners and their components.

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 122 Principles of Air Conditioning (4-3-5)

This course is a study of the air cycle, psychometrics, load estimating, and equipment selection.

ACR 130 Domestic Refrigeration (3-3-4)

This course is a study of domestic refrigeration equipment.

ACR 131 Commercial Refrigeration (2-6-4)

This course is a study of maintenance and repair of commercial refrigeration systems.

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: ≥ C in ACR 101 and ACR 106)

ACR 150 Basic Sheet Metal (1-3-2)

This course covers the tools and procedures required in the fabrication of ductwork.

ACR 160 Service Customer Relations (3-0-3)

This course covers how to deal with different types of customers, selling techniques, and correct record keeping.

ACR 175 EPA 608 Certification Preparation (1-0-1)

This course covers EPA guidelines and procedures required by law for refrigerant recovery and recycling during the installation, service, and repair of all HVAC and refrigeration systems. A comprehensive review of essential material necessary to take the EPA 608 exam will be included.

ACR 210 Heat Pumps (3-3-4)

This course is a study of theory and operational principles of the heat pump. (Prerequisite: ≥ C in ACR 101 and ACR 120)

AHS Allied Health Service

AHS 101 Introduction to Health Professions (2-0-2)

This course provides a study of the health professions and the health care industry. Offered to dual enrollment students in the Basic Patient Care certificate.

AHS 102 Medical Terminology (3-0-3)

This course covers medical terms, including roots, prefixes, and suffixes, with an 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. Offered to dual enrollment students in the Basic Patient Care certificate.

AHS 105 Medical Ethics and Law (2-0-2)

This course provides a study of ethical conduct and legal responsibility related to health care.

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. Offered to dual enrollment students in the Basic Patient Care certificate.

AHS 116 Patient Care Relations (3-0-3)

This course includes a study of the psychological and emotional effects of illness, hospitalization, and recuperation upon the patient, others, and health care providers. Offered to dual enrollment students in the Basic Patient Care certificate.

AHS 117 The Care of Patients (2-6-4)

This course includes a study of concepts required to assist in nursing assistant practice. (Prerequisite: Acceptance into the Nursing Assistant or Basic Patient Care program)

AHS 125 Allied Health Sciences (3-3-4)

This course includes a study of basic integrated sciences for health care professionals. Offered to dual enrollment students in the Basic Patient Care certificate.

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 Healthcare 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, etc. (Prerequisite: To be accepted into the Phlebotomy program, students need to score at least 237-249 Reading and 237-249 Writing with Next Generation Accuplacer.)

AHS 143 Phlebotomy Skills (5.5-1.5-6)

This course is a study of phlebotomy equipment, procedures, techniques, and practical experience. (Prerequisite: ≥ C in AHS 141)

AHS 146 Phlebotomy Experience (6.5-1.5-7)

This course includes comprehensive clinical experiences in medical laboratory specimen collection, transport, storage, and basic test procedures. (Prerequisite: ≥ C in AHS 141)

AHS 148 Special Topics in Geriatric Care (2-0-2)

This course includes a study of selected topics associated with geriatric care, including oxygen needs, dementia, and wound care.

AHS 160 Introduction to Health (1-0-1)

This course focuses on the definition and importance of workplace ethics, knowledge and behaviors essential for the health care worker, and on the various roles of the interdisciplinary health care team.

AHS 208 Health Management (3-0-3)

This course is a study of the principles of management in a health care environment, including supervision, medically ethical decision-making, medical team concepts, human resource management, supervision of medical professionals at various levels, and organizational structure in health care settings. (Prerequisite: ≥ C in BUS 140, COL 103, CPT 174, and AHS 102)

ANT Anthropology

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.

ART Art

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.

AUT Auto Mechanics

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, and 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 reviews 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 the unit.

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 (2-6-4)

This course covers hydro-boost power brakes and vacuum power brakes, as well as master cylinders and caliper rebuilding.

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 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.

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 152 Automatic Transmission (3-3-4)

This course is a basic study of power flow and hydraulics, including torque converter operation.

AUT 156 Automotive Diagnosis and Repair (3-3-4)

This is a basic course for general diagnostic procedures and minor repairs.

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 introduces the automotive field, including 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 to 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 Finance

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 sectors.

BCT Building Construction Trades

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 Biological Science

BIO 101 Biological Science I (3-3-4)

This course is a study of the scientific method, basic biochemistry, cell structure and function, cell physiology, cell reproduction and development, Mendelian genetics, population genetics, natural selection, evolution, and ecology. This course has a required lab component.

BIO 102 Biological Science II (3-3-4)

This course is a study of the classification of organisms and structural and functional considerations of all kingdoms (particularly major phyla as well as viruses). It emphasizes vertebrate animals and vascular plants. This course has a required lab component. (Prerequisite: ≥ C in BIO 101)

BIO 210 Anatomy and Physiology I (3-3-4)

This is the first in a sequence of courses including intensive coverage of the body as an integrated whole. All body systems are studied. This course has a required lab component. (Prerequisite: NEXT GENERATION ACCUPLACER QRAS score ≥ 250 or ≥ C* in MAT 033 or ≥ C in ENG 155 or NEXT GENERATION ACCUPLACER writing score ≥ 250)

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. This course has a required lab component. (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. This course has a required lab component. (Prerequisite: ≥ C in BIO 210)

BUS Business

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 an introduction to starting a small business, including forms of ownership and management.

BUS 121 Business Law I (3-0-3)

This course studies legal procedures; law and society; classifications and systems of law; the tribunals administering justice and their actions; contracts; sales; transfer of titles; and the 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 Chemistry

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. This course has a required lab component. (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. This course has a required lab component. (Prerequisite: ≥ C in CHM 110)

COL College Skills

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 Cosmetology

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 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 Manikin Practice (1-6-3)

This course covers cosmetology applications, including hair shaping, chemical waving, hairstyling, and hair coloring.

COS 131 Bacteria and Other Infectious Agents (2-0-2)

This course is an extensive study of bacteria 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 (2-3-3)

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 (3-3-4)

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 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 210 Hair Coloring (1-6-3)

This course is a study of the science and art of coloring the hair, including methods, procedures, safety precautions, and chemistry.

COS 220 Cosmetology Clinical Practice I (1-6-3)

This course integrates cosmetology skills in a simulated salon environment.

COS 222 Cosmetology Clinical Practice II (1-6-3)

This course integrates cosmetology skills in a simulated salon environment to provide additional practical hours in skill development.

COS 224 Nail Practice I (3-3-4)

This course is designed as a clinical course specifically for nail technology.

CPT Computer Technology

CPT 104 Introduction to Information Technology (3-0-3)

This course is a study of basic computer components and peripherals, basic computer functions, I/O concepts, storage concepts, data communications, distributed processing, and programming language concepts.

CPT 170 Computer Applications (3-0-3)

This course introduces computer applications software, including word processing, databases, spreadsheets, graphs, and their integration.

CPT 172 Computer Database (3-0-3)

This course introduces computer database concepts, including generating reports from databases and creating, maintaining, and modifying databases. (Prerequisite: ≥ C in CPT 170)

CPT 174 Computer Spreadsheets (3-0-3)

This course introduces the use of spreadsheet software on the computer. Topics include creating, editing, using formulas, using functions, and producing graphs. (Prerequisite: ≥ C in MAT 108 or equivalent and ≥ C in CPT 170)

CPT 179 Computer Word Processing (3-0-3)

This course introduces computer word processing. Topics include creating, editing, formatting, and printing documents. (Prerequisite: ≥ C in CPT 170)

CPT 208 Special Topics in Computer Technology (3-0-3)

This course focuses on changes in computer technology. (Prerequisite: ≥ C in CPT 170)

CPT 209 Computer Systems Management (3-0-3)

This course examines the methods and procedures used in maintaining computer systems. Topics include hardware and software installation, configuration, operations, and troubleshooting. (Prerequisite: ≥ C in CPT 170)

CPT 236 Java Programming I (3-0-3)

This course is an introduction to Java Programming. Topics will cover Java syntax and classes for use in the development of Java applications and applets.

CPT 237 Java Programming II (3-0-3)

This course is a study of advanced topics of the Java Programming language by building on a basic knowledge of the Java language. Topics covered will include multi-threading, swing classes, swing event models, advanced layout managers, the JavaBean component model, network programming and server-side programming.

CPT 242 Database (3-0-3)

This course introduces database models and the fundamentals of database design. Topics include database structure, database processing, and application programs which access a database. (Prerequisite: ≥ C in CPT 172)

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 Information 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. The course also addresses technical, legal, and ethical issues. (Prerequisite: ≥ C in CYB 110)

CYB Cybersecurity

CYB 110 Introduction to Cybersecurity (3-0-3)

This course is an introductory, broad overview of cybersecurity knowledge domains, including the need for cybersecurity, malicious activity, the Internet and Internet of Things (IoT), access controls, security operations and administration, risk management, cryptography, network security, certification, and law.

ECD Early Childhood Development

ECD 101 Introduction to Early Childhood (3-0-3)

This course is an overview of growth and development, developmentally appropriate curriculum, positive guidance techniques, regulations, health, safety, and nutrition standards in early care and education. Professionalism, family/cultural values, and practical applications based on historical and theoretical models in early care and education are highlighted in this 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 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 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. The focus is on the "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 an 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.

ECO Economics

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, comparative advantage, and trade.

EEM Electricity/Electronics

EEM 117 DC/AC Circuits (3-3-4)

This course is a study of direct and alternating current theory, including Ohm's Law and series, parallel, and combination circuits. Circuits are constructed and tested.

EEM 118 DC/AC Circuits II (3-3-4)

This course is a continuation of the study of direct and alternating current theory, including circuit analysis using mathematics and verified with electrical measurements.

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 251 Programmable Controllers (2-3-3)

This course is an introduction to programmable control systems with emphasis on basic programming techniques. A variety of input/output devices and their applications 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.

EGR Engineering Technology

EGR 102 Introduction to Industrial/Engineering Careers (1-0-1)

This course is an overview of a variety of technical careers in the industrial and engineering technologies and the technical skills required for each.

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 Engineering Graphics Technology

EGT 103 Print Reading (2-0-2)

This course is an introduction to basic print reading and interpretation, including layout, projection, and dimensioning.

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 workshop drawings are also included.

ELT Electronics Technology

ELT 208 Introduction to Robotics (2-3-3)

This is an introductory course covering the basic concepts and limitations of industrial robots. The course includes terminology, sensing devices, robot control methods, and interfacing.

ENG English

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 reading and multimedia selections, with frequent assignments to reinforce effective writing. A review of the basic techniques of research is also presented. (Prerequisite: ≥ C in ENG 155 or required NEXT GENERATION ACCUPLACER writing 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, critical reading, and research. (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 RWR 032 or NEXT GENERATION ACCUPLACER required writing score)

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 college transfer 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 college transfer 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 to the present. (Prerequisite: ≥ C in ENG 102)

ENG 236 African American Literature (3-0-3)

This course is a critical study of African-American literature examined from historical, social and psychological perspectives. (Prerequisite: ≥ C in ENG 102)

HIS History

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 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 European discovery to 1877. This course considers various developments during this time, such as political, social, economic, cultural, and intellectual.

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.

IET Industrial Engineering Technology

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 Administration (OSHA) regulations is included.

IMT Industrial Maintenance

IMT 103 Precision Measurement Instruments (2-0-2)

This course covers the use of various precision measuring instruments commonly used in industry.

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.

IMT 171 Manufacturing Skills Standards Council Certification I (1-0-1)

This course is a study of manufacturing safety as one of four key portable production skills associated with MSSC certification. Students will learn how to perform safety and environmental inspections and how to offer procedural suggestions that support safety in the manufacturing work environment.

IMT 180 Industrial Tools and Precision Measurement (3-3-4)

This course covers safety awareness and practices, the use of various precision measurement instruments, and the use of hand and/or power tools in industry.

IST Information Systems Technology

IST 220 Data Communications (3-0-3)

This course is a study of the fundamentals of data communications. Basic signaling, networking and various transmission media are covered.

IST 267 Network Vulnerability Assessment (3-0-3)

This course provides students with the knowledge and skills necessary to test network security using network vulnerability assessment tools and methods. Students will also learn how to improve network security based on the assessment results.

LOG Logistics

LOG 115 Forklift Operation (.5-1.5-1)

This course introduces students to the operation and maintenance of the forklift vehicles used in warehouse operations.

MAT Mathematics

MAT 033 Developmental Mathematics (3-0-3)

This course includes the study of whole numbers, fractions, decimals, integers, rational numbers, ratios, percentages, proportions, measurements, basic statistics, geometry, and basic algebra. Concepts are applied to real-world problem solving, and application skills are emphasized. Non-degree credit.

MAT 108 Accelerated Intermediate Algebra (3-0-3)

This course is a study of solving linear equations and inequalities, graphing, absolute value, exponents, polynomials, quadratic equations, operations of radical expressions, and radical and complex number expressions. (Prerequisite: ≥ C in MAT 033 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; and solutions of higher-degree polynomials. (Prerequisite: ≥ C in MAT 108 or placement)

MAT 111 College Trigonometry (3-0-3)

This course includes the following topics: trigonometric functions; trigonometric identities; solution of right and oblique triangles; solution of trigonometric equations; polar coordinates; complex numbers, including DeMoivre's Theorem; vectors; conic sections; and parametric equations. (Prerequisite: ≥ C in MAT 110)

MAT 120 Probability and Statistics (3-0-3)

This course is an introduction to probability and statistics. Topics include organization of data, calculating probabilities, counting principles, binomial and normal distributions, central limit theorem, confidence intervals, hypothesis tests, linear regression, and correlation. (Prerequisite: ≥ C in MAT 108 or placement)

MAT 130 Elementary Calculus (3-0-3)

This course includes the following topics: differentiation and integration of polynomial, 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 polynomial, 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: properties of and operations with real numbers, elementary algebra, consumer mathematics, applied geometry, measurement, graph sketching and interpretations, and descriptive statistics.

MEC Mechatronics

MEC 103 Hydraulics and Pneumatics (2-3-3)

This course is an introduction to fluid power systems and the principles of how hydraulics and pneumatics are utilized in manufacturing. In addition, fluid power symbols and schematics are studied and related to the actual working component installations.

MEC 110 DC Circuits (2-3-3)

This course is a study of direct current theory. Series, parallel, and series-parallel circuits are solved using Ohm's law and critical thinking skills. In addition to solving, circuits are constructed and tested for proper operation using various measuring instruments.

MEC 120 Sensors and Instrumentation (2-3-3)

This course is a study of basic industrial instruments with particular emphasis on the devices utilized to control modern manufacturing processes. Emphasis is placed on various types of sensors and how they interface with computers and controllers, and on interfacing controllers with machines to accomplish a task.

MEC 150 Mechanical Systems (2-3-3)

This course covers mechanical transmission devices, including various methods of how torque, HP, and motion are generated. In addition, the correct procedures for installation, removal, and maintenance as related to manufacturing equipment will be covered.

MEC 200 AC/DC Machines (2-3-3)

This course is a study of applications, operations, and construction of AC and DC machines. Generators, AC/DC motors, and alternators are wired and tested for proper functionality.

MEC 210 Programmable Logic Controllers I (2-3-3)

This course is an introduction to programmable logic controllers with an emphasis on basic programming techniques. Basic hardware as well as a variety of input/output devices and their applications are covered. Programs are constructed, operated, and tested.

MEC 212 Robotics and Automation (2-3-3)

This course includes programming and testing robotic equipment used in automation with a concentration on connecting, assembling, and automating manufacturing processes.

MGT Management

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 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 Marketing

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 Masonry

MSY 101 Masonry Fundamentals (4-3-5)

This course is an introduction to masonry skills and tools.

MTT Machine Tool Technology

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 121 Machine Tool Theory I (2.5-1.5-3)

This course covers the principles involved in the production of precision metal parts. (Prerequisite: ≥ C in 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: ≥ C in 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: ≥ C in 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: ≥ C in MTT 121 and MTT 122)

MTT 141 Metals and Heat Treatment (2.5-1.5-3)

This course is a study of the properties, characteristics and heat treatment procedures of metals.

MTT 143 Precision Measurements (2-0-2)

This course is a study of precision measuring instruments.

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 161 Machine Tool Maintenance Theory (2-0-2)

This course covers maintenance requirements necessary for the upkeep and operation of a machine shop.

MTT 171 Industrial Quality Control (2-0-2)

This course covers the methods and procedures of quality control.

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: ≥ C in MTT 122)

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

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

MUS Music

MUS 105 Music Appreciation (3-0-3)

This course is an introduction to the study of music with a 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 non-Western historical style periods, and appropriate listening experiences.

NUR Nursing

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, pharmacodynamics, and pharmacotherapeutics. The course introduces clinical calculations and 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. (Prerequisite: ≥ 79 in NUR 101 and NUR 106)

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. (Prerequisite: Acceptance into the LPN-RN Transition program)

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. (Prerequisite: ≥ 79 in NUR 120 for ADN students, or acceptance into the LPN-RN Transition program)

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. The focus is on the dynamics of human behavior ranging from normal to extreme. (Prerequisite: ≥ 79 in NUR 120 for ADN students, or acceptance into the LPN-RN Transition program)

NUR 217 Trends and Issues in Nursing (1-3-2)

This course is an exploration of health care trends and issues. (Prerequisite: ≥ 79 in NUR 220)

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. (Prerequisite: ≥ 79 in NUR 201, NUR 210, and NUR 214)

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. (Prerequisite: ≥ 79 in NUR 220)

PHY Physics

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 Practical Nursing

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 Practical Nurse are emphasized. During the course, students will practice basic nursing skills in the laboratory. (Prerequisite: Acceptance into the PN program)

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 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 130)

PNR 155 Maternal/Infant/Child Nursing (5-6-7)

This course uses the nursing process and integrates pediatrics to meet the needs of the childbearing family. Clinical experiences address care for the mother and newborn and care for the child with commonly occurring illnesses. (Prerequisite: ≥ 80 in PNR 140)

PNR 170 Nursing of the Older Adult (1.5-1.5-2)

This course is a study utilizing the nursing process. Concepts include physiological, psychosocial, nutritional, 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 (2-0-2)

This course includes pharmacology concepts, including effects of specific drugs, medication administration, and calculation of drug dosages. (Prerequisite: ≥ 80 in PNR 120)

PSC Political Science

PSC 201 American Government (3-0-3)

This course is a study of American federal governmental institutions with a focus on the Constitution and key founding documents; the functions of the executive, legislative, and judicial branches; civil liberties and rights; and the role and influence of the electorate, interest groups, and the media.

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 Psychology

PSY 201 General Psychology (3-0-3)

This course includes the following topics and concepts in the science of behavior: scientific method, biological bases for behavior, perception, motivation, learning, memory, development, personality, abnormal behavior, therapeutic techniques, and social psychology.

PSY 203 Human Growth and Development (3-0-3)

This course is a study of the physical, cognitive, and social factors affecting human growth, development, and potential.

PSY 212 Abnormal Psychology (3-0-3)

This course is a study of the nature and development of behavioral disorders, including the investigation of contemporary treatment procedures.

REL Religion

REL 101 Introduction to Religion (3-0-3)

This course provides a study of religion and the nature of religious beliefs, practices, and their influences on culture, history, and philosophy.

RWR Integrated Reading and Writing (Transitional Studies)

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.

SOC Sociology

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 and delinquent behavior, including strategies used in the prevention, intervention, and control of deviant behavior.

SPA Spanish

SPA 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 Hispanic cultures.

SPA 102 Elementary Spanish II (4-0-4)

This course continues development of the basic language skills and the study of Hispanic cultures. (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)

SPA 202 Intermediate Spanish II (4-0-4)

This course continues a review of Spanish grammar with attention given to more complex grammatical structures and reading more difficult prose. (Prerequisite: ≥ C in SPA 201)

SPC Speech

SPC 205 Public Speaking (3-0-3)

This course is an introduction to principles of public speaking with application of speaking skills.

THE Theatre

THE 101 Introduction to Theatre (3-0-3)

This course includes the appreciation and analysis of theatrical literature, history, and production.

WLD Welding

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 processes.

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 techniques and equipment currently used 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 setup and adjustment of equipment and fundamental techniques for welding ferrous metals.

WLD 134 Inert Gas Welding Non-Ferrous (1-6-3)

This course covers fundamental techniques for welding nonferrous metals.

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 non-ferrous, 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)

Accuplacer Placement Chart

Next Generation ACCUPLACER, SAT, and ACT scores used for course placement.

Course Placement	Required Scores (as of Spring 2023)
RWR 032	200-249 Reading
ENG 155	237-249 Writing AND 250+ Reading SAT 400 ACT 17
ENG 101	250+ Writing AND 250+ Reading SAT 470 ACT 19
MAT 033	200-249 Arithmetic (200-236 QRAS Quantitative Reasoning)
MAT 108	250+ Arithmetic AND 237-262 QRAS Quantitative Reasoning SAT 420 ACT 15
MAT 110	256+ Arithmetic AND 263+ QRAS AND 237+ AAF (Algebraic Functions) SAT 460 ACT 19
MAT 120	263+ QRAS 200+ AAF (Algebraic Functions) SAT 440 ACT 17

Faculty and Staff Directory

Full-time employees listed by department. Names link to email. (See www.wiltech.edu for print version.)

President's Office

Name	Title	Email
Lee, Patricia	President	Email
Swicord, Elissa	Executive Assistant	Email

Academic Affairs

Name	Title	Email
Anderson, Heather	Dean of Health Sciences	Email
Bahrns, David	Automotive Instructor	Email
Baker, Leverne	Department Head, Mathematics Instructor	Email
Bochette, Donna	Academic Affairs Administrative Coordinator	Email
Brown, Paige	Assistant Vice President of Academics & Special Projects	Email
Campen, Darrin	Vice President for Academic Affairs	Email
Capps, Nolan	English Instructor	Email
Croteau, Kevan	Department Head, Computer Technology Instructor	Email
Cumbie, Mike	Academic Program Director of Industrial Technology	Email
DeFee, Kim	Practical Nursing/ADN Instructor	Email
Docsol, Isaac	Mathematics Instructor	Email
Dyson, William	Mechatronics Instructor	Email
Gardner, Sam	HVAC/R Technology Instructor	Email
Peay, Shounda	Phlebotomy Instructor	Email
Glisson, Greg	Welding Instructor	Email
Hudson, Minette Gentry	Department Head, English Instructor	Email
Johnson, Buddy	Welding Instructor	Email
Jolly, Kim	Project Manager SCC3 Grant	Email
Jordan, Kimberly	Biology Instructor	Email
Kellahan, Lisa	Health Science Admin Specialist	Email
Koehler, Cynthia	Practical Nursing Instructor	Email
Mims, Jenna	Practical Nursing/ADN Instructor	Email
Murray, Elizabeth	Asst Dean Nursing/ADN/PN Instructor	Email
Nesmith, Randall	Construction Trades Instructor	Email
Proctor, Rebeca	ADN Instructor	Email
Smith, Chelsie	Business Instructor	Email
Speights, Zina	Psychology Instructor	Email

Name	Title	Email
Stukes, Monica	Early Childhood Instructor	Email
Webb, Danielle	Cosmetology Instructor	Email
Wiggins, Amy	Director of Planning and Research/Institutional Effectiveness	Email

Business Affairs

Name	Title	Email
Coker, Melissa	Vice President for Administration and Finance	Email
Gowdy, Pamela	Accountant/Fiscal Analyst II (Accounts Receivable Director)	Email
Miller, Amanda	Procurement Specialist	Email
Pushia, Suzanna	Comptroller	Email
Roberts, Sydney	Director of Human Resources	Email
Thomas, Xavier	Bookstore Sales Associate	Email
Vacant	Fiscal Technician (Accts Receivable)	

Facilities Management

Name	Title	Email
Barr, Isaac	Buildings & Grounds Supervisor	Email
Brown, Dante	Trades Specialist	Email
Collins, Robbie	Facilities Supervisor	Email
Faulkner, Wellington	Trades Specialist	Email
Graham, Arthur	Building Grounds Specialist III	Email
Mouzon, Steven	Trades Specialist	Email
Thomas, Tyrone	Associate Vice President for Facilities	Email

Financial Aid

Name	Title	Email
Jordan, Theresa	Financial Aid Director	Email
Landreth, Kimberly	Financial Aid Specialist	Email

Information Technology

Name	Title	Email
Bishop, Carlton	IT Manager	Email
Davis, Crystal	Information Systems/Business Analyst II	Email
Vacant	IT Consultant III	

Library

Name	Title	Email
Brown-Lambright, Lisa	Library Technical Assistant	Email
Love, Brandolyn	Library Director	Email

Name	Title	Email
McClam, Daisy	Library Technical Assistant	Email
McCrea, Whitney	Administrative Assistant/Testing Coordinator	Email

Public Information

Name	Title	Email
Burrows, Martha	Public Information Director	Email
Reynolds, Jeana Faye	Public Information Coordinator	Email

Student Affairs

Name	Title	Email
Collins, Wonderful	Registrar	Email
DuBose, Alexis Wright	Vice President for Student Affairs	Email
Graham, Cassandra	Enrollment Specialist	Email
Graham, Whitley	Academic Specialist	Email
Rodgers, Jerome	Student Development Coordinator	Email

Upward Bound

Name	Title	Email
Fleming, Avery	Educational Advisor	Email
McCrea, Vermelle	Administrative Specialist	Email
Mitchum, Brandy	Upward Bound Director	Email
Washington, Adriane	Academic Specialist	Email

Workforce Development/Continuing Education

Name	Title	Email
Staggers, Edgar	Assistant Vice President of Workforce Development and Continuing Education	Email
Walters, Donna	Administrative Specialist	Email

Employees Emeriti

Name	Title	Email
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)	

Appendix A

Statewide Articulation Agreement: 68 Courses that Transfer Among and Between the Public Colleges and Universities in South Carolina.

Course	Title	Cr.	Course	Title	Cr.
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
ART 101	History and Appreciation of Art	3	**HIS 202**	Am. History 1877 to Pres.	3
ART 105	Film as Art	3	**MAT 110**	College Algebra	3
AST 101	Solar System Astronomy	4	**MAT 111**	College Trigonometry	3
AST 102	Stellar Astronomy	4	**MAT 120**	Probability and Statistics	3
BIO 101	Biological Science I	4	**MAT 122**	Finite College Mathematics	3
BIO 102	Biological Science II	4	**MAT 130**	Elementary Calculus	3
BIO 210	Anatomy and Physiology I	4	**MAT 140**	Analytical Geo. and Calc. I	4
BIO 211	Anatomy and Physiology II	4	**MAT 141**	Analytical Geo. and Calc. II	4
BIO 225	Microbiology	4	**MAT 240**	Analytical Geo. and Calc. III	4
CHM 110	College Chemistry I	4	**MAT 242**	Differential Equations	4
CHM 111	College Chemistry II	4	**MUS 105**	Music Appreciation	3
CHM 211	Organic Chemistry I	4	**PSC 201**	American Government	3
CHM 212	Organic Chemistry II	4	**PSC 215**	State and Local Government	3
ECO 210	Macroeconomics	3	**PSY 201**	Introduction to Psychology	3
ECO 211	Microeconomics	3	**PSY 203**	Human Growth & Development	3
ENG 101	English Composition I	3	**PSY 208**	Human Sexuality	3
ENG 102	English Composition II	3	**PSY 212**	Abnormal Psychology	3
ENG 201	American Literature I	3	**SOC 101**	Introduction to Sociology	3
ENG 202	American Literature II	3	**SOC 102**	Marriage and the Family	3
ENG 203	American Literature Survey	3	**SOC 205**	Social Problems	3
ENG 205	English Literature I	3	**SOC 206**	Social Psychology	3
ENG 206	English Literature II	3	**SOC 210**	Juvenile Delinquency	3
ENG 208	World Literature I	3	**SOC 220**	Sociology and the Family	3
ENG 209	World Literature II	3	**SOC 235**	Thanatology	3
ENG 214	Fiction	3	**SPA 101**	Elementary Spanish I	4
ENG 218	Drama	3	**SPA 102**	Elementary Spanish II	4
ENG 222	Poetry	3	**SPA 201**	Intermediate Spanish I	3
ENG 230	Women in Literature	3	**SPA 202**	Intermediate Spanish II	3
ENG 236	African American Lit	3	**SPC 205**	Public Speaking	3
ENG 260	Adv. Tech. Communication	3	**SPC 210**	Oral Interp. of Literature	3
GEO 101	Intro to Geography	3	**THE 101**	Introduction to Theatre	3
GEO 102	World Geography	3			
HIS 101	Western Civilization to 1689	3			

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