Student Handbook

2019 - 2020


Florence-Darlington Technical College

President's Message

President's Message

I would like to be the first to welcome you to Florence-Darlington Technical College (FDTC), and I'm excited that you are considering furthering your education with us. This year marks the 55th year since FDTC first began serving the needs of the residents of Florence, Darlington, and Marion Counties by offering quality educational programs that support economic development. Our degree, diploma, and certificate programs (more than 75 of them) lead to careers in business, engineering technology, health care, human services, manufacturing, and more. FDTC also offers degree programs that makes it easier for students with aspirations of transferring to a four-year institution. Our Online College gives you the flexibility to attend classes when it is convenient for you. FDTC's Dual Enrollment Program gives high school students an opportunity to earn college credits while still in high school.
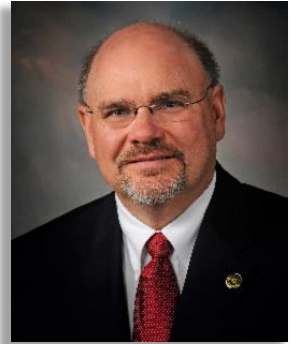
When it comes to helping you choose your path or add new skills, we are ready with hands-on learning that gives you real-world experience. What binds the FDTC faculty and staff together is a concern for the success of each and every student. We believe in helping students to achieve success because we know that a quality education has more value today than at any other time in our country's history. In fact, fierce competition in the global marketplace and the emergence of complex new technologies has made a quality education a necessity, not a luxury.

Our modern 240-acre campus between Florence and Darlington boasts state-of-the-art technology that mirrors what students will find in the workplace. The Health Sciences Campus in downtown Florence supports area hospitals and other healthcare businesses with a steady stream of qualified workers. Our satellite campuses in Hartsville, Lake City (The Continuum), and Mullins provide access to education for students living on the fringes of our service area.

FDTC's enrollment now exceeds 4,500 students with an additional 30,000 individuals being served through our Corporate Workforce Development programs. Join us today and see why so many others have chosen to "experience the technical advantage." We are pleased and gratified that you see FDTC as a part of your future success.

Edward E. Bethea
Interim President, FDTC

01 - Introduction

Vision Statement

Florence-Darlington Technical College transforms diverse lives through excellence and innovation in education.

Statement of Mission

Florence-Darlington Technical College provides a regional, student-centered experience through technical education, workforce development training, and economic development activities.

Policy on Non-Discrimination

Florence-Darlington Technical College is an equal opportunity institution and Florence-Darlington Technical College does not discriminate on the basis of race, color, religion, national or ethnic origin, creed, marital status, veteran status, disability, sex, or age in its admission policies, programs, activities or employment practices. In compliance with Title IX of the Educational amendments of 1972 and section 504 of the Rehabilitation Act of 1973, Florence-Darlington Technical College offers access and equal opportunity in its admissions policies, its academic programs and services, and its employment to disabled individuals in that no otherwise qualified person will be denied these provisions on the basis of a disability. The College's Title IX coordinator is Terry Dingle, the AVP of Internal Relations (843-661-8321).

He can be reached at the following location:

Florence-Darlington Technical College
2715 West Lucas Street
P. O. Box 100548
Florence, South Carolina 29502-0548
843-661-TECH (8324)

Florence-Darlington Technical College operates under an "open door" policy that welcomes all students without regard to race, color, religion, national or ethnic origin, creed, marital status, veteran status, disability, sex, or age. Admission to the College, however, does not mean students will be admitted immediately to a program with specialized admission requirements. This information is provided in compliance with the Student Right-to-Know and Campus Security Act of 1991 and the Crime Awareness and Campus Security Act of 1990.

Disclaimer

Although every reasonable effort has been made to attain factual accuracy throughout this publication, no responsibility is assumed for editorial, clerical or publishing errors or errors occasioned by mistakes. In addition, this handbook does not constitute a contract between Florence-Darlington Technical College and its students, or applicants for admission or with any other person. Florence-Darlington Technical College reserves the right to add or to drop

programs and courses, to increase fees, to change the calendar that has been published, and to institute requirements when such changes appear desirable. Every effort will be made to minimize the inconvenience such changes might create for students.

Tobacco-Free Policy

It is the policy of Florence-Darlington Technical College (FDTC) to prohibit smoking in buildings and is only allowed in "designated" smoking areas where signs are posted.

Smoking is defined as the lighting, burning, use of tobacco or any other material in any type of smoking device or equipment.

Tobacco products are defined as any product made of tobacco including but not limited to cigarettes, cigars, cigarillos, pipes, bidis, all chewing tobacco products, and electronic cigarettes, cigars, or related products.

Title IX

What Is Title IX?

Title IX of the Education Amendments of 1972 protects students, employees, applicants for admission and employment, and other persons from all forms of sex discrimination, including discrimination based on gender identity or failure to conform to stereotypical notions of masculinity or femininity.

Specifically Title IX states no person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance. Sex discrimination prohibited by Title IX includes sexual harassment, sexual assault, sexual violence, and sexual misconduct. Title IX also prohibits retaliation against an individual who, in good faith, asserts his or her rights under Title IX or other applicable federal laws and state laws prohibiting illegal discrimination.

All students (as well as other persons) at Florence-Darlington Technical College are protected by Title IX - regardless of their sex, sexual orientation, gender identity, part- or full-time status, disability, race, or national origin - in all aspects of educational programs and activities.

Title IX: Discrimination & Sexual Assault

Members of the Florence-Darlington Technical College community, guests, and visitors have the right to be free from all forms of gender and sex-based discrimination. Additionally, all members of the campus community are expected to conduct themselves in a manner that does not infringe upon the rights of others. Florence-Darlington Technical College complies with the provisions of Title IX and all other applicable non-discrimination laws and regulations.

Students seeking Title IX assistance are encouraged to contact Terry Dingle, AVP of Human Resources/Internal Relations, Title IX Coordinator at (843) 661-8321; terry.dingle@fdtc.edu or Genell Gause, Interim AVP for Enrollment

Management and Student Services, Coordinator -Title II of the ADA/ADAA, Section 504 at (843) 661-8351 v/TTY; Genell.gause@fdtc.edu.

Title IX: Pregnant and/or Parenting Students

Florence-Darlington Technical College does not discriminate against any pregnant or parenting student.

Florence-Darlington Technical College does not discriminate against any student on the basis of pregnancy, parenting or related conditions. In accordance with Title IX, absences due to pregnancy or related conditions, including recovery from childbirth, shall be excused for as long as the student's doctor deems the absences to be medically necessary. Students seeking pregnant and/or parenting accommodations are encouraged to disclose the pregnancy in a timely manner and shall be afforded the opportunity to establish make up work or other alternative arrangements. A student who elects to withdraw from the course on or after census will be assigned a "W" or "I;" however, the "W/I" will not be considered in satisfactory academic progress calculations, until the designated accommodations period ends.

Students seeking accommodations for pregnancy and/or parenting are encouraged to contact Rhonda Tuten, the College's Disabilities Coordinator (100 Building Room 111B, 843-661-8124; Rhonda.Tuten@fdtc.edu).

All-Gender Restrooms

All-Gender Restrooms allow the use of single occupant restrooms by any person, regardless of sex or gender identity, and prevents those restrooms from being restricted to a specific sex or gender identity. All-Gender Restrooms on campus will be designated with signage and will be located in various buildings on campus.

02 - College Administrators

Edward Bethea Interim President	843-661-8000	5206
Dr. Marc David Vice President, Academic Affairs	843-661-8101	5210B
Dr. Douglas Lange Vice President, Business Affairs	843-661-8300	5204B
Dr. Mark Roth Vice President, Southeastern Institute of Manufacturing & Technology (SiMT)	843-413-2740	S226
Tyron Jones Interim Vice President, Marketing/Public Relations, Information Technology, CIO	843-413-2803 843-661-8060	S187 5208D
Genell Gause Associate Vice President, Enrollment & Student Services	843-661-8351	114
Patty Bostwick-Taylor Associate Vice President, Arts and Sciences	843-661-8225	5316
Debi McCandrew Associate Vice President, Math and Technical Education	843-661-8343	7220
Dr. Dan Averette Associate Vice President, Health Sciences	843-661-8141	F364
Terry Dingle Associate Vice President, Internal Relations, EEO Officer, Title IX Coordinator	843-661-8321	5215B
Tressa Gardner Associate Vice President, Southeastern Institute of Manufacturing & Technology (SiMT)	843-413-2767	S262
Lauren Holland Associate Vice President, Continuing Education	843-413-2739	S223
Connie Morris Associate Vice President, Finance	843-661-8315	5203
Lauren Dorton Director, Institutional Advancement & Development	843-661-8002	5207

03 - Assessment/Testing Center

The Assessment Center administers entrance tests needed for admission to the College. The initial testing on the college placement test is free and the cost to retest is ten dollars ($10.00). Other services provided include Independent Study testing, Distance Learning testing, and Internet testing.

IMPORTANT NOTICE: A PICTURE IDENTIFICATION, FOR EXAMPLE, A DRIVER'S LICENSE OR STUDENT IDENTIFICATION MUST BE PRESENTED BEFORE TAKING TESTS. FOR TESTS WITH FEES, ALL STUDENTS MUST PRESENT APPROPRIATE RECEIPTS AND A PICTURE IDENTIFICATION BEFORE BEING PERMITTED TO TAKE A TEST.

Testing

Assessment Center is located in the 100 Building, Room 112. No appointment is necessary.

Hours

Monday-Thursday	8:00 am - 6:00 pm*
Friday	8:00 am - 11:30 am*

Contact Information

Phone:	843-661-8293 / 843-661-8352
Email:	assessmentcenter@fdtc.edu

Appointments are necessary at the following Sites:

Hartsville Site:	843-676-8570
Lake City Site:	843-676-8590
Mullins Site:	843-676-8567

*The Assessment Center will operate on an extended hours during the weeks of final exams from 8:00am-8:00pm.

*Testing must be completed by closing time.

Students will not be allowed to begin a test within an hour of closing time.

- Students must show a photo ID prior to taking any test.**
- Student should allow sufficient time to complete testing within the hours of operation.
- Students who are taking TEAS tests are required to have an appointment.
- Students are discouraged from bringing cell phones and electronic devices into the Assessment Center.

** Acceptable Forms of ID

- Current High School ID
- Florence-Darlington Technical College ID
- High School Transcript with picture
- Passport

- State Issued ID including the following: Beginner's Permit, Commercial Driver's License (CDL), Concealed Weapons Permit, Driver's License, Employee Identification Card, Identification Card, or Military ID

A new testing policy has been implemented in the Assessment Center that went into effect on August 6, 2018. Please see the new policy listed below.

A standardized placement test is used for entry into all programs and is administered via the computer or paper/pencil.

First Attempt

- The test is free to all potential students.
- After a time lapse of one year, the next attempt is free if any coursework has not been attempted.
- If the first attempt is unsuccessful, a 14-day waiting period from the initial test date is required.

Second Attempt

- A charge of $10.00 fee is required.
- Prior to second attempt, the student is highly encouraged to utilize the recommended online tutorial services provided on the FDTC website.
- If second attempt is not successful, the student must enroll in the required coursework.
- For any unsuccessful coursework that has been attempted retesting cannot take place via college placement tests in an effort to exempt the course(s).

04 - Student Responsibilities

Student Responsibilities

1. Students are expected to conduct themselves in a manner that is civil, that is respectful of the rights of others, and that is compatible with the college's educational mission.
2. Students are expected to comply with all of the college's duly established rules and regulations regarding student behavior while on campus, while participating in off-campus college sponsored activities, and while participating in off-campus clinical, field, internship, or in-service experiences.
3. Students are expected to comply with all course requirements as specified by instructors in course syllabi and to meet the standards of acceptable classroom behavior set by instructors. Instructors will announce these standards during the first week of classes. If a student's behavior disrupts class or jeopardizes the health, safety, or well-being of the student or others, the instructor will speak with the student regarding the disruption. If the unacceptable conduct or disruption continues, the instructor may dismiss the student for the remainder of the class period.

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

05 - Financial Aid

It is the Policy of FDTC that programs of financial aid involving grants, loans, and employment will be established within Federal guidelines in order that no qualified student will be denied an education because of lack of funds.

Florence-Darlington Technical College does not discriminate in financial aid participation or benefit, employment, admission, race, color, religion, national or ethnic origin, disability, sex or age.

The Financial Aid Office is located on the third floor of the 5000 Building, Room 5302.

Hours

Monday – Thursday	8:00 am - 5:30 pm
Friday	8:00 am - 11:30 am

Contact Information

Phone:	843-661-8085
Fax:	843-661-8122
Email:	FinancialAid@fdtc.edu

Resources

Useful financial aid related websites and tips are located on our website and can be accessed by visiting: https://www.fdtc.edu/admissions/financial-aid/resources.

Financial Aid Forms

In order to complete ALL financial aid forms, visit: https://forms.fdtc.edu. You will need to log in using your WebAdvisor credentials in order to access the forms.

Financial Aid Available

1. Federal Pell Grant
2. Federal Supplemental Educational Opportunity Grant Program (FSEOG)
3. Federal Work-Study Program (FWS)
4. Federal Plus Loans
5. Stafford Students Loans
6. South Carolina Need Based Grant
7. South Carolina Promise Scholarship
8. SC WINS Scholarship
9. South Carolina LIFE Scholarship
10. South Carolina Education Lottery Tuition Assistance

Free Application for Federal Student Aid (FAFSA)

How to apply:

- Apply to the College and be admitted to an eligible program of study

- Complete the FAFSA application for the correct Aid Year at www.fafsa.ed.gov and enter FDTC as your school or use the school code "003990"

The Financial Aid Office will review your FAFSA information in order to determine eligibility. Federal regulations limit the amount of required remedial courses paid by financial aid to one year or 30 semester hours.

The following are brief descriptions of the financial aid sources available to the students through the College.

Federal Pell Grant

1. All students are eligible to apply. There is no cost for processing an application.
2. Pell Grant is an ENTITLEMENT for all eligible U.S. Citizens and Non-citizens to help with postsecondary education expenses at the school of their choice.
3. Pell Grants do not have to be repaid.
4. Undergraduates must reapply each year.
5. Applications may be completed at www.fafsa.ed.gov.The Success Center located in the 300 building provides assistance in completing applications.

Return of Federal Funds is required by Federal Regulation for students who completely withdraw or drop all eligible classes prior to completing 60% of the term. The student will also be responsible for repaying any institutional charges that Florence-Darlington Technical College is required to return on their behalf. Students that have questions concerning this regulation should contact: FinancialAid@fdtc.edu

Federal Supplemental Educational Opportunity Grant Program (FSEOG)

Funds are awarded to students on the basis of need. Federal Regulations require that preference be given to the neediest students.

Federal Work-Study Program (FWS)

1. Must complete the Free Application for Federal Student Aid (FAFSA) to determine eligibility. No processing fee is required. FAFSA can be obtained from the Financial Aid Office or on the Internet at www.fafsa.ed.gov
2. Jobs are available on campus and are assigned by the Financial Aid Office.
3. Depending upon the financial "need" of the student, he or she may work up to 20 hours per week while classes are in session and 40 hours per week during breaks and holidays.
4. Federal Work-Study Employees are paid monthly.
5. Advantages of a Work-Study job:
6. Assignments are in a student's area of study when possible.
7. One daily trip to campus to attend classes and earn from part-time employment.

If the student withdraws or drops out of school during the semester, the student is required to notify the Financial Aid Office. If the work-study supervisor has knowledge of this, he/she must notify the Financial Aid Office.

If a student withdraws or drops out and continues to turn in time sheets and is paid, this is a violation of Federal Regulations. The student will not receive further funds from any of the Federal programs until the amount received has been re-paid. However, Federal regulations limit the amount of required remedial courses paid by financial aid to one year or 30 semester hours.

Federal Plus Loan

Federal loan available to parents of dependent students to assist with educational costs. This loan must be repaid by the parent and accrues interest. Student must complete the FAFSA and have a completed file to receive a student loan. Student must be registered in 6 or more credit hours in an eligible program of study.

Stafford Student Loan

Federal loan available to students to assist with educational costs. This loan must be repaid by the student and accrues interest. Student must complete the FAFSA and have a completed file to receive a student loan. Student must be registered in 6 or more credit hours in an eligible program of study.

South Carolina Need Based Grant

Facts:

- Be enrolled in a diploma, certificate, or associate degree program
- Make Satisfactory Academic Progress.
- Be enrolled at least 6 credit hours.
- Maintain a minimum 2.0 cumulative GPA (once attempted 24 credit hours).
- NOT be in default on a loan under the Federal Perkins Loan or Federal Stafford Loan Programs.
- NOT owe a refund or repayment of a state grant, Pell grant, or a Supplemental Educational Grant or have a criminal record or drug-related conviction.
- Must be a SC resident.
- Must not have an Associates or Bachelor's degree

How to Apply:

- Apply to the College and be admitted to an eligible program of study.
- Complete the FAFSA application for the correct Aid Year.
- Submit the Need Based request form and the Financial Aid Office will review your FAFSA information in order to determine eligibility.

South Carolina Promise Scholarship

The SC Promise Scholarship is awarded up to $2000 per academic year to students who graduated or earned a GED from an eligible SC High School between 2013 and 2018.

A student must . . .

- Complete the FAFSA
- Be enrolled in at least 6 credit hours
- Maintain a 2.0 GPA
- Not have earned a Bachelor's Degree
- Have remaining financial need to cover the cost of tuition
- Complete the SC Promise Scholarship Application

South Carolina WINS Scholarship

Facts:

- Be receiving SC Education Lottery Tuition Assistance funds for the semester
- Be enrolled in at least 6 credit hours
- Have remaining financial need to cover the cost of tuition
- Be enrolled in an eligible program or qualify based upon income

South Carolina LIFE Scholarship

Facts:

- Be a South Carolina resident and a South Carolina High School graduate.
- Have a 3.0 High School grade point average on a 4.0 scale.
- Be enrolled in a diploma, certificate, or associate degree program.
- Be enrolled at least 12 credit hours for awarded terms of fall and spring.
- To maintain eligibility for the second year, you must have a minimum 3.0 cumulative GPA and complete 30 credit hours or more.

How to Apply:

- Apply to the College and be admitted to an eligible program of study.
- Submit the Life Affidavit form to the Financial Aid Office.

South Carolina Education Lottery Tuition Assistance

Facts:

- South Carolina State Grant
- Awards are subject to change as the state determines the dollar amount per credit hour available each semester.
- Based on the number of credit hours enrolled
- Funds are applied to tuition only, not books.
- Funds are adjusted based on the total credit hours per semester and other aid awarded.
- You may be eligible for loans and lottery funding at the same time. Other aid awarded is applied first.
- Also available to eligible students with a Bachelor's degree.

Requirements:

A student must . . .

- Be a SC resident
- Be enrolled in a diploma, certificate, or associate degree program
- Make Satisfactory Academic Progress
- Be enrolled at least 6 credit hours
- Maintain a minimum 2.0 cumulative GPA (once attempted 24 credit hours)
- NOT be in default on a loan under the Federal Perkins Loan or Federal Stafford Loan Programs
- NOT owe a refund or repayment of a state grant, Pell grant, or a Supplemental Educational Grant
- NOT be a LIFE Scholarship eligible student
- Complete Free Applications for Federal Student Aid (FAFSA) at www.fafsa.ed.gov

Scholarships

The Florence-Darlington Technical College Educational Foundation receives funding for scholarships from individuals, businesses, industry, and private sources. These merit-based scholarships are awarded on criteria set by the Educational Foundation and the scholarship donors.

Eligibility

Scholarships are awarded for the Fall and Spring terms. In order to be considered for scholarships, students must complete an application for *each* term by the specified deadline. Please pay special attention to deadline dates and other details, found by visiting the Educational Foundation's webpage at www.fdtc.edu/foundation and then clicking on "Apply for Scholarships."

Students must meet the following requirements to be considered for a Foundation-based scholarship:

- have and maintain a minimum, cumulative institutional GPA of 2.5
- have a complete admissions file with Admissions Office
- have completed the FAFSA (Free Application for Federal Student Aid) for the appropriate academic year
- be enrolled in an eligible program in at least 6 credit hours
- have completed the FDTC Scholarship Application, including following all application instructions by the deadline date

Award Process

- To determine if applicants meet the necessary requirements, all student information will be verified. GPAs will be checked after the most recent term grades have been posted; for fall term applicants, summer grades will be considered as well. The Scholarship Committee will meet after all information and grades have been verified. The Committee will review the applicants and award scholarships based on individual scholarship requirements often set by the scholarship donors

themselves. Scholarship awards are merit based and priority is given to students who exhibit academic merit.

Award Notification and Receipt

- Applicants are notified of their individual award status through mail. Letters are mailed to the student's address on file with the College. Students are responsible for verifying and updating their mailing address as needed via WebAdvisor. The Educational Foundation coordinates with the Financial Aid Office and the Business Office to ensure awarded funds apply to student accounts before tuition/fees are due for the upcoming term.
- Depending on the individual scholarship, a part-time student may only eligible to receive one-half of the scholarship award.
- If a student fails to register for classes or withdraws from the College, the scholarship award will be forfeited. Scholarship awards are to be used during the term for which they are originally intended and cannot be transferred to another term.

06 - Business Office

The Business Office is located on the second floor of the 5000 Building, Room 5203.

Hours

Monday - Thursday	8:00 am - 5:30 pm
Friday	8:00 am - 11:30 am

Contact Information

Phone:	843-661-8311
Fax:	843-661-8306
Email:	BusinessOfficeAR@fdtc.edu

Methods of Tuition Payment

Debit or Credit Card (VISA, MasterCard, Discover)

Credit or debit card payments may be made online through WebAdvisor or by telephone. Credit or debit cards are also accepted at the Business Office located in Building 5000, Room 5203 and at our satellite sites in Hartsville and Lake City.

Cash or Check

The College accepts cash and check payments at the Business Office located in the 5000 building and at our satellite sites in Hartsville, Lake City, and Mullins. Checks may also be mailed to the Business Off

Tuition Payment Plan

FDTC's payment plan requires a $30.00 non-refundable handling fee in advance. The payment plan balance is payable in two equal payments on

dates determined each term according to the academic calendar. Plans can be setup online, at Main Campus Business Office or at our three satellite sites.

A $25.00 late fee will be applied for each payment not received by the due date listed on the payment plan agreement signed by the student. The student's account will be frozen for any further activity until the account is brought current and any future registrations will be cancelled and all transcripts will be held.

Sponsorships

Tuition may be paid by sponsoring businesses and/or individuals. These arrangements vary according to the sponsor. Generally the student will deliver a letter of guarantee from the sponsor to the FDTC Business Office.

Financial Aid

Awarded financial aid may be applied to the tuition cost. In the event there is not enough financial aid to cover the tuition cost, the student must pay the balance by the due date. Any balance of award not used for tuition may be used in the FDTC bookstore to purchase books and supplies. Funds not used to offset book and tuition charges will be disbursed to the student. Disbursements are made to students approximately five weeks after the term begins.

Free Tuition Available for Senior Citizens

By South Carolina law, state-supported colleges and universities are authorized to permit legal residents of South Carolina who are 60 years of age or older when the term begins, to attend classes for credit on a space available basis without the required payment of tuition.

Outstanding Obligations

Any student who has an outstanding obligation (financial or other) to Florence-Darlington Technical College will not be allowed to register for an additional term. The student is responsible for clearing the obligation. All academic records will be frozen and will not be completed or released until all obligations are fulfilled. After the student has received three bills, the account may be placed with a collection agency and the SC Department of Revenue for collection. The debtor will be assessed the cost of collection incurred in addition to the already outstanding amount.

Refund Policy

1. It is the policy of the State Board for Technical and Comprehensive Education that students or appropriate sponsoring agencies receive a fair and equitable refund of tuition and other institutional charges upon the student's withdrawal from the College or net reduction of hours. Institutional charges are defined as tuition; room and/or board; equipment and/ or books and supplies, if costs are separately identified or the College requires students to purchase items from a college affiliated vendor; and fees, required of all students, or categories of students, and are related to the student's program of study, excluding items of a pass through nature.

2.   Except as provided in Section I, institutional charges for a semester term will be refunded during the drop/add period specified each term. Search for "tuition" on the FDTC website; the current term's refund dates are at the bottom of the page.

Students who never attend a class for which they are enrolled will be considered to have constructively withdrawn before the start of term.

A student's official withdrawal date is the date the student initiates the withdrawal process with the Registrar's Office.

Military Tuition Assistance (TA) Return of Funds Policy

U.S. Department of Defense (DoD) Military Tuition Assistance (TA) funds are earned on a prorated basis during an enrollment period up to the 60% point for the course. The TA regulation states that a student must attend through at least the 60% point of the course in order to earn 100% of their TA funds for the period for which the funds were provided. All unearned TA funds will be returned by the College to the Military Service branch based on when a student stops attending prior to the 60% point for the course.

Note: Students will need to check with their Branch of Service to verify specific Terms and Conditions pertaining to their Tuition Assistance funds.

07 - Bookstore

The Lamplighter Bookstore, located on the first floor of the 5000 Building, offers students everything needed in the way of required textbooks and supplies.

Also offered for sale is an assortment of popular items such as laptops, tablets, computer and phone accessories, program uniforms, trades tool kits, collegiate apparel, gifts, and an assortment of drinks and snacks.

The Bookstore accepts Visa, MasterCard, Discover, and American Express as well as personal checks (for the amount of purchase) with proper identification. Financial aid is also available to those who qualify. The store does not cash checks.

Hours

Monday - Thursday	8:00 am - 5:30 pm
Friday	8:00 am - 11:30 am

Contact Information

Phone:	843-661-8325
Email:	Webstore@fdtc.edu
Website:	www.bookstore.fdtc.edu

Food Service Subway

The college has a full service Subway franchise that provides an extensive breakfast and lunch menu.

Hours

Monday - Thursday   8:00 am – 3:00 pm
(Hours may vary during the summer term and student breaks)

Contact Information

Phone: 843-407-0234
Fax: 843-661-8305

Catering is available: 843-407-0234

Vending

Vending areas are conveniently placed on the first floor of most campus buildings. In the event that a problem occurs with a vending transaction, refunds may be obtained at the following locations:

- Health Science Building, Room F362
- 5000 Building, Bookstore
- SIMT/Continuing Education, Front Desk
- 7000 Building, Room 7220-A

Any refund over $2.00 must be obtained through the Campus Bookstore. A Student ID is required. Assistance is available through the Bookstore.

Student Pay to Print Cards

FDTC has placed over 25 student pay-to-print stations (requiring a specific print card with funds loaded to it) throughout most of the buildings on campus. The bookstore sells pre-loaded cards, or you may purchase one through one of the print stations located at multiple sites around campus. Any issues with the print cards or printing hardware should be addressed with bookstore staff in-store or by calling 843-661-8325.

Bookstore Return Policy

The last day to return books is as follows (book must be returned in perfect condition):

All 15 week semesters

- Books must be returned within the first 10 days of the semester in order to receive 100% refund, or within 5 days of the purchase receipt. Within 11-20 days the text may be returned for a 75% refund. After 20+ days no refunds.

All Other Semesters

- Books must be returned within the first 5 days of the semester in order to receive 100% refund, or within 5 days of the purchase receipt; within 6-10 days the text may be returned for a 75% refund. After 10+ days no refunds
- No return of bundled textbook packages in which the shrink wrap is broken, damaged, or missing. (The publisher will not issue credit

unless the book is in its' original shrink wrap with the publishers' label on it.)
- No refund without the original sales receipt
- No refunds on reference books
- No refunds on exposed/damaged access codes or CDs
- Refunds will be issued in the same method used for payment. If paid with cash the bookstore reserves the right to issue a mail check or apply credit to your campus card

Book Buyback

The Lamplighter Bookstore processes book buyback every day during regular business hours with the exception of the first week of class during the Fall and Spring semesters. The bookstore processes the buyback for a national wholesaler, using its database, so it solely up to the wholesaler as to whether or not a title qualifies for buyback. Using wholesaler guidelines, it is the discretion of the Bookstore employees in determining if the condition of a text qualifies it for buyback. A current Tech ID or valid driver's license is required.

Graduation Caps and Gowns

Student graduation regalia and invitations can be picked up in the bookstore starting in the month of March each year. The bookstore pre-orders all of the gown sizes so the student simply comes into the store, tries on a sample gown, and leaves with his/her regalia in hand. Invitations are pre-printed and are available for sale at this time as well.

PDRTA Bus Passes

PDRTA Bus Passes can be purchased through the bookstore starting one week prior to each term. The short term summer pass costs $65 and includes unlimited rides during the 10 week period. The long term Fall/Spring 15 week pass costs $95 and includes unlimited rides throughout that period. Simply come into the bookstore to make the purchase, then present your receipt to the personnel in the Student Affairs ID room located adjacent to the bookstore to receive your PDRTA ID card. The cards expire on the last day of exams each term and a new one must be purchased each term.

Bus route information can be obtained in the bookstore and student ID room on campus, or by clicking on the routing information tab at www.pdrta.org.

08 - Academics

Academic/Student Honors

Student Honors

Student honors and admission to any Honor Society shall be based upon the student's cumulative GPA, in addition to any other program requirements.

However, the cumulative GPA would continue to be used to calculate academic honors.

Graduation Honors

- Cum Laude   3.50 - 3.75
- Magna Cum Laude   3.76 - 3.95
- Summa Cum Laude   3.96 - 4.00

Dean's List

Students who complete 12 or more credit hours and attain a 3.50 GPA or above for the semester with no remedial courses will be placed on the Dean's List. Students are not eligible for the Dean's List if they are repeating courses or receive a "D" or "F" grade during the current semester.

President's List

Students who complete 12 or more credit hours and attain a 4.0 GPA for the semester with no remedial courses will be placed on the President's List. Students are not eligible for the President's List if they are repeating courses or receive a "D" or "F" grade during the current semester.

Student Marshals

Student Marshals are chosen from the current student body based upon their scholastic records and demonstrated qualities of leadership and commitment to the College to assist with the annual commencement ceremony. Their assistance with respect to the graduation event provides a valuable service to the College and, at the same time, affords the College the opportunity to recognize these students for their outstanding qualities.

Class Cancellations

A course may be cancelled due to low enrollment. If one of your courses is cancelled, you will be notified so that you can add another section or course during the Drop/Add period.

Academic Renewal Policy

Academic Renewal is only available to students who meet the following criteria:

1. At least 2 year must have elapsed since the end of the semesters in which the student received grades that are to be renewed
2. Academic Renewal can only be awarded once.
3. Academic Renewal will only be awarded after the student has successfully completed at least 16 non-developmental credit hours with a 2.0 GPA
4. The prior academic record will remain a part of the student's transcript, but it is not carried forward as part of a new program to which the student is admitted.
5. Students with Academic Renewal are not guaranteed acceptance into a specific program. Students will not be eligible for Academic Renewal if any of the courses taken during the semesters under review have been used to meet the requirements for graduation from any other program.
6. Granting Academic Renewal does not change a student's financial aid status unless specific governmental or agency laws or regulation prohibit such awards.

Drop/No-Show

A student who does not login and/or does not complete their first week assignments prior to the drop date will be dropped as a No-Show.

Drop/Add

A student may add a course during the "Add" period. Drop/Add dates and deadlines, including the last day to drop without academic penalty are published on the FDTC website and all Course Syllabi. Courses may not be added or sections changed after the published Drop/Add period.

A student may drop/add courses via WebAdvisor (online) or in-person through the Registrar's Office (located in the 100 Building on the main campus) during the designated drop/add periods. Drop/Add forms are available from your Academic Advisor or Registrar's Office and are required for drops/withdrawals after the academic penalty date and/or for adds after the published add dates. It is the student's responsibility to initiate and complete the process to drop or withdraw from courses. Failure to attend a course does not constitute proper procedure for dropping or withdrawing from a course. However, you will be submitted as a No Show from a course if you have never attended. Failure to pay for a course may result in additional late charges. For additional information, please contact the Registrar's Office located in the 100 Building on the main campus.

Drop/Add Period:

For current drop/add dates, please view FDTC's website or your course syllabus.

Withdrawals after the DROP period deadline are the student's responsibility and full tuition is charged.

Withdrawal Policy

A student wishing to withdraw from a course should first consult with his/her advisor and the Financial Aid Office. If he/she withdraws from a course prior to the completion of the designated instructional day of the course, the grade recorded shall be "W".

Fall or Spring Semester:	Must withdraw prior to the completion of the 46th instructional day.
12-week Session:	Must withdraw prior to the completion of the 37th instructional day.
10-week Session:	Must withdraw prior to the completion of the 32nd instructional day.
8-week Session:	Must withdraw prior to the completion of the 25th instructional day.
5-week Session:	Must withdraw prior to the completion of the 16th instructional day.

Withdraw - "W" Indicates that a course was officially (after filling appropriate form) dropped BEFORE the last day for withdrawal without academic penalty. No quality points are earned and it is not included as semester hours taken in computing the grade point average.

Withdraw Failing - "WF" Assigned AFTER the last day for withdrawal without academic penalty. The semester hours and grade attempted will be used in computing the grade point average.

An instructor may withdraw a student from the class if the student is absent for more than 10% of the total hours that the course meets in a semester. A grade of "W" or "WF" maybe assigned for students who fail to withdraw before the deadline.

All students on financial aid should contact the Financial Aid Office (located in the 5000 Building) prior to withdrawal regarding repayment of debt. ID cards must be returned to the Registrar's Office when a student completely withdraws from the college.

Grade Change

Change of grade must occur with the Instructor. A change of grade can only be challenged by a student within two semesters of the semester in which the grade was assigned.

After one year has lapsed, grade changes from the previous term will not be allowed. The following grade changes may NOT be made: "W" or "WF" to any letter grade or "I".

1. Grade changes are initiated by the instructor and must include a brief written explanation and justification for the change.
2. The instructor and the appropriate Department Head must sign the grade change form. All changes after one year will require the approval of the appropriate AVP.
3. After the form is signed, it is sent to the Registrar's Office for electronic processing and filing in the student's permanent record.

Change of Academic Major

Students desiring to change their program of study after enrolling should follow these steps:

1. Meet with the new advisor only (advisors are listed on the FDTC website). Advisor will determine if the student is eligible for desired program.
2. Once approved for a program change, the student must complete a Change of Curriculum form. The new program advisor must sign the form. These forms can be obtained from the advisor or from the Registrar's Office located in the 100 Building.
3. The completed form should be given to the new program divisional secretary for data entry.
4. Change of programs are effective at the beginning of terms or at the end of a term.

Intellectual Property Rights Policy (Policy 40-08)

Reference
> SCSB
> Policy: 8-0-107

Policy Description

Except as specifically and expressly exempted herein or in the Procedures developed under this Policy, it is the policy of Florence-Darlington Technical College that copyrights, patents, and all other forms of intellectual property developed by any employee or student using College resources, while engaged in activity for which he/she is compensated or receiving academic credit, or which is developed under contract is exclusive property of the College. No transfer of ownership rights in copyrights, patents, or other forms of intellectual property shall occur unless the College expressly and specifically transfers the ownership rights, in whole or in part, to the employee or other party or parties. No sharing of proceeds shall be expected by the creator unless specifically agreed to by the College and in accordance with the South Carolina Ethics, Government Accountability, and Campaign Reform Act of 1991 and subsequent amendments, and in accordance with SBTCE Policy and Procedure. Where there are conflicts or inconsistencies between this policy and the Ethics Act of 1991, the provisions of the Ethics Act will take precedence.

Intellectual Property Rights Procedure (Procedure 54-07)

Reference
> SCSB
> Policy: 3-1-100
> Procedure: 3-0-100.1

Procedure Description

Purpose:

Florence-Darlington Technical College encourages creativity among its faculty, staff, and students. The College contributes to this activity by making available its facilities, equipment, personnel, and information resources, and by providing a procedure whereby the creator may participate in potential proceeds of his/her creation.

The intent of this procedure is to:

- encourage and recognize the creative efforts of its faculty, staff, and students, reflecting the spirit of the traditional rights of scholars with respect to the products of their intellectual endeavors.
- protect the interests of the College and the State Board for Technical and Comprehensive Education with respect to the sharing of intellectual property among the colleges and the SBTCE.
- protect the interests of the College and the State Board for Technical and Comprehensive Education with respect to the use of College

resources in manners consistent with the College and SBTCE missions and the public good.
- provide for the sharing of proceeds from the commercial exploitation of intellectual property among the College, the State Board for Technical and Comprehensive Education, and the creator(s), in a manner consistent with SBTCE procedure; and in accordance with the South Carolina Ethics, Government Accountability, and Campaign Reform Act of 1991 and subsequent amendments.

Definition:

Intellectual Property - any potentially copyrightable or patentable creation (pursuant to Title 17 or Title 35 of the U.S. Code of Laws), including but not limited to written, audio, or visual creations, inventions, or processes, whether tangible or electronic.

Agreement:

Faculty, staff, and students who use College resources, engage in activity for which they are compensated or receive academic credit, or create work under contract, accept that the intellectual property which may result from such endeavors is owned by the College.

In limited circumstances and by prior written agreement only, Florence-Darlington Technical College may provide the creator a portion of the net proceeds from the commercial exploitation of specifically designated intellectual property. Any agreement entered into must adhere to the following terms:

- Such agreement will waive the institution's copyright to no more than class lectures, notes, or course syllabi, or to scholarly works which are not created within the scope of employment or class activities, or to scholarly works which are not created using agency resources.
- Under no circumstances will such agreement provide for a portion of the net proceeds from the commercial exploitation of intellectual property to be awarded to an employee(s) or student(s) who created the work on the institution's behalf if the material was created within the scope of his or her employment or class activities, or if the material was created by using any agency resources.
- Such agreement is fully compliant with the provisions of the State Ethics Act, Policy 8-0-102: Personal Benefit from Projects or Written Materials, and Policy 8-0-105: Ethics Requirements for Employees.
- Such agreement will not violate the provisions of the Federal Copyright Act, or any other federal law or regulation.

Intellectual property developed by a non-employee third-party consultant pursuant to the terms of a written and signed contract will generally be considered to be owned by the college, unless otherwise provided in the consulting contract. Nothing in this procedure precludes a college from entering into such a consulting contract where the parties have agreed that the non-employee consultant will own the materials upon creation.

Although the College will endeavor to observe the spirit of the traditional rights of scholars with respect to the products of their intellectual endeavors, the above decisions are at the discretion of the College.

Florence-Darlington Technical College, as a state agency, has 11th Amendment immunity from Title 17 lawsuits; however, 11th Amendment immunity does not extend to lawsuits against state employees in their individual capacities.

09 - Computer Usage

Acceptable Use of Computer Resources

Purpose

This procedure governs faculty, staff, and student use of computer resources owned by Florence-Darlington Technical College (FDTC).

Procedure

1. User agreement – Faculty, staff, and students who use FDTC computer resources must abide by this procedure. Failure to comply may result in College disciplinary action, including suspension, termination, or legal action.
2. Definitions:
   a. Computer resources – all computer networks, computers, printers, scanners, digital cameras, personal communication devices, and other computer-related equipment owned by Florence-Darlington Technical College.
   b. Unauthorized access
      • any attempt to gain access to another user's password;
      • any attempt to gain access to another user's programs, account, personal information – e.g., social security number, date of birth, etc. – without that user's expressed permission, unless access is needed for authorized college business purposes.
3. Philosophy – First and foremost, the Internet for FDTC is a business tool, provided to you at significant cost. It is expected that FDTC students, faculty, and staff use the Internet for business-related purposes. FDTC is committed to providing a wide range of computer resources to support the needs of students, faculty, and staff. The College provides access to local, national and international sources of information in an atmosphere that nurtures academic freedom, encourages sharing of knowledge, promotes the creative process, and supports collaboration in support of the College mission.
4. Responsibility – The use of FDTC computer resources by students, faculty, and staff is a privilege. It is the responsibility of each faculty member, staff member and student to comply with this procedure. Failure to follow this procedure will result in appropriate disciplinary action and may lead to limited or total restriction of the use of computer resources. Users are responsible for safeguarding assigned passwords and for using

them only for their intended purposes. Users are responsible to not share their passwords with any other individual. The only exception is when a member of IRM needs a user's password to work on his or her account. The user must immediately change his or her password as soon as the work has been completed.

5. Appropriate Use – Computer resources are provided for the use of the College's students, faculty and staff. Appropriate use of computer resources by students includes instruction, study assignments, research, and class-related communication. Appropriate use of computer resources by faculty and staff is limited to uses directly related to their work. Other appropriate uses of computer resources include approved use by alumni, student employees, consultants, part-time employees, and members of the local community for the purpose of accessing college information resources.

6. Illegal use of software – All computer programs and files, unless they have been explicitly placed in the public domain, are private property and may not be copied or distributed without authorization. It is the policy of FDTC to conform to all copyright laws relating to computer software. The use or distribution of unlicensed or pirated software is prohibited and will be subject to disciplinary action. Students may not load any software on FDTC computers. Software not acquired by Florence-Darlington Technical College may not be installed on FDTC computers without prior, written authorization by the appropriate supervisor and the Director of Information Technology. Any installation or use of such software without approval shall constitute misuse and will subject the employee to disciplinary action. Any software that is installed on an FDTC computer becomes the property of FDTC.

7. Changing settings on college computers – Altering system software or hardware configurations without authorization, or disrupting or interfering with the delivery or administration of computer resources is prohibited. Failure to follow this procedure will result in appropriate disciplinary action and may lead to limited or total restriction of the use of computer resources.

8. Electronic Mail – Email is not to be used for personal use or gain. Use of email for personal profit, commerce, chain letters, pyramid schemes, or for political or religious use is prohibited.

9. Other Prohibited Activities – Any of the following constitute unauthorized use of computer resources and are expressly prohibited. Failure to comply will result in appropriate disciplinary action and may lead to limited or total restriction of the use of computer resources.

    a. Unauthorized access (as defined in 2b)
    b. Game playing – Unauthorized playing or downloading of games on FDTC computer resources is prohibited.
    c. E-commerce – The College's computer resources are reserved for instructional purposes and the professional or scholastic activities of its faculty, staff, and students.
    d. The use of computer resources for personal, business, or commercial use or gain, such as posting of commercial web pages and the distribution of unsolicited advertising, is prohibited.

e. Harassment – Users of college computing resources shall not use these resources to harass or stalk others, or prevent them from legitimately using the facilities. Use of electronic mail to send other users an unsolicited obscene, demeaning, and/or menacing email message constitutes harassment and is prohibited.

f. Pornography – The display of any kind of sexually explicit image or document on any FDTC computer is a violation of our policy on sexual harassment. In addition, sexually explicit material may not be archived, stored, distributed, edited or recorded using our network or computing resources.

g. Tampering/viruses/worms – Any deliberate attempt to tamper with, disrupt, delay, or endanger the operation of the college's computer resources is prohibited. The creation or propagation of computer worms, or viruses, or the distribution of electronic mail or software intended to replicate or do damage to another user's account, hardware, software, or data is prohibited.

h. Failure to comply with staff directives – Academic use of computing facilities has precedence over recreational use, such as use of chat rooms or bulletin boards. Failure by a student who is using computer resources for recreational use to give way to those who must do required work will result in appropriate disciplinary action and may lead to limited or total restriction of the use of computer resources.

i. Other illegal activities – No individual shall use college computer resources in any activity that violates federal, state, or local laws. Using, duplicating, or transmitting material without first obtaining the owner's permission, including peer-to-peer sharing of music or video, is specifically prohibited.

10. Monitoring of Accounts – Use of computing resources provided by FDTC is subject to monitoring for security and/or network management reasons. FDTC's computer security systems are capable of recording each World Wide Web site visit, each chat, newsgroup or email message, and each file transfer into and out of our internal networks, and we reserve the right to engage in such monitoring at any time. No FDTC computer user should have any expectation of privacy to his or her Internet usage. FDTC reserves the right to inspect any and all files stored in private areas of our network in order to assure compliance with policy.

11. Copyright – Users who violate any copyright declarations are acting outside the course and scope of their employment or other authority and FDTC is relieved of any legal responsibility. Users will be personally responsible and liable for such infringing activities.

10 - Dual Enrollment Program (High School Students Only)

The purpose of the Dual Enrollment Program is to provide quality educational experiences to thoroughly prepare high school students for post-secondary education. Students may enroll in general education courses that are approved for university transfer. These courses will help the student get a jump start on their general education requirements for his or her desired

college major or program of study. Students may also enroll in technical courses, which will increase their knowledge and employability.

By providing students with opportunities to acquire the knowledge necessary in today's workplace, these courses will not only prepare students for jobs but also for lifelong careers.

Hours

Monday – Thursday	8:00 am – 5:30 pm
Friday	8:00 am – 11:30 am

Contact Information

Room 100A, 100 Building
Phone: 843-661-8025
Email: DualEnrollment@fdtc.edu

Qualifications:

- Be a High School Junior or Senior
- Parent Approval
- School Approval
- SAT, ACT or Accuplacer scores
- Acceptance to FDTC
- Proof of South Carolina Residency

Transferability of Courses:

Check out the South Carolina Transfer and Articulation Center's website at www.sctrac.org to see a current list of FDTC courses that will transfer to any public college or university in South Carolina.

How to Apply:

Apply online at www.fdtc.edu. General Technology (High School Students Only) is the appropriate program to select on the application.

Submit ACT or SAT scores to the Dual Enrollment office, which is located in Room 100A of the 100 Building. Students who have not taken the SAT or ACT may take the ACCUPLACER placement test on the FDTC Main Campus in the Assessment Center (Room 112, 100 Building) or any FDTC satellite campus (by appointment only).

Complete the Dual Enrollment Forms Packet:

- Dual Enrollment Permission/Communication Form, signed by high school personnel and a parent/guardian. You must have this form on file to take dual enrollment courses.
- High School Lottery Waiver Form (if taking 6 or more credit hours)
- Citizenship Form

Submit all Dual Enrollment Forms to the Dual Enrollment Office.

Register for classes with an FDTC Advisor. An FDTC Advisor listing may be obtained in the Dual Enrollment Office.

11 - Online College

The Online College offers you the flexibility of taking classes from your personal computer or smart device. Internet courses provide the same quality as on-campus courses with minimal campus visits. You will need access to a personal computer, and you should be familiar with email, downloading files, and word processing. For an updated listing of our Internet courses, check out the college web site at www.fdtc.edu.

If your personal situation, such as your job, health, or family obligations, prevent you from attending college on campus, the Online College provides you the opportunity to receive a certificate or degree and reach your educational goals. Remember, you may also take online courses even if you attend on-campus classes in other curriculums.

Online classes require almost no regular class attendance. (Students will be required, at a minimum, to come to FDTC or other approved location for a supervised exam.) Students register for online classes just as they would for on-campus classes - see an advisor or contact the Enrollment Center for assistance. However, students "attend" by logging into their courses from a computer at home or work. Assignments are displayed in the Desire2Learn (D2L) learning management system, as are instructor's lectures, study notes, and other course materials, such as multimedia and self-assessments. Students submit assignments via the electronic drop box, they participate in online discussion groups, and take assessments within the Learning Management System. Although students must follow a schedule of assignment submission deadlines, they work at a time and a place convenient to them. Generally, students attend campus only for supervised testing or labs. Students living out of the FDTC service area may obtain a local proctor for their supervised testing. You must have a GPA of 2.0 or better in order to take online classes. Approval of the academic division Associate Vice-president is required for exception to this policy.

The policy of the Online College is to offer students educational opportunities which may otherwise not be possible in on-campus programs. Online courses are not an easy way to get college credit without working. Online courses are designed to be comparable to on-campus courses in terms of subject-matter covered, course objectives, and competency testing. Although regular, on-campus attendance is not required, the student can expect to spend as much, if not more, time on course work as he/she would in an on-campus course. Success in an online course requires a high degree of self-discipline and communication skills. Online College teachers carefully monitor all students' progress. Students who are not keeping up with assignments may be withdrawn from the course.

Ask yourself the following question: "Am I a self-motivated, serious student who is willing to keep up with my assignments without letting up, and who is willing to communicate frequently with my teacher and ask for help whenever I need it?" If your answer is "Yes," Online College courses are for you, and the chances are very good that you will succeed.

- Some online classes require students to come to FDTC or other approved locations for supervised testing, labs, or other activities.

** For D2L instructions refer to the Student Technologies section.

FDTC has been approved by South Carolina to participate in the National Council for State Authorization Reciprocity Agreements. NC-SARA is a voluntary, regional approach to state oversight of postsecondary distance education. For more information, please navigate to the following page: www.nc-sara.org.

12 - Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act of 1974, also known as FERPA or the Buckley Amendment, protect the privacy of student education records while allowing colleges to maintain campus safety.

FERPA requires colleges to keep education records confidential. The education records of students and formerly enrolled students consist of those records, files, documents and other materials directly related to a student that the college maintains, including digital records.

Colleges may disclose records with the consent of the student, if the disclosure meets one of the statutory exemptions, or if the disclosure is directory information and the student has not placed a hold on release of directory information.

Directory information includes: name of student, address (both local, including email address and permanent), telephone number (both local and permanent), dates of registered attendance, enrollment status (e.g. full-time or part-time), school or division of enrollment, major field of study, nature and dates of degrees and awards received, height and related information of athletic team member.

1. In accordance with The Family Educational Rights and Privacy Act of 1974 (FERPA), Florence-Darlington Technical College restricts the disclosure of information from student education records to third parties and provides students the right to review their education records. FDTC is required to notify students annually concerning their rights under FERPA.

   A. The rights to request the amendment of the student's education records that the student believes are inaccurate. Student should write the College official responsible for the records, clearly identifying the part of the record they he/she feels is misleading or inaccurate, and specify why it is inaccurate or misleading.
   B. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
   C. The right to file a complaint with the U.S. Department of Education concerning alleged failures by FDTC to comply with the requirements of FERPA. The name and address of the Office that administers

> FERPA is: Family Policy Compliance Office U. S. Department of Education 400 Maryland Avenue, SW Washington, DC 20202-4606

2. Forms

    Release Consent Form: Under the Family Educational Rights and Privacy Act of 1974 (FERPA), FDTC is restricted as to the release of certain educational records information without the written consent of the student. The College can release certain information categorized as "Directory Information" However, students are required to fill out a release consent form if he/she wish any information other than directory information to be released.

For more information on the FERPA please visit: www.fdtc.edu/human-resources/policies-and-procedures/ferpa.

Students who desire to give a third party access to their records must go to the Registrar's Office in person to sign a FERPA Release Form.

13 - Student Concern Resolution

The Florence-Darlington Technical College faculty and staff serve as a resource for students seeking assistance in resolving campus community matters. Our FDTC Student Complaint Resolution Chart is posted in all classrooms and around campus. The chart details the initial area for assistance referral and the subsequent contact areas as one moves forward toward issue resolution.

You can also locate the Commission on Higher Education's (CHE) Student Complaint Procedures and Form at website: www.che.sc.gov.

14 - Registrar's Office

The Registrar's Office is located in the 100 Building, Room 117.

Hours

| Monday - Thursday | 8:00 am - 5:30 pm |
| Friday | 8:00 am - 11:30 am |

Contact Information

Phone:	843-661-8090
Fax:	843-661-8386
Email:	registrar@fdtc.edu

The Registrar's Office is your resource for:

- Academic records and registration
- Official grades
- Transfer and advanced placement credits
- Graduation course substitutions

Student Records

The Registrar's Office maintains student records on all actively enrolled students. These records consist of, but are not limited to, the following documents:

- Admissions and/or Readmit Applications
- High School Transcripts (if applicable)
- College Transcripts (if applicable)
- Placement Test Scores
- Change of Curriculum Forms
- Change of Name and Address Forms
- Change of Grade Forms
- Transfer Credit Evaluations for Academic Advanced Standing (if applicable), and
- General Admissions and Registrar's Office Correspondence

The responsibility for the protection of the privacy of student educational records rests primarily with the Registrar. Florence-Darlington Technical College complies with the Family Educational Rights and Privacy Act (FERPA) of 1974 and coordinates the disposition of student records with the South Carolina Department of Archives and History.

Information retained in the student's permanent academic record, housed in the vault located in the Registrar's Office, may include the following:

- academic transcripts from high school or GED certificate
- transcript requests
- add/drop withdrawal form
- change of curriculum form
- change of grade form
- graduation checklists
- student disciplinary files

Florence-Darlington Technical College must maintain a master academic record (transcript) for all former and current students for 75 years as noted in the Records Retention Schedule regarding this procedure.

The Registrar's Office and Admissions personnel are the only staff authorized to access student records in the vault. Once a file has been scanned into the electronic system (Etrieve), it becomes a permanent student record. A file is only removed from the system when appropriate written requests are filed with the Registrar. Students have the right to request to review their permanent FDTC student records. A student can also request to review Financial Aid Records, Admissions Records (applies only to applicant or student with an incomplete record), and/or Program Accessibility Committee Records (Related to Student Disabilities/ Accommodations). These request forms can be picked up and submitted in the Registrar's Office for processing.

Transcripts and Enrollment Verification

Request a Transcript

1. The National Student Clearinghouse (Official Transcripts)

When a transcript request is made via the National Student Clearinghouse an official transcript of the student's academic record will be issued to the person or institution designated, provided that all the student's obligations to the College have been satisfactorily settled. In accordance with the Family Rights and Privacy Act of 1974, transcripts may not be released to a third party without the written consent of the student. To request an official transcript through the National Student Clearing house, please go to the National Student Clearinghouse and follow the prompts. You do not need to know your student ID number to order transcripts. Transcripts can be held for pick up, mailed electronically, and mailed via USPS. Order updates are available via mobile text message and will also be emailed to you. You may also track your order online using your email address and order number.

2. WebAdvisor

To request an unofficial transcript through WebAdvisor, please log in to WebAdvisor. Once logged in, under Academic Profile, click on the Unofficial Transcript link.

Verification of Enrollment

All enrollment verifications are provided by the National Student Clearinghouse. To obtain an enrollment verification please log in to WebAdvisor, locate Academic Profile, and select Enroll Verify. You will now be able to view and print your official enrollment verification.

Change of Name or Address

Students can make updates by logging into WebAdvisor and making changes under student's profile.

A student can only change their name by coming to the Registrar's Office (located in the 100 Building on the main campus) providing a legal name change document.

Student Code & Grievance Procedures

It is the policy of Florence-Darlington Technical College to provide due process procedures for students in matters relating to student discipline. Please refer to the Student Code Manual located on the FDTC website at www.fdtc.edu/academics/registrar/.

Graduation

Requirements

All candidates for graduation must meet the following requirements:

1. Complete all required courses specified in the curriculum.
2. Fulfill all financial obligations to the College.
3. Achieve a cumulative final GPA of 2.0.
4. Earn at least 25 percent of the total credit hours of his/her curriculum at FDTC.

Graduation Application

1. Complete the student information portion of the application. (Application can be printed from the Registrar's Office page at www.fdtc.edu/academics/registrar/graduation)
2. Obtain the required signatures.
3. Pay the $25 per degree graduation fee in the Business Office.
4. Submit the completed Graduation Application to the Registrar's Office (100 Building, Room 100H).

Candidates for graduation must complete an application for graduation with the Registrar's Office at the beginning of the semester in which curriculum requirements will be completed. A $25 fee is required when the application is filed. If more than one degree, diploma, or certificate is earned by a student in any one semester, a separate application must be filed for each. All students who wish to participate in the May Commencement Ceremony must submit a Graduation Application to the Registrar's Office by the second Friday in March.

Exercises

Commencement

Exercises are held at the end of each Spring Semester. Fall graduates and potential Summer graduates (with 12 hours or less to complete) may participate in the May exercise. A rehearsal is scheduled prior to the Graduation Ceremony. All candidates for graduation are expected to attend both the rehearsal and the commencement ceremony.

Invitations, Caps and Gowns

Graduation invitations can be ordered through the College Bookstore. Although the cost of a cap and gown is included in the graduation fee, students must report to the bookstore to be fitted during the month of February.

College Rings

Information for ordering College rings may be obtained through the bookstore at any time. Twice a year (generally October and February) a ring vendor representative is on campus to show rings and take orders. A deposit is required to order a ring, and a payment plan may be offered. Rings will be delivered to the students' home, C.O.D., within 10-12 weeks after the order is placed.

15 - ADA and Health Services

Health Services

Medical Emergency 8:00 am - 11:00 pm

1. All students are provided with accident insurance coverage while on college property and/or during college sponsored and supervised activities. The maximum benefit is $5000 per accident.
2. To report a medical emergency during normal business hours (accidental injury or sudden illness), call Security at ext. 8210 on the main campus,

ext. 8510 at the Health Science Campus, or ext. 2810 at SiMT or dial "0" and request assistance in locating either the appropriate Security or Student Services personnel. After 4:30pm contact the Security number(s) listed above.

3. Stay with the individual until assistance arrives, collecting information for the Accident Report as needed.

4. The Human Resources Office files claim forms. Emergency medical services are available at McLeod Regional Medical Center and emergency transportation is provided by Florence County EMS.

Pregnant and/or Parenting Students

Refer to the Title IX section on page 2.

Lactation Room

The purpose of the Lactation Room is to provide a safe, welcoming place for nursing mothers to pump milk or breastfeed. Lactation Rooms are located in the following buildings:

Main Campus, 100 Building, Room 111A

Health Science Building, Room F153A

AIDS and Related Conditions

It is the policy of Florence-Darlington Technical College to ensure that employees and students with AIDS, AIDS Related Complex (ARC) and Human Immunodeficiency Virus Infection (HIV) continue their active employment or enrollment as long as they are able to meet acceptable academic and work performance standards.

Supervisors, employees and students will be sensitive to the special needs and concerns of employees and students with such conditions, but generally should ensure that they are treated no differently than other employees or students.

Strict confidentiality of information and communication will be maintained regarding any aspect of actual or suspected AIDS, ARC, or HIV situations.

In each situation involving known cases of AIDS or related conditions, consultation with appropriate public health officials will take place.

Services for Students with Disabilities

Office of Student Disability Services is located in the 100 Building, Room 111.

Hours

Monday - Thursday   8:00 am - 5:30 pm
Friday   8:00 am - 11:30 am

Contact Information

Phone: 843-661-8124

Florence-Darlington Technical College will make every effort to meet the needs of students with disabilities by providing reasonable accommodations for an equal access education.

After admission to FDTC, students requesting assistance must self-identify and provide a current IEP, 504 or current medical documentation (within the last three years). Medical documentation should include a diagnosis, prognosis, restrictions or limitations that the disability might dictate, as well as specified reasonable accommodations.

A qualified individual with a disability is an individual who has a physical, mental, or sensory impairment that substantially limits one or more major life activities, has a record of such impairment, or is perceived to have such impairment. It is recommended that students notify ADA Office of Student Disability Services of special accommodation needs at least 30 working days prior to the first day of class. This notification will help ensure quality, availability, and provision of the services needed in a timely manner. Additional information concerning students with disabilities as well as other information pertaining to ADA can be found on the National ADA site www.ada.com.

Students have the right to:

1. Expect all disability-related information to be treated confidentially.
2. Receive appropriate accommodations in a timely manner from faculty and ADA Student Disability Services. Students should have the opportunity to meet privately with faculty to discuss needed accommodations and any other concerns. Please keep in mind that ADA Services is the only office designated to review disability documentation and determine eligibility for appropriate accommodations.
3. Appeal decisions regarding accommodations and auxiliary aids.

Students have the responsibility to:

1. Provide ADA Student Disability Services with appropriate documentation of the disability.
2. Go to the instructor's office hours or make an appointment with the instructor to facilitate privacy when requesting accommodations.
3. Initiate requests for specific accommodations in a timely manner, preferably early in the semester.
4. Follow procedures with faculty and ADA Student Disability Services in order to get the appropriate accommodations.
5. Inform ADA Student Disability Services of the materials you need in the alternate format as soon as possible.
6. Notify faculty/ADA Student Disability Services immediately (preferably within 48 hours) when an accommodation is not being provided completely or correctly.
7. Notify faculty/ADA Student Disability Services immediately when a decision has been made to not use an accommodation or the accommodation is no longer needed.
8. Act as your own advocate. Use resources on campus to assist with developing advocacy skills and communicating your specific needs and accommodations to faculty.

Testing Students with Special Needs or Disabilities

Special testing services may be provided for individuals with identifiable special needs. With acceptable documentation, the Assessment Center may accommodate students with disabilities such as vision, hearing, speech, mobility, and learning. If you are interested in these services, contact the Assessment Center or the ADA Office of Student Disabilities.

Service Dogs

In compliance with the Americans with Disabilities Act "ADA" Title II and Section 504, Florence-Darlington Technical College, as a place of higher education allows and supports students with service dogs as long as the laws and regulations are followed as outlined by the ADA.

By law, service dogs assisting individuals with disabilities are permitted anywhere on campus that the student needs to go. Students with service dogs do not have to have permission to be on campus but it is highly encouraged that they register through the ADA Office of Student Disabilities.

Service Dog defined: a dog that is individually trained to do work or perform tasks for a person with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability, and meets the definition of "service dog" under the Americans with Disabilities Act, regulations at 28 CFR 35.136 (i).

The work or tasks performed must be directly related to the individual's disability. South Carolina Law Code 1976 & 47-3-920.

The Handler's Responsibility: ADA guidelines state that the handler is responsible for the care and supervision of his/her service animal. If a service animal behaves in an unacceptable way and the person with the disability does not control the animal, the college does not have to allow the animal onto its premises. Uncontrolled barking, jumping on other people, or running away from the handler are examples of unacceptable behavior for a service animal.

The college may not permit the service dog if the dog poses a substantial and/or direct threat to another person, the dog is disruptive to the classroom environment, library, lecture hall, or other quiet place. However, if a dog barks just once, or barks because someone has provoked it, this would not mean that the dog is out of control.

The ADA requires the animal to be under the control of the handler. This can occur using a harness, leash, or other tether. However, in cases where either the handler is unable to hold a tether because of a disability or its use would interfere with the service animal's safe, effective performance of work or tasks, the service animal must be under the handler's control by some other means, such as voice control. 28 C.F.R. 36.302(c)(4)

The animal must be housebroken. 28 C.F.R. 36.302(c)(2)

The ADA does not require the college to provide for the care or supervision of a service animal, including cleaning up after the animal. This is the responsibility of the handler.

The animal should be vaccinated in accordance with South Carolina Laws. A copy of the Rabies Certificate should be turned in annually to the ADA Office of Student Disabilities.

16 - Student Life

The College believes that the provision of a viable and effective student activities program serves to complement academic instruction, which ultimately facilitates the development of the total student.

The Office of Student Life is intended to provide leadership opportunities, establish supplemental learning experiences, and encourage group interaction among on-campus and distance learning students. This is accomplished through student governance, student organizations, planned activities, and appointments to College committees.

The Student Life Office is located on the first floor of the 5000 Building, Room 5101A.

Hours

Monday – Thursday   8:00 am - 5:30 pm
Friday   8:00 am - 11:30 am

Contact Information

Phone: 843-661-8282

Student Lounge

The Student Lounge, located on the first floor of the 5000 Building, provides facilities for activities as well as space for the administrative Office of Student Life and the Student Government Association. The Lamplighter Bookstore, Student Lounge and Cafeteria are all located on the first floor. The Student Lounge is under the supervision of the Director of Student Life.

Student Ambassadors

Orientation is the process of assisting new students through the transition necessary for a successful college experience. Student Ambassadors help implement this process by providing new students with an introduction to the Florence-Darlington Technical College (FDTC) campus and its resources.

Student Ambassadors also assist with a variety of activities as well as fundraising projects and special events, which include:

- Registration
- Fall Festival
- American Heart Walk
- Red Cross Fundraiser
- Special Events hosts and other events as needed

Identification (ID) Cards

All students are required to obtain and carry a Florence-Darlington Technical College student identification card when on campus. College officials may request the card for identification purposes. In the event a card is taken from a student, the college official must turn the card over to the Registrar within 24 hours with reason for questioning the student. General identification checks may be made at any time. ID cards can be obtained from the Student Life Office. A current class schedule and government issued ID must be presented to obtain an ID card. If a student's ID card is lost, a replacement fee of $10.00 is required for a new ID. The $10.00 should be paid at the Business Office, and the receipt must be presented in the Student Life Office before a new card is issued.

Lost and Found

1. Student Life will only manage property found on FDTC's main and extended facilities. Student Life has no legal right or obligation to manage property found outside its facilities.
2. All property found will be documented, safeguarded and a reasonable attempt will be made to return items of found property to the rightful owners. All items determined to be a valuable item and money, will be registered and reported to the Director of Student Life immediately. All money found will be counted and recorded and will be held for a period of 72 hours.
3. All found items will be registered and tagged for identification purposes and stored in the Student Life Storage Room. All information regarding the storage and disposal will be maintained.
4. Any dangerous goods received will be immediately reported to campus security. For example, a pocket knife is not considered dangerous; however, it will be handled with care to prevent injury.

Claims for property

1. When a claim is made for lost property, the claimant will be required to provide photo identification and evidence of ownership and/or a description of the lost item. Decisions to release items (except for money) to claimants will be made by the Director of Student Life.
2. Details of claimants and staff authorizing the release of property will be recorded and items will only be released upon signature of the claimant. Note: A superficial description of the property is not sufficient. Claimants must be able to provide a deeper level of proof of ownership, such as a description of the item being held. Where this level of description cannot be provided, claimants will be asked to wait for the Director of Student Life.
3. When a claim is made for an item of money, the claimant will be referred directly to the Director of Student Life, who will make a decision regarding the release of it.
4. Items deemed to be of zero value may be disposed of immediately.
5. Any perishable, liquids and medication (over the counter and prescription) will be disposed of immediately.

6. Any street drugs, drug paraphernalia, weapons, or illegal items will be documented and handed over to campus security.

Retention and disposal

1. Retention of unclaimed items will be held for three days (72 hours).
2. Retention of valuable items and crucial items will be for three days (72 hours). After holding the item for three days, the item will be destroyed and documented.
3. Unclaimed monies will be held by the Student Life Department for three days (72 hours). At the end of this period, all unclaimed monies will be put to the college's use.
4. At the end of the retention period, items will be disposed of/sold/or otherwise put to the college's use.

Student Organizations on Campus

There are a variety of student organizations on campus available to students. Many organizations are open to all students while others are program specific. Students interested in becoming involved in a student organization should contact the Student Life Office.

Organizations open to all students

- Alpha Chi Pi Chapter of Phi Theta Kappa (National Honor Society)
- The Yellow Jasmine

Organizations open to students by program

- Alpha Beta Gamma (Radiology)
- Southern Organization of Human Services Education
- Student American Dental Assistants Association
- Student American Dental Hygienists Association
- Student Nurses Association
- South Carolina Early Childhood Association

For additional information concerning Student Organization Charter Approval, Guidelines for College Organizations and Student Fundraising Project, please visit the Student Life Office and/or the Student Life page of the FDTC website at www.fdtc.edu/student-life/student-organization-approval.

Athletics

Florence-Darlington Technical College fields two Junior College Athletic Association Teams, men's baseball and women's fast pitch softball. Both will play an abbreviated fall scrimmage schedule as well as a full spring season. Tryout participation is open to all students through regularly scheduled tryout camps usually held in the late spring and summer months. FDTC Baseball competes in Division I and FDTC Softball competes in Division II, Region X of the NJCAA.

Florence-Darlington Technical College is committed to the development of our student athletes both in the classroom and on the field. For further information

about FDTC Athletics visit www.stingerathletics.com, or contact the Athletics Office, 843-661-8292 for softball and 843-661-8291 for baseball.

17 - Security and Parking Services

Hours

Monday - Friday   7:00 am – 11:00 pm

Contact Information

843-661-8210 or ext. 8210 – Main Campus
843-413-2810 or ext. 2810 – SiMT
843-676-8510 or ext. 8510 – HSC
843-495-6705   Officer in charge
Please program these numbers in you mobile phone

Florence-Darlington Technical College's Campus Safety Department provides a 24-hour-a-day, year-round security and safety program.

Members of the department are under the guidance and control of the Director of Physical Facilities. Officers work eight-hour shifts to perform their duties, which include:

- Preventative patrol of grounds and buildings
- Emergency medical assistance
- Incident investigation and reporting
- Hazard control
- Crime prevention
- Parking and traffic management
- Special services including noise and nuisance control, security escorts, and any other needs associated with the quality of life, safety, and security of those on campus.

Parking

Every vehicle brought on campus is required to have either a parking decal or temporary permit. Students are permitted to park in the areas designated as Student Parking only. Students who park in areas outside of their assigned area will be cited with a parking violation and fined.

Parking Decals

- Student vehicles may be registered during Orientation/Registration days at the station set up for that purpose. After classes begin, students may obtain their parking decals from Security at the Guard Station located at the entrance to the campus (Monday to Friday during normal hours of operation).
- Parking decals/stickers must be clearly visible from the outside rear, and must be permanently displayed on the left rear bumper or bottom left corner of rear glass of the cars.

Temporary Parking Permits

Students who must drive an alternate vehicle (not registered with FDTC) onto the FDTC campus are required to obtain a temporary parking permit (valid for up to 10 days) from the Security Guard Station prior to parking their vehicles on campus.

Parking Appeals

Appeal forms can be obtained from Physical Facilities and the Security Guard Station, and once completed sent to Director of Physical Facilities (Shipping and Receiving building). Even though an appeal is pending, the ticket must be paid within five (5) working days or the pending fine will double.
Reimbursement will be made by the Business Office if the appeal is upheld.

18 - Career Services (Student Employment Services)

The Career Services Office is located in the 100 Building, Room 110A.

Hours

Monday - Thursday   8:00 am - 5:30 pm
Friday   8:00 am - 11:30 am

Contact Information

Phone: 843-661-8196

It is the policy of Florence-Darlington Technical College to provide job placement services designed to meet the needs of students, graduates/alumni, and employers.

Purpose

The Career Services Department at Florence-Darlington Technical College assists students in securing employment upon graduation from their certificate, diploma or degree program, as well as assists employers in their search for new and qualified employees.

Procedure

Student employment services are offered to graduates and currently enrolled students in the following order of priority:

1. First Priority is given to those most recently completing a diploma or degree program to the satisfaction of the institution.
2. Second Priority is given to graduates of the institution who are unemployed or are seeking a change in employment.

Students presently enrolled and interested in part-time jobs or internships are assisted in obtaining employment as long as they remain enrolled and are making satisfactory progress towards a certificate, diploma or degree. General employment opportunities are posted on the college website. For program specific employment the student and/or graduate would need to contact the

counselor assigned to their curriculum as well as the Career Services Specialist.

Services offered to graduating diploma, degree and certificate students:

1. Placement Credential File includes application for placement, release form, resume and confidential student appraisals. The student is responsible for filing the necessary credentials with their counselor when seeking full-time employment assistance and must register with the Career Services Specialist in order to be referred to a job opening.
2. Resume, Cover Letter Preparation, and Interview Techniques are provided to students by the counselor assigned to their program of study.
3. Job Fair is held during the fall/spring of each year. All graduates registered to receive employment assistance, as well as students currently attending Florence-Darlington Technical College, are invited to attend.
4. Reciprocal Agreement is extended to graduates of any credited program from any South Carolina Technical College. Applicants must abide by the regulations of the receiving college and meet eligibility requirement and/or proof of graduation.

Although employment cannot be guaranteed, efforts are made to assist students in obtaining employment and helping to make their search for employment a success. It is the responsibility of the prospective graduate to see that credentials are filed with the appropriate counselor, if the prospective graduate desires employment assistance.

19 - Veterans Resource Center

The Veterans' Resources Office is located in the 100 Building, Room 106.

Hours

Monday - Thursday	8:00 am - 5:30 pm
Friday	8:00 am - 11:30 am

Contact Information

Phone:	843-661-8098
Email:	VeteranServices@fdtc.edu
Website:	www.fdtc.edu/veterans

Veterans Affairs Educational Assistance

FDTC is approved for training under Title 38 of the U.S. Code for Chapter 30 Montgomery GI Bill® - Active Duty Educational Assistance, Chapter 1606 Montgomery GI Bill® - Selected Reserve Educational Assistance, Chapter 31 Vocational Rehabilitation, Chapter 33 Post 9-11 GI Bill®, & Chapter 35 Survivors' and Dependents' Educational Assistance.

In order to register for classes, all veterans must provide the school with complete admission information. The veteran assumes full responsibility when registering for courses which he or she may have previously taken. All students

receiving VA Educational Assistance from VA Regional Processing Office are responsible for immediately notifying the School Certifying Official of any changes in their curriculum and/ or their credit hour load during a semester. Generally, the VA Regional Processing Office will not allow payment for courses not counted toward graduation requirements. The student will be responsible for reimbursing the VA Regional Processing Office if an overpayment situation occurs.

Certification of a class schedule, by the School Certify Official, is necessary every semester in order for eligible veterans, service persons, reservists, and dependents to receive educational assistance from the Regional Veterans Affairs Processing Office.

To determine Veterans Affairs Educational Assistance eligibility, call the VA Regional Processing Office at 1-888-442-4551 and press 0 to speak with an Education Case Manager. Additional information may be found at the VA website: www.va.gov.

Refund Policy for Veterans and Eligible Non-Degree Persons Under Title 38 U.S. Code

Advance payment of fees and other charges by eligible persons under Title 38 U. S. Code who fail to enter, withdraw, or who are discontinued prior to completion of the course, will be refunded in an amount which does not vary more than 10% from the exact pro-rata portion of such fees and other charges that the length of the completed portion of the course bears to its total length. The exact pro-rata will be determined by the ratio of number of days of instruction completed by the veteran to the total number of instructional days in the period for which advance payments have been made.

Veterans Administration Certification for Online Courses

In order to meet V.A. certification requirements for off-campus courses such as Practica, Internships/Externships and residencies, as well as courses offered via the Internet or other modes of distance learning Florence-Darlington Technical College acknowledges that these courses are part of the college's approved curriculum, are directly supervised by the college, are measured by the same unit as other courses, are required for graduation, and are part of a program of study approved by the State Approving Agency. The college requires that the faculty teaching these courses use a grading system similar to the grading system used in resident courses and include statements in the course syllabus that indicate that appropriate assignments are needed for the completion of the course and that the student is expected to demonstrate, at least once a week, that he/she is actively involved in the class. Examples of activities that can be used to demonstrate this involvement include, but are not limited to, the following: posting/receiving emails, participating in online class discussions and class chat rooms, and completing and submitting course assignments. Further, the college requires that these courses have schedules of time for training and instruction which demonstrate that students shall spend at least as much time in preparation, instruction, and training as is normally required by the college for its resident courses.

20 – Student Resources

Library

The Libraries are located on the Main Campus (200 Building) and the Health Sciences Campus (HSC) (2nd Floor – Room F211).

Main Campus: Wellman, Inc. Library - 200 Building

Hours

Monday - Thursday	7:30 am– 8:00 pm
Friday	7:30 am – 11:30 am

Contact Information

Phone:	843-661-8034 or 843-661-8032
Fax:	843-661-8266
Email:	FDTCLibrary@fdtc.edu

Health Science Campus (HSC): Segars Library - Room F211

Hours

Monday - Thursday	8:30 am – 5:00 pm
Friday	8:30 am – 11:30 am

Contact Information

Phone:	843-661-8575
Fax:	843-292-0739

Hours will vary during breaks. For hours, please check www.fdtc.edu/academics/library/.

Florence-Darlington Technical College Libraries provide students with access to information resources, assistance with research, and comfortable environments where students can meet with others, study, learn, and also relax.

Libraries are located on the main campus (200 Building) and the Health Sciences Campus (2nd Floor – Room F211). Remote sites' library services are available via electronic access. The libraries' collections include print and digital resources, laptops, calculators, clickers, models, scanners, and cameras that support the information needs of students, faculty, and staff. Printing services are also provided in the libraries.

The FDTC Libraries' website www.fdtc.edu/academics/library/ through the online catalog provides online access to a wide variety of information resources including electronic books and journals, research databases, streaming media, and selected internet resources. A chat reference service is available at posted hours.

Our libraries are a member of PASCAL, a lending and borrowing service which enables students, faculty, and staff at South Carolina's institutions of higher

learning to request and receive books from any academic library within the state in just a few business days.

A current and valid FDTC identification card is required to check out circulating items and equipment from the FDTC Libraries. Items that are eligible may be renewed online by using the My Account (www.libcat.fdtc.edu/patroninfo) feature on the libraries' website. The normal loan period for books is three weeks and one week for audiovisuals. Reserved items are checked out for shorter lengths of time, ranging from building use only to one week.

For additional information on library services and hours, go to www.fdtc.edu/academics/library.

Perkins Grant Program

The Perkins Grant Program is a student support service program funded by the Carl D. Perkins Vocational Technical Education Act. It is designed to provide supplemental academic and enrichment services for Florence-Darlington Technical College students in the vocational and technical curriculum program areas. This will increase emphasis on the enrollment and retention of students in non-traditional program areas and special populations. The following services are provided to Perkins IV Grant participants:

- Limited Academic & Personal Counseling
- Tutorial Assistance (Online and Individual)
- Career Planning Assistance and Referrals
- Financial Aid Information & Planning Referrals
- Individual Needs Assessment
- Workshops / Seminars (based on student need)

For more information, you may contact the Perkins IV Grant Program Coordinator at 843-661-8119.

TRiO Student Support Services Program (SSS)

The SSS Office is located on the third floor of the 5000 Building, Room 5313.

Hours

Monday – Thursday   8:00 am – 5:30 pm
Friday   8:00 am – 11:30 am

Contact Information

Phone: 843-661-8367
Fax: 843-676-8566
Website: https://www.fdtc.edu/trio/sss/

Student Support Services (SSS) is a TRIO Program funded by the U.S. Department of Education, and administered through Florence-Darlington Technical College (FDTC). The purpose of Student Support Services is to provide access and opportunity to programs and services that assist students with achieving their educational and career goals. The program has three main goals: Retention, Graduation, and Transfer to four-year colleges/universities for interested students.

FDTC offers certificate, diploma, and associate's degree programs. Students enrolled in any of these program are welcome to apply. Students interested in applying to the SSS Program must be enrolled at FDTC. Additionally, applicants must meet federal educational or income level guidelines, and/ or have a diagnosed, documented disability.

To support its participants, Student Support Services offers the following programs and services:

- Academic and Personal Counseling
- Academic Advising/Tutorial Support
- Textbook Library
- Technology Lab
- Career Assessments
- Financial Aid Counseling and Assistance
- Supplemental Grant Aid
- Cultural Enrichment Opportunities
- College Admissions Information and Transfer Assistance
- Workshops/Seminars (academic success, student empowerment, life skills, time-management, study/test-taking skills, financial aid and financial literacy)
- Summer Bridge Program for first year students at FDTC

How can I become a Student Support Services Participant?

Students are eligible to apply for participation in the Student Support Services (SSS) program once they are enrolled at Florence-Darlington Technical College (FDTC).

Removing Underserved Student Hurdles (RUSH)

The RUSH Center is located on the third floor of the 5000 Building, Room 5313.

Hours

Monday – Thursday	8:00 am – 5:30 pm
Friday	8:00 am – 11:30 am

Contact Information

Phone: 843-661-8038

Removing Underserved Student Hurdles (RUSH) is a PBI program funded by the Department of Education. The RUSH Program serves first-time freshmen seeking degrees and/or certificates in STEM (Science, Technology, Engineering, and Mathematics) or the Healthcare field. This program also serves eligible dual enrollment students at Lake City High School and Timmonsville High School.

The following support services are offered to RUSH participants:

- Career Counseling
- Tutoring/Academic Assistance
- Access to specialized learning HUBS (Biology, English, Mathematics)

- Student Learning Communities (SLC)
- Educational Field Trips
- Textbook Loan Program
- Workshops (financial aid, soft skills, employability skills)
- Job Site Visits/Shadowing
- Opportunities for hands-on engagement with advanced technology

Scholarships

Refer to the Financial Aid section on page 11.

Will G. Dailey Emergency Loan Program

FDTC Educational Foundation is located on the second floor of the 5000 Building, Room 5207.

Hours

Monday - Thursday	8:00 am - 5:30 pm
Friday	8:00 am - 11:30 am

Contact Information

Phone: 843-661-8002

Program Overview

The Will G. Dailey (WGD) Emergency Loan Program, established from a generous donation by Mr. and Mrs. William Dailey, allows for short-term emergency loans to help students obtain needed textbooks.

Eligibility

Students must meet the following requirements to be considered for an emergency loan:

- have a minimum GPA of 2.5 or higher
- completed a FAFSA for the current academic year and have a complete financial aid file
- if selected for financial aid verification, verification must be completed and confirmed by the Financial Aid Office
- have a complete admissions file with Admissions Office
- be in good academic and financial standing with the College
- does not have an outstanding Will G. Dailey Emergency Loan balance/did not have a past due WGD loan balance during a previous semester

Application and Approval Process

Students must complete the WGD Emergency Loan Application and return it to the Educational Foundation Office. In order for the application to be complete, students should make sure:

- to obtain a book quote from the FDTC Bookstore for current class schedule and staple quote to completed WGD Emergency Loan application

- if paying tuition/fees through the Business Office's Payment Plan, staple copy of the payment plan form to completed application

Applications are reviewed in the order completed forms are received. The Educational Foundation Office will review the applications and verify any needed information through the Financial Aid Office and/or the Business Office. After doing so, a committee will review applications and a decision will be made. The student will be contacted and informed if he/she has been approved. If approved, the student will be able to pay his/her origination fee and receive his/her FDTC bookstore voucher for the purchase of needed textbooks.

Payments

Students participating in the WGD Emergency Loan Program are responsible for repaying the loan to the Educational Foundation. Payment dates are set at the beginning of each term and the full amount must be paid in full by the last payment date. Failure to make timely monthly payments will result in a $50.00 late fee each month.

A student who has a delinquent WGD Emergency Loan account will not be able to register for classes, request a transcript, or receive his/her degree/certificate/diploma. In addition, a student who has a delinquent account or has missed two consecutive payments will not be able to participate in the loan program in the future. The Educational Foundation reserves the right to forward any delinquent account to a collection agency. If this occurs, the student will be responsible for any fees incurred in the collection efforts in addition to his/her full WGD Emergency Loan balance.

Online Tutoring Service

Florence-Darlington Technical College enters into an agreement with an online tutoring service each year to offer all students the opportunity to receive tutoring in an online setting. Each online tutoring session is conducted in a one-to-one format within your web browser that can be accessed within the D2L component of your course. You can get a tutor in a variety of subjects including Math, Science, Social Studies, English, and Foreign Languages just to name a few. The online tutoring services we work with are not answer giving services but rather services that help students better understand the concepts behind the subject they are working on.

Brainfuse HelpNow is an all-in-one suite of tutoring services designed for a wide range of academic needs - whether it's tackling a tough classwork problem, mastering a particular topic, or writing a paper. HelpNow services include expert academic tutoring and self-study tools to empower users to study at their own pace or collaborate with peers and instructors. Students access live, on-demand academic help from expert tutors and skills-building lessons, videos and practice tests for further study. With HelpNow, students exercise their learning options for a better classroom performance.

Success Center

The Success Center is located in the 300 Building, Room 300.

Hours

Monday - Thursday	8:00 am - 5:30 pm
Friday	8:00 am - 11:30 am

Contact Information

Phone:	843-661-8281
Email:	Success.Center@fdtc.edu

The Success Center provides academic support and preparation services to all FDTC Students who are enrolled in humanities and introductory computer courses. These services include: individual (Career and Technical Education) tutoring in core and advanced courses, counseling, and ACCUPLACER remediation. Students also have access to computers, printers, Internet sites, instructional resources, and other supplemental tools and instruction.

Child Care

FDTC's Child Development Center is located in the 900 Building at the rear of the campus. The Center offers the Head Start Program for children ages 3 - 4, Monday through Thursday 7:30 am – 5:00 pm. Students must be enrolled in a minimum of 6 credit hours to take advantage of this program.

Eligibility for the Head Start program is based on age and income guidelines. For more information on the Head Start Program, contact the Family Advocate at 843-676-8520.

All children must have the following documentation submitted before being approved to receive childcare services on campus: birth certificate, SC immunization certificate, proof of family income, proof of insurance and birthdates of all household members.

Stingers Nest Food Bank

Hours

Monday - Thursday	10:00 am – 4:00 pm

The mission of the Stingers Nest Food Bank is to help provide for the needs of our students by gathering and sharing quality food with dignity and compassion. The Stingers Nest Food Bank began in 2016 as the result of a shared vision of the FDTC community after recognizing the need in this area for our students. The food bank is located on the first floor of the 5000 Building and offers free food and groceries to all students.

Process:

Students must complete a brief application in the Office of Student Life to help determine the amount of groceries each student can receive monthly. Students will be given a Request Form prior to making their selection. Limitations may vary. This is a pro-choice Food Bank and every student is eligible to utilize it. Contact the Office of Student Life at 843-661-8282 for additional information.

Inova Student Assistance Program

Your Student Assistance Program is here to help you face the challenges of balancing school with work or other responsibilities. Help is available from a network of qualified professionals. The following resources are available:

Short-Term Counseling

Get free confidential help from experienced counselors by telephone or online.

Life/Career Coaching

Telephone sessions with a trained coach to help you succeed with short and long term goals.

Financial Counseling

Call to speak with a certified financial consultant to learn how to better manage your finances.

Legal Support

Free legal phone consultations with an attorney. Additional services may be available at a discounted rate.

Work-Life Resource and Referrals

Phone consultations, research and confirmed referrals to assist with managing family responsibilities such as locating child and/or elder care. Also assistance with daily living such as pet sitter, locating health/wellness services, travel and much more.

Students can access the services 24/7 by calling 1-844-523-3363 or logging on to www.inova.org/sap. The username and password are both FDTC.

21 - Student Technologies

FDTC Mobile Application

The college now utilizes a mobile application called FDTC Mobile. Using your smartphone, you can download the app from the Google Play store or the Apple App store. FDTC Mobile allows you to check your grades, pay your bill, learn about campus events, and more. Students or parents can use the Maps section of the app to navigate the campus and find a specific building. The Bookstore is also available in the app; students and parents can find all required books here as well as school supplies and FDTC merchandise.

You will need to log in with your FDTC credentials in order to access everything in the application.

Student Email

Our primary method of communication with you is through your FDTC email account. Your college supplied email account also provides you with free access to online versions of Microsoft Word, Excel, PowerPoint, Outlook, and

OneDrive to save documents, pictures and music, as well as the option to download the Office suite to your computer, tablet, and mobile device.

WebAdvisor/Self-Service

Your WebAdvisor/Self-Service account can be used to:

- register for classes
- check financial aid status
- check admission status
- review your billing account
- check your schedule
- review your degree plan
- pay your bill with a credit card
- request a transcript

Stay informed with your FDTC Email and WebAdvisor/Self-Service accounts.

Student Email And WebAdvisor Instructions

Step 1 - Set Up Your Password With PassChange

PassChange access is located under the Quick links and Students sections at www.fdtc.edu.

Setting Up Your Account

1. Enter your Student ID and click Next.
2. Answer the 3 demographic questions and click Next. (This step is only for first time use. If you receive an error that you attempted too many times, call 843-661-8123 ext. 2)
   a. If you attended FDTC previously and do not have the same telephone number or home address, you will need to choose the number and address that we have on file.
3. You will now setup your security questions. Click Continue.
4. Choose 3 questions and provide an answer for each. Click Submit Answers (the answers are case sensitive and will be all lower case).
5. Enter a new password and click Reset Password.
   a. Please allow up to 10 minutes for your password to be set, then you will be able to login into campus computers, WebAdvisor/Self-Service, Student Email, and Desire2Learn using your new password.

Using PassChange After Initial Setup

1. Enter your Student ID and Click Next.
2. Enter the answer for your security question displayed and Click Next.
3. Enter a new password and click Reset Password.
   a. Please allow up to 10 minutes for your password to be set then you will be able to login into campus computers, WebAdvisor/Self-Service, Student Email, and Desire2Learn using your new password.

Step 2 - Set Up Your Email

1. Go to www.fdtc.edu and click on the Student Email link under Quick Links section or the Students section.
2. Enter username (for email login, your username is your full email address) and password. Please use the following format: Firstname.Lastname1@email.fdtc.edu
3. Fill out any information requested by Microsoft.
4. View or send emails.

Check your college email account daily. It is the college's primary method of communicating important information to you.

Step 3 - Access Your WebAdvisor/Self-Service Account

1. Click on WebAdvisor (under the Quick Links section at www.fdtc.edu).
2. Log in with your username (Firstname.Lastname1) and password.
3. Click on the Students menu. The User Profile and Financial Aid links redirect to Self-Service. The direct link to Self-Service is my.fdtc.edu.
   ** Note: The username field for WebAdvisor/Self-Service IS case sensitive and must be typed in all lowercase letters.

Follow the steps below to sync your FDTC Student email to your Smart Phone.

Android Steps

1. Unlock the Android device and select the Settings application. Every Android phone looks different. You may need to search for the Settings application.
2. Click the Accounts and Sync option.
3. Select Add Account to begin the set up process.
4. Select the Microsoft Exchange account option.
5. Input your FDTC email address and password (that you use to log on to any FDTC computer). Your email address will look something like "joe.smith1@email.fdtc.edu". When finished, click Next.
6. You will be asked to allow permissions for email. You must allow them in order to add the email account to your device.
7. The server address is "outlook.office365.com" and the domain can be left blank. When finished, click Next.
8. Once the account information has been verified, choose if you would like your contacts, calendars, reminders, and notes synced with your email account, as well as how often the account should sync and how messages are delivered. When finished, click Next.
9. The account name can be left as default (Microsoft Exchange), and the name can also be left as default. Click Done. Please note that if you choose to sync everything with your email account, any new contacts, calendar dates, reminders, and notes will be saved with this account. If the email account is removed in the future, all of these newly added contacts, calendar dates, reminders, and notes will also be removed from your Android.

iPhone Steps

1. Unlock the iPhone and select the Settings application.
2. Select Mail, Contacts, Calendar from the menu.
3. Select Add Account to begin the set up process.
4. Select the Exchange account option.
5. Enter your FDTC email address and password (that you use to log on to any FDTC computer). Your email address will look something like "joe. smith1@email.fdtc.edu". The description can be left as default (Exchange). When finished, click Next.
6. Re-enter your FDTC email address. The server address is "outlook.office365.com" and the domain can be left blank. Input your email address as your username and re-enter your password. When finished, click Next.
7. Once the account information has been verified, choose if you would like your contacts, calendars, reminders, and notes synced with your FDTC email account. When finished, click Save. Please note that if you choose to sync everything with your email account, any new contacts, calendar dates, reminders, and notes will be saved with this account. If the email account is removed in the future, all of these newly added contacts, calendar dates, reminders, and notes will also be removed from your iPhone.

Desire2Learn (D2L)

If you are taking an Internet course (Desire2Learn), please take note of the following procedures:

- Visit the FDTC website at www.fdtc.edu
- Click on Desire2Learn under Quick Links or Students
- Use your Username (Firstname.Lastname1) and Password to log in
- You must log in to all your courses in Desire2Learn, and complete any initial attendance requirements/assignments during the first week of class, or you will be turned in as a No Show.
- You must log in at least once every 48 hours to avoid being withdrawn for non-participation
- Refer to the syllabus for instructions and requirements for online courses

You should contact the Online College immediately if you are having difficulty with access to any of your courses: 843-661-8061 or D2L@ fdtc.edu.

Faculty Absences

Students will generally be notified via their learning management systems (for example, D2L) regarding faculty absences. Please refer to faculty for details.

Computer Lab

The Computer Lab provides FDTC students with access to computers and a multifunction printer. The Open Lab is located in Room 7130 and is open:

Monday - Thursday   7:30am - 9:30pm Friday   7:30am - 11:30am Saturday and Sunday Closed

Print Cards

Below is a list of copiers on campus. Black copies are 10 cents and color copies are 35 cents. The printers with the * are the locations where money can be added to the cards. The Bookstore sells print cards pre-loaded with $5. Room locations include:

207 Library	5413	HSC F161
*300 Student Success Center (SC) (*Card dispenser is located outside the Center near the Ladies Restroom)	5414	HSC F208
	601	* HSC F211
	603	SIMT S231
301	607	SIMT S232
303	7130	SIMT S233
305	7211 Break Room	SIMT S234
306	7227	* SIMT S261
5203 Outside the Business Office	7228	* Hartsville
5100 Outside the Bookstore	7229	* Lake City
		* Mullins

22 - Emergency Situations

IN CASE OF EMERGENCY

Call **9-911** from any CISCO campus phone and then alert Campus Security at:

843-661-8210 or ext. 8210 – Main Campus
843-413-2810 or ext. 2810 – SiMT
843-676-8510 or ext. 8510 – HSC

After the above calls have been made refer to Emergency Response Guide (red booklet found in all classrooms and offices on campus).

In Non-Emergency Situations

Contact Campus Security Directly

843-661-8210 or ext. 8210 - Main Campus
843-413-2810 or ext. 2810 - SiMT
843-676-8510 or ext. 8510 - HSC
843-495-6705   - Officer in charge

Director of Campus Security – cell (843) 687-0964
Please program these numbers in your mobile phone

Emergency Notifications

In case of an emergency, the College will notify Students, Faculty and Staff by text alert, email, voicemail, PA system and/or scrolling panels. **It is the students' responsibility to make sure that their contact information in the College's files is accurate and up-to-date to ensure a prompt delivery of notification in case of emergency situations.**

Emergency Alert System (EAS)

Florence-Darlington Technical College's Emergency Alert System (FDTC Alerts) is an EAS system the college has adopted to communicate vital information to academic credit students, faculty/staff, and the public as efficiently as possible of potential events on campus.

FDTC Alerts includes the following notification methods:

- Mobile Alerts: Text and or voice messages delivered to mobile/home phones, etc. (Students, faculty, and staff members must opt in to receive these messages). See directions below.
- Email Alerts: Email alerts by default will be sent to your FDTC email account. Student, faculty, and staff email addresses will be prepopulated into the system.
- FDTC Web Alerts: These alerts will be posted to FDTC's website (www.fdtc.edu) and on FDTC's Facebook page.
- Scrolling signs and sirens: These audible and visual alerts are placed in key areas of the college.

Important FDTC Alert Registration Information

You must register with FDTC Alerts to receive timely notifications of campus emergencies or events. The quickest form of notification is a text message, so you are strongly encouraged to opt in and provide a number to receive text (SMS) on capable devices.

To register go to: https://fdtc.regroup.com/signup

- Students, faculty, and staff: if you have an active FDTC login, please use the 'Already a member?' option to access the system. **You must sign in with your username, NOT email address.**
- If you are a visitor or client, please use the 'Sign Up' option.
- Under the Email/Phone tab you have the ability to add additional Email addresses and Phone numbers. When adding Cell numbers, please check your preferred message delivery option, Text (quickest method) and/or Voice. Click 'More' to add additional contact numbers. Once entries are complete, click 'Save' at the bottom of the page. Students are encouraged to add parents/spouses/relatives' numbers as additional entries under their profiles.

There is no charge to receive email notifications from FDTC Alerts, but your mobile phone provider may charge a fee for text (SMS) based on your plan.

Emergency Response Procedures

Emergency Response Guides have been placed in all classrooms and offices at all College campuses for students, faculty and staff to use in case of an emergency. Instructions are also available online at www.fdtc.edu/about/safety/. It is recommended that all students become familiar with the procedures to ensure everyone's safety.

Emergency Red Phones and Call Stations

The red emergency phones are located in each building on campus and are to be used in emergency situations only to contact 911 and/or Campus Security. There are also emergency phones (Call Stations) located in the parking areas of main campus (9 stations), SiMT/Incubator (4 stations), and parking garage of the Health Sciences Campus (5 stations) that are a direct line to security and to local law enforcement after three attempts to reach security. All calls from Call Stations located at off-campus sites (1 station per each site – Hartsville, Mullins, Cosmetology) will go directly to local law enforcement.

Telephone Calls and Messages

No personal calls should be made to any students at Florence-Darlington Technical College. Only emergency messages will be delivered to any student.

Telephone Emergencies

1. Telephone emergency calls are referred to the Registrar's Office at 843-661-8351 until 5:00 pm. After 5:00 pm, call Security at 843-661-8210 (main campus and auxiliary sites) or at 843-676-8510 (Health Sciences Campus).
2. Telephone emergency messages are delivered to students only in the case of extreme emergencies (i.e., fire, death, severe accident, etc.)
3. If it is determined that the call is not an extreme family and/or medical emergency, the caller will be informed that College procedures do not permit an interruption of a class to leave a message for a student.
4. If it is determined that the call is an extreme emergency, the student will be immediately notified.

23 - Campus Maps

Front of the FDTC Campus Area Near Highway 52
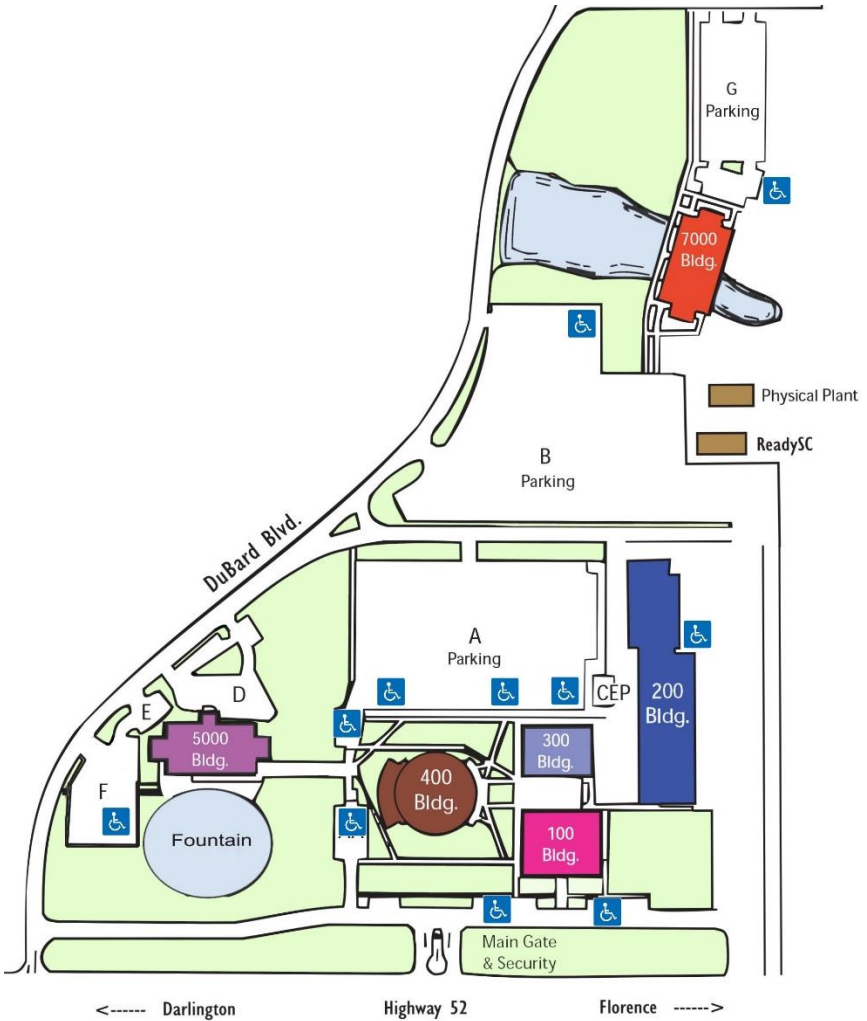
FDTC Campus Area - SiMT Building

FDTC's Off Campus Sites

Health Sciences Campus
320 West Cheves Street, Florence, SC
843-661-8140

Cosmetology Center
122 Palmetto Road, Darlington, SC
843-676-8538

Hartsville Site
225 Swift Creek Road,
Hartsville, SC 843-383-4500

Mullins Site
109 South Main Street, Mullins, SC
843-676-8567

Florence-Darlington Technical College
2715 West Lucas Street
P. O. Box 100548
Florence, South Carolina 29502-0548

www.fdtc.edu
Revised August 2019