

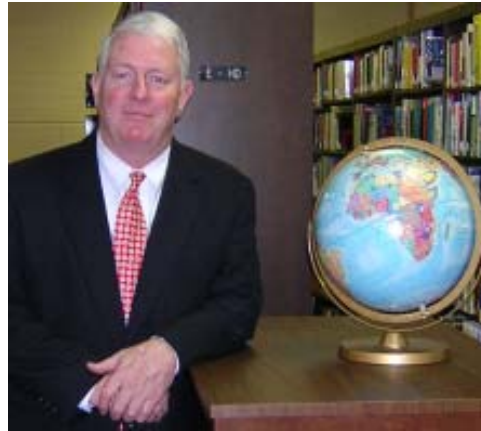


WILLIAMSBURG TECHNICAL COLLEGE

601 Martin Luther King, Jr. Ave. Kingstree, South Carolina 29556-4197
843.355.4110/ fax 843.355.4296

Thank you for your interest in Williamsburg Technical College. You are making the right decision to continue your education and a great decision to attend Williamsburg Tech.

Our product is success and your success is our success. Our faculty and staff are most qualified and even more willing to help you achieve your educational goals. Be it one course, one semester, a certificate, a diploma, or a degree, we are here for you.



You will find a caring attitude on campus that recognizes and appreciates you as an individual. Through hard work and dedication, Williamsburg Technical College will prepare you for the ever-changing world of work.

We look forward to having you enroll. We are your college, your future.

Sincerely,

Cleve H. Cox, Ed.D.
President

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



2009-2010 Academic Calendar

(Dates subject to change without notice. Go to www.willtech.edu for most up-to-date calendar.)

August 2009

17-18 College closed after 5 pm
 19 Registration (3 pm – 8 pm)
 20 Registration (9 am – 2 pm)
 24-27 Drop/add period

September 2009

7 Labor Day holiday (College closed)

October 2009

26 Spring advisement begins
 29 Last day to drop with a WP

November 2009

24-26 Fall break (no classes scheduled)
 24 College closed after 5 pm
 25-26 Thanksgiving holidays (College closed)

December 2009

3 Spring advisement ends
 3 Early registration for new students
 10-16 Final exams
 21-31 Christmas break (College closed)

January 2010

1 New Year's holiday (College closed)
 6 Registration (3 pm – 8 pm)
 7 Registration (9 am – 2 pm)
 11 Spring classes begin
 18 MLK Jr. holiday (College closed)

March 2010

18 Last day to drop with WP
 22 Summer advisement begins

April 2010

5-8 Spring break (tentative)
 5-8 College closed after 5 pm

May 2010

4-10 Final exams
 12-13 College closed after 5 pm
 14 Graduation ceremony (7 pm)
 19 Registration (3 pm – 8 pm)
 20 Registration (9 am – 2 pm)
 24 Summer classes begin
 24-27 Late registration
 24-27 Drop/add period
 31 Memorial Day (College closed)

June 2010

29 No classes (summer break begins)
 30 No classes (summer break)

July 2010

1 No classes (summer break)
 12 Fall advisement begins
 22 Last day to drop with a WP

August 2010

5 Fall advisement ends
 5 Early registration for new students
 9-12 Final exams
 18 Registration (3 pm – 8 pm)
 19 Registration (9 am – 2 pm)



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May We Help You?

Topic	Area	Phone	Bldg/Rm
Academic Concerns	Instruction	4136	A/240
Adding a Class	Academic Advisors		A & B/Faculty Offices
Address, Name Change	Student Services	4169	A/212
Admission	Student Services	4165	A/212
Billing	Business Office	4112	A/Front Lobby
Book Check-Outs	Library	4172	C/106A
Book Purchases	Bookstore	4191	A/290
Building Maintenance, Problems	Maintenance	4152	A/290A
Campus Appearance, Condition	Maintenance	4152	A/290A
Career Information	Student Services	4165	A/212
Change of Major	Student Services	4165	A/212
College Clothing Purchases	Bookstore	4191	A/290
College in General	President	4127	A/247
Computer Use	Computer Lab	4143	A/230
Concessions, Vending Purchases	Student Lounge		A/290
Copies	Library	4172	C/106A
Counseling	Student Services	4165	A/212
Deferment of Payments	Business Office	4112	A/Front Lobby
Dropping a Class	Academic Advisors		A & B/Faculty Offices
Dual Enrollment (High School)	Instruction	4136	A/240
Employment On-Campus	Financial Aid	4166	A/214
Employment Off-Campus	Student Services	4165	A/212
Employment at WTC	Human Resources	4116	A/265 or Website
Emergency Health or Wellbeing Issues ...	Student Services	4169	A/212
Evening Administrator		356.2710	
Exemption Test	Instruction	4136	A/240
Financial Aid for College Expenses	Financial Aid	4166	A/214
Flyer Distribution On Campus	Development and PR	4185	A/236
Foundation/Fundraising	Development and PR	4185	A/236
GED Information	Student Services	4165	A/212
Gifts, Grants and Bequests	Development and PR	4185	A/236
Graduation	Student Services	4169	A/212
Grounds Condition, Appearance	Maintenance	4152	A/290A
High School Programs	Early College	4164	C/121
.....	Upward Bound	4175	C/141
.....	Educational Talent Search	4195	C/141
ID Cards	Library	4172	C/106A
Lost and Found	Student Services	4169	A/212
Lottery Tuition Assistance	Financial Aid	4166	A/214
Library Books, Equipment, Computers	Library	4172	C/106A

See building map on page 168



May We Help You?

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

See building map on page 168.



Organization of the College

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

Business Office:

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

Continuing Education:

Personal Interest, Community Services, Occupational Advancement

Development/Public Relations:

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

Human Resources

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

Instruction:

Arts and Sciences, General Business/Public Service, Computer Technology, Industrial/Vocational Technology, Library, Academic Success Center, Developmental Studies

Student Services:

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



General Information







Memberships

Williamsburg Technical College Accreditations:

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

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

Williamsburg Technical College memberships:

American Association of Community Colleges
 Association of Collegiate Business Schools
 and Programs
 American Association of Women in Community
 Colleges
 Carolinas Association of Collegiate Registrars
 and Admissions Officers
 College and University Personnel Association
 (national and state)
 Community College Satellite Network
 Kappa Beta Delta International Honor Society
 League for Innovation in the Community College
 National Association for the Education of
 Young Children
 National Association of College and University
 Business Officers
 National Association Student Financial Aid
 Administrators
 National Council of Community College
 Business Officers
 National Council of Educational
 Opportunity Association
 National Council for Occupational Education
 National Vocational-Technical Honor Society
 Partnership Among South Carolina Academic
 Libraries
 Phi Theta Kappa International Honor Society
 South Carolina Association for Higher
 Continuing Education
 South Carolina Association of Government
 Purchasing Officials

South Carolina Association of Student
 Financial Aid Administrators
 South Carolina Association of Veterans
 Administrators
 South Carolina Chamber of Commerce
 South Carolina College Personnel Association
 South Carolina Council of Educational
 Opportunity Program Personnel
 South Carolina Council of Presidents
 South Carolina Council for Resource
 Development
 South Carolina Economic Developers
 Association
 South Carolina Information and Library
 Services Consortium
 South Carolina Library Association
 South Carolina Technical College Presidents'
 Council
 South Carolina University and College Council
 of Educators Enabling Disabled Students
 Southeastern Association of Educational
 Opportunity Program Personnel
 Southern Association of College and
 University Business Officers
 Southern Association of Colleges and
 Schools, Commission on Colleges
 Williamsburg HomeTown Chamber
 Williamsburg County Economic Development
 Corporation



About this Catalog

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

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

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

College History

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

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

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

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

The uniqueness of the College and the contributions it has made to the community were recognized during 1976, when the American Revolution Bicentennial Administration selected Williamsburg Technical College as one of 200 projects in the United



States for the "Horizons on Display Program," which recognized the "problem solving capacity in American communities."

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

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

College Philosophy

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

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

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

College Purpose Statement

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

College Mission Statement

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



manufacturing firms specializing in textiles, plastics, or metal fabrication. Additionally, Williamsburg Technical College offers postsecondary vocational programs leading directly to employment or maintenance of employment in many of the county's service industries to include cosmetology, nursing, and automotive repair. Associate degree programs are also offered which enable students to gain access through transfer to other postsecondary education. Through curricular programs and extensive continuing education and special programs and in cooperation with business and industry, the College attempts to produce ethical and skilled employees with leadership abilities who are also competent in their fields, capable of adjusting to change, and knowledgeable of current technological advances.

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

The College is committed to:

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

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

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

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

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

College Vision

The vision of Williamsburg Technical College is to:

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

Accreditation

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

Nondiscrimination Statement

Williamsburg Technical College provides affirmative action and equal opportunity in



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

Association of Collegiate Business Schools and Programs Accreditation

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

Location and Facilities

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

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

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

Sited between Williamsburg Regional Hospital and Kingstree Senior High School, the College is in a unique location which enhances its ability to serve the surrounding community.

Administrative Organization

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

State Board for Technical and Comprehensive Education Board

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



Williamsburg County Legislative Delegation



Sen. John
Yancey McGill



Rep. Carl L.
Anderson



Rep. Cathy
Harvin



Rep. Kenneth
Kennedy

Williamsburg Technical College Area Commission



Gregory B.
Askins
Chairman



Joan B.
Thompson
Vice Chairman



S. Christine
Green
*Secretary-
Treasurer*



Walter H. Brown



Lorraine B.
Dimery-Barr



Johnny M.
Gardner, Jr.



Harry L. Huell



J. Braxton
Lovett



Henry M.
Poston



James S.
Stuckey



Gertrude P.
Williams



Williamsburg Technical College Area Commission

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

Williamsburg Technical College Foundation

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

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

Williamsburg Technical College Administrative Officers

President - Cleve H. Cox

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

Dean of Instruction - Clifton R. Elliott

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

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

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

Chief Business Officer - Melissa A. Coker

The function of the Chief Business Officer is to carry out the administrative fiscal



requirements of the College. This includes the preparation and administration of the annual budget which is derived from a variety of fund sources. Responsibilities also include purchasing; inventory control; and proper maintenance of buildings, grounds and equipment.

Director of Continuing Education - Kenneth Wooten

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

Director of Development and Public Relations - Mona B. Dukes

The duties of the Director of Development and Public Relations include: building and maintaining a productive fundraising program to enhance the facilities and opportunities of the College; serving as the liaison between the College and the Williamsburg Technical College Foundation board; planning events and conducting mailings to develop and maintain working relationships with alumni, friends and donors of the College; oversight of the College's Management Information System department and the Recruitment office; and performing duties as necessary to ensure that the public is kept aware of the activities of the College.

Human Resources Manager - Will Brown

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

Community Services

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

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

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

The facilities most frequently used for meeting purposes are the auditorium and conference rooms. Classrooms may also be available. Requests for these facilities should be made to the College at least 24 hours prior to the scheduled meeting. Space may be rented according to the availability of facilities, the number of partici-



pants, and the time of the meeting. Please contact the following offices to reserve the rooms indicated:

- Auditorium - Development and Public Relations, 843.355.4185
- Fennell-Kirby Conference Room - President's Office, 843.355.4126
- Room 504 (meeting room) - Continuing Education, 843.355.4182
- Classrooms - Instruction, 843.355.4136
- Library Conference Room, 843.355.4172

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

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

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

Industrial Development

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

Computer Labs

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

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

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

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

For additional information, contact the lab operator or the Dean of Instruction.

Library

Williamsburg Technical College's library is a multimedia library housing a videotape



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

The library maintains collections of over 25,000 printed volumes, 109 periodicals and a wide variety of audiovisual materials such as DVDs, CD-ROM, filmstrips, kits, audiocassettes and videocassettes. Numerous magazines and newspapers provide up-to-date information about events in communities surrounding Williamsburg Technical College and the region in general. Several computers are available for word processing and Internet access with a charge per copy for printed materials from the computers in the library. A photocopier is also available for reproducing materials for a charge. Materials are selected and designed to serve the varied needs of Williamsburg Technical College students, faculty, staff and members of the community.

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

Academic Success Center

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

English Fluency in Higher Education Act of 1991

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

Hours of Operation

The College is usually open for business between 8:00 a.m. and 10:00 p.m. Monday through Thursday. The College telephone switchboard is normally maintained during standard daytime business hours.



How to Contact the College

Mailing address:

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

Telephone Numbers:

Local - (843) 355-4110; Toll free - (800) 768-2021; Evening - (803) 356.2710

Fax Numbers:

Academic Success Center - 843.355.4296
Admissions/Registrar/Student Services - 843.355.4289
Business Office - 843.355.4296
Continuing Education - 843.355.4298
Development and Public Relations - 843.355.4294
Distance Learning - 843.355.4285
Educational Talent Search - .843.355.4281
Financial Aid - 843.355.4276
President - 843.355.4295
readySC - 843.355.4278
Student Support Services - 843.355.4279
Upward Bound - 843.355.4288

Email:

Admissions - admissions@wiltech.edu
Continuing Education - brownj@wiltech.edu

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

Services Provided to Public Entities

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

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





Student Information





An individual is admitted to Williamsburg Technical College without regard to race, color, religion, sex, age, disability, or national origin in compliance with Title VI of the Civil Rights Act of 1964. Inquiries regarding compliance with Title IX, Title VI or Section 504 may be directed to the Dean of Student Services, Williamsburg Technical College, 601 Martin Luther King Jr. Ave., Kingstree, South Carolina 29556-4103, or by calling (843) 355-4170 or 1(800)768-2021.

Admission Policy

In accordance with the College's goal of minimizing barriers to educational opportunity, Williamsburg Technical College has an "open door" policy which welcomes students without regard to color, creed, race, age, sex, national origin or disability.

Students must be 16 years of age or older to be considered for admission into a curriculum program and courses offered by the College. Qualified high school students who desire to enroll in college courses concurrent with their high school classes may do so with the approval of their parents and high school principal.

Admission to the College does not constitute admission into a program with specified admission requirements. Placement into a program is a different process than admission to the College. The College uses placement screening (testing and advisement) to ensure that students are adequately prepared for college-level work. For students who require additional preparation, specifically, improving their basic skills in English, mathematics and reading, the College offers a comprehensive developmental studies department.

During the admission process, the College provides career, personal, financial and academic counseling to applicants to assist them in evaluating their individual potential for success in specific programs. Personalized attention to students is an important characteristic of all phases of academic and campus life at Williamsburg Technical College, and this personal touch is evident throughout all phases of the admission process. Student contact with the administrative staff and faculty is an integral part of the process. Williamsburg Technical College participates in the Servicemembers Opportunity Colleges (SOC) and the Concurrent Admissions Program (ConAP).

Admission Procedure

To be accepted as a student at Williamsburg Technical College, an applicant must follow these guidelines:

1. Pay a \$10 nonrefundable application fee. Applications will remain on file one year from the date submitted.
2. Complete an application form obtained from Student Services.
3. Request high school and/or other institutions to forward transcripts of all academic work attempted.
4. Take the COMPASS, an assessment instrument designed to aid counselors and advisors in determining the best course of study for each student; present an SAT score of 977 (verbal - 470; writing - 47; math - 460) or an equivalent ACT score of 19; or be currently enrolled in good standing at another institution.
5. Register for classes during registration.
6. Meet the established admission criteria for each curriculum. The student should apprise himself/herself of these criteria.
7. Be accepted into a curriculum by the Director of Enrollment and Record Services. Former students of Williamsburg Technical College should contact the Office of Admissions to determine what steps must be taken to reactivate their records.



All students must update their admission data anytime there is a change in information. Students who are not enrolled for one semester or more must verify admission data before enrolling. New applications will be completed when appropriate.

Classification of Students

Students are classified according to the following applicable terms:

Full-time:

A student enrolled for 12 or more semester hours. (Full-time veteran students, see page 56.)

Part-time:

A student enrolled for less than 12 semester hours.

Freshman:

A student who has completed less than one-half of the semester hours required for graduation.

Sophomore:

A student who has completed half or more of the semester hours required for graduation.

New Students

An applicant who has never attended a college or university must request that his/her high school forward an official transcript to the Office of Admissions at Williamsburg Technical College. Proof of satisfactory completion of the GED (General Educational Development program) is required for applicants having a high school equivalency certificate. All documents submitted to the College become the permanent property of the College.

Applicants to associate degree programs must be high school graduates or possess a high school equivalency certificate (GED).

Applicants to the cosmetology diploma program must present proof of at least 10th grade completion before being accepted.

All curriculum students are required to take the College's assessment for placement. The College uses the COMPASS (Computer-Adaptive Placement Assessment and Support System) as its assessment. The main emphasis of the Williamsburg Technical College placement assessment focuses on appropriately placing students in entry-level classes in order to promote student success and retention. Students whose assessment scores do not meet program requirements will be required to satisfactorily complete the respective Developmental Studies course(s) before enrolling in related courses in their programs of study.

Exceptions may be granted if one of the following criteria is met:

1. The applicant has earned an associate or higher degree from another institution; or has an SAT score of 977 (verbal - 470; writing - 47; math - 460) or an equivalent ACT score of 19.
2. The applicant has earned a grade of "C" or better in an appropriate transferrable freshman math and English course from another institution.
3. The applicant has taken the Williamsburg Technical College assessment within the past two years and has appropriate program entry scores.

Transfer Students

Students who intend to transfer credits from Williamsburg Technical College to other colleges or universities should have, in advance, the written approval of their academic advisors or deans from the receiving institution before registering for any course in-



tended to be transferred. Students are responsible for requesting transcripts to be sent to other colleges or universities.

Students who are transferring credits from another college or university to Williamsburg Technical College will be admitted with advanced standing, subject to the acceptance of transfer credits from other institutions.

Credit may also be received for the College-Level Examination Program (CLEP) or through the Williamsburg County School District articulation agreement, or for experiential learning.

Students should request an official transcript from all colleges and universities previously attended. All documents submitted to the College become the permanent property of the College.

Undeclared Major Students

An applicant who does not intend to enter a curriculum program may enter as an "undeclared major" student and take up to, but no more than, 15 semester hours in selected courses.

Undeclared major students who plan to take transfer courses must meet all criteria before registering for these courses.

It is generally recommended that undeclared major students take no more than seven semester hours in any given semester. It is required that all prerequisites be met and that the student declare a major upon completion of 15 semester hours.

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

Senior Citizen Students

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

Audit Students

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

Readmission Students

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

1. Students who have attended the College previously and withdrawn in good standing, have graduated, or are changing programs must file a readmission application.
2. Readmittance of students who have been dismissed for any reason or who have withdrawn without authority will be at the discretion of the Dean of Student Services.
3. Students who interrupt their education at Williamsburg Technical College for more than two terms and return must reapply and will reenter under the catalog in effect at the time of reentry. Transcripts will be evaluated to determine applicable credits.



4. Placement testing is required for readmission if previous test results are over two years old and English and math credits have not been earned.

Procedure for Readmission

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

New Student Orientation Seminars

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

Academic Year

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

Americans with Disabilities Act (ADA) Student Policy

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

The following procedures are in place at the College to assist anyone with needs for accommodations and/or with general concerns covered by the ADA.

ADA Accommodations

An appointment with the Student Development Counselor or the Dean of Student Services/Financial Aid, located in the Office of Student Services, is strongly recommended for students with disabilities. Adherence to the following procedures insures the best possible service the institution can provide.

New Applicants

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



Returning Students

1. Students should note the date(s) for early registration or call the Office of Student Services to obtain this information.
2. Students should schedule an appointment with the Student Development Counselor or Dean of Student Services/Financial Aid each semester to complete an Accommodation Request form before Accommodations Compliance forms are forwarded to instructors.

Student Rights

You have the right to ask the College:

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

Student Responsibilities

It is your responsibility to observe the following criteria and guidelines as established by the administrative staff and the Area Commission of Williamsburg Technical College:

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



Name and Address Changes

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

Bookstore

The campus bookstore is operated by the Business Office. The bookstore provides textbooks, workbooks, and supplies to the student. Hours of operation are posted. Refunds or exchanges are only allowed in the following two cases:

1. The course has been cancelled by the College, or
2. The student drops the course during drop/add week and brings a copy of the signed drop/add form.

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

Campus Bulletin Boards

Williamsburg Technical College provides bulletin boards for the posting of the following:

1. Posters required by applicable laws and regulations.
2. Approved notices concerning Williamsburg Technical College's programs and other matters of student/employee interest.

Only approved items may be posted on the College's bulletin boards. Approval to post items to a bulletin board or other area of campus may be made by the Director of Development and Public Relations. Items which have not received approval will be removed. All appeals concerning items not approved for posting are to be made to the President of Williamsburg Technical College.

Cancellation of Classes

In the event of hazardous or inclement weather or other emergencies, the President of Williamsburg Technical College will announce whether classes will be cancelled, delayed or shortened. The decision will be made available to area radio and TV stations. There will also be a recorded message available by calling (843) 355-4110 and delays or closings will be posted on the Website (www.wiltech.edu) if conditions allow.

Students enrolled in evening classes should listen for information regarding their classes which may be conducted even though day classes may be interrupted for some reason. By the same token, students in daytime classes may have classes even though evening classes may be interrupted.

The following radio stations will be notified of class cancellations and campus closings: WWKT (99.3 FM), WDKD (1310 AM), WEGL (92.9 FM), WHLZ (100.5 FM), WMXT (102.1 FM), and WWFN (100 FM). The following TV stations will also be notified: WBTW, WPDE, WIS, WCBT, WCSC, WXLTV, and SCETV.

Counseling Services

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



Career Planning and Placement

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

To receive placement services, a student should complete a placement application in the Career Planning and Placement Center (CPPC) in the Student Services division of the College. Students should register with the CPPC one semester prior to graduation. Job listings are posted on a designated bulletin board in the Administration Building (Building A). A counselor is available during regular college hours and additional hours are available by appointment.

A variety of resources are available for student use. Workshops are held periodically to provide training in the areas of job search strategy, resume composition, interviewing skills and job attitude development. There is no charge for the services provided.

Special Programs

Upward Bound Program

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

Educational Talent Search

The Educational Talent Search program (ETS) identifies disadvantaged young people who have the potential for postsecondary education. Through the program, such students are encouraged to continue and graduate from secondary schools and to enroll in programs of postsecondary education. High school dropouts are encouraged to return to school.

Participants must have completed the fifth grade. Two-thirds of the participants must be considered low-income and must also be prospective first-generation college students.

Working in close cooperation with junior high school and high school guidance counselors and with sixth through 12th grade teachers, ETS staff helps students with the academic and financial planning necessary for successfully pursuing education beyond high school.

Student Support Services

Student Support Services (SSS) is one of three TRIO programs at Williamsburg Technical College. After receiving funding notification from the United States Department of Education in July 2001, the current SSS program began operating in September 2001. This grant was funded for approximately \$800,000 for a four-year grant cycle. SSS is a federally-funded program that is authorized under the Higher Education Act of 1965, Sec. 402D [20 USC 1070a-14]. Funding is based on the submission of a grant proposal every four years. SSS operates under the supervision of the Dean of Student Services and is located in Building B, Room 120.



The purpose of SSS is to increase the retention, graduation, and transfer rates of its program participants from two- to four-year colleges, and to foster a climate that is supportive of the success of low-income and first generation college students and individuals with disabilities.

SSS offers its participants:

- academic counseling
- personal counseling
- academic advising
- tutoring services (English, math, science, computer skills, research techniques, study skills, accounting, and Spanish.)
- career exploration (SCOIS, Myers-Briggs Kuder)
- cultural enrichment activities (visits to educational and historical sites)
- visits to in-state and out-of state four-year colleges and universities
- loan programs for laptops, books, and calculators (TI-83 adaptors)

Students may participate in SSS if:

- they represent the first generation to pursue a four-year degree
- they are from a family with a gross income falling within a certain level as prescribed by the Department of Education
- they have a physical or academic disability
- they have an academic need for tutoring in subjects for which they are underprepared.

Student Government Association

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

Clubs and Organizations

Students desiring to form clubs or organizations on campus may follow these steps:

1. Obtain a minimum of 10 prospective members.
2. Obtain a faculty or staff advisor.
3. Submit a request to organize, signed by the members, and the agreement of the faculty/staff advisor to the Dean of Student Services.
4. Receive written approval of the request from the SGA executive council and the College administration. After approval of the organization, a constitution and membership list must be submitted within three weeks.

According to policies of the State Board for Technical and Comprehensive Education, organizations whose objectives are strictly social in nature cannot be approved.

All student activities must be approved by the Student Services division. This approval is necessary before an organization may put an item on the master calendar, reserve facilities for a meeting, or have an announcement placed on the bulletin board.

All student fundraising projects must be first approved by the Dean of Student Services. Complete plans, including planned use of money, should be submitted in writing to the Dean of Student Services. On-campus fundraising projects will not be approved unless



they are for the purpose of raising money for necessary club expenses or for a project benefiting students. Off-campus fundraising projects must be also approved by the Director of Development and Public Relations to ensure that Foundation fundraising efforts are not jeopardized by other endeavors. A list of all businesses to be solicited, the amounts to be requested and the purpose for which the money will be used must be submitted to the Director of Development and Public Relations before any solicitation can occur.

Invitation to special speakers, entertainers, etc., must be approved by the Dean of Student Services prior to issuing an invitation to such groups or persons. The use of campus facilities by students must be cleared with the Student Services division.

Only clubs and organizations chartered by the Student Government Association and approved by the Dean of Student Services and the President will be permitted to function on campus. All organizations and clubs must have a faculty advisor approved by the Dean of Student Services.

College Athletic Activities

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

College Rings

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

Emergencies

Campus emergencies of a general nature will be announced by the administration. Students are expected to follow instructions from the faculty or administration. Medical emergencies should be reported immediately to the closest faculty or staff member. Only minor injuries should be treated. In case of serious illness or injury, call the Student Services division or the administrator on duty and request that an ambulance be called. Attempts will be made to notify the student's physician and family. Insurance claims for injuries will be processed through the Student Services division.

Fire drills are held periodically without advance notice. When the fire alarm is sounded, all persons should leave the building at once through the nearest exit, move approximately 100 feet from the building, and await further directions.

Food Services

Food and beverages are available in vending machines located in the student lounge. The Williamsburg Regional Hospital has an agreement with the College to offer discounted hot meals to students, faculty and staff with a College identification card.

Health Services and First Aid

Williamsburg Technical College is a commuter institution; therefore, infirmary facilities are not provided. Basic first aid for minor injuries is available, and first aid kits are located in various departments of the College. Major illness or injury will be treated by health professionals. The campus is located adjacent to Williamsburg Regional Hospital.



Each student is covered by accident insurance at no additional cost. This group insurance covers the student while on campus and during college-sponsored group travel. Injuries must be reported to the Dean of Student Services within 48 hours from the time of the accident. Insurance claim forms are available in the Student Services division.

Housing

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

Identification Cards

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

Library Services

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

Lost and Found

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

Parking and Vehicle Regulations

All privately owned or operated vehicles driven on campus by students must be registered prior to the close of registration of the first semester in which they are enrolled. Vehicle registration for students is coordinated by the Student Services division and is accomplished by completing a registration card and receiving a vehicle registration decal. There is no charge for the decal. The decal must be displayed on the left rear window and is valid for the date specified on the sticker. The Business Office coordinates registration of faculty and staff vehicles.

Persons who drive an unregistered vehicle to the campus because of unusual circumstances may obtain a special parking permit from the Student Services division. This permit must be displayed in the left front window.

The person registering the vehicle is responsible for all violations assessed against that vehicle. Students must notify the Student Services division of any changes in ownership of the vehicle, license number, address of the owner, etc.

Traffic and parking regulations are to be obeyed at all times. The speed limit on campus is 15 mph. Drivers must not operate their vehicles in a reckless manner. Pedestrians have right-of-way on campus, but they should exercise caution and courtesies so as not to impede the orderly flow of traffic. Violators will be ticketed.

All vehicles must be parked in designated parking spaces and areas. Vehicles must be parked so that the entire vehicle is within the lines designating a parking space. Student parking spaces are indicated with white lines in the rear parking lot east of the brick signs. Faculty/staff parking spaces are indicated with yellow lines in the rear parking lot to the west of the brick signs. Some spaces/lots are restricted, as marked, for use by faculty/staff and the handicapped. No parking is permitted on any access



road. The parking area in front of the administration building is reserved for official visitors, assigned vehicles, and emergency vehicles.

The College has parking spaces designated for handicapped faculty, staff, students, and visitors. The spaces are reserved exclusively for handicapped use, and any unauthorized vehicles will be ticketed. Unmarked vehicles transporting persons with special needs should apply to the Student Services division for special parking permits. The Dean of Student Services will assign parking space for handicapped and special needs students as necessary.

Persons violating traffic regulations will be assessed a fine. Persons who feel that their citations for violation of a traffic regulation are unwarranted should confer with the Chief Business Officer. This action must be taken within five class days after receipt of the citation.

Fines are paid to the Business Office, and violations must be cleared within five class days after the receipt of a citation or an additional penalty will be assessed. All fines are considered debts to the College and must be paid in full before grades or requests for transcripts will be released, or before awarding diplomas/certificates/degrees. Registration cannot be completed without removing all indebtedness to the College.

Parking regulations for visitor and handicapped spaces will be enforced continually. Parking for the faculty/staff/student area will be enforced until 6:30 p.m. After 6:30 p.m. persons may park in other spaces, except handicapped, within that area.

Protective Equipment and Clothing

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

Referral Services

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

Release of Academic and Personal Records

Williamsburg Technical College considers the following to be "Directory Information" and will give this information to inquirers unless notification, in writing, is given to the Dean of Student Services before the end of the add/drop period of the semester in which the student is enrolled. "Directory Information" may include but is not limited to: name, mailing address, telephone number, date and place of birth, curriculum in which enrolled, full-time or part-time student, periods of enrollment at Williamsburg Technical College, graduate of any program and/or honors and hometown, for honor recognition.

Williamsburg Technical College, in the execution of its responsibilities to students, must maintain accurate and confidential student records. The College recognizes the rights of students to have access to their academic and personal records in accordance with current College policy and the Family Education Rights and Privacy Act of 1974 (Buckley Amendment).

Policy regarding the release of and access to student information will be made available annually to students, faculty and staff. This information will be available on request and



will specify the procedures for release of student information, student access to records, a description of all student records being maintained by the College, and the procedures for students to initiate a hearing to challenge accuracy of educational records. Transcripts and other information are released only with written permission of the student. If information other than the transcript is released from the student's official record (student records), this release is noted on a cumulative basis.

Respect for Property

All students are expected to cooperate in keeping the campus clean and are expected to make use of trash containers. Food, soft drinks and smoking are prohibited in classrooms and in certain other College areas such as the auditorium and the library. Students entrusted with College property who negligently damage, lose, destroy, sell, or dispose of it will be subject to the code for student discipline.

Solicitation and Distribution

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

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

Telephones

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

Vocational Education Articulation

In mutual recognition of the value of training offered at each institution, Williamsburg Technical College and the Williamsburg County School District have established an articulation agreement. The agreement establishes those parameters which are necessary for the coordination of educational programs and which will facilitate the orderly progression of students from one to the other without unnecessary duplication of course content.

Williamsburg Technical College will award appropriate semester-hour credit for articulated occupational program course work satisfactorily completed in the Williamsburg County School District. Williamsburg Technical College will make every attempt to place advanced students into the appropriate level of instruction.

High School Dual Enrollment Opportunities

Williamsburg Technical College provides academic courses on-site at high schools and also on the WTC campus for selected juniors and seniors. Each student must be approved by the high school principal to be eligible to take college courses. This program has been developed to provide students the opportunity to begin their college education, while still in high school. The student may be eligible to receive both college and high school credit for each course satisfactorily completed. In addition,



high schools set the schedule which best suits the needs of their students. Each 3-credit-hour course must be taught for a total of 45 instructional hours plus an exam. Students have the same privileges as any regular student on our campus. Each student will complete an application for admission to Williamsburg Technical College and be accepted as a General College Studies major. All high school students are required to pay tuition and fees. Any student under the age of 18 is required to have his high school principal's approval and parental consent before enrolling in the College.

Disclaimer: It is understood that Williamsburg Technical College does not guarantee the transfer of courses to any other school, college or university, except where articulation agreements have been developed. Furman University will not accept college courses taught on a high school campus. If a student is planning to attend a public or private college in South Carolina or a college outside of South Carolina, please contact that institution regarding transfer courses.

Practical Nursing Program Information

Acceptance Requirements

Placement into the practical nursing program is a different process than admission to the College since this is a limited access program which accepts applicants through a first-qualified, first accepted process. Applicants are encouraged to apply early and seek additional information by contacting the admissions office. Admission to the practical nursing program is a responsibility of the director of admission at the College.

Acceptance to the practical nursing program is a two-part process based on a first-qualified, first admitted basis. Requirements for preliminary acceptance to the program are as follows:

Part One: Pre-Nursing Students

1. Meet admission criteria to Williamsburg Technical College.
2. Have minimum placement test score from one of the following tests: SAT, ACT, or COMPASS (college placement test). If minimum placement tests scores are not achieved as outlined by WTC, a developmental studies course sequence will be required.
3. Score a composite of 78% or higher on the NLN pre-admission examination for PN programs (PAX-PN). The examination fee is the student's responsibility. Go to www.wiltech.edu for PAX dates and times. A student may take this examination up to three times. If two or more students have identical PAX-PN composite scores, then the students with the highest science score will be offered admission. A student will not be able to take the PAX until successful completion is realized of any developmental courses as indicated in number 2 above.
4. Be at least 17 years of age by August 1 of the year of acceptance.
5. General education courses may be taken with, or prior to entering nursing courses. BIO 210 and BIO 211 must be completed within five years of entering the first nursing course.
6. Once the above criteria have been met, the student is placed on the qualified waiting list. The student will receive a letter from the admissions office with a projected future practical nursing program start date. To reserve a seat, a \$50 non-refundable deposit must be paid which will be applied toward the practical nursing program tuition and fees.

Part Two: Practical Nursing Program Matriculation

1. Attend a mandatory orientation.
2. Submit a physical examination form certifying acceptable physical and mental fitness to enter the program.
3. Submit copy of current CPR certificate of completion (healthcare providers, infant, child and adult or professional rescuer).
4. Submit criminal background check application. Participating health care facilities will determine if a student is eligible for entry into their respective facility. If a student is



determined to be ineligible for clinical placement at any one facility, then that student is dismissed from the practical nursing program.

Additional acceptance/technical standards include students who are able to independently engage in educational activities and clinical training activities in a manner that will not endanger clients/patients, other students, staff members, themselves, or the public (see practical nursing program student handbook).

Academic Progression in the Nursing Program

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

1. earn a minimum grade of C in all general education and nursing courses;
2. receive satisfactory ratings in clinical evaluations;
3. submit evidence of current certification in cardiopulmonary resuscitation (CPR): American Heart Association: Professional Rescuer or American Red Cross Healthcare Provider;
4. be covered by professional liability insurance (included in tuition/fees);
5. submit a completed Physical Examination form at program matriculation, including documentation of required immunizations;
6. meet all program and course requirements according to the student handbook.

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

Transfer from Another Practical Nursing Program

1. Meet all admission criteria to the practical nursing program.
 2. Submit a letter from the previous school stating good standing and eligible for continuation/readmission.
 3. Provide the department head with each nursing course syllabus, including objectives and clinical evaluation tool. Courses that are granted transfer credit must meet objectives of comparable WTC practical nursing courses.
 4. Be admitted to WTC and submit official transcript from transferring institution.
 5. The last two semesters of nursing clinical courses must be completed at WTC with grades of C or better.
 6. The department of nursing admissions committee will review individual requests for transfer credit and will make recommendation for official action to the registrar.
- Admission by transfer is on a space available basis.



THE STATE BOARD FOR TECHNICAL AND COMPREHENSIVE EDUCATION STUDENT CODE AND GRIEVANCE PROCEDURE

It is the policy of the State Board for Technical and Comprehensive Education that the State Student Code and Grievance Procedure shall govern conduct and guarantee due process for students at the technical colleges.

THE STUDENT CODE FOR THE SC TECHNICAL COLLEGE SYSTEM

GENERAL PROVISIONS

I. Principles

Technical college students are members of both the community at large and the academic community. As members of the academic community, students are subject to the obligations that accrue to them by virtue of this membership. As members of the larger community of which the college is a part, students are entitled to all rights and protection accorded them by the laws of that community.

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

The Student Code for South Carolina Technical Colleges sets forth the rights and responsibilities of the individual student.

II. Solutions of Problems

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

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

In situations where a student is dually enrolled in 2 or more South Carolina Technical Colleges and is charged with a violation of the Student Code for the South Carolina Technical College System, the Chief Student Services Officer of the college where the alleged infraction occurred will handle the charges and the sanctions may apply at each college in which the student is enrolled.

III. Definitions

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

- A. "College" means any college in the South Carolina Technical College System.
- B. "President" means the chief executive officer of the college.
- C. "Administrative Officer" means anyone designated at the college as being on the administrative staff such as President, Vice President, Dean of Students or Student Services, Chief Academic Officer, Dean of Instruction, or Business Manager.
- D. "Chief Student Services Officer" means the Administrative Officer at the College who has overall management responsibility for student services, or his/her designee.
- E. "Chief Instructional Officer" means the Administrative Officer at the College who has overall management responsibility for academic programs and services, or his/her designee.
- F. "Student" means a person taking any course(s) offered by the college.
- G. "Instructor" means any person employed by the college to conduct classes.
- H. "Staff" means any person employed by the college for reasons other than conducting classes.
- I. "SGA" means Student Government Association of the college.
- J. "Campus" means any place where the college conducts or sponsors educational, public service, or research activities.
- K. "Violation of Law" means a violation of a law of the United States or any law or ordinance of a state or political subdivision which has jurisdiction over the place in which the violation occurs.
- L. "Suspension" means a temporary separation of the college and student under specified conditions.
- M. "Expulsion" means permanent separation of the college and student.

STUDENT CODE

I. General Rights of Students

- A. Nondiscrimination— There shall be no discrimination in any respect by the college against a student, or applicant for admission as a student, based on race, color, age, religion, national origin, sex or disability.
- B. Freedom of Speech and Assembly— Students shall have the right to freedom of speech and assembly without prior restraints or censorship subject to clearly stated, reasonable, and nondiscriminatory rules and regulations regarding time, place, and manner. Students desiring to conduct an assembly must submit a request to the President, or other designated college official, requesting a specific date, time, location, and manner no later



- than 15 working days prior to the date of the desired event. The request will be approved, amended, or denied no more than 10 working days prior to the desired event.
- C. Freedom of the Press— In official student publications, they are entitled to the constitutional right of freedom of the press, including constitutional limitations on prior restraint and censorship. To ensure this protection, the college shall have an editorial board with membership representing SGA, faculty, and administration. Each college has the responsibility of defining the selection process for its editorial board. The primary responsibility of the board shall be to establish and safeguard editorial policies.
- D. Protection Against Unreasonable Searches and Seizures— Students are entitled to the constitutional right to be secure in their persons, dwellings, papers, and effects against unreasonable searches and seizures. College security officers or administrative officers may conduct searches and seizures only as authorized by law.
- E. Student Representation in College Governance— Students should be represented on campus committees that have the following duties:
1. To propose policy that affects student activities and conduct.
 2. To make policy decisions on such matters.
 3. To implement policy.
- F. Classroom Behavior— Discussion and expression of all views relevant to the subject matter is recognized as necessary to the educational process, but students have no right to interfere with the freedom of instructors to teach or the rights of other students to learn. The instructor sets the standards of behavior acceptable in the classroom by announcing these standards early in the term. If a student behaves disruptively in class after the instructor has explained the unacceptability of such conduct, the instructor may dismiss the student for the remainder of that class period. The instructor shall initiate a discussion with the student to resolve the issue prior to the next class meeting. A further disruption by the student may result in a second dismissal and referral in writing by the faculty member to the Chief Student Services Officer. These procedures for classroom behavior do not limit the action that may be taken for proscribed conduct under Section III herein and instructors may dismiss students from class for the remainder of the class period for such conduct. Students remain subject to other sanctions hereunder for such conduct.
- G. Evaluation and Grading— Instructors will follow the announced standards in evaluating and grading students. Grades are awarded for student academic achievement. No grade will be reduced as a disciplinary action for student action or behavior unrelated to academic achievement.
- H. Privacy— Information about individual student views, beliefs, and political associations acquired by instructors, counselors, or administrators in the course of their work is confidential. It can be disclosed to others only with prior written consent of the student involved or under legal compulsion.
- I. Records
1. General

The student records office will maintain and safeguard student records. All official student and former student records are private and confidential and shall be preserved by the college. Separate record files may be maintained for the following categories: (1) academic, (2) medical, psychiatric and counseling, (3) placement, (4) financial aid, (5) disciplinary, (6) financial, and (7) veterans affairs.
 2. Confidentiality of Records

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

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

Records of disciplinary action shall be maintained in the office of the Chief Student Services Officer. No record of disciplinary action shall be entered or made on the student's academic records.
 4. Treatment of Records after Student Graduation or Withdrawal

When students withdraw or graduate from a technical college, their records shall continue to be subject to the provisions of this code.
- II. Student Government and Student Organizations
- A. Student Government Associations
- The college Student Government Association's constitution, as approved by the area commission, establishes the governance structure for students at a college. Amendments to the constitution require approval as stipulated in each Student Government Association constitution.
- B. Student Organizations
- An essential prerequisite for a student organization to be approved is that it has



educational importance and that its objectives be clearly explained in a proposed charter.

The formation of organizations strictly as social clubs should be discouraged. Prior to consideration for approval as an organization, an organization constitution or bylaws must be prepared, and a person must be identified who is willing to serve as advisor, and the names of charter members must be submitted.

III. Proscribed Conduct

A. General

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

B. Abuse of Privilege of Freedom of Speech or Assembly

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

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

C. Academic Misconduct

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

1. Cheating on tests is defined to include the following:

- a. Copying from another student's test or answer sheet.
- b. Using materials or equipment during a test not authorized by the person giving the test.
- c. Collaborating with any other person during a test without permission.
- d. Knowingly obtaining, using, buying, selling, transporting, or soliciting in whole or in part the contents of a test prior to its administration.
- e. Bribing or coercing any other person to obtain tests or information about tests.
- f. Substituting for another student, or permitting any other person to substitute for oneself.
- g. Cooperating or aiding in any of the above.

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

3. "Collusion" means knowingly assisting another person in an act of academic dishonesty.

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

D. Falsification of information, and other unlawful acts, with intent to deceive is defined as:

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

E. Infringement of rights of others is defined to include, but not limited to, the following:

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

F. Other unlawful acts which call for discipline include, but are not limited to:

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



5. Possession or use on campus of any firearm or other dangerous weapon or incendiary device or explosive unless such possession or use has been authorized by the college.
 6. Possession, use or distribution on campus of any narcotics, dangerous, or unlawful drugs as defined by the laws of the United States or the State of South Carolina.
 7. Possession, use, or distribution on campus of any beverage containing alcohol.
 8. Violation of institutional policies while on campus or off campus when participating in a college sponsored activity.
 9. Violation of South Carolina and/or federal laws while on campus or off campus when participating in a college sponsored activity.
 10. Engaging in any activity that disrupts the educational process of the college, interferes with the rights of others, or adversely interferes with other normal functions and services.
- IV. Rules of Student Disciplinary Procedure and Sanctions
The sanctions that follow are designed to channel faculty, staff or student complaints against students. Due process of law is essential in dealing with infractions of college regulations and state and federal statutes. Consequently, any disciplinary sanction imposed on a student or organization will follow the provisions of this code.
- A. Administrative Suspension
1. If an act of misconduct threatens the health or well being of any member of the academic community or seriously disrupts the function and good order of the college, an administrative officer may direct the student involved to cease and desist such conduct and advise the student that failing to cease and desist may result in immediate administrative suspension. If the student fails to cease and desist, or if the student's continued presence constitutes a danger, the President of the College, or his/her designee, may temporarily suspend the student from the college pending the outcome of a disciplinary hearing on the charge(s).
 2. The President, or his/her designee, shall notify the Chief Student Services Officer in writing about the nature of the infraction and the name of the student before 5:00 p.m. of the first class day following its imposition of the administrative suspension. The Chief Student Services will inform the student, in writing, about the decision. This written notice will be hand-delivered to the student or sent by certified mail within two working days of receiving the information from the President or his/her designee.
- B. Academic Misconduct
1. An instructor who has reason to believe that a student enrolled in his/her class has committed an act of academic misconduct must meet with the student to discuss this matter. The instructor must advise the student of the alleged act of academic misconduct and the information upon which it is based. The student must be given an opportunity to refute the allegation.
 2. If the instructor, after meeting with the student, determines that the student has engaged in academic misconduct as alleged, the instructor will inform the student about the decision and the academic sanction that will be imposed. The instructor may impose one of the following academic sanctions:
 - a. Assign a lower grade or score to the paper, project, assignment or examination involved in the act of misconduct.
 - b. Require the student to repeat or resubmit the paper, project, assignment, or examination involved in the act of misconduct.
 - c. Assign a failing grade for the course.
 - d. Require the student to withdraw from the course.
 3. If the student is found responsible for the academic misconduct, within five working days of the meeting, the instructor will submit a written report about the incident and the sanction imposed to the Chief Instructional Officer.
 4. The Chief Instructional Officer, or designee, will send a letter to the student summarizing the incident, the finding, the terms of the imposed sanction, and informing the student that he/she may appeal the decision and/or the sanction by submitting a written request to the Chief Instructional Officer within seven working days of the date of the Chief Instructional Officer's letter.
 5. If the student requests an appeal, the Chief Instructional Officer, or designee, will schedule a time for the meeting. The Chief Instructional Officer, or designee, will send a certified letter to the student. In addition to informing the student that the Chief Instructional Office, or designee, will hear the appeal, this letter must also contain the following information:
 - a. A restatement of the charges
 - b. The time, place, and location of the meeting
 - c. A list of witnesses that may be called
 - d. A list of the student's procedural rights. These procedural rights are presented in the Student Code and Grievance Policy, Section V. A. 1.e.
 6. On the basis of the information presented at the appeal, the Chief Instructional Officer, or designee, will render one of the following decisions:
 - a. Accept the decision and the sanction imposed by the instructor
 - b. Accept the instructor's decision but impose a less severe sanction



- c. Overturn the instructor's decision
- 7. The Chief Instructional Officer, or designee, will send the student a letter within two working days of the meeting. This letter will inform the student of the decision and inform the student that the decision can be appealed to the President of the College by sending a letter detailing the reasons for the appeal to the President's Office within five working days.
- 8. After receiving the student's request, the President will review all written materials relating to this incident and render one of the following decisions. The President's decision is final and cannot be appealed further.
 - a. Accept the decision and the sanction imposed
 - b. Accept the decision but impose a less severe sanction
 - c. Overturn the decision
 - d. Remand the case to the Student Appeals Committee to re-hear the case according to the procedures listed in section IV. D and section V.
- C. STUDENT MISCONDUCT
 - 1. A charge involving a student infraction must be filed in writing at the office of the Chief Student Services Officer within 5 working days after the alleged infraction or after such infraction becomes known to an administrative officer of the college.
 - 2. Within 5 working days after the charge is filed, the Chief Student Services Officer, or designee, shall complete a preliminary investigation of the charge and schedule immediately a meeting with the student. After discussing the alleged infraction with the student, the Chief Student Services Officer, or designee, may act as follows:
 - a. Drop the charges.
 - b. Impose a sanction consistent with those shown in Section IV.D.2.c, Student Appeals Committee.
 - c. Refer the student to a college office or community agency for services.
 - 3. The decision of the Chief Student Services Officer, or designee, shall be presented to the student in writing within 5 working days following the meeting with the student. In instances where the student cannot be reached to schedule an appointment, or where the student refuses to cooperate, the Chief Student Services Officer, or designee, shall send a certified letter to the student's last known address, providing the student with a list of the charges, the Chief Student Services Officer's, or designee's decision, and instruction governing the appeal process.
 - 4. A student who disagrees with the decision may request a hearing before the Student Appeals Committee. This request must be submitted within 2 working days after receipt of the decision unless a request is made and approved for an extension of time. The Chief Student Services Officer shall refer the matter to the Committee together with a report of the nature of the alleged misconduct, the name of the complainant, the name of the student against whom the charge has been filed, and the relevant facts revealed by the preliminary investigation.
- D. The Student Appeals Committee

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

 - 1. Membership of the Committee shall be composed of the following:
 - a. Three faculty members appointed by the chief instructional officer and approved by the President.
 - b. Three student members appointed by the appropriate student governing body and approved by the President.
 - c. One member of the Student Services staff appointed by the Chief Student Services Officer and approved by the President.
 - d. The Chief Student Services Officer serves as an ex officio nonvoting member of the Committee.
 - e. The chair shall be appointed by the President from among the membership of the Committee. Ex officio members of the committee may not serve as the chair of the committee.
 - 2. Functions of the Committee are described as follows:
 - a. To hear an appeal from a student charged with an infraction that may result in disciplinary action.
 - b. To hand down a decision based only on evidence introduced at the hearing.
 - c. To provide the student defendant with a statement of the committee's decision including findings of fact and, if applicable, to impose one or more of the following sanctions:
 - 1) Academic Misconduct
 - a) Assign a lower grade or score to the paper, project, assignment or examination involved in the act of misconduct.
 - b) Require the student to repeat or resubmit the paper, project, assignment, or examination involved in the act of misconduct.
 - c) Assign a failing grade for the course.
 - d) Require the student to withdraw from the course.
 - 2) Student Misconduct
 - a) A written reprimand.
 - b) An obligation to make restitution or reimbursement.
 - c) A suspension or termination of particular student privileges.



- d) Disciplinary probation.
- e) Suspension from the college.
- f) Expulsion from the college.
- g) Any combination of the above.

V. Procedures for Hearings before the Student Appeals Committee

A. Procedural Duties of the Chief Student Services Officer

1. At least 7 working days prior to the date set for hearing before the Committee, the Chief Student Services Officer shall send written notice to all involved and a certified letter to the student's last known address providing the student with the following information:
 - a. A restatement of the charge or charges.
 - b. The time and place of the hearing.
 - c. A list of all witnesses who might be called to testify.
 - d. The names of Committee members.
 - e. A statement of the student's basic procedural rights. These rights follow:
 - 1) The right to counsel. The role of the person acting as counsel is solely to advise the student. The counsel shall not address the Committee. Payment of legal fees is the responsibility of the student.
 - 2) The right to produce witnesses on one's behalf.
 - 3) The right to request, in writing, that the President disqualify any member of the committee for prejudice or bias. (At the discretion of the President, reasons for disqualification may be required.) A request for disqualification, if made, must be submitted at least 2 working days prior to the hearing. If such disqualification occurs, the appropriate nominating body shall appoint a replacement to be approved by the president.
 - 4) The right to present evidence. The Committee may determine as to what evidence is admissible.
 - 5) The right to know the identity of the person(s) bringing the charge(s).
 - 6) The right to hear witnesses on behalf of the person bringing the charges.
 - 7) The right to testify or to refuse to testify without such refusal being detrimental to the student.
 - 8) The right to appeal the decision of the Committee to the President who will review the official record of the hearing. The appeal must be in writing and it must be made within 7 working days after receipt of the decision.
2. On written request of the student, the hearing may be held prior to the expiration of the 7-day advance notification period, if the Chief Student Services Officer concurs with this change.

B. The Conduct of the Committee Hearings

1. Hearings before the Committee shall be confidential and shall be closed to all persons except the following:
 - a. The student and the person who initiated the charges; however the hearing may be conducted without either party present if either party ignores the notice of the hearing and is absent without cause.
 - b. Counsels for the student and the college.
 - c. A person, mutually agreed upon by the student and the Committee, to serve in the capacity of recorder.
 - d. Witnesses who shall:
 - 1) Give testimony singularly and in the absence of other witnesses.
 - 2) Leave the committee meeting room immediately upon completion of the testimony.
2. The Committee shall have the authority to adopt supplementary rules of procedure consistent with this code.
3. The Committee shall have the authority to render written advisory opinions concerning the meaning and application of this code.
4. The conduct of hearings before this Committee is unaffected by charges of local, state, or federal authorities against the student for acts that are the same, or similar to, charges of misconduct to be heard by the Committee. Two separate jurisdictions are involved in such cases. Therefore, hearings may be held and decisions rendered independent of any resolution by the court system.
5. In addition to written notes, the hearing may be tape recorded, except for the Committee's deliberations. After the conclusion of the hearing, the tape will be kept in the office of the Chief Student Services Officer. The student may listen to the tape of his/her hearing under the supervision of the Chief Student Services Officer or designee. The student is not entitled to a copy of the tape or a written transcript of the hearing.
6. Upon completion of a hearing, the Committee shall meet in executive session to determine concurrence or non-concurrence with the original finding and to impose sanctions, if applicable.
7. Decisions of the Committee shall be made by majority vote.
8. Within 2 working days after the decision of the Committee, the Chairperson shall send a certified letter to the student's last known address providing the student with the committee's decision and a summary of the rationale for the decision.

C. Appeal to the President

When the student appeals to the President, the President, whose decision is final, shall have the authority to:



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

THE STUDENT GRIEVANCE PROCEDURE FOR THE SC TECHNICAL COLLEGE SYSTEM

I. PURPOSE

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

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

If the grievance is not resolved after this meeting, then the remainder of the grievance procedure will be followed.

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

II. DEFINITIONS

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

- A. "College" means any college in the South Carolina Technical College System.
- B. "President" means the chief executive officer of the college.
- C. "Administrative Officer" means anyone designated at the college as being on the administrative staff, such as the President, Chief Academic Officer, Chief Student Services Officer, etc.
- D. "Chief Student Services Officer" means the Administrative Officer at the College who has overall management responsibility for student services or his/her designee.
- E. "Chief Instructional Officer" means the Administrative Officer at the College who has overall management responsibility for academic programs and services or his/her designee.
- F. "Student" means a person taking any course(s) offered by the college.
- G. "Instructor" means any person employed by the college to conduct classes.
- H. "Staff" means any person employed by the college for reasons other than conducting classes.
- I. "Campus" means any place where the college conducts or sponsors educational, public service, or research activities.

III. PROCEDURES

A. First Step

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

B. Second Step

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

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

C. Third Step

If the supervisor's written response does not resolve the matter, the student may request to appear before the Student Grievance Committee. The student must submit a written request within five instructional weekdays after receiving the supervisor's written response. The request shall include a copy of the original grievance form and the reason why the supervisor's response was unsatisfactory. The student must attach a copy of the supervisor's response to the request. The Chief Student Services Office shall immediately notify the President who shall ensure that the Committee is organized in a manner consistent with Section IV. A of this procedure. The Chief Student Services Officer, or designee, will send copies of the appeal to the members of the Committee, the employee, and the



employee's supervisor. The employee against whom the grievance was filed shall be given an opportunity to respond in writing to the chairperson of the Committee.

The Student Grievance Committee's meeting(s) shall be conducted between five and fifteen instructional weekdays following the date of the request. The chairperson may grant a postponement if either party submits a written request no later than five instructional weekdays prior to the scheduled meeting.

D. Fourth Step

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

The President shall review the Committee's findings, conduct whatever additional inquiries are deemed necessary and render a decision within ten instructional weekdays of receipt of the appeal. The President's decision is final.

IV. THE STUDENT GRIEVANCE COMMITTEE

A. The Student Grievance Committee shall be composed of the following:

1. Three students recommended by the governing body of the student body.
2. Two faculty members recommended by the Chief Instructional Officer.
3. One Student Services staff member recommended by the Chief Student Services Officer.
4. One administrator, other than the Chief Student Services Officer, to serve as the Committee's chairperson.
5. The Chief Student Services Officer, or designee, who serves as an ex-officio, non voting member of the committee. The President must approve all recommended members.

B. Purpose and Function of Grievance Committee

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

C. Rights of the Parties Involved in a Grievance

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

1. A written notice of the complaint that shall be forwarded to all parties at least five instructional weekdays prior to the meeting unless the student filing the complaint waives this requirement. This notice shall include the following:
 - a. A brief description of the complaint, including the name of the person filing the complaint;
 - b. the date, time, and location of the meeting; and
 - c. the name of any person who might be called as a witness.
2. Review all available evidence, documents or exhibits that each party may present at the meeting. This review must take place under the supervision of the Chief Student Services Officer or his/her designee.
3. Appear in person, present information on his or her behalf, and present additional evidence to the committee, subject to the Committee's judgment that the evidence is relevant to the appeal.
4. Call witnesses who are dismissed after providing testimony and responding to questions posed by the Committee and either party in the appeal.
5. An advisor who shall not address the Committee or ask any witness a question. Payment of legal fees is the student's responsibility.

D. HEARING PROCEDURES

1. Hearings are closed to the public. When testimony is being given, only the committee members, the student and his/her advisor, the employee and his/her advisor, and the witness giving testimony may be present. During deliberations, only the members of the Committee may be present.
2. Hearings are informal and a tape recording of the testimony presented during the appeal hearing may be made. The Committee's deliberations are not tape-recorded. After resolution of the appeal, the tape recording will be kept for three months in the office of the Chief Student Services Officer. Either party in the appeal may listen to this tape recording under the supervision of the Chief Student Services Officer or designee.
3. The Committee may question the student and the employee. The Committee may also question the employee's supervisor and any additional witnesses that it considers necessary to render a fair decision. Questions must be relevant to the issues of the appeal.
4. Both parties to the appeal may ask questions of the other during the meeting. These questions must be relevant to the issues of the appeal. The Chairperson of the Committee will determine the appropriateness of the questions.
5. The student shall bear the burden of proof.
6. The Committee shall decide the solution of the grievance by a majority vote. In case of a tie, the chairperson shall vote and thus break the tie.
7. The chairperson shall forward a copy of the Committee's decision to all parties involved and to the office of the President of the college within two instructional weekdays of the Committee's decision. This letter will include a rationale for the Committee's decision.



Financial Information







How to Apply for Financial Aid

1. Complete a College application and a *Free Application for Federal Student Aid* (FAFSA) as soon as possible after January 1 of the year in which the student wants to receive aid in the Fall. The FAFSA establishes eligibility for the entire academic year beginning with the fall semester. The FAFSA form is available upon request from the Financial Aid office or online at

www.FAFSA.ed.gov. *Completion of the FAFSA is mandatory in order to be considered for SC Lottery Tuition Assistance monies.* Be sure to put the Williamsburg Technical College code -- **009322** -- on the completed FAFSA. Electronic signatures are required for the student and the student's parent if student is a dependent. Personal Identification Numbers (PIN) for these signatures may be obtained at www.pin.ed.gov.

2. A *Student Aid Report* (SAR) will be generated by filing the FAFSA. The SAR will be sent to the student, who must check it for accuracy. If needed, requests for additional information will be sent to the student.

3. After receiving the SAR, you must know your Expected Family Contribution (EFC) found on your SAR to complete the VFAO application. Students must go to www.williamsburgtech.vfao.net to register and submit an interview with the College's Virtual Financial Aid Office (VFAO). Once the application is completed, you will be contacted by the VFAO with either an award letter or a request for more information. The VFAO can also show you your aid in progress and has a link to submit questions you may have. Students **MUST** have an email address to use

VFAO.

4. If a student wishes to be considered for any Williamsburg Technical College scholarship, the *Williamsburg Technical College Scholarship Application* must be submitted to the Office of Student Services. Applications may be obtained there or at www.wiltech.edu under "Financial Information."

5. Once all requirements are met, eligibility is established and the student's file is complete, financial assistance will be awarded.

Title IV Financial Aid assumes the following:

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

Failure to comply with these assumptions may significantly alter or eliminate eligibility for aid.



Tuition and Fees

Tuition and fees at Williamsburg Technical College are comparable to the other 16 technical colleges in South Carolina. Tuition and fees are subject to change at any time by action of the State Board for Technical and Comprehensive Education or the WTC Area Commission. For the most up-to-date tuition and fee schedule, please go to www.wiltech.edu.

No student may reenroll, graduate, receive grades, or receive a transcript of academic record until all indebtedness to the college has been settled.

The registration process is not complete until tuition and fees are paid to the Business Office and the student receives a copy of his/her scheduled classes stamped "Paid."

Tuition for Senior Citizens

Williamsburg Technical College, as a state-supported college under the State Board for Technical and Comprehensive Education, is authorized to permit legal residents of South Carolina who have attained the age of 60 to attend classes for credit or non-credit on a space available basis without the required payment of tuition, provided that they meet all admission requirements and are not receiving compensation as full-time employees.

Tuition for Auditing a Course

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

Deferred Tuition Payment Plan Terms and Conditions

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



Late Registration Fees

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

Returned Check Fee

A \$30 service charge will be made on each returned check.

Financial Aid Process

The costs of postsecondary education can be a significant burden to a family's budget. The goal of the Financial Aid office is to assist students in meeting their educational costs by providing streamlined access for students choosing a course of study at Williamsburg Technical College. This goal is met by providing the following services:

1. Providing financial program information to prospective students and their families.
2. Assisting students and their families with financial aid application and process.
3. Analyzing eligibility for aid and making financial aid awards.
4. Making every effort to deliver financial aid in a timely manner.

Eligibility to Apply for Financial Aid

Under Ability-to-Benefit Regulations if you do not have a high school diploma, General Educational Development (GED) certificate, or its recognized equivalent, you may become eligible for Federal student aid programs (Title IV funds) by taking the College's Computeradaptive Placement Assessment and Support System (COMPASS) and achieving the scores as approved by the United States Department of Education in reading comprehension, sentence skills and arithmetic. The test is administered through the Student Services office in Building A.

Ability to benefit may also be established by satisfactory completion of six credits that are applicable toward a degree or certificate at the college. Students may not receive Title IV aid for these six hours.

A student must be enrolled in a certificate, diploma, or degree program to be eligible for financial aid. Transient students must seek financial aid at their home institutions. Students in continuing education programs or career development are not eligible for assistance. Students in continuing education programs or career development are not eligible for assistance.

Types of Financial Aid Assistance

Federal Grants

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

Federal Work-Study

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

South Carolina Need Based Grants Program

The South Carolina NeedBased Grants (SCNBG) program is a state grant to the undergraduate students who are residents of South Carolina. The grants are available



to full- and part-time students and the award depends upon action by the General Assembly and amounts contingent upon the availability of funds to be appropriated for the program. Eligibility requirements are available at www.wiltech.edu or from the Financial Aid office. FSEOG or SCNBG are awarded per institutional policy on a first-come, first-served basis.

South Carolina Education Lottery Tuition Assistance

In accordance with legislation passed in June 2002, students may qualify for South Carolina Education Lottery Tuition Assistance (SLTAP). Eligibility requirements are available at www.wiltech.edu or from the Financial Aid office. For current amounts of award, go to <http://www.sctechsystem.com/lottery/lotteryinfo.htm> on the Internet or visit the WTC Financial Aid office in Room 214, Building A. A student may not receive SLTAP funds for more than one certificate, diploma, or degree earned within a five-year period unless the additional certificate, diploma, or degree constitutes progress in the same field of study.

Community Programs for Financial Assistance

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

Williamsburg Technical College Scholarships

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

J.P. Askins Jr. Memorial Scholarship

(The J.P. Askins Jr. Memorial Scholarship will be awarded only when sufficient interest gain on the endowment is realized.)

Criteria include:

1. The scholarship will be awarded based on the recommendation of counselors/administration of Hemingway High School;
2. The recipient is to be a senior who has applied, been accepted, and intends to enroll at Williamsburg Technical College;
3. Selection will be made prior to the HHS Awards Day beginning 2009 so recognition of the award can be made at that time.
4. The recipient will have at least a 3.25 high school GPA.
5. The student must enroll the same calendar year he/she graduates (summer or fall semester). The scholarship will be applied to the student's account upon enrolling and subsequent semesters as long as the recipient maintains at least a 3.00 GPA.
6. In the event the recipient is receiving other financial aid/awards, the balance of his/her account will be given to the student or remain on his/her account for future college expenses.
7. The scholarship will be disbursed as follows: fall and spring, \$400 each and summer, \$200.
8. The scholarship is awarded for three semesters.
9. Continuous enrollment is required.

Dayco Scholarship

1. This scholarship is awarded annually to a second-year, full-time, associate degree student in one of the 16 colleges in the South Carolina Technical College system.



2. The recipient must lack no more than two semesters to complete the requirements for graduation, must enroll as a full-time student and must maintain a 3.0 grade point average.
 3. Applications and documentation must be sent to the Scholarship Committee by July 1 each year.
- For more information about the Dayco Scholarship, contact the Student Services office.

Progress Energy Scholarship

The scholarship is valued at \$1000 per academic year. The funds will be distributed to the scholarship recipient in two payments: fall semester, \$500, and spring semester, \$500.

Criteria for selecting a recipient of the Progress Energy Scholarship shall include the following:

1. Preference will be given to a customer of Progress Energy.
2. The recipient must be a student enrolled full time in a two-year degree or certificate program in Electrical Technology or a related field, must maintain a B average and must have financial need.
3. The recipient shall be selected and the scholarship awarded without regard to race, sex, color, creed, religious preference, age, national origin or handicap of each candidate.

For other Progress Energy scholarship opportunities, go to www.progress-energy.com.

The Exchange Bank of South Carolina Scholarship

Criteria for selecting a recipient of the Exchange Bank Scholarship shall include the following:

1. The student must be enrolled full-time in the Associate in Arts or Associate in Science degree programs.
2. The student must have earned no less than 24 semester hours with no grade less than a C and a grade point ratio of not less than 3.0.
3. The scholarship will not exceed two semesters (full-time).

Procedures:

1. Make an application through the Student Services office at the College.
2. Provide two letters of support for this scholarship by friends or counselors.
3. Preference will be given to residents of Williamsburg County.
4. A letter from the WTC Foundation confirming the conditions of the scholarship are met will be sent to the president of The Exchange Bank of South Carolina for tuition, fees and book charges up to a maximum of \$850 per year awardable after any state or federal grant awards have been deducted from tuition, fees and book charge total.
5. Appropriate notice and publication of the availability of The Exchange Bank of South Carolina Scholarship will be made to the community at large.
6. The student will agree to have a copy of the application, grades and other relevant information provided to the president of The Exchange Bank of South Carolina on request.

For information on the bank, visit www.exchangebanksc.com.

Barney and Louise M. Easterling Scholarship

Criteria:

1. The applicant must be accepted into a curriculum program at Williamsburg Technical College.
2. The applicant must have earned a 2.0 ("C") GPA at Williamsburg Technical College or, if a transfer student, must have earned a cumulative 2.0 ("C") at previous college(s). A new student/first-time freshman scholarship applicant must have earned a 2.0 ("C") in high school.
3. The student must maintain a 2.0 GPA and make satisfactory progress to maintain the scholarship.
4. The student will agree to acknowledge appreciation of the scholarship to the donor.



5. The student will sign a Williamsburg Technical College Information Release Form.
Procedures:

1. Only students with all application paperwork completed and on file in the Student Services office are eligible to apply for college scholarships.
2. Applicant must complete the WTC financial aid application process.
3. Preference will be given to residents of Williamsburg County.
4. The scholarship may be used only toward tuition, fees and book charges up to a maximum of \$1000 per year (\$400 fall, \$400 spring, \$200 summer) awardable after any state or federal grant awards have been deducted from tuition, fees and book charges. The student should not receive a check for any excess funds. Should an over-award occur or the student not qualify for the second semester, the funds will be awarded to another eligible student or returned to the Barney and Louise M. Easterling Scholarship account.
5. The scholarship amount will be prorated according to enrollment status (full-time, three-quarter time, half-time, or less than half-time).
6. The scholarship will not exceed three semesters (fall, spring and summer).

Firestone Endowed Scholarship

Criteria:

1. The applicant must be accepted for admission into a curriculum at Williamsburg Technical College.
2. The applicant must have earned a 2.0 ("C") GPA at Williamsburg Technical College or, if a transfer student, must have earned a cumulative 2.0 ("C") at previous college(s). A new student/first-time freshman scholarship applicant must have earned a 2.0 ("C") in high school.
3. The student must maintain a 2.0 GPA and make satisfactory progress to maintain the scholarship.
4. The student will agree to acknowledge appreciation of the scholarship to the donor.
5. The student will sign a WTC Information Release Form for publicity purposes.

Procedures:

1. Applicant must complete a scholarship application through the Student Services office at the College and provide an official final high school transcript if one is not on file at WTC.
2. Applicant must complete the WTC financial aid application process.
3. Preference will be given to a member of a Firestone employee's immediate family; however, the scholarship may be awarded to others if all not used.
4. The scholarship may be used only toward tuition, fees and book charges up to a maximum of \$500 per year awardable after any state or federal grant awards have been deducted from tuition, fees and book charges. The student should not receive a check for any excess funds. Should an over award occur or the student not return for the second semester, the funds will be awarded to another eligible student or returned to the WTC Foundation scholarship account.
5. The scholarship amount will be prorated according to enrollment status (full-time, three-quarter time, half-time, or less than half-time).
6. The scholarship will not exceed two semesters (fall, spring or summer) at \$250 per semester.
7. The scholarship will be awarded only when interest on invested funds have earned at least \$500.

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

Criteria for selecting a recipient of the Mr. and Mrs. Thomas English McCutchen and Jane Perry McCutchen Scholarship shall include the following:

1. The student must be enrolled full-time in the Associate in Arts or Associate in Science degree programs.
2. The student must have earned no less than 24 semester hours with no grade less than a C and a GPA not less than 3.0.



3. The scholarship will not exceed two semesters (full-time).

Procedures:

1. Make an application through the Student Services office at the College.
2. Provide two letters of support for this scholarship by friends or counselors.
3. Preference will be given to residents of Williamsburg County.
4. A letter from the WTC Foundation confirming the conditions of the scholarship are met will be sent to the donor.
5. Appropriate notice and publication of the availability of the Scholarship will be made to the community at large.
6. The student will agree to have a copy of the application, grades and other relevant information provided to the donor and to acknowledge appreciation of the scholarship to the donor.
7. The scholarship may be used toward tuition, fees and book charges up to a maximum of \$1000 per year awardable after any state or federal grant awards have been deducted from tuition, fees and book charges.

Henry and Jackie Poston Scholarship

Criteria:

1. The applicant must be accepted into a curriculum program at Williamsburg Technical College.
2. The applicant must have earned a 2.0 ("C") GPA at Williamsburg Technical College or, if a transfer student, must have earned a cumulative 2.0 ("C") at previous college(s). A new student/first-time freshman scholarship applicant must have earned a 2.0 ("C") in high school.
3. The student must maintain a 2.0 GPA and make satisfactory progress to maintain the scholarship.
4. The student will agree to acknowledge appreciation of the scholarship to the donor.
5. The student will sign a Williamsburg Technical College Information Release Form.

Procedures:

1. Only students with all application paperwork completed and on file in the Student Services office are eligible to apply for college scholarships.
2. Applicant must complete the WTC financial aid application process.
3. Preference will be given to residents of Williamsburg County.
4. The scholarship may be used only toward tuition, fees and book charges up to a maximum of \$1000 per year (\$400 fall, \$400 spring, \$200 summer) awardable after any state or federal grant awards have been deducted from tuition, fees and book charges. The student should not receive a check for any excess funds. Should an over-award occur or the student not qualify for the second semester, the funds will be awarded to another eligible student or returned to the Henry and Jackie Poston Scholarship account.
5. The scholarship amount will be prorated according to enrollment status (full-time, three-quarter time, half-time, or less than half-time).
6. The scholarship will not exceed three semesters (fall, spring and summer).

The President's Award Scholarship

The President's Award is to be awarded as follows:

1. Recipient must be a graduate of one of the following high schools in Williamsburg County: C.E. Murray, Hemingway, Kingstree Senior, or Williamsburg Academy;
2. Recipient must have graduated the same year of recipient's fall enrollment (i.e., the 2009-2010 recipient must be a 2009 high school graduate.
3. The recipient will be the student with the highest final high school grade point average. In the event two or more students have the same grade point average, the following will be used to determine the recipient: Date the application process is completed (application turned in, placement test completed/minimally accepted SAT/ACT scores submitted, final high school transcript received), with further delineation determined by the date the application is entered into the Datatel System.



4. The review to determine the recipient of The President's Award will be completed by the last day of fall registration. Up to three alternate recipients, based on GPA and the above criteria, will be identified.
5. The award is to be disbursed based on enrollment status at the time of award disbursement as follows:
 Fall – Full time: \$400; 7-11 hours: \$300; 1-6 hours: \$200
 Spring – Full time: \$400; 7-11 hours: \$300; 1-6 hours: \$200
 Summer – Full time: \$200; 1-5 hours: \$100
6. The President's Award recipient must earn a 3.00 Grade Point Average (GPA) on courses completed Fall Semester to receive the award Spring Semester, and a 3.00 GPA on courses completed Spring Semester to receive the award Summer Semester;
7. If the recipient does not earn the stated GPA or does not maintain continuous enrollment, the award is to be given to the first alternate identified during the initial selection process who meets the criteria as outlined above. If the initial recipient or and/all of the three alternates do not meet the award criteria, The President's Award is not to be awarded.
8. Any funds not awarded are to become part of The President's Award corpus, with the long term goal being the endowment of The President's Award.

Rotary Club of Kingstree Book Scholarship

The Rotary Club of Kingstree provides a \$500 scholarship annually to be used exclusively for the purpose of purchasing textbooks. The scholarship is disbursed as follows: \$200 fall and spring, \$100 summer. The recipient must be a graduate of a Williamsburg County high school must be enrolled as a full-time student, and must maintain a 3.0 grade point average. Any unused money will be the property of the College to be used to award additional book scholarships.

The South Carolina Early Childhood Credential Scholarship Program

The T.E.A.C.H. Early Childhood Project provides scholarships for teachers working in child care to complete course work in early childhood education and to increase their compensation. The Center for Child Care Career Development as a division of the Office of First Steps will administer the T.E.A.C.H. project. Eligible persons include teachers, directors or family childcare providers working in a registered or licensed childcare. Applicants must work a minimum number of hours per week in a registered or licensed childcare program. Applicant must have the sponsorship of their employer in a licensed childcare program, work in a state regulated program 20 hours per week and earn less than \$14.45 per hour (teacher) or less than \$15.00 per hour (director). Associate degree eligibility requires that applicant work in a state regulated program 30 hours per week, and earn less than \$14.45 per hour (teacher) or less than \$15.00 per hour (director). Participants in the SC Early Childhood Credential Scholarship Program commit to completing three college credit hours (ECD 101) of education during a semester. Participants in the Early Childhood Associate Degree Scholarship Program commit to completing between 9-15 semester hours of education during each annual contract period. Participants make a commitment to remain in the sponsoring childcare program or the field for at least a year beyond the contract. See the ECD advisor at WTC for more information.

Williamsburg First National Bank Scholarship

Criteria:

1. The recipient must be enrolled in a curriculum at Williamsburg Technical College.
2. The recipient must have earned a 3.0 ("B") GPA at Williamsburg Technical College or, if a transfer student, must have earned a cumulative 3.0 ("B") at previous college(s). A new student/first-time freshman scholarship applicant must have earned a 3.0 ("B") in high school.
3. The recipient must maintain a 3.0 GPA and make satisfactory progress to maintain the scholarship for the following semester.
4. The recipient will agree to acknowledge appreciation of the scholarship to the donor.



5. The recipient will sign a Williamsburg Technical College Information Release Form.

Procedures:

1. Applicant must complete a scholarship application through the Student Services office at the College.
2. Applicant must complete the WTC financial aid application process. Applicant must be a legal resident of South Carolina; preference will be given to residents of Williamsburg County.
3. The scholarship will be credited to the student's WTC account. The student will receive a check for any excess funds after all WTC charges have been satisfied each semester. Should the student not qualify for the next semester, the funds will be awarded to another eligible student or returned to the WTC Foundation scholarship account.
4. The scholarship amount will be prorated according to enrollment status (full-time, three-quarter time, half-time, or less than half-time). Full time enrollment amounts will be fall semester (\$400), spring semester (\$400), summer semester (\$200).
5. The scholarship will not exceed three semesters (fall, spring or summer).

Other scholarships offered through the Williamsburg Technical College Foundation include:

Walter C. and Elizabeth D. Cottingham Endowed Scholarship

Williamsburg Technical College Foundation Scholarship

M. Oneal Kirby Memorial Scholarship

For information on criteria for these scholarships, visit the Student Services office or go to www.wiltech.edu.

Scholarships which will be awarded when sufficient interest gain on the endowment is realized include:

Will Northington Meriwether Scholarship

James W. Tanner Scholarship

Standards of Academic Progress for Financial Aid

Satisfactory Progress

Financial aid payments under any federal- or state-sponsored financial aid program will be made only if a student is maintaining satisfactory progress in the course of study being pursued. Progress is defined according to the standards and practices of the institution. The institution will withhold payments if the student is not making measurable progress until the student reestablishes eligibility by meeting or exceeding the standards. Copies of the policy are available in the Financial Aid office.

Appeals Process

Students who wish to appeal the withholding of payments due to unsatisfactory progress may submit a letter stating reason(s) for delay in progress to the Student Services office. The Appeals Committee (consisting of the Dean of Student Services, the Dean of Instruction, and the Chief Business Officer) will review the appeal and contact the student as soon as possible concerning their decision.

Refund Policy

It is the policy of Williamsburg Technical College that students receive a fair and equitable refund of tuition and other institutional charges upon withdrawal or reduction of course load below 12 credit hours.

Written withdrawal notification and request for refund *must be submitted* to the Student Services Office *during the drop/add period*. Failure to attend class or notifying the instructor does not constitute withdrawal. *One hundred percent refunds for class*



withdrawal are made only within the first seven calendar days after the start of the semester. No refunds will be made thereafter.

Full refunds will be made for classes cancelled by the College.

The policy applies even if the student does not attend class, and the number of school days applies regardless of the student's class schedule.

Refunds for veterans and other eligible persons enrolled in non-degree programs will be made subject to limitations set forth in Code of Federal Regulations 21.4255(c)(13).

Refunds—Title IV

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

NOTE: The College will reduce the refund by 5% or \$100, whichever is less, for administrative fees.

Veteran Student Refunds

The College has and maintains a policy for the refund of the unused portion of tuition, fees, and other charges in the event the veteran or eligible person fails to enter the course or withdraws or is discontinued there from at any time prior to completion. See page 53 of this catalog for a full explanation of the refund policy. Refunds will be made promptly (within 40 days). Veterans are not required to file an application for refund.

Veterans' Benefits

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

Enrollment Certification

Certification for benefits by the financial aid director is necessary in order for eligible veterans, service persons, reservists and dependents to receive educational assistance checks from the Veterans Administration. The Financial Aid office is located in Room 214, Building A.

Generally, eligible VA students must have completed formal College admission requirements and must be fully admitted into a program before they request certification for VA payment. Students should contact the College's financial aid director for specific information about requesting VA payments for their admission status. The Veterans Administration will make the final decision regarding approval of payments for students in special admission categories.

To ensure receipt of benefits, eligible VA students must inform the financial aid director of their intention to register for classes and supply the number of credit hours for which they will enroll each semester. After the appropriate paperwork has been submitted to the financial aid director, it is then submitted to the Veterans Administration regional office for processing and, generally, payment.

Specific procedures and forms for application and enrollment certification may be obtained from the College's financial aid director. Each student's request will be handled individually according to the type of VA education assistance program for which the student is eligible and the student's enrollment status at the College.

All students receiving VA educational assistance payments from the Veterans Administration are responsible for immediately notifying the Veterans Administration and the



College's financial aid director of any changes in their program and/or credit hour load during a semester, to include changing programs, dropping or adding a course, withdrawing from school, or auditing a course. Veterans must file a change of program form 1995 with the Veterans Administration if changing curriculum. Generally, the VA will not allow payment for courses not computed in a student's GPA or not counted toward graduation requirements for a student's program.

Attendance Policy

Veterans enrolled in non-degree programs will be interrupted for unsatisfactory attendance when accumulated absences, tardies, and class cuts exceed twenty (20) percent of class contact hours.* The interruption will be reported to the Veterans Administration within 30 days of the last date of attendance. A veteran may be reenrolled for benefits at the beginning of the term following interruption because of unsatisfactory attendance only when the cause of unsatisfactory attendance has been removed. Students interrupted a second time for unsatisfactory attendance will not be allowed to reenroll for benefits in the absence of mitigating circumstances.

Mitigating Circumstances—Mitigating circumstances are those which directly hinder pursuit of a course and which are judged to be beyond the student's control. The following are some general categories of mitigating circumstances:

1. Serious illness of the veteran;
2. Serious illness or death in the veteran's immediate family;
3. Emergency financial obligations or change of place of employment or work schedule which preclude pursuit of the course;
4. Active duty military service, including active duty for training.

This list is not all-inclusive.

For institutions that have a published "leave of absence" policy, students receiving VA education benefits will have their benefits discontinued while on an "official leave of absence."

**NOTE: If the institutions's existing policy is more restrictive, that policy will be used.*

Vocational Rehabilitation

The South Carolina Vocational Rehabilitation Department and the Vocational Rehabilitation and Education Division of the Veterans Administration have programs available to assist students with physical disabilities. For information concerning these programs, contact the local office of the South Carolina Department of Vocational Rehabilitation. Financial Aid office personnel will assist any person needing additional information.

Social Security

Determination of eligibility and amount of assistance is handled by the Social Security Administration. Contact should be made with the local Social Security office.

More information concerning financial aid can be obtained by contacting the Financial Aid Office.





Continuing Education



Continuing Education

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Course Offerings in Continuing Education

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

Business and Management

- Communication Skills
- Team Building
- Mid-level Management Training
- Motivation and Production
- Statistical Process Control
- WorkKeys® Assessments
- WorkKeys® Profiling
- Customer Service

Computers

- MS Word
- Excel
- Introduction to the Internet
- Introduction to Windows
- Windows 2007
- Web Page Design
- E-Commerce

Courses Available Online

- Internet Marketing
- MS Word
- Excel
- Access
- PowerPoint
- Six Sigma
- Paralegal
- Medical Coding
- Bookkeeping
- Telecommunicating
- Personal Enrichment Courses
- Call for additional offerings*

Technical and Industrial

- Career/Technical Mathematics
- Industrial Safety
- CDL Written Test
- Truck Driving
- HVAC Certification Exam
- EPA Refrigerant Certification Exam
- Telephone/Call Center Training

Health and Public Service

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

Personal Interest and Enrichment

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



Course Announcements

Information about continuing education course offerings is published and distributed periodically through local media outlets and is available at www.wiltech.edu or from the Continuing Education division at the College.

Individuals and organizations interested in continuing education courses which have not been announced should write or call Williamsburg Technical College's Continuing Education division at (843) 355-4182. When there is sufficient demand to form a class or classes and a qualified instructor can be employed, the Continuing Education division will notify interested parties of the class starting date and other pertinent information.

Special seminars, workshops and industrial courses may be scheduled to begin at any time suitable to the participants.

Registration

WTC Continuing Education registration is quick and simple. Students must simply:

1. Complete the application available in the Continuing Education office, the Business office, or at www.wiltech.edu.
2. Mail the completed application and fee payment to the Continuing Education office or
3. Deliver the completed application to the Continuing Education office and make fee payment at the Business office.

Student Fees

"Upgrading courses" are jointly supported by student fees and state funds. Charges are based on the number of students and the importance of the course in terms of preparing people for the job market. Completely self-supported through student fees, the charges for personal interest courses are based on the cost of the instructor and the number of students in each class. Business and industrial training courses are supported by state funds and student fees. Fees are negotiated by the college and the participating parties.

Class Cancellation

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

Refunds

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

Student Records and Credit

A Continuing Education Unit (CEU) is a nationally-recognized unit of credit for recording satisfactory completion of certain continuing education courses. One CEU represents ten contact hours of instructions.

Completion certificates may be awarded to students who satisfactorily complete a continuing education course.

Age Limitations

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



Senior Citizen Discounts

Due to the nature of continuing education funding, senior citizens pay the same fees as other students for all courses. Certain courses with "senior citizen" in the course title show tuition fees as listed for those courses.

Courses Via the Internet

Williamsburg Technical College offers hundreds of courses via the Internet. Internet courses are not subject to many limitations encountered with conventional courses. Individuals signing up for a course will correspond with the instructor and send assignments via email. The courses usually run for six weeks with two lessons posted to students' email accounts per week. Many times a textbook is not required. Course materials can be downloaded via the Internet. The courses are offered by the Continuing Education division in conjunction with Ed2go, Gatlin Educational Services, and JER Online Courses. Go to www.wiltech.edu and select "Continuing Education."

Ed2go offers hundreds of courses in areas such as: the Internet, Webpage Design, Web Graphics, Web Programming, Basic Computer Literacy, Computer Applications, Certification Prep, Digital Photography, Languages, Writing Courses, Entertainment Industry Careers, Grant Writing, Business Courses, Test Prep, Personal and Career Development, Healthcare, Nutrition and Fitness, Law and Legal Careers, and many more.

Gatlin Educational Services provides courses in areas such as: Healthcare Professions, Networking/Microsoft Certification Programs, CompTIA Certification Programs, Internet/Graphic and Web Design/Technical and Business/Travel.

JER Group offers courses through Williamsburg Technical College such as: Culinary Arts, Customer Relations, Help Desk Certification, Manufacturing ISO, Nursing, Pharmacy Technician, and many of the courses listed above.

To see all current courses available via the Internet, go to www.wiltech.edu and select "Continuing Education."

Teleconferences

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

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

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

New and Expanding Industry Training Opportunities

Williamsburg Technical College cooperates with new and expanding industries to train work forces. Most often, the training is conducted in the industry where the trainee may be employed and, depending upon the program objectives, may consist of both classroom and on-the-job training. All training programs are established to meet the specific needs of particular industries.

Academic Information



Programs of Study

Williamsburg Technical College offers academic and occupational programs which are diversified and comprehensive. Programs of study include associate degree programs which prepare students for employment or for transfer to senior institutions. Diploma programs provide for specialized training for occupational preparation. Certificate programs are designed for students who prefer a highly focused and specialized area of study.

Each of the College's instructional programs is reviewed on a periodic basis to ensure that content is relevant to current conditions. New programs may be developed based upon a comprehensive needs analysis.

Degree Programs

Associate in Arts

Associate in Science

Associate in Applied Science with a Major in Administrative Office Technology

Associate in Applied Science with a Major in Early Care and Education

Associate in Applied Science with a Major in General Business

Associate in Applied Science with a Major in General Technology

Diploma Programs

Diploma in Applied Science with a Major in Administrative Support

Diploma in Applied Science with a Major in Cosmetology

Diploma in Applied Science with a Major in Practical Nursing

Certificate Programs

Automotive Repair

Basic Automotive Repair

Drafting and Design Technology

Early Childhood Development

General College Studies

Heating, Ventilation, Air Conditioning & Refrigeration Technology

Machine Tool Technology

Basic Machine Tool Technology

Medical Office Clerical Assistant

Microcomputer Business Applications

Prenursing

Small Business Management

Welding

Basic Welding

Word Processing

Academic Advising

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

The following sections provide information on the level of programs and majors offered and the advisor(s) for each program:

<u>Type</u>	<u>Program Name</u>	<u>Program Advisor(s)</u>
Arts and Sciences Department (University Transfer)		
Degree	Associate in Arts	Ernie Lair/Margaret Chandler
Degree	Associate in Science	Brian Weeks/Willie Bryant
Certificate	General College Studies	Margaret Chandler
Computer Technology Department		
Certificate	Microcomputer Business Applications	Becky McIntosh
General Business and Public Service Department		
<i>Business:</i>		
Degree	Administrative Office Technology	Linda Player
Degree	General Business	Alecia Lawrence
Diploma	Administrative Support	Linda Player
Certificate	Medical Office Clerical Asst.	Linda Player
Certificate	Small Business Management	Alecia Lawrence
Certificate	Word Processing	Linda Player
<i>Public Service:</i>		
Degree	Early Care and Education	Earlene Walker
Certificate	Early Childhood Development	Earlene Walker
Nursing Department		
Diploma	Practical Nursing	Sheila Forester
Certificate	Prenursing	TBA
Industrial-Vocational Technology Department		
Degree	General Technology	Brandon Haselden
Diploma	Cosmetology	Charmaine Green
Certificate	Automotive Repair	TBA
Certificate	Basic Auto Repair Technology	TBA
Certificate	Drafting and Design Technology	Brandon Haselden
Certificate	HVAC/Refrigeration Technology	Willie Morant
Certificate	Machine Tool	Brandon Haselden
Certificate	Basic Machine Tool Technology	Mike Cumbie
Certificate	Welding	Jeff Ball
Certificate	Basic Welding Technology	Jason Kinder
Tech Online	Online courses	Linda Harvin

Developmental Studies

Career Development/Undecided Major/College Prep (DVS)
Sylvia Cumbie

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

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

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

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

Placement Tests

Placement at Williamsburg Technical College includes helping students to identify, through assessment, their present levels of education and to move them toward their goals as efficiently as possible.

Applicants are placed into specific courses based on successful previous college course work, SAT scores, ACT scores or Williamsburg Technical College Placement Test. Other admission tests and criteria may be required for admission to specific academic programs. These special requirements are outlined in the Curriculum Information section of the catalog. Applicants for curriculum programs must be tested for course placement unless exempted. WorkKeys® is an acceptable placement instrument for industrial programs. Exemptions may be granted if an applicant meets one or more of the following criteria:

1. The applicant has earned a grade of "C" or better in appropriate college-level English and college-level algebra courses taken at another college or university. An official transcript must be received prior to registration.
2. The applicant has earned advanced placement credit for English and/or mathematics on CLEP and/or AP exams recognized by the College.
3. The applicant has taken the Williamsburg Technical College Placement Test (COMPASS).
4. The applicant has earned an associate's degree or higher.
5. The applicant is not pursuing an academic award and desires to be admitted to take a specific course or courses as a Career Development student. The applicant must meet course prerequisites or have acquired an associate's degree or higher. Students taking the placement test in the Testing Center located in the Student Services office must present a photo i.d.

Academic Load

Students who are enrolled for at least 12 semester hours are considered full-time students. Students enrolled for less than 12 semester hours are considered part-time students.

Any student wishing to enroll in more than 18 semester hours must have the approval of the Dean of Instruction. No student may enroll in more than 21 hours. The course load for students who have been placed on academic probation may be limited in order to encourage students to concentrate their efforts to avoid suspension.

Academic Evaluation

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

Add Period

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

Academic Discipline

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

Academic Honors

President's List

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

Dean's List

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

Merit List

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

National Dean's List

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

Who's Who Among Students in American Junior Colleges

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

Advanced Placement

The College allows advanced standing to place a student beyond the basic course work in a curriculum and allows college credit for properly documented competencies from previous academic study and/or examination.

Williamsburg Technical College will also recognize life or work experience for credit provided that the student meets demonstrated criteria. Details of how a student may establish credit for life or work experience are as follows:

Credit for Work or Public Service

- A. In order to consider awarding credit for work or public service, the student is responsible for demonstrating that the work or public service is comprehensive and allows the applicant to demonstrate proficiencies comparable to academic proficiencies and skill levels in the college level course for which course credit is requested.
- B. The student may be awarded a maximum of 10 percent of the credits required for program completion.
- C. The student who requests consideration for credit work or public service must meet the following guidelines:
 1. The student must be at least 25 years of age;
 2. The student must not have been enrolled in a higher education institution for the previous five years;
 3. The student must have a minimum of five years of work or public service experience before the credit is awarded;
 4. The student must present placement information (SAT, AVT, or COMPASS) to indicate that no remediation is required.
- D. Requests for credit for extra-institutional learning shall be submitted, in writing, to the Admissions Office of the College. The Dean of Instruction and/or appropriate faculty shall coordinate review of the credit. The American Council on Education Guides will be used to determine credit awards. Learning to be evaluated must be in subject areas in which faculty expertise is available or in which expertise can be arranged.
- E. In the event of external evaluators being required, the student shall be charged the hourly rate of the evaluator times the number of hours required to complete the

evaluation. If credit is awarded, a grade of "E" for exemption is assigned.

Credit by Examination

1. College Entrance Examination Board:

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

2. College Level Examination Program:

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

3. Challenge Exam:

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

- a. To make a request for Credit by Examination by Challenge Exam, the student must be registered in the course or have completed a college sponsored noncredit course of similar content.
- b. The request must be endorsed and approved by the Dean of Instruction.
- c. The request must, either by content or reference, present clear evidence that the applicant has previous training or course work to indicate probable success on a comprehensive examination on the subject matter of the course.
- d. The student will attend class until notified of successful completion of the examination.

The instructor must administer the exam during the first five class days of the semester in which application is approved. A score of "C" or better on the examination will entitle the examinee to receive full credit for "hours taken," "hours earned," and the appropriate grade ("A," "B," or "C") will generate quality points. If the examination is passed successfully, the instructor administering the examination will complete the form showing:

- a. The student's name and social security number,
- b. The course title and number,
- c. The letter grade earned on the examination,
- d. Credit hours, and
- e. A copy of the examination and the date the examination was administered. The completed form will be submitted to the Dean of Instruction and will be forwarded to the Registrar upon approval. If the examination is not passed, the student will be treated as a student who did not make application for Credit by Examination by Challenge Exam. A request for Credit by Examination will not be approved for any course taken during the prior semester. Due to the content and methods of instruction, certain courses may not be applicable for Credit by Examination by Challenge Exam.

Advanced Placement for Secondary School Work

Williamsburg Technical College has articulation agreements with several area high schools to grant college credit for courses in which equivalent course work was satisfactorily completed at an area high school or vocational school. Advanced Placement may be requested through Articulation Agreements in many subject areas.

A grade of "E" is assigned. Information may be obtained through counselors at the college, local high schools or vocational schools.

Transferring Credit to Williamsburg Technical College

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

Statewide Agreement of Transfer and Articulation (See Appendix A) Articulation Agreement with Francis Marion University (See Appendix D)

Attendance Requirements

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

Attendance

Punctual and regular attendance in all classes, laboratories, field trips and other class-assigned activities is the obligation of each student. Absences are a serious deterrent to the learning process; an absence in no way lessens the responsibility of the student for meeting course completion requirements.

1. All students must attend a minimum of 80 percent of the hours that the class is scheduled to meet. If the student misses more than 20 percent of the scheduled class hours, the instructor will automatically drop the student from the course.
2. Individual instructors may set higher required attendance standards. In these cases,

the instructor must include this attendance requirement in the course syllabus, which must be distributed at the first class meeting.

3. Instructors, at their discretion, may allow make-up work for classes missed.

Tardiness

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

Auditing a Course

A student who wishes to participate in a course without receiving credit for the course may register as an audit student. An audit student must meet all admission criteria and is expected to attend classes regularly. Any student who wishes to audit a course at Williamsburg Technical College must inform his or her faculty advisor who will make note on the WTC advisement form and in the Datatel system that the course taken is by audit. The advisor will also inform the student that no grade or credit will be granted. The student will not be required to take examinations but has the option of taking tests; however, college credit will not be received.

Audit students may not change to credit status after the end of the add/drop period. Credit students may not change to audit status after the add/drop period. Audit students will not be eligible for VA or other financial aid benefits. Where enrollment is limited, credit students will take priority over audit students.

WebAdvisor

Williamsburg Technical College's website has a link to WebAdvisor, a program which allows students to search for classes; check grades; view program evaluation, class schedules, and entrance test scores; and see the status of financial aid. To sign in to WebAdvisor, follow the information provided after clicking on the WebAdvisor link at www.wiltech.edu. For further assistance, call 843.355.4185 or 843.355.4169.

Student records are not available to anyone but the student and College personnel who are working with the information for the purposes of assisting the student in the educational process. For further information on WebAdvisor, go to www.wiltech.edu and click the WebAdvisor link. *Note:* On-line application for admission or registration for classes, once it becomes an available option, is not complete until all fees are paid in the WTC Business Office.

Change of Schedule

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

Conduct of Classes

Discussion and expression of all views relevant to the subject matter are recognized as necessary to the educational process, but students have no right to infringe on the freedom of instructors to teach or the right of students to learn. If a student behaves disruptively in class after the instructor has explained the unacceptability of such conduct, the instructor may temporarily dismiss the student from class and refer the matter to the Dean of Student Services.

Course Outline

Students have the right and the responsibility to know the subject matter and materials to be covered in a course. The instructor will distribute a syllabus (course outline) at the first class meeting and will post it to his or her Website. This syllabus will include, as a minimum, information on materials, prerequisites, course objectives and schedule, evaluations, grading and attendance regulations. The student should request a syllabus for each course.

Course Prerequisites

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

Course Substitutions

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

Curriculum Changes

A Williamsburg Technical College student who wishes to change his/her instructional program should request a Change of Program form from the Office of Student Services.

The institution may drop or change courses and/or hours in accordance with institutional capability and as demands change or according to student interest or community or industrial needs. Conflicts arising from such changes will be resolved in the best interest of the individual student.

Dropping a Course

Courses dropped during the first five class days will not appear on the student's official record. A course dropped after the fifth class day, will result in a grade of "WP" if the student was passing the course at the time of the drop, or a "WF," which counts as an "F" in calculating grade point ratio. If the student drops or is dropped after 70% of the semester is complete, only a "WF" may be given. The instructor, however, may recommend a "WP" to the Dean of Instruction if extenuating nonacademic circumstances arise which call for the student to drop the course.

Grade Point Average (GPA)

The Grade Point Average (GPA) is calculated by multiplying semester hours earned by the respective numerical values for the course grade (A=4, B=3, C=2, D=1, F=0); totaling the product; and then dividing this total by the number of semester hours attempted. Transfer credit (TR) is not calculated and does not affect the GPA.

A grade point average of at least a 2.0 is required for graduation.

Students may repeat courses with only the highest grade being calculated in the GPA. All grades will appear on the student's transcript.

Example:

Course	Title	Grade	Cr. Hr.	Qlty.Points
BUS 101	Intro. to Business	B	3	9 (3 x 3)
AOT 105	Keyboarding	A	3	12 (4 x 3)
AOT 141	Office Procedures I	C	3	6 (2 x 3)
PSY 201	General Psychology	C	3	6 (2 x 3)
ENG 101	English Composition I	A	3	12 (4 x 3)
			15	45

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

Grading System

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

A = Excellent, (4 grade points).

B = Above Average, (3 grade points).

C = Average, (2 grade points).

D = Passing, (1 grade point).

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

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

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

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

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

AU = Audit; not computed in the GPA.

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

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

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

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

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

The College uses a grade system to measure academic progress. Each grade received is assigned a grade point value (**A=4, B=3, C=2, D=1, F=0**).

This grade point value is multiplied by the credit hours of the course to determine the

grade point earned for that course. The grade points earned in each course are added together, and that total is divided by the total credit hours attempted. This determines the grade point average (GPA), which is the measure of the progress a student is making towards successful completion of a degree, diploma, or certificate program.

A grade of A in a three-hour course (4 credits x 3 hours) will equal 12 earned quality points. The semester GPA and cumulative GPA are computed by totaling the number of hours attempted. Grades will be available for viewing at www.wiltech.edu and clicking on the WebAdvisor link.

Developmental Studies (DVS) Grading System

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

- A* = Excellent
- B* = Above Average
- C* = Average
- D* = Below Average
- F* = Failure

Grade Appeals

Final grades may not be appealed except in cases where the student feels a calculation error may have occurred. Appeals must be made first to the instructor within 10 calendar days of the semester following the grade in question. After this period, no administrative remedy exists.

Graduation

The College will sponsor a graduation ceremony once a year, normally after spring semester ends in May. Students who are eligible for graduation must file a graduation application with the Office of Student Services during the semester they expect to complete their course of study.

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

Graduation Requirements

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

1. achieve at least a 2.0 GPA in all work applicable to the program;
2. complete the course work and the required number of credits;
3. fulfill all financial obligations to the College;
4. file a graduation application with Student Services before the semester the student expects to complete his/her course of study;
5. successfully complete at least 25 percent of the overall course work at the College's campus to earn a certificate, diploma, or degree from Williamsburg Technical College.

Records–Transcripts

Official College records consist of Applications for Admission, Curriculum Assessments, transcripts of current and previous academic work, add/drop forms, Change of Major requests and requests to withdraw from the College.

Student records are confidential and, therefore, are released only when the student signs a written request to the Student Services office. Students may release their transcripts to any individual or institution they choose. They may also secure copies for their own use.

High school transcripts and other college transcripts must be maintained in the student's file and cannot be released by the student's request. The student must request copies from the institution where the credit was earned.

Repeating Courses

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

Proof of Registration

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

Registration

Early registration is held prior to the end of each semester. Currently enrolled students are encouraged to register at this time to ensure enrollment in desired classes. All fees must be paid to complete registration. Regular registration is held prior to the beginning of each semester. Students registering after the close of regular registration will be charged a late fee.

Dates of all registration periods are advertised, announced, and noted on the Website. The academic calendar reflects these dates.

Residency Requirements

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

Semester System

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

Transfer to Senior Institutions

Students of Williamsburg Technical College who wish to transfer to senior institutions should consult their academic advisors or the Dean of Instruction for information on transfer of credits, applicability of courses to certain majors, and application procedures. Agreements have been articulated with all two-year and four-year public colleges in the state and with several private colleges.

Withdrawals

A student wishing to withdraw from the College should first consult a counselor and/or advisor to review the action. The student should go to the Student Services office to complete a withdrawal form. Any student who ceases to attend a class without following the proper withdrawal procedures will be dropped from the class for excessive absences. It is the student's responsibility to follow this procedure in order to be considered eligible for a refund. A student dropping one or more courses but not withdrawing from the College should follow the same procedures.

Probation and Suspension

Academic Probation

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

<i>Percentage of Hours Attempted</i>	<i>Minimum GPA</i>
25	1.50
50	1.80
100	2.00

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

Academic Suspension

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

Nonacademic Suspension

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

Readmission after Suspension

See readmission policy in the Student Information section of the catalog.

Academic Freedom and Professional Security

To ensure a program of instruction marked by excellence, the South Carolina Technical College system supports the concept of academic freedom. In the development of knowledge, research endeavors, and creative activities, faculty and students must be free to cultivate a spirit of inquiry and scholarly criticism. Faculty members are entitled to freedom in the classroom in discussing their subject matter, but they shall be careful not to introduce teaching matters which have no relation to their field. Faculty and students must be able to examine ideas in an atmosphere of freedom and confidence and to participate as responsible citizens in community affairs.

The Technical College System also recognizes that commitment to every freedom carries with it attendant responsibilities. The faculty members must fulfill their responsibilities to society and to their profession by manifesting competence, professional discretion, and good citizenship. When they speak or write as citizens, they will be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As professional educators, they must remember that the public may judge their profession and their institution by their performance. Hence, they should at all times be accurate, exercise appropriate restraint, show respect for the opinions of others, and make every effort to indicate that they are not speaking on behalf of the College.

At no time shall principles of academic freedom prevent the College from making proper efforts to assure the best possible instruction for all students in accordance with the objectives of the institution. Where there are conflicts or inconsistencies between this procedure and the Ethics Act of 1991, the provisions of the Ethics Act will take precedence.

Information taken from the South Carolina State Board for Technical and Comprehensive Education Policy 8-0-101.

Policy for Ownership of Student Work

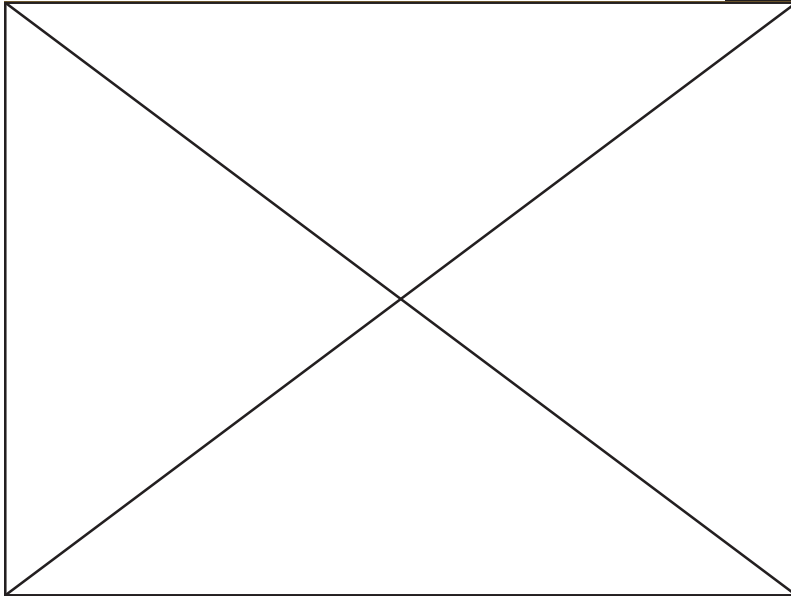
The ownership of student work submitted in fulfillment of academic requirements shall be with the creator. By enrolling in the College, the student gives the institution a

nonexclusive royalty-free license to mark on, modify, retain the work as may be required by the process of instruction, or otherwise handle the work as set out in the course syllabus. The College shall not have the right to use the work in any other manner without the written consent of the creator(s).





Curriculum Information





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

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

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



Course Categories (AA and AS Degrees)

Course #	Course Title	Credit Hrs.	Course #	Course Title	Credit Hrs.
Category I: Literature			Category IV: Humanities/Social Sciences		
ENG 201	American Literature I	3	ANT 101	General Anthropology	3
ENG 202	American Literature II	3	ART 101	Art History and Appreciation	3
ENG 203	American Literature Survey	3	ART 111*	Basic Drawing	3
ENG 205	English Literature I	3	ECO 210	Macroeconomics	3
ENG 206	English Literature II	3	ECO 211	Microeconomics	3
ENG 208	World Literature I	3	FRE 101	Elementary French I	4
ENG 209	World Literature II	3	FRE 102	Elementary French II	4
Category II: History			GEO 102	World Geography	4
HIS 101	Western Civilization I	3	GER 101	Elementary German I	4
HIS 102	Western Civilization II	3	GER 102	Elementary German II	4
HIS 104*	World History I	3	MUS 105	Music Appreciation	3
HIS 105*	World History II	3	PSC 201	American Government	3
HIS 115*	African-American History	3	PSC 215	State and Local Government	3
HIS 201	American History: Discovery to 1877	3	PSY 203	Human Growth and Development	3
HIS 202	American History: 1877 to Present	3	PSY 204*	Child Psychology	3
Category III-A: Mathematics/Lab Sciences			REL 101*	Introduction to Religion	3
BIO 101	Biological Science I	4	SOC 101	Introduction to Sociology	3
BIO 102	Biological Science II	4	SOC 102	Marriage and the Family	3
BIO 210	Anatomy and Physiology I	4	SOC 205	Social Problems	3
BIO 211	Anatomy and Physiology II	4	SOC 210	Juvenile Delinquency	3
BIO 225	Microbiology	4	SOC 215	Ethnic and Minority Issues	3
CHM 110	College Chemistry I	4	SOC 230*	Intro to Gerontology	3
CHM 111	College Chemistry II	4	SPA 101	Elementary Spanish I	4
MAT 111	College Trigonometry	3	SPA 102	Elementary Spanish II	4
MAT 120	Probability & Statistics	3	SPA 201	Intermediate Spanish	3
MAT 130	Elementary Calculus	3	THE 101	Introduction to Theatre	3
MAT 140	Analytical Geometry and Calculus I	4	Category V: Additional Courses		
MAT 141	Analytical Geometry and Calculus II	4	Courses chosen with guidance from advisor.		
PHY 201	Physics I	4	<i>* These courses are not on the state transfer list; they satisfy the degree requirements but may not transfer. Students should check with the transfer-institution to determine if transfer credit will be assigned. Also see Appendix A for course transferability information.</i>		
PHY 202	Physics II	4			
Category III-B: Computer Science					
CPT 172*	Microcomputer Database	3			
CPT 174*	Microcomputer Spreadsheet	3			
CPT 242*	Database	3			
CPT 264*	Systems and Procedures	3			
CPT 265*	Advanced Systems and Procedures	3			
CPT xxx*	Any other Computer Technology course	3			
IST xxx*	Any Information Technology courses	3			



Arts and Sciences

Associate in Arts

Award: Associate in Arts

Advisors: Ms. Margaret Chandler and Mr. Ernie Lair

Semester hours required for graduation: 64

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

A. General Education: 21 Credit Hours

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

B. Additional Required General Education: 16 Credit Hours

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

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

D. Electives: 12 Credit Hours
(Choose from Cat I, II, III, IV and V)

(It is recommended that students work closely with their advisor to determine courses taken in this area. Consideration should be given to student program plan and all courses must be with advisor approval.)

Associate in Arts

Recommended Course Sequence*

(credit hours for electives in parentheses)

Fall Semester I

- COL 103
- CPT 101
- ENG 101
- MAT 110
- PSY 201

Spring Semester I

- CPT 170
- ENG 102
- Fine Arts Elective (3)
- SPC 205
- Major course elective (3)

Summer Semester I

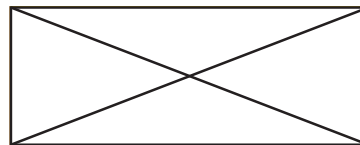
- Elective (3)
- Lab Science (4)

Fall Semester II

- Elective (3)
- ENG Cat I elective (3)
- HIS Cat II elective (3)
- Major course elective (3)
- Major course elective (3)

Spring Semester II

- Elective (3)
- Elective (3)
- Major course elective (3)
- Major course elective (3)



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

Associate in Science
Award: Associate in Science

*Advisors: Mr. Brian Weeks and
 Mr. Willie Bryant*
Semester hours required for graduation: 64

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

A. General Education: 21 Credit Hours

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

B. Additional Required General Education: 19 Credit Hours

ENG-102	English Composition II	3
Lab Science	Choose from Cat III	4
ENG-2XX	(Lit) Choose from Cat I	3
HIS-XXX	(Hist.) Choose from Cat II	3
CPT-170	Microcomputer Applications	3
MAT-111	(or) MAT-120 (or) MAT-130	3

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

D. Electives: 9 Credit Hours
 (Choose from Cat I, II, III, IV and V)

(It is recommended that students work closely with their advisor to determine courses taken in this area. Consideration should be given to student program plan and all courses must be with advisor approval.)

Associate in Science

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

Fall Semester I

- COL 103
- CPT 101
- ENG 101
- Lab Science (4)
- MAT 110

Spring Semester I

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

SUMMER Semester I

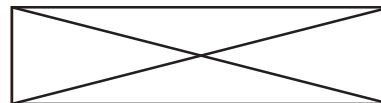
- Fine Arts Elective (3)
- Major Course Elective (3 or 4)

Fall Semester II

- ENG elective Cat I (3)
- Major Course Elective (3 or 4)
- Major Course Elective (3 or 4)
- Major Course Elective (3 or 4)

Spring Semester II

- CPT 170
- Elective (3)
- Elective (3)
- Elective (3)
- PSY 201



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

General College Studies
Award: Certificate in General College Studies

Advisor: Ms. Margaret Chandler
Semester hours required for graduation: 39

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

A. Major Courses: 21 Credit Hours

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

B. Electives: 18 Credit Hours

(It is recommended that students work closely with their advisor to determine courses taken in this area. Consideration should be given to student program consideration and all courses must be with advisor approval.)

General College Studies

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

Fall Semester I

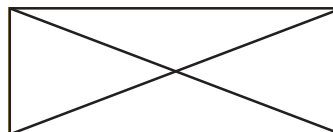
- COL 103
- CPT 101
- ENG 101
- MAT 110
- PSY 201

Spring Semester I

- Electives (9)
- Fine Arts Elective (3)
- SPC 205

Summer Semester

- Electives (9)



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



Computer Technology

Microcomputer Business Applications

Award: Certificate in Microcomputer Business Applications

Advisor: Ms. Becky McIntosh

Semester hours required for graduation: 39

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

A. General Education: 12 Credit Hours

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

B. Major Courses: 21 Credit Hours

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

C. Business Electives: 6 Credit Hours:**

ACC 102	Principles of Accounting II	3
BAF 101	Personal Finance	3
BUS 101	Introduction to Business	3
BUS 220	Business Ethics	3
ECO 210	Macroeconomics	3
ECO 211	Microeconomics	3
MGT 120	Small Business Mgmt.	3
MGT 121	Small Business Operations	3

** Required

Microcomputer Business Applications

Recommended Course Sequence*

Fall Semester

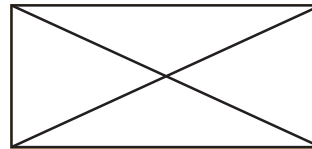
ACC 101
COL 103
CPT 101
MAT 102

Spring Semester

ACC 240
Business Elective (3)
CPT 170
ENG 101
IST 225

Summer Semester

Business Elective (3)
CPT 172
CPT 174
CPT 264



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



General Business and Public Service

**Associate in Applied Science
Major in General Business**

Advisor: Ms. Alecia Lawrence
Semester hours required for graduation: 66

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

A. General Education: 21 Credit Hours

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

B. Major Courses: 33 Credit Hours

ACC 101 Principles of Accounting I	3
ACC 102 Principles of Accounting II	3
BUS 101 Introduction to Business	3
BUS 121 Business Law I	3
BUS 140 Business Mathematics	3
CPT 170 Microcomputer Applications	3
ECO 210 Macroeconomics	3
ECO 211 Microeconomics	3
MGT 101 Principles of Management	3
MGT 201 Human Resource Mgmt.	3
MKT 101 Marketing	3

C. Business Electives: 9 Credit Hours

Select from:

ACC 240 Computerized Accounting	3
AOT 133 Professional Development	3
AOT 134 Office Communications	3
AOT 143 Office Sys. & Procedures	3
BAF 101 Personal Finance	3
BAF 201 Principles of Finance	3
BAF 215 Money and Banking	3
BUS 240 Business Statistics	3
CPT 111 BASIC Programming	3
CPT 172 Microcomputer Data Base	3

CPT 174 Microcomputer Sprshts	3
CPT 176 Microcomputer Oper. Sys.	3
MGT 120 Small Business Mgmt.	3
MGT 121 Small Business Operations	3
PSC 215 State & Local Government	3

D. Other Electives: 3 Credit Hours

Courses chosen with advisor approval.

Associate in General Business

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

Fall Semester I

BUS 101
COL 103
CPT 101
ECO 210
ENG 101

Spring Semester I

ACC 101
BUS 140
CPT 170
MGT 101
SPC 205

Summer Semester I

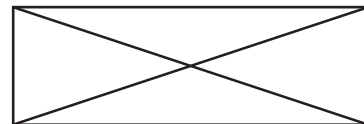
Business elective (3)
Fine Arts elective (3)

Fall Semester II

ACC 102
ECO 211
MAT 102
MKT 101
PSY 201

Spring Semester II

BUS 121
Business electives (6)
MGT 201
Other elective (3)



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



General Business and Public Service

Associate in Applied Science Major in General Business Elective area: Computer Resource Management

Advisor: Ms. Becky McIntosh Semester hours required for graduation: 69

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

A. General Education: 21 Credit Hours

Table listing general education courses: COL 103 College Skills, CPT101 Intro to Computers, ENG 101 English Composition I, MAT 102 Intermediate Algebra, PSY201 General Psychology, SPC 205 Public Speaking, Fine Arts Choose one, ART 101 Art History & Appreciation, MUS 105 Music Appreciation.

B. Major Courses: 45 Credit Hours

Table listing major courses: ACC 101 Principles of Accounting I, ACC 240 Computerized Accounting, BUS 121 Business Law, CPT 170 Microcomputer Applications, CPT 172 Microcomputer Database, CPT 174 Microcomputer Sprshts., CPT 210 Computer Resources Mgmt., CPT 242 Database, CPT 264 Systems & Procedures, CPT 265 Advanced Sys.& Procedures, CPT 270 Adv. Microcomputer App., ENG 160 Technical Communications, IST 225 Internet Communications, MGT 101 Principles of Management, MKT 101 Marketing.

C. Business Elective Area: 3 Credit hours (choose one)

Table listing business elective courses: ACC 102 Principles of Accounting II, BAF 101 Personal Finance, BUS 101 Introduction to Business.

Table listing business elective courses: ECO 210 Macroeconomics, ECO 211 Microeconomics, MGT 120 Small Business Mgmt., MGT 201 Human Resource Mgmt.

Computer Resource Management

Recommended Course Sequence*

Fall Semester I

- COL 103, CPT 101, ENG 101, MAT 102, Fine Arts elective (3)

Spring Semester I

- CPT 170, IST 225, MGT 101, PSY 201, SPC 205

Summer Semester

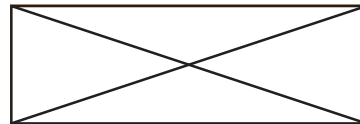
- CPT 264, ENG 160, MKT 101

Fall Semester II

- ACC 101, BUS 121, CPT 172, CPT 174, CPT 265

Spring Semester II

- ACC 240, CPT 242, CPT 270, CPT 210, Business elective (3)



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



General Business and Public Service

**Associate in Applied Science
Major in Administrative Office Technology**

Advisor: Ms. Linda Player
Semester hours required for graduation: 63

The administrative office technology curriculum is designed to provide the graduate with the skills necessary to perform the operations needed in an office environment. These skills are enhanced by general education courses which develop communication, math and human relations skills. Graduates are prepared for employment in an office environment, in positions ranging from entry-level clerk, receptionist and secretary to word processing specialist.

A. General Education: 21 Credit Hours

COL 103	College Skills	3
CPT 101	Introduction to Computers	3
ENG 101	English Composition I	3
MAT 101	Beginning Algebra	3
PSY201	General Psychology	3
SPC 205	Public Speaking	3
Fine Arts	Choose one	3
ART 101	Art History & Appreciation	
or		
MUS 105	Music Appreciation	

B. Major Courses: 39 Credit Hours

ACC 101	Accounting Principles I	3
AOT 105	Keyboarding	3
AOT 110	Document Formatting	3
AOT 120	Intro. to Machine Trans.	3
AOT 133	Professional Development	3
AOT 134	Office Communications	3
AOT 141	Office Procedures I	3
AOT 143	Office Sys. and Procedures	3
AOT 167	Information Processing App.	3
ACC 102	Accounting Principles II	3
BUS 140	Business Mathematics	3
CPT 170	Microcomp Applications	3
ECO 210	Macroeconomics	3

C. Electives: 3 Credit Hours

Select from:

ACC 240	Computerized Accounting	3
CPT 172	Microcomp Data Base	3
CPT 174	Microcomp Spreadsheets	3
PSC 215	State & Local Government.	3

Associate in Administrative Office Technology

Recommended Course Sequence*

Fall Semester I

AOT 105
AOT 133
AOT 141
AOT 134
BUS 140
COL 103

Spring Semester I

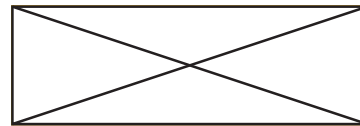
AOT 110
AOT 143
CPT 101
ENG 101
MAT 101

Fall Semester II

AOT 120
ACC 101
CPT 170
SPC 205
ECO 210

Spring Semester II

AOT 167
ACC 102
PSY 201
Elective (3)
Fine arts elective (3)



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



General Business and Public Service

Administrative Support
Award: Diploma in
Administrative Support

Advisor: Ms. Linda Player
Semester hours required for graduation: 45

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

A. General Education: 15 Credit hours

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

B. Major Courses: 24 Credit Hours

AOT 105	Keyboarding	3
AOT 110	Document Formatting	3
AOT 120	Intro. to Machine Trans.	3
AOT 133	Professional Development	3
AOT 141	Office Procedures I	3
AOT 143	Office Sys and Proc	3
ACC 101	Accounting Principles I	3
ACC 102	Accounting Principles II	3

C. Other Required Courses: 6 Credit Hours

Select from:

CPT 170	MicrocompApplications	3
CPT 172	Microcomp Data Base	3
CPT 174	MicrocompSpreadsheets	3
AOT 167	Information Processing App.	3

Administrative Support

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

Fall Semester

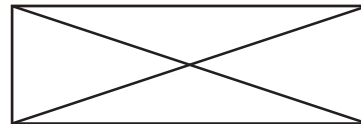
- AOT 133
- AOT 105
- AOT 141
- ACC 101
- COL 103

Spring Semester

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

Summer Semester

- AOT 120
- CPT 101
- SPC 205
- Elective (3)



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



General Business and Public Service

Word Processing

Award: Certificate in Word Processing

Advisor: Ms. Linda Player

Semester hours required for graduation: 36

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

A. General Education: 15 Credit Hours

AOT 134	Office Communications	3
CPT 102	Basic Computer Concepts	3
COL 103	College Skills	3
ENG 155	Communications I	3
IST 225	Internet Communications	3

B. Major Courses: 21 Credit Hours

AOT 105	Keyboarding	3
AOT 110	Document Formatting	3
AOT 120	Intro. to Machine Trans.	3
AOT 133	Professional Development	3
AOT 141	Office Procedures I	3
AOT 143	Office Systems and Proc.	3
AOT 167	Information Processing App.	3

Word Processing

Recommended Course Sequence*

Fall Semester

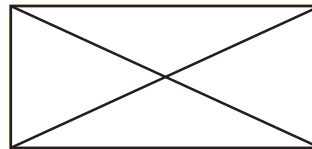
AOT 105
AOT 141
AOT 133
COL 103

Spring Semester

AOT 110
AOT 120
AOT 143
AOT 167
ENG 155

Summer Semester

AOT 134
CPT 102
IST 225



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



General Business and Public Service

Medical Office Clerical Assistant

Award: Certificate in Medical Office Clerical Assistant

Advisor: Ms. Linda Player

Semester hours required for graduation: 39

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

A. General Education: 12 Credit Hours

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

B. Major Courses: 27 Credit Hours

AOT 105	Keyboarding	3
AOT 110	Document Formatting	3
AOT 115	Medical Office Terminology	3
or		
AHS 102	Medical Terminology	3
AOT 122	Medical Machine Transc.	3
AOT 141	Office Procedures I	3
AOT 143	Office Systems & Proc.	3
AOT 167	Info. Processing App.	3
AOT 252	Medical Sys. & Procedures	3
AHS 138	Medical Coding Basics	3

Medical Office Clerical Assistant

Recommended Course Sequence*

Fall Semester

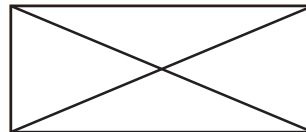
AOT 115
or
AHS 105
AOT 105
AOT 141
COL 103
CPT 102

Spring Semester

AOT 110
AOT 134
AOT 143
AOT 167
BUS 140

Summer Semester

AOT 122
AOT 252
AHS 138



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



General Business and Public Service

Small Business Management

Certificate: Business

Advisor: Ms. Alecia Lawrence

Semester hours required for graduation: 39

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

General Education: 12 Credit Hours

COL 103	College Skills	3
CPT 102	Basic Computer Concepts	3
ENG 101	English Composition I	3
SPC 205	Public Speaking	3

Major Courses: 27 Credit Hours

ACC 101	Principles of Accounting I	3
BAF 201	Principles of Finance	3
BUS 101	Introduction to Business	3
BUS 121	Business Law I	3
BUS 140	Business Math	3
IST 225	Internet Communicatrions	3
MGT 120	Small Business Mgmt.	3
MGT 121	Small Business Operations	3
MKT 101	Marketing	3

Small Business Management

Recommended Course Sequence*

Fall Semester I

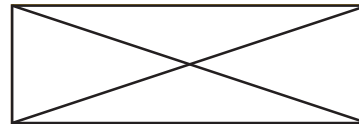
- BUS 101
- BUS 140
- COL 103
- CPT 102
- MGT 120

Spring Semester I

- ACC 101
- ENG 101
- IST 225
- SPC 205

Summer Semester I

- BAF 201
- BUS 121
- MGT 121
- MKT 101



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

Associate in Applied Science

Major: Early Care and Education

Advisor: Ms. Earlene Walker

Semester hours required for graduation: 67

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

A. General Education: 21 Credit Hours

COL-103	College Skills	3
Computer Tech:	Choose one below:	3
CPT-101	Intro to Computers	
or		
CPT-102	Basic Comp Concepts	
ENG-101	English Composition I	3
Mathematics:	Choose one below:	3
MAT-110	College Algebra	
or		
MAT-155	Contemporary Math	
PSY-201	General Psychology	3
SPC-205	Public Speaking	3
ART-101	Art History & App	3

B. Additional Required General Education: 7 Credit Hours

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

C. Required Core Subject Area Courses: 33 Credit Hours

ECD 101	Intro. to Early Childhood	3
ECD 102	Growth and Development I	3
ECD 105	Guidance-Classroom Mgmt.	3
ECD 107	Exceptional Children	3
ECD 131	Language Arts	3
ECD 132	Creative Experiences	3
ECD 133	Science and Math Concepts	3
ECD 135	Health, Safety and Nutrition	3
ECD 203	Growth and Development II	3
ECD 237	Methods and Materials	3

ECD 243 Supervised Field Exp. I 3

D. Electives: 6 Credit Hours

Courses chosen with advisor approval

Associate in Public Service Recommended Course Sequence*

Fall Semester I

COL 103
CPT 101
or
CPT 102
ECD 101
ECD 105
ENG 101

Spring Semester I

ECD 102
ECD 107
ECD 131
ECD 133
SPA 101

Summer Semester I

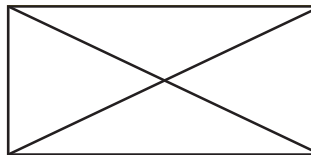
ECD 237
ECD 135
SPC 205
Elective (3)

Fall Semester II

ART 101
ECD 132
ECD 203
PSY 201

Spring Semester II

ECD 243
MUS 105
MAT 155
or
MAT 110
Elective (3)



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



Early Childhood Development

Award: Certificate in Early Childhood Development

Advisor: Ms. Earlene Walker

Semester hours required for graduation: 30

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

Major Courses: 30 Credit Hours

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

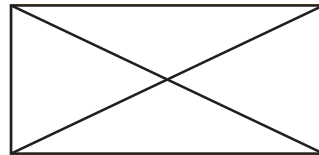
Early Childhood Development Recommended Course Sequence*

Fall Semester

COL 103
ECD 101
ECD 102
ECD 131
ECD 135

Spring Semester

ECD 105
ECD 107
ECD 132
ECD 133
ECD 203



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



Nursing

Practical Nursing

Award: Diploma in Health Science, Practical Nursing

Advisor: Ms. Sheila Forester

Semester hours required for graduation: 48**

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

A. General Education: 17 Credit Hours

ENG 101	English Composition I	3
MAT 101	Beginning Algebra	3
PSY 201	General Psychology	3
BIO 210	Anatomy & Physiology I	4
BIO 211	Anatomy & Physiology II	4

B. Major Courses: 31 Credit Hours

PNR 110	Fundamentals of Nursing	5
PNR 120	Medical/Surgical Nursing I	5
PNR 130	Medical/Surgical Nursing II	5
PNR 140	Medical/Surgical Nursing III	5
PNR 182	Spec. Topics: Pharmacology	2
PNR 155	Maternal/Infant/Child Nurs.	7
PNR 170	Nursing of the Older Adult	2

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

Practical Nursing

Recommended Course Sequence*

Fall Semester

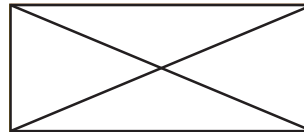
BIO 210
MAT 101
PNR 110
PNR 120

Spring Semester

BIO 211
PNR 130
PNR 140
PNR 182

Summer Semester

ENG 101
PNR 155
PNR 170
PSY 201



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



Nursing

Prenursing

Award: Certificate in Prenursing

Advisor: TBA

Semester hours required for graduation: 39

This program is designed to prepare students for transfer to complete the associate degree in nursing. The shortage of nurses in our service area prompted the development of this program with the support and cooperation of other colleges in our region.

At present, the associate degree in health science may not be completed at Williamsburg Technical College. However, this program provides basic courses which may be transferred to complete degree requirements.

A. General Education: 21 Credit Hours

COL 103	College Skills	3
CPT 101	Intro to Computers	3
ENG 101	English Composition I	3
ENG 102	English Composition II	3
MAT 101	Beginning Algebra	3
PSY 201	General Psychology	3
SPC 205	Public Speaking	3

B. Major Courses: 15 Credit Hours

AHS 102	Medical Terminology	3
BIO 210	Anatomy and Physiology I	4
BIO 211	Anatomy and Physiology II	4
BIO 225	Microbiology	4

B. Other Courses: 3 Credit Hours

Choose from:

PSY 203	Human Growth and Dev.	3
PSY 204	Child Psychology	3
SOC 230	Intro to Gerontology	3

Prenursing

Recommended Course Sequence*

Fall Semester

BIO 210
COL 103
CPT 101
ENG 101
MAT 101

Spring Semester

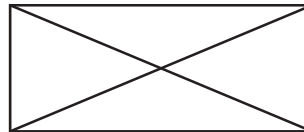
AHS 102
BIO 211
ENG 102
PSY 201
SPC 205

Summer Semester

BIO 225

choose one:

PSY 203
PSY 204
SOC 230



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



Industrial - Vocational Technologies

Technical Electives

ACR 225 Industrial Air Conditioning	3	ENG 160 Technical Communications ...	3
ACR 240 Adv. Automatic Controls	3	HSS 205 Technology and Sociology	3
EEM 240 Basic Microprocessors	4	HUS 230 Interviewing Techniques	3
EEM 261 Electronic Communication	3	IDS 205 Professional Effectiveness	3
EEM 271 Sensors and Sys. Intef.	2	IET 210 Industrial Organization	4
EEM 272 Process Control	4	IET 223 Industrial Safety	3
EEM 273 Adv. Process Control	3	IMG 104 Quality Control Concepts	3
EEM 274 Tech./Sys. Troubleshooting	4	IST 225 Internet Communications	3
EGT 252 Advanced CAD	3	MGT 150 Fund. of Supervision	3
EGT 265 CAD/CAM Applications	3	MAT 190 Math for the Workplace	2
EGT 270 Manufacturing Integration	4		





Industrial - Vocational Technologies

Associate in Applied Science

Major: General Technology Award: Associate in Applied Science

Advisor: Determined by primary specialty
Semester hours required for graduation:
64-75

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

A. General Education: 21 Credit Hours

COL 103	College Skills	3
CPT 102	Basic Computer Concepts	3
ENG 155	Communications I	3
MAT 155	Contemporary Mathematics	3
PSY201	General Psychology	3
SPC 205	Public Speaking	3
Fine Arts:	Choose one below:	3
ART-101	Art History & Appreciation	
or		
MUS-105	Music Appreciation	

B. Technical Specialties: 40 Credit Hours

The degree consists of a primary and a secondary technical specialty.

Primary Technical Specialty:

The primary technical specialty consists of a minimum of 28 semester hours credit in a single content area from approved degree, diploma, or technical education certificate programs.

Secondary Technical Specialty:

A minimum of 12 credit hours in another technical area.

C. Technical Elective: 3 Credit Hours

This course will be approved by the advisor in order to adapt the program to meet the needs of the specific student

and local employers. Provisions must be made for a minimum of one technical elective. See page 96 for a list of approved electives.

Sample primary/secondary combinations are as follows:

Primary Specialty

HVAC/R Technology
Machine Tool
Welding
Automotive Repair

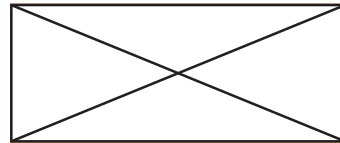
Secondary Specialty

Drafting & Design
Welding
Machine Tool
Welding

Associate in Occupational Technology

Recommended Course Sequence*

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



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



Industrial - Vocational Technology

Primary Technical Specialty:

**Heating, Ventilation,
Air Conditioning and
Refrigeration
Technology**

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

Advisor: Mr. Willie Morant

Semester hours required for graduation: 66

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

A. General Education: 21 Credit Hours

COL103	College Skills	3
CPT 102	Basic Computer Concepts	3
ENG 101	English Composition I	3
MAT 101	Beginning Algebra	3
PSY201	General Psychology	3
SPC 205	Public Speaking	3
Fine Arts:	Choose one below:	3
ART-101	Art History & Appreciation	
	or	
MUS-105	Music Appreciation	

B. Required Core Subject Areas:

Primary Technical Specialty:

30 Credit Hours

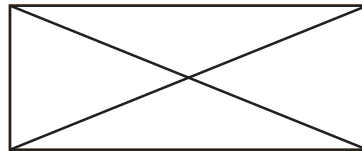
ACR 101	Fund. of Refrigeration	5
ACR 106	Basic Electricity for HVAC/R	4
ACR 107	Wiring Diagrams	2
ACR 110	Heating Fundamentals	4
ACR 120	Basic Air Conditioning	4
ACR 131	Commercial Refrigeration	4
ACR 140	Automatic Controls	3
ACR 210	Heat Pumps	4

Secondary Technical Specialty:

12 Credit Hours (minimum)

Select from Electrical or Drafting and Design Technology curricula.

C. Technical Elective: 3 Credit Hours



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



Industrial - Vocational Technologies

Primary Technical Specialty:

**Machine Tool
Technology**

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

Advisor: Mr. Brandon Haselden
Semester hours required for graduation: 64

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

A. General Education: 21 Credit Hours

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

B. Required Core Subject Areas:

Primary Technical Specialty:

28 Credit Hours

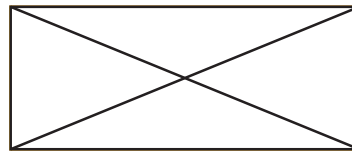
- EGT 106 Print Rdg. and Sketching 3
- MTT 101 Intro to Machine Tool 2
- MTT 121 Machine Tool Theory I 3
- MTT 122 Machine Tool Practice I 4
- MTT 123 Machine Tool Theory II 3
- MTT 124 Machine Tool Practice II 4
- MTT 141 Metals and Heat Treatment 3
- MTT 253 CNC Program. and Oper. 3
- MTT 255 CNC Programming II 3

Secondary Technical Specialty:

12 Credit Hours (minimum)

Select from electrical technology or welding curricula.

C. Technical Elective: 3 Credit Hours



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



Industrial - Vocational Technologies

Primary Technical Specialty:

Welding

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

Advisor: Mr. Jeff Ball

Semester hours required for graduation: 69

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

A. General Education: 21 Credit Hours

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

B. Required Core Subject Areas:

Primary Technical Specialty:

33 Credit Hours

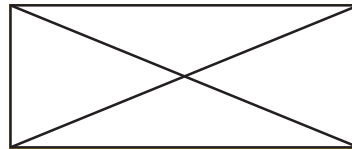
WLD 103	Print Reading I	1
WLD 106	Gas and Arc Welding	4
WLD 111	Arc Welding I	4
WLD 113	Arc Welding II	4
WLD 132	Inert Gas Weld. Ferrous	4
WLD 134	Inert Gas Weld. Nonferrous	3
WLD 154	Pipe Fitting and Welding	4
WLD 204	Metallurgy	3
WLD 228	Inert Gas Pipe I	4
WLD 229	Inert Gas Pipe II	2

Secondary Technical Specialty:

12 Credit Hours (minimum)

Select from Machine Tool Technology or Drafting and Design Technology curricula.

C. Technical Elective: 3 Credit Hours



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



Industrial - Vocational Technology

Cosmetology

Award: *Diploma in Cosmetology*

Advisor: Ms. Charmaine Green

Semester hours required for graduation: 60

Upon receipt of the diploma in cosmetology, an application will be submitted to the state board of cosmetic art examiners. Students must successfully pass the exam to become licensed cosmetologists. Persons applying for admission to the cosmetology program must have proof of 10th grade completion (diploma or GED certificate/scores).

A. General Education: 9 Credit Hours

AOT 134 Office Communication	3
COL 103 College Skills	3

Choose one:

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

B. Major Courses: 51 Credit Hours

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

Cosmetology

Recommended Course Sequence*

Fall Semester I

COL 103
COS 101
COS 102
COS 110
COS 112

Spring Semester I

CPT 102
or
BUS 140

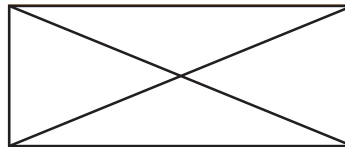
COS 114
COS 116
COS 120

Fall Semester II

AOT 134
COS 106
COS 206
COS 208
COS 220

Spring Semester II

COS 108
COS 201
COS 210
COS 212
COS 222



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



Industrial - Vocational Technology

Automotive Repair

Award: Certificate in Automotive Repair

Advisor: TBA

Semester hours required for graduation: 40

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

A. General Educaiton: 6 Credit Hours

COL 103	College Skills	3
EGR 105	Safety in the Work Place	1
MAT 190	Math for the Workplace	2

B. Major Courses: 34 Credit Hours

AUT103	Engine Reconditioning	4
AUT112	Braking Systems	4
AUT121	Suspension and Steering	3
AUT142	Heating and Air Cond.	3
AUT146	Emission Systems	3
AUT149	Ignition and Fuel Systems	4
AUT152	Automatic Transmission	4
AUT156	Auto Diagnosis and Repair	4
AUT159	Tool, Equip. & Ref. Manuals	3
WLD 104	Gas Welding and Cutting	2

Automotive Repair

Recommended Course Sequence*

Fall Semester

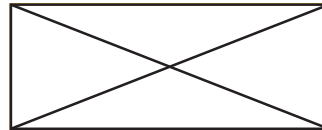
- AUT 121
- AUT 142
- COL 103
- EGR 105
- MAT 190
- WLD 104

Spring Semester

- AUT 146
- AUT 149
- AUT 152
- AUT 159

Summer Semester

- AUT 103
- AUT 112
- AUT 156



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



Industrial - Vocational Technology

Basic Automotive Repair Technology

Award: Certificate in Basic Automotive Repair Technology

Advisor: TBA

Semester hours required for graduation: 24

This program is designed to prepare the student for entry level work in a garage, performing basic repairs to automobiles and light trucks.

A. Major Courses: 24 Credit Hours

AUT 102	Engine Repair	4
AUT 111	Brakes	3
AUT 133	Electrical Fundamentals	3
AUT 159	Tools, Equip., & Ref. Man.	3
AUT 160	Intro. to Automotive Tech.	1
AUT 162	Personal Automotive Maint.	3
AUT 100	Intro. to Auto. Haz. Materials	1
AUT 161	Intro. to Auto. Maint.	1
IET 223	Industrial Safety	3
MAT 190	Math for The Workplace	2

Basic Automotive Repair Technology

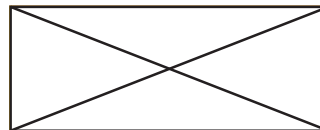
Recommended Course Sequence*

Fall Semester

AUT 102
AUT 111
AUT 133
AUT 159

Spring Semester

AUT 160
AUT 162
AUT 100
AUT 161
IET 223
MAT 190



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



Drafting and Design Technology

Award: Certificate in Drafting and Design Technology

Advisor: Mr. Brandon Haselden
Semester hours required for graduation: 40

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

A. General Education: 12 Credit Hours

COL 103	College Skills	3
CPT 102	Basic Computer Concepts	3
ENG 155	Communications I	3
MAT 155	Contemporary Mathematics	3

B. Major Courses: 28 Credit Hours

AET 110	Architectural Graphics I	3
AET 123	Architectural Drafting	3
EGT 105	Basic Civil Drafting	2
EGT 111	Mechanical Drawing I	2
EGT 112	Mechanical Drawing II	3
EGT 125	Descriptive Geometry	2
EGT 151	Introduction to CAD	3
EGT 152	Fundamentals of CAD	3
EGT 155	Intermediate CAD	3
EGT 220	Structural and Piping App.	4

Drafting and Design Technology

Recommended Course Sequence*

Fall Semester I

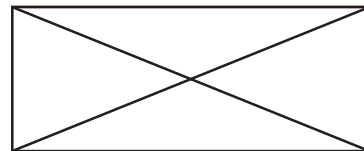
COL 103
EGT 151
MAT 155
EGT 105
EGT 125

Spring Semester I

AET 110
CPT 102
ENG 155
EGT 111
EGT 152

Fall Semester II

AET 123
EGT 112
EGT 155
EGT 220



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



Heating, Ventilation, Air Conditioning and Refrigeration

Award: Certificate in HVAC/R

Advisor: Mr. Wille Morant

Semester hours required for graduation: 36

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

A. General Education: 6 Credit Hours

COL 103	College Skills	3
CPT 102	Basic Computer Concepts	3

B. Major Courses: 30 Credit Hours

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

HVAC/R Certificate

*Recommended Course Sequence**

First Semester

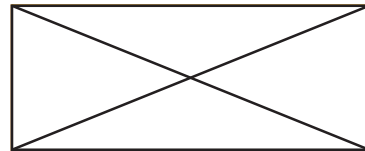
ACR 101
 ACR 107
 COL 103
 CPT 102

Second Semester

ACR 106
 ACR 131
 ACR 140

Third Semester

ACR 110
 ACR 120
 ACR 210



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



Industrial - Vocational Technology

Machine Tool Technology

Award: Certificate in Machine Tool Technology

Advisors: Mr. Brandon Haselden and Mr. Mike Cumbie

Semester hours required for graduation: 37

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

A. General Education: 6 Credit Hours

COL 103	College Skills	3
MAT 101	Beginning Algebra	3

B. Major Courses: 31 Credit Hours

MTT 101	Introduction to Machine Tool	2
MTT 121	Machine Tool Theory I	3
MTT 122	Machine Tool Practice I	4
MTT 123	Machine Tool Theory II	3
MTT 124	Machine Tool Practice II	4
MTT 141	Metals and Heat Treatment	3
MTT 253	CNC Program.and Oper.	3
MTT 255	CNC Programming II	3
IET 223	Industrial Safety	3
EGT 106	Print Reading & Sketching	3

Machine Tool Technology

Recommended Course Sequence*

Fall Semester

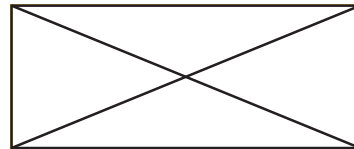
COL 103
IET 223
MTT 101
MTT 121
MTT 122

Spring Semester

EGT 106
MAT 101
MTT 141
MTT 123
MTT 124

Fall Semester

MTT 253
MTT 255



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



Industrial - Vocational Technology

Basic Machine Tool Technology

Award: Certificate in Basic Machine Tool Technology

Advisor: Mr. Mike Cumbie

Semester hours required for graduation: 25

This program is designed to give the student a basic understanding of the machine tool trade, leading to employment as an assistant machinist or preparation for more advanced study in CNC operations.

A. Major Courses: 25 Credit Hours

EGT 123	Industrial Print Reading	2
IET 223	Industrial Safety	3
MAT 190	Math for The Workplace	2
MTT 100	Careers in Mach. Tool Tech.	1
MTT 102	Machine Tool Basics	3
MTT 111	Mach. Tool Theory & Prac. I	5
MTT 143	Precision Measurements	2
MTT 145	Machining of Metals	3
MTT 161	Machine Tool Maint.Theory	2
MTT 171	Industrial Quality Control	2

Basic Machine Tool Technology

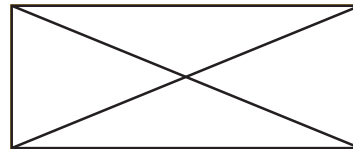
Recommended Course Sequence*

Fall Semester

EGT 123
 IET 223
 MAT 190
 MTT 100
 MTT 102

Spring Semester

MTT 111
 MTT 143
 MTT 145
 MTT 161
 MTT 171



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



Industrial - Vocational Technology

Welding

Award: Certificate in Welding

Advisor: Mr. Jeff Ball

Semester hours required for graduation: 39

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

A. General Education: 5 Credit Hours

MAT 190	Math for the Workplace	2
COL 103	College Skills	3

B. Major Courses: 34 Credit Hours

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

Welding

Recommended Course Sequence*

Fall Semester

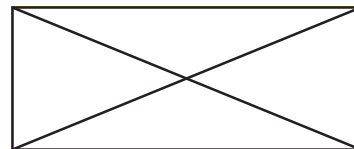
COL 103
EGR 105
WLD 103
WLD 106
WLD 111

Spring Semester

WLD 113
WLD 132
WLD 134
WLD 154
MAT 190

Summer Semester

WLD 204
WLD 228
WLD 229



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



Industrial - Vocational Technology

Basic Welding Technology

Award: Certificate in Basic Welding Technology

Advisor: Mr. Jason Kinder

Semester hours required for graduation: 24

This program is designed to prepare the student in the fundamentals of welding. Students will be prepared for entry-level positions in the welding field.

A. Major Courses: 24 Credit Hours

IET 223	Industrial Safety	3
MAT 190	Math for The Workplace	2
WLD 101	Cutting Processes	1
WLD 102	Introduction to Welding	2
WLD 103	Print Reading I	1
WLD 104	Gas Welding and Cutting	2
WLD 106	Gas and Arc Welding	4
WLD 116	Welding	2
WLD 132	Inert Gas Welding Ferrous	4
WLD 204	Metallurgy	3

Basic Welding Technology

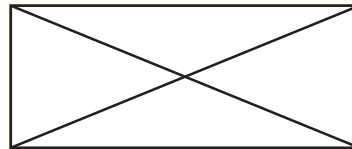
Recommended Course Sequence*

Fall Semester

IET 223
WLD 101
WLD 102
WLD 103
WLD 104
MAT 190

Spring Semester

WLD 106
WLD 116
WLD 132
WLD 204



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

Course Descriptions



Course Numbers

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

Course Hours and Credits

Following the prefix number and the course title are the numbers of lecture, laboratory and credit hours.

The number of lecture hours per class and/or the number of laboratory hours per class each week combine to make up the total contact hours required for the class each week. Contact hours are the total of the lecture and lab hours.

Prerequisites

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

Course Abbreviations

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

Course No.	Course Title	Lecture-Lab-Credit
ACC 101	Accounting Principles I	(3-0-3)
	This course introduces basic accounting procedures for analyzing, recording and summarizing financial transactions, adjusting and closing the financial records at the end of the accounting cycle and preparing financial statements. (Prerequisite: COMPASS math score \geq 40 or MAT 032 \geq C)	
ACC 102	Accounting Principles II	(3-0-3)
	This course emphasizes managerial accounting theory and practice in basic accounting and procedures for cost accounting, budgeting, cost-volume analysis and financial statement analysis. (Prerequisite: \geq C in ACC 101)	
ACC 111	Accounting Concepts	(3-0-3)
	This course is a study of the principles of the basic accounting functions – collecting, recording, analyzing, and reporting information.	
ACC 240	Computerized Accounting	(3-0-3)
	This course is a study of using the computer to design and implement various accounting functions, including financial transactions, records, statements, reports and documents. (Prerequisite: \geq C in ACC 101)	
ACR 101	Fundamentals of Refrigeration	(4.5-1.5-5)
	This course covers the refrigeration cycle, refrigerants pressure temperature relationship and system components.	
ACR 106	Basic Electricity for HVAC/R	(3-3-4)
	This course includes a basic study of electricity, including Ohm's Law and series and parallel circuits as they relate to heating, ventilation, air conditioning and refrigeration systems.	
ACR 107	Wiring Diagrams	(1.5-1.5-2)
	This course covers the basic requirements for interpretation of wiring diagrams used in air conditioning and refrigeration equipment.	
ACR 110	Heating Fundamentals	(3-3-4)
	This course covers the basic concepts of oil, gas, and electric heat, as well as their components and operation. (Prerequisite: \geq C in ACR 101)	
ACR 120	Basic Air Conditioning	(3-3-4)
	This course is a study of various types of air conditioning equipment including electrical components, schematics and service to the refrigerant circuit. (Prerequisite: \geq C in ACR 101)	
ACR 131	Commercial Refrigeration	(2-6-4)
	This course is a study of the maintenance and repair of commercial refrigeration systems. (Prerequisite: ACR 101)	
ACR 140	Automatic Controls	(2-3-3)
	This course is a study of the adjustment, repair and maintenance of a variety of pressure and temperature-sensitive automatic controls. (Prerequisite: ACR 101)	
ACR 206	Advanced Electricity for HVAC/R	(2-0-2)
	This course includes a practical application of electrical and electronic components and circuits used to control HVAC and/or refrigeration systems. (Prerequisite: \geq C in ACR 101, ACR 106, ACR 107)	

For placement information, see pages 136 and 137

Course No.	Course Title	Lecture-Lab-Credit
ACR 210	Heat Pumps	(3-3-4)
This course is a study of theory and operational principles of the heat pump. (Prerequisite: ACR 101)		
ACR 225	Industrial Air Conditioning	(3-0-3)
This course is a study of compressors, motors, drives, controls, heat exchangers and other components involved in the operation and maintenance of industrial air conditioning equipment. (Prerequisite: \geq C in ACR 101, ACR 106, ACR 107, ACR 110, ACR 120)		
ACR 240	Advanced Automatic Controls	(3-0-3)
This course is a study of pneumatic and electronic controls used in air conditioning and refrigeration. (Prerequisite: \geq C in ACR 101, ACR 106, ACR 107, ACR 140)		
AET 110	Architectural Graphics I	(3-0-3)
This course is an introduction to the skills of architectural manual drafting.		
AET 123	Architectural Drafting	(3-0-3)
This course provides an introduction to the principles of architectural planning and design with an emphasis on residential and light commercial construction. (Prerequisite: \geq C in AET 110)		
AHS 102	Medical Terminology	(3-0-3)
This course covers medical terms, including roots, prefixes, and suffixes, with emphasis on spelling, definition, and pronunciation.		
AHS 138	Medical Coding Basics	(3-0-3)
This course is a study of basic concepts of coding for medical/dental services for the health professions.		
ANT 101	General Anthropology	(3-0-3)
This course is the study of physical and cultural anthropology. This course explores sub-fields of anthropology to examine primatology, human paleontology, human variation, archaeology and ethnology.		
AOT 105	Keyboarding	(2.5-1.5-3)
This course focuses on the mastery of keyboarding and formatting principles.		
AOT 110	Document Formatting	(2.5-1.5-3)
This course emphasizes speed, accuracy, and developing document formatting skills using keyboarding competencies. (Prerequisite: \geq C in AOT 105)		
AOT 115	Medical Office Terminology	(3-0-3)
This course is a study of root derivations of terms and terminology for the medical office.		
AOT 120	Introduction to Machine Transcription	(2.5-1.5-3)
This is an introductory machine transcription course which is designed to provide experience in transcribing documents from dictation equipment. (Prerequisite: \geq C in AOT 105)		
AOT 122	Medical Machine Transcription I	(2.5-1.5-3)
This course provides experience in transcribing medical documents from dictation equipment. (Prerequisite: \geq C in AOT 110)		

For placement information, see pages 136 and 137

Course No.	Course Title	Lecture-Lab-Credit
AOT 133	Professional Development	(3-0-3)
This course emphasizes development of personal and professional skills required of an office worker in areas such as projecting a professional image, job-seeking skills, office etiquette, ethics, and time and stress management.		
AOT 134	Office Communications	(3-0-3)
This course develops proficiency in proofreading and other specialized applications of communications in the office environment. (Prerequisite: \geq C in AOT 105)		
AOT 141	Office Procedures I	(3-0-3)
This is an introductory course to a variety of office procedures and tasks using business equipment, systems and procedures.		
AOT 143	Office Systems and Procedures	(3-0-3)
This course emphasizes procedures and applications used in the office environment. (Prerequisite: \geq C in AOT 105)		
AOT 163	Information Processing	(2.5-1.5-3)
This course introduces the basic concepts of information processing. (Prerequisite: \geq C in AOT 105 or equivalent ability to touch type.)		
AOT 167	Information Processing Applications	(2.5-1.5-3)
This course emphasizes applications and features of information processing software. (Prerequisite: \geq C in AOT 105 or equivalent ability to touch type.)		
AOT 252	Medical Systems and Procedures	(2.5-1.5-3)
This course emphasizes development of proficiency in integrating skills commonly performed in medical offices. (Prerequisite: \geq C in AOT 163)		
AOT 267	Integrated Information Processing	(2.5-1.5-3)
This course covers the application of integrated computer software. (Prerequisite: \geq C in AOT 105 or equivalent ability to touch type.)		
ART 101	Art History and Appreciation	(3-0-3)
This is an introductory course to the history and appreciation of art, including the elements and principles of the visual arts.		
ART 111	Basic Drawing I	(3-0-3)
This course provides an introduction to the materials and basic techniques of drawing.		
AUT 100	Introduction to Automotive Hazardous Materials	(1-0-1)
This course is a basic study of the proper handling of hazardous materials found in automotive service centers. Topics include types of hazardous materials, handling of the materials, and their proper disposal.		
AUT 102	Engine Repair	(3-3-4)
This course is a basic study of the diagnostic procedures used to locate and repair internal engine malfunctions.		
AUT 103	Engine Reconditioning	(2-6-4)
This course is a review of engine fundamentals and overhaul procedures, followed by performance in all areas of engine block preparation, cylinder head preparation, cleaning, specifications, measurements with micrometers, assembly and operation of unit.		

For placement information, see pages 136 and 137

Course No.	Course Title	Lecture-Lab-Credit
AUT 105	Beginning Engine Repair	(2-6-4)
	This course is a basic study of minor engine repairs, including inframe repairs and cylinder head reconditioning.	
AUT 111	Brakes	(2.5-1.5-3)
	This course is a study of the fundamentals of hydraulics and brake components in their application to automotive brake systems.	
AUT 112	Braking Systems	(26-4)
	This course covers hydroboost power brakes and vacuum power brakes as well as master cylinders and caliper rebuilding.	
AUT 115	Manual Drive Train/Axle	(2-3-3)
	This course is a basic study of clutches, gearing, and manual transmission operation, including the basic study of rear axles and rear axle set up.	
AUT 121	Suspension and Steering	(2-3-3)
	This course covers the fundamentals of suspension and steering systems, including struts, springs, shock absorbers, stabilizers, ball joints and related parts.	
AUT 131	Electrical Systems	(2-3-3)
	This course is a study of the individual systems and components that, when combined, form the entire automobile electrical system. The course includes starting and charging systems, ignition, engine, chassis and accessory systems, as well as instruction in the proper use of electrical schematics.	
AUT 133	Electrical Fundamentals	(2.5-1.5-3)
	This course is a study of the theories of electricity, including magnetism, series and parallel circuits, Ohms Law and an introduction to the use of various electrical test equipment.	
AUT 142	Heating and Air Conditioning	(2-3-3)
	This course covers the purpose, construction, operation, diagnosis and repair of automotive ventilation, heating and air conditioning systems of automobiles.	
AUT 146	Emission Systems	(2-3-3)
	This course is a study of the various emission systems currently in use, with emphasis placed on the importance of proper system operation, the effects of improper operation on engine performance and diagnostic equipment.	
AUT 149	Ignition and Fuel Systems	(3-3-4)
	This course is a study of ignition system operation and how it relates to fuel systems for proper engine operation.	
AUT 151	Automotive Transmission/Transaxle	(2-3-3)
	This course is a basic study of automotive transmission and transaxle service, including proper procedures for doing minor transmission and transaxle removal and replacement.	
AUT 152	Automatic Transmission	(3-3-4)
	This course is a basic study of power flow and hydraulics, including torque converter operation.	

For placement information, see pages 136 and 137

Course No.	Course Title	Lecture-Lab-Credit
AUT 156	Automotive Diagnosis and Repair	(3-3-4)
	This is a basic course for general diagnostic procedures and minor repairs.	
AUT 159	Tools, Equipment and Reference Manuals	(3-0-3)
	This course is a study of the proper selection, care and use of tools and equipment, including proper use of service and reference manuals and guides.	
AUT 160	Introduction to Automotive Technology	(1-0-1)
	This course is an introduction to the automotive field, including an introduction to the different automotive fields available such as automotive technician, shop foreman, service manager, shop owner, etc.	
AUT 161	Introduction to Automotive Maintenance	(1-0-1)
	This course is an introduction into automotive maintenance. Topics will include basic tool usage, shop safety, fluid service, tires, basic electrical and automotive systems theory.	
AUT 162	Personal Automotive Maintenance	(2-3-3)
	This is a basic course in the study of personal care and maintenance of a vehicle for the "do-it-yourself" individual.	
BAF 101	Personal Finance	(3-0-3)
	This course includes the practical applications of concepts and techniques used in managing personal finances. Major areas of study include financial planning, budgeting, credit use, housing, insurance, investments and retirement planning.	
BAF 201	Principles of Finance	(3-0-3)
	This is an introductory course to the field of finance. Monetary and credit systems are examined along with how the demand for funds is met in both the public and private sector.	
BAF 215	Money and Banking	(3-0-3)
	This course is a study of the United States monetary system with special emphasis on the commercial system and the central banking system.	
BIO 101	Biological Science I	(3-3-4)
	This course is the first of a sequence introducing biology. Topics include the scientific method, basic biochemistry, cell structure and function, cell physiology, cell reproduction and development, Mendelian genetics, population genetics, natural selection, evolution and ecology.	
BIO 102	Biological Science II	(3-3-4)
	This is a continuation of introductory biology which includes classification of organisms and structural and functional considerations of all kingdoms (particularly major phyla as well as viruses). Vertebrate animals and vascular plants are emphasized. (Prerequisite: \geq C in BIO 101)	
BIO 210	Anatomy and Physiology I	(3-3-4)
	This is the first in a sequence of courses including an intensive coverage of the body as an integrated whole. All body systems are studied. (Prerequisite: COMPASS pre-algebra score \geq 40 or \geq c* in MAT 032)	

For placement information, see pages 136 and 137

Course No.	Course Title	Lecture-Lab-Credit
BIO 211	Anatomy and Physiology II	(3-3-4)
This is a continuation of a sequence of courses including intensive coverage of the body as an integrated whole. All body systems are studied. (Prerequisite: \geq C in BIO 210)		
BIO 225	Microbiology	(3-3-4)
This is a detailed study of microbiology as it relates to infection and the disease processes of the body. Topics include immunity, epidemiology, medically important microorganisms, and diagnostic procedures for identification. (Prerequisite: \geq C in BIO 210)		
BUS 101	Introduction to Business	(3-0-3)
This course is a study of the nature of business activity in relation to the economic society, including how a business is owned, organized, managed and controlled.		
BUS 110	Entrepreneurship	(3-0-3)
This course is the introduction of starting a small business, including forms of ownership and management.		
BUS 121	Business Law I	(3-0-3)
This course is a study of legal procedures, law and society, classifications and systems of law, the tribunals administering justice and their actions, contracts, sales, transfer of titles, rights and duties of the parties, conditions, and warranties.		
BUS 140	Business Mathematics	(3-0-3)
This course provides applications of business mathematics in the study of discounting, marking up, inventory and insurance. Other topics may include payrolls and commission computations, introductions to stocks and bonds and other accepted business practices.		
BUS 220	Business Ethics	(3-0-3)
This course includes the exploration of ethical issues arising in the context of doing business. Representative topics: employee rights and responsibilities, corporate regulations and rights, discrimination, truth in advertising, employee privacy, environmental exploitation and free enterprise.		
CHM 110	College Chemistry I	(3-3-4)
This is the first course in a sequence which includes the following topics: atomic and molecular structure, nomenclature and equations, properties, reactions and states of matter, stoichiometry, gas laws, solutions and equilibria. (Prerequisite: \geq C in MAT 110)		
CHM 111	College Chemistry II	(3-3-4)
This course is a continuation of the study of atomic and molecular structure, nomenclature and equations, properties, reactions and states of matter, stoichiometry, gas laws, solutions and equilibria. Other topics include kinetics, thermodynamics and electrochemistry. (Prerequisite: \geq C in CHM 110)		
COL 101	College Orientation	(1-0-1)
This course may include selected topics such as career planning, study skills, stress management, tutoring, group guidance and other subjects to facilitate student success.		
COL 103	College Skills	(3-0-3)
This course may include selected topics such as career planning, study skills, stress management, tutoring, group guidance and other subjects to facilitate student success.		

For placement information, see pages 136 and 137

Course No.	Course Title	Lecture-Lab-Credit
COS 101	Fundamentals of Cosmetology	(3-0-3)
	This is an introductory course to the fundamentals of professional ethics, hygiene, good grooming and salesmanship as they relate to the practices of the salon.	
COS 102	Sanitation Procedures	(3-0-3)
	This course is a study of the various methods of sanitation used in the salon.	
COS 106	Facials and Makeup	(1-6-3)
	This is an introductory course to the procedures for various skin treatments, including anatomy, chemistry and safety.	
COS 108	Nail Care	(1-6-3)
	This course is a study of nail structure and manicuring techniques, including anatomy, chemistry and safety.	
COS 110	Scalp and Hair Care	(2-3-3)
	This course is a study of the structure and composition of hair, including the analysis and treatment of certain conditions of the hair and scalp.	
COS 112	Shampoo and Rinses	(2-6-4)
	This course is a study of procedures and safety precautions in the application of shampoo and rinses.	
COS 114	Hair Shaping	(3-3-4)
	This is an introductory course to the techniques of hair shaping. Emphasis is given to the correct use and safety of implements, proper hair sectioning, and various techniques used in hair design in relationship to body structure.	
COS 116	Hairstyling I	(1-9-4)
	This course is a study of the fundamentals of hair design, including principles, techniques, safety precautions and chemistry.	
COS 120	Mannequin Practice	(1-6-3)
	This course covers cosmetology applications, including hair shaping, chemical waving, hairstyling and hair coloring.	
COS 130	Professional Image	(2-0-2)
	This course is an introductory course that includes an overview of professionalism. Emphasis is on conduct, ethics, appearance and interpersonal skills. Corequisite: COS 135 or approval of program coordinator	
COS 131	Bacteria and Other Infectious Agents	(2-0-2)
	This course is an extensive study of bacterium and other infectious agents. Focus is on prevention, sanitation and safety. Corequisites: COS 132, COS 133, COS 136, COS 137 or approval of program coordinator	
COS 132	Science of Nail Technology	(2-0-2)
	This course is an in-depth study of the structure of the human body and the functions it performs. Focus is on nail and skin disorders with emphasis on consultations. Corequisites: COS 131, COS 133, COS 136, COS 137 or approval of program coordinator	

For placement information, see pages 136 and 137

Course No.	Course Title	Lecture-Lab-Credit
COS 133	Basic Procedures	(3-0-3)
	This course explores the basic steps, procedures, equipment and materials for manicuring and pedicuring. Emphasis is on current trends and issues with a review of state regulations. Corequisites: COS 131, COS 132, COS 136, COS 137 or approval of program coordinator	
COS 135	The Business of Nail Technology	(2-0-2)
	This course explores the different types of working environments and handling of the business part of nail care. Focus is on products and services. Corequisite: COS 130 or approval of program coordinator	
COS 136	Fundamentals of Artificial Nail Application	(4-0-4)
	This course introduces the fundamentals of gel/powder acrylic sculpturing, repairs, maintenance, various nail wraps and tip application. Corequisites: COS 131, COS 132, COS 133, COS 137 or approval of program coordinator	
COS 137	Fundamentals of Nail Art	(1-0-1)
	This course is an introduction to the basic techniques used in nail art design. (Corequisites: COS 131, COS 132, COS 133, COS 136 or approval of program coordinator)	
COS 201	Salon Management	(3-0-3)
	This course is a study of salon management, including rules, regulations and codes governing the practice of cosmetology.	
COS 206	Chemical Hair Waving	(1-6-3)
	This course is a study of methods of permanently waving the hair, including product, chemistry and safety.	
COS 208	Chemical Hair Relaxing	(1-6-3)
	This course is a study of methods of chemically relaxing the basic structure of hair, including product, chemistry and safety.	
COS 210	Hair Coloring	(1-6-3)
	This course is a study of the science and art of coloring the hair, including methods, procedures, safety precautions and chemistry.	
COS 212	Hair Lightening	(1-6-3)
	This course is a study of the lightening of hair, including methods, procedures, safety precautions and chemistry.	
COS 220	Cosmetology Clinical Practice I	(1-6-3)
	This course is an integration of cosmetology skills in a simulated salon environment.	
COS 222	Cosmetology Clinical Practice II	(1-6-3)
	This course is an integration of cosmetology skills in a simulated salon environment to provide additional practical hours in skill development.	
COS 224	Nail Practice I	(3-3-4)
	This course is an integration of manicuring and pedicuring skills in a supervised simulated salon environment. (Prerequisite: \geq C in COS 131, COS 132, COS 133 or approval of program coordinator)	

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Course No.	Course Title	Lecture-Lab-Credit
COS 226	Nail Practice II	(3-3-4)
This course provides for the supervised practice of manicuring, pedicuring, and application of various artificial nail application skills in a simulated salon environment. (Prerequisite: \geq C in COS 136, COS 224 or approval of program coordinator)		
CPT 101	Introduction to Computers	(3-0-3)
This course covers basic computer history, theory and applications, including word processing, spreadsheets, data bases and the operating system.		
CPT 102	Basic Computer Concepts	(3-0-3)
This course includes the basic use of a computer with an overview of computer terminology and provides a basic foundation in software applications.		
CPT 170	Microcomputer Applications	(3-0-3)
This course introduces microcomputer applications software, including word processing, data bases, spreadsheets, graphs and their integration. (Prerequisite: \geq C in CPT 101)		
CPT 172	Microcomputer Data Base	(3-0-3)
This course introduces microcomputer data base concepts, including generating reports from data bases and creating, maintaining and modifying data bases. (Prerequisite: \geq C in CPT 170)		
CPT 174	Microcomputer Spreadsheets	(3-0-3)
This course introduces the use of spreadsheet software on the microcomputer. Topics include creating, editing, using formulas, using functions and producing graphs. (Prerequisite: \geq C in MAT 101 or equivalent and \geq C in CPT 170)		
CPT 208	Special Topics in Computer Technology	(3-0-3)
This course focuses on changes in computer technology. (Prerequisite: \geq CPT 170)		
CPT 210	Computer Resources Management	(3-0-3)
This course examines the interaction of people, systems, and computers. Strategic management issues unique to the information technology environment are discussed. (Prerequisite: \geq C in CPT 264)		
CPT 242	Database	(3-0-3)
This course introduces database models and the fundamentals of data base design. Topics include database structure, database processing, and application programs which access a data base. (Prerequisite: \geq C in CPT 172)		
CPT 264	Systems and Procedures	(3-0-3)
This course covers the techniques of system analysis, design, development and implementation. (Prerequisite: \geq C in CPT 170)		
CPT 265	Advanced Systems and Procedures	(3-0-3)
This courses uses a complete case study to show the design, development and implementation of a business system. (Prerequisite: \geq C in CPT 264)		
CPT 270	Advanced Microcomputer Applications	(3-0-3)
This course emphasizes the integration of popular microcomputer software packages using advanced concepts in microcomputer applications software. (Prerequisite: \geq C in CPT 172, CPT 174)		

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Course No.	Course Title	Lecture-Lab-Credit
CPT 276	CPT Internship	(3-0-3)
This course is an intensive application development experience in an approved business setting. (By permission of faculty advisor only)		
ECD 101	Introduction to Early Childhood	(3-0-3)
This course includes an overview of the history, theories and curriculum models of early education. Emphasis is on current trends and issues, with a review of state and national regulations. Characteristics of quality programs and professional teachers are explored in the course.		
ECD 102	Growth and Development I	(3-0-3)
This course is an extensive study of philosophies and theories of growth and development of infants and toddlers. Focus is on "total" development of the child, with emphasis on physical, social, emotional, cognitive and nutritional areas. Developmental tasks and appropriate activities are explored in the course.		
ECD 105	Guidance-Classroom Management	(3-0-3)
This course is an overview of developmentally-appropriate, effective guidance and classroom management techniques for the teacher of young children. A positive proactive approach is stressed in the course.		
ECD 107	Exceptional Children	(3-0-3)
This course includes an overview of special-needs children and their families. Emphasis is on prevalence of disorders, treatment modalities, community resources serving exceptional children, the teacher's role in mainstreaming and early identification, and federal legislation affecting exceptional children.		
ECD 131	Language Arts	(3-0-3)
This course is a study of methods and materials in age-appropriate language experiences. Opportunities are provided to develop listening, speaking, prereading and prewriting skills through planning, implementation, and evaluation of media, methods, techniques and equipment. Methods of selection, evaluation and presentation of children's literature are included.		
ECD 132	Creative Experiences	(3-0-3)
In this course the importance of creativity and independence in creative expression is stressed. A variety of age-appropriate media, methods, techniques and equipment is utilized. Students plan, implement and evaluate instructional activities.		
ECD 133	Science and Math Concepts	(3-0-3)
This course includes an overview of prenumber and science concepts developmentally appropriate for young children. Emphasis is on the planning, implementation, and evaluation of developmentally appropriate activities utilizing a variety of methods and materials.		
ECD 135	Health, Safety and Nutrition	(3-0-3)
This course covers a review of health and safety practices recommended for child care and includes information on common diseases and health problems. Certification preparation is provided in pediatric safety, CPR and first aid. Guidelines and information on nutrition and developmentally appropriate activities are also studied in the course.		

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Course No.	Course Title	Lecture-Lab-Credit
ECD 203	Growth and Development II	(3-0-3)
This course is an indepth study of preschool children growing and developing in today's world. Focus is on "total" development of the child with emphasis on physical, social, cognitive and nutritional areas of development. Developmental tasks and appropriate activities are explored in the course. (Prerequisite: \geq C in ECD 102)		
ECD 237	Methods and Materials	(3-0-3)
This course includes an overview of developmentally appropriate methods and materials for planning, and evaluating environments. Emphasis is on integrating divergent activities in each curriculum area. (Prerequisite: 15 or more ECD credit hours earned satisfactorily.)		
ECD 243	Supervised Field Experience I	(1-6-3)
This course includes emphasis on planning, implementing, and evaluating scheduled programs, age appropriate methods, materials, activities, and environments of early childhood principles and practices. (Prerequisite: 24 or more ECD credit hours earned satisfactorily.)		
ECO 210	Macroeconomics	(3-0-3)
This course includes the study of fundamental principles and policies of a modern economy to include markets and prices, national income accounting, cycles, employment theory and fiscal policy, banking and monetary controls and the government's role in economic decisions and growth.		
ECO 211	Microeconomics	(3-0-3)
This course includes the study of the behavior of households and firms, including supply and demand, elasticity, price/input in different market structures, pricing of resources, regulations and comparative advantage and trade.		
EGR 105	Safety in the Workplace	(1-0-1)
This course is a survey of safety regulations and personal safety.		
EGR 175	Manufacturing Processes	(3-0-3)
This course includes the processes, alternatives and operations of the manufacturing environment.		
EGT 104	Print Reading I	(2.5-1.5-3)
This course covers the interpretation of industrial drawings.		
EGT 105	Basic Civil Drafting	(1-3-2)
This course covers the application of drawing techniques to structures, map topography and other civil applications.		
EGT 106	Print Reading and Sketching	(2.5-1.5-3)
This course covers the interpretation of basic engineering drawings and sketching techniques for making multiview pictorial representations.		
EGT 111	Mechanical Drawing I	(1-3-2)
This course is an introduction to the principles and practices of mechanical drawing.		
EGT 112	Mechanical Drawing II	(2.5-1.5-3)
This course includes topics such as section views, auxiliary views and threads and fasteners. (Prerequisite: \geq C in EGT 111)		

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Course No.	Course Title	Lecture-Lab-Credit
EGT 123	Industrial Print Reading	(1.5-1.5-2)
This course covers basic print reading and sketching for the industrial trades area. Sketching of geometric shapes and interpretation of working shop drawings are also included.		
EGT 125	Descriptive Geometry	(1-3-2)
This course is designed to aid in solving drafting problems associated with single or intersecting surfaces which are not necessarily placed in the principal planes in space.		
EGT 133	HVAC Print Reading	(2.5-1.5-3)
This course covers layout, projection and dimensioning for heating and air conditioning.		
EGT 151	Introduction to CAD	(2.5-1.5-3)
This course covers the operation of a computer-aided drafting system. The course includes interaction with a CAD station to produce technical drawings.		
EGT 152	Fundamentals of CAD	(2.5-1.5-3)
This course includes a related series of problems and exercises utilizing the computer graphics station as a drafting tool. (Prerequisite: \geq C in EGT 151)		
EGT 155	Intermediate CAD	(1-3-2)
This course covers advanced computer-aided drafting skills, including topics such as creating isometrics and script files and customizing menus, text fonts and hatch fonts to produce advanced drawings. (Prerequisite: \geq C in EGT 152)		
EGT 172	Electronic Drafting	(1-3-2)
This course provides familiarization with a system to create electronic schematics and wiring diagrams.		
EGT 220	Structural and Piping Applications	(3.5-1.5-4)
This advanced drawing course covers structural steel and process piping applications.		
EGT 252	Advanced CAD	(2.5-1.5-3)
This course covers advanced concepts of CAD software and applications.		
EGT 265	CAD/CAM Applications	(2.5-1.5-3)
This course includes applications using CAD/CAM routines. (Prerequisite: \geq C in EGT 155)		
EGT 270	Manufacturing Integration	(4-0-4)
This course covers management control techniques of the industrial/business world, including inventory and obsolescence control, manufacturing and production systems, engineering design change and material accountability procedures.		
ENG 031	Developmental English Basics	(3-0-3)
Developmental English Basics is intended for students who need assistance in basic writing skills. Based on assessment of student needs, instruction includes basic grammar and usage, mechanics, sentence structure, and basic writing. Assignments will include writing a variety of unified and coherent compositions with evidence of a controlling idea, introduction, body and conclusion. (Developmental Studies courses do not apply toward graduation requirements.)		

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Course No.	Course Title	Lecture-Lab-Credit
ENG 032	Developmental English	(3-0-3)
Developmental English is an intense review of grammar and usage, mechanics of punctuation, spelling and capitalization; sentence structure; and the writing process. Evidence of planning and organizing, drafting, editing and revising are emphasized in this course along with a study of different modes of writing for a variety of rhetorical situations. (Developmental Studies courses do not apply toward graduation requirements.) (Prerequisite: COMPASS writing score 36-50 or \geq C* in ENG 031)		
ENG 101	English Composition I	(3-0-3)
This is a college transfer course in which the following topics are presented: a study of composition in conjunction with appropriate literary selections, with frequent theme assignments to reinforce effective writing. A review of standard usage and the basic techniques of research are also presented. (Prerequisite: \geq C in ENG 155 or COMPASS writing score of 74)		
ENG 102	English Composition II	(3-0-3)
This is a college transfer course in which the following topics are presented: development of writing skills through logical organization, effective style, literary analysis and research. An introduction to literary genre is also included. (Prerequisite: \geq C in ENG 101)		
ENG 155	Communications I	(3-0-3)
This course introduces the principles of expository writing and public speaking through practice and development of communication skills. (Prerequisite: \geq C* in ENG 032 or COMPASS writing score of 51-73)		
ENG 160	Technical Communications	(3-0-3)
This course is a study of various technical communications such as definitions, processes, instructions, descriptions and technical reports. (Prerequisite: \geq C* in ENG 032 or COMPASS writing score of 51-73)		
ENG 201	American Literature I	(3-0-3)
This course is a study of American literature from the colonial period to the Civil War. (Prerequisite: \geq C in ENG 102)		
ENG 202	American Literature II	(3-0-3)
This course is a study of American literature from the Civil War to the present. (Prerequisite: ENG 102)		
ENG 203	American Literature Survey	(3-0-3)
This course is a survey of American literature: major authors, genres and periods. (Prerequisite: \geq C in ENG 102)		
ENG 205	English Literature I	(3-0-3)
This is a course in which the following topics are presented: the study of English literature from the Old English period to the romantic period with emphasis on major writers and periods. (Prerequisite: \geq C in ENG 102)		
ENG 206	English Literature II	(3-0-3)
This is a course in which the following topics are presented: the study of English literature from the romantic period to the present with emphasis on major writers and periods. (Prerequisite: \geq C in ENG 102)		

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Course No.	Course Title	Lecture-Lab-Credit
ENG 208	World Literature I	(3-0-3)
This course is a study of masterpieces of world literature in translation from the ancient world to the sixteenth century. (Prerequisite: \geq C in ENG 102)		
ENG 209	World Literature II	(3-0-3)
This course is a study of masterpieces of world literature in translation from the seventeenth century. (Prerequisite: \geq C in ENG 102)		
FRE 101	Elementary French I	(4-0-4)
This course consists of a study of the four basic language skills: listening, speaking, reading and writing, including an introduction to French culture.		
FRE 102	Elementary French II	(4-0-4)
This course continues the development of basic language skills and includes a study of French culture. (Prerequisite: \geq C in FRE 101)		
GER 101	Elementary German I	(4-0-4)
This course is a study of the four basic language skills: listening, speaking, reading and writing. The course includes an introduction to German culture.		
GER 102	Elementary German II	(4-0-4)
This course continues the development of the four basic language skills and the study of German culture. (Prerequisite: \geq C in GER 101)		
HIS 101	Western Civilization to 1689	(3-0-3)
This course is a survey of western civilization from ancient times to 1689, including the major political, social, economic and intellectual factors shaping western cultural tradition.		
HIS 102	Western Civilization Post 1689	(3-0-3)
This course is a survey of western civilization from 1689 to the present, including major political, social, economic and intellectual factors which shape the modern western world.		
HIS 104	World History I	(3-0-3)
This course covers world history from prehistory to circa 1500 A.D., focusing on economic, social, political and cultural aspects of people before the onset of western dominance and identifying major patterns and trends which characterized the world in each era.		
HIS 105	World History II	(3-0-3)
This course covers world history from circa 1500 A. D. to the present, focusing on the development of a system of interrelationships based on western expansion and on the economic, social, political and cultural aspects of each era.		
HIS 115	African-American History	(3-0-3)
This course is a study of the history of African-Americans, including African heritage, American history, and significant contributions by individuals or groups.		
HIS 201	American History: Discovery to 1877	(3-0-3)
This course is a survey of U.S. history from discovery to 1877. This course includes political, social, economic and intellectual developments during this period.		

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Course No.	Course Title	Lecture-Lab-Credit
HIS 202	American History: 1877 to Present	(3-0-3)
This course is a survey of U.S. history from 1877 to the present. This course includes political, social, economic and intellectual developments during this period.		
HSS 205	Technology and Society	(3-0-3)
This course is an investigation of the impact of the twentieth century technological changes in America on the individual, society and the physical environments.		
IDS 154	Negotiating the Workplace	(1-0-1)
This course examines the conceptual framework, knowledge, and specific skills needed to enter and thrive in the modern American workplace. Topics include: Employer Expectations and Requirements; Job Information; Presentation Skills; "Organizational Savvy;" Workplace Etiquette; Interviewing for Promotions and Employment, and Career Ladders.		
IDS 205	Professional Effectiveness	(3-0-3)
This course examines the research-based principles and practices associated with professional effectiveness in the workplace including such topics as problem solving, systems thinking, interpersonal relations, quality, affective behavior, communications, ethics, self-management, learning, teamwork and leadership.		
IET 223	Industrial Safety	(3-0-3)
This course involves safety fundamentals and their relationship to accident prevention. The importance of safe behavior through careful training of both employees and supervisors is stressed. A survey of occupational safety and health (OSHA) is included.		
IST 225	Internet Communications	(3-0-3)
This course covers introductory topics and techniques associated with the Internet and Internet communications. Techniques on how to use and access various types of information as well as how to find resources and navigate the Internet are included.		
MAT 031	Developmental Mathematics Basics	(3-0-3)
Developmental Mathematics Basics is intended for students who need assistance in basic arithmetic skills. Based on assessment of student needs, instruction includes performing the four arithmetic operations with whole numbers, fractions, decimals, and percents. Application skills are emphasized. (Developmental studies courses do not apply toward graduation requirements.)		
MAT 032	Developmental Mathematics	(3-0-3)
Developmental Mathematics is a review of arithmetic skills and focuses on the study of measurement and geometry, basic algebra concepts, and data analysis. Application skills are emphasized. (Developmental studies courses do not apply toward graduation requirements.) (Prerequisite: \geq C* in MAT 031 or COMPASS pre-algebra score of 36-40)		
MAT 101	Beginning Algebra	(3-0-3)
This course includes operations with signed numbers; addition, subtraction, multiplication and division with algebraic expressions; factoring; techniques for solving linear and fractional equations; and an introduction to graphing. (Prerequisite: \geq C in MAT 155 or placement)		
MAT 102	Intermediate Algebra	(3-0-3)
This course includes properties of numbers; fundamental operations with algebraic expressions; polynomials; systems of equations; ratio and proportion; factoring; functions; graphs; solutions of linear inequalities; and linear and quadratic equations. (Prerequisite: \geq C in MAT 101 or placement)		

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Course No.	Course Title	Lecture-Lab-Credit
MAT 110	College Algebra	(3-0-3)
This course includes polynomial, rational, logarithmic and exponential functions; inequalities; systems of equations and inequalities; matrices; determinants; simple linear programming; solutions of higher degree polynomials; combinatorial algebra, including the binomial theorem; and an introduction to probability. (Prerequisite: \geq C in MAT 102 or placement)		
MAT 111	College Trigonometry	(3-0-3)
This course includes circular functions; trigonometric identities; solution of right and oblique triangles; solution of trigonometric equations; polar coordinates; complex numbers, including DeMoivre's theorem; vectors; conic sections; sequences; and series. (Prerequisite: \geq C in MAT 110)		
MAT 120	Probability and Statistics	(3-0-3)
This course includes introductory probability and statistics, including organization of data, sample space concepts, random variables, counting problems, binomial and normal distributions, central limit theorem, confidence intervals and test hypotheses for large and small samples; types I and II errors; linear regression; and correlation. (Prerequisite: \geq C in MAT 102 or placement)		
MAT 130	Elementary Calculus	(3-0-3)
This course includes differentiation and integration of polynomials; rational, logarithmic and exponential functions; and interpretation and application of these processes. (Prerequisite: \geq C in MAT 110)		
MAT 140	Analytical Geometry & Calculus I	(4-0-4)
This course includes the following topics: derivatives and integrals of polynomials, rational, logarithmic, exponential, trigonometric, and inverse trigonometric functions; curve sketching; maxima and minima of functions; related rates; work; and analytic geometry. (Prerequisite: \geq C in MAT 111)		
MAT 141	Analytical Geometry & Calculus II	(4-0-4)
This course includes the following topics: continuation of calculus of one variable, including analytic geometry, techniques of integration, volumes by integration, and other applications; infinite series, including Taylor series and improper integrals. (Prerequisite: \geq C in MAT 140)		
MAT 155	Contemporary Mathematics	(3-0-3)
This course includes techniques and applications of the following topics: elementary number theory; algebra; geometry; measurement; graph sketching and interpretations; and descriptive statistics. (Prerequisite: \geq C* in MAT 032 or COMPASS pre-algebra score of \geq 40)		
MAT 190	Math for the Workplace	(2-0-2)
This course is a study of calculations and measurements necessary for the workplace.		
MGT 101	Principles of Management	(3-0-3)
This course is a study of management theories, emphasizing the management functions of planning, decision-making, organizing, leading and controlling.		
MGT 120	Small Business Management	(3-0-3)
This course is a study of small business management and organization, forms of ownership and the process of starting a new business.		

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Course No.	Course Title	Lecture-Lab-Credit
MGT 121	Small Business Operations	(3-0-3)
	This course is a study of the daily operations of an established small business, emphasizing staffing, recordkeeping, inventory control and marketing.	
MGT 150	Fundamentals of Supervision	(3-0-3)
	This course is a study of supervisory principles and techniques required to effectively manage human resources in an organization. First-line management is emphasized.	
MGT 201	Human Resource Management	(3-0-3)
	This course is a study of personnel administration functions within a business organization. Major areas of study include job analysis; recruitment, selection and assessment of personnel; and wage, salary and benefit administration.	
MKT 101	Marketing	(3-0-3)
	This course covers an introduction to the field of marketing with a detailed study of the marketing concept and the processes of product development, pricing, promotion and marketing distribution.	
MTT 100	Careers in Machine Tool Technology	(1-0-1)
	The course will introduce the student to career opportunities available in the MTT profession. Instruction will be offered in safety, precision instruments, milling machines, drill presses, lathes, and surface grinders.	
MTT 101	Introduction to Machine Tool	(1-3-2)
	This course covers the basics in measuring tools, layout tools, bench tools and basic operations of lathes, mills and drill presses.	
MTT 102	Machine Tool Basics	(3-0-3)
	This course will provide the non-machine tool major with an overview of the capabilities of precision machining in conventional and computer numerical controlled machine tools. The student will become familiar with the machine tool portion of manufacturing primarily through demonstrations.	
MTT 111	Machine Tool Theory and Practice I	(3-6-5)
	This course is an introduction to the basic operation of machine shop equipment.	
MTT 112	Machine Tool Theory and Practice II	(3-6-5)
	This course is a combination of the basic theory and operation of machine shop equipment. (Prerequisite: MTT 111)	
MTT 121	Machine Tool Theory I	(2.5-1.5-3)
	This course covers the principles involved in the production of precision metal parts.	
MTT 122	Machine Tool Practice I	(1-9-4)
	This course covers practical experiences using the principles in Machine Tool Theory I.	
MTT 123	Machine Tool Theory II	(2.5-1.5-3)
	This course covers the principles involved in machining parts using machine tools, including lathes, mills, drill presses, jig bores, and the attachments for each. (Prerequisite: MTT 121 and MTT 122)	
MTT 124	Machine Tool Practice II	(1-9-4)
	This course covers the practical application of the principles in Machine Tool Theory II. (Prerequisite: MTT 121 and MTT 122)	

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Course No.	Course Title	Lecture-Lab-Credit
MTT 141	Metals and Heat Treatment	(2.5-1.5-3)
This course is a study of the properties, characteristics and heat treatment procedures of metals.		
MTT 143	Precision Measurements	(2-0-2)
This course is a study of precision measuring instruments.		
MTT 145	Machining of Metals	(2-3-3)
This course covers theoretical and practical training in the physical properties of metals, their required stock removal, speeds, feeds and depths of cut, and finish requirements.		
MTT 147	Tool and Cutter Grinding	(1-3-2)
This course covers theoretical and practical training in cutting tools, cutting tool angles, the mechanics of material removal, and the operations of tool and cutter grinding equipment.		
MTT 161	Machine Tool Maintenance Theory	(2-0-2)
This course covers maintenance requirements necessary for the upkeep and operations of a machine shop.		
MTT 171	Industrial Quality Control	(2-0-2)
This course covers the methods and procedures of quality control.		
MTT 251	CNC Operations	(2-3-3)
This course is a study of CNC machine controls, setting tools, and machine limits and capabilities.		
MTT 253	CNC Programming and Operations	(1.5-4.5-3)
This course is a study of the planning, programming, selecting tooling, determining speeds and feeds, setting up, operating, and testing of CNC programs on CNC machines.		
MTT 255	CNC Programming II	(1.5-4.5-3)
This course includes CNC programming with simulated production conditions.		
MUS 105	Music Appreciation	(3-0-3)
This course is an introduction to the study of music with focus on the elements of music and their relationships, the musical characteristics of representative works and composers, common musical forms and genres of various western and nonwestern historical style periods, and appropriate listening experiences.		
PHY 201	Physics I	(3-3-4)
This is the first in a sequence of physics courses. Topics include mechanics, wave motion, sound, heat, electromagnetism, optics, and modern physics. (Prerequisite: \geq C in MAT 110 or equivalent)		
PHY 202	Physics II	(3-3-4)
This course covers physics topics, including mechanics, wave motion, sound, heat, electromagnetism, and modern physics. (Prerequisite: \geq C in PHY 201)		

For placement information, see pages 136 and 137

Course No.	Course Title	Lecture-Lab-Credit
PNR 110	Fundamentals of Nursing	(3-6-5)
This course is an introduction to basic principles and beginning skills necessary to the nursing process. Concepts are integrated relating to physiological and psychosocial health needs of the individual. Legal and ethical roles of the Licensed Practical Nurse are emphasized. During the course students will practice basic nursing skills in the laboratory.		
PNR 120	Medical Surgical Nursing I	(3-6-5)
This course is a beginning study utilizing the nursing process. Concepts include physiological, psychosocial, nutritional, and health and safety needs of the adult. Clinical experiences address selected commonly occurring health problems having predictable outcomes. (Prerequisite: \geq 80 in PNR 110)		
PNR 130	Medical Surgical Nursing II	(3-6-5)
This course is a continuation of the study of the nursing process. Concepts include physiological, psychosocial, nutritional, and health and safety needs of the adult. Clinical experiences address selected commonly occurring health problems having predictable outcomes. (Prerequisite: \geq 80 in PNR 120)		
PNR 140	Medical Surgical Nursing III	(3-6-5)
This course is a continuation of PNR 130 utilizing the nursing process to meet the needs of adults. Concepts include physiological, psychosocial and health and safety needs of the adult patients. Clinical experiences address selected commonly occurring health problems having predictable outcomes in an inpatient acute care setting. (Prerequisite: \geq 80 in PNR 130)		
PNR 155	Maternal/Infant/Child Nursing	(5-6-7)
This course of study utilizes the nursing process and integrating pediatrics to meet the needs of the childbearing family. Clinical experiences address the care of the mother, newborn, and the care of the child with commonly occurring illnesses. (Prerequisite: \geq 80 in PNR 140)		
PNR 170	Nursing of Older Adult	(1.5-1.5-2.0)
This course is a study utilizing the nursing process. Concepts include physiological, psychosocial, nutrition, and health and safety needs of the older patient. Clinical experiences address selected commonly occurring health problems having predictable outcomes. (Prerequisite: \geq 80 in PNR 140)		
PNR 182	Special Topics in Nursing: Pharmacology	(2-0-2)
The topic of this course includes pharmacology concepts to include effects of specific drugs, medication administration and calculation of drug dosages. (Prerequisite: \geq 80 in PNR 120)		
PSC 201	American Government	(3-0-3)
This course is a study of national governmental institutions with emphasis on the Constitution, the functions of executive, legislative and judicial branches, civil liberties and the role of the electorate.		
PSC 215	State and Local Government	(3-0-3)
This course is a study of state, county, and municipal government systems, including interrelationships between these systems and within the federal government.		

For placement information, see pages 136 and 137

Course No.	Course Title	Lecture-Lab-Credit
PSY 201	General Psychology	(3-0-3)
This course includes the following topics and concepts in the science of behavior: scientific method, biological bases for behavior, perception, motivation, learning, memory, development, personality, abnormal behavior, therapeutic techniques, and social psychology.		
PSY 203	Human Growth and Development	(3-0-3)
This course is a study of the physical, cognitive, and social factors affecting human growth, development, and potential.		
PSY 204	Child Psychology	(3-0-3)
This course is a study of the physiological, psychological, and social development of the pre-adolescent. Specific topics may include heredity, environment, maturation, intelligence, and language acquisition.		
RDG 031	Developmental Reading Basics	(3-0-3)
This is a basic course designed to strengthen academic reading skills. Students will learn fundamental strategies to improve reading comprehension. Instruction will include an overview of basic concepts such as determining word meaning and will introduce reading as a process. (Developmental studies courses do not apply toward graduation requirements.)		
RDG 032	Developmental Reading	(3-0-3)
This course is an intense review of the academic reading skills needed for success in a college-level course. Students will demonstrate their understanding of reading as a process and will apply strategies learned to expand their reading comprehension skills. Students will demonstrate the ability to integrate knowledge, use context clues, and identify supporting details. (Developmental studies courses do not apply toward graduation requirements.) (Prerequisite: \geq C* in RDG 031 or COMPASS reading score of 71-74)		
REL 101	Introduction to Religion	(3-0-3)
This course provides a study of religion and the nature of religious belief and practice.		
SOC 101	Introduction to Sociology	(3-0-3)
This course emphasizes the fundamental concepts and principles of sociology, including culture, socialization, interaction, social groups and stratification, effects of population growth, and technology in society and social institutions.		
SOC 102	Marriage and the Family	(3-0-3)
This course introduces the institutions of marriage and the family from a sociological perspective. Significant forms and structures of family groups are studied in relation to current trends and social change.		
SOC 205	Social Problems	(3-0-3)
This course is a survey of current social problems in America, stressing the importance of social change and conflicts as they influence perceptions, definitions, etiology, and possible solutions.		
SOC 210	Juvenile Delinquency	(3-0-3)
This course presents the nature, extent and causes of juvenile delinquency behavior, including strategies used in the prevention, intervention, and control of deviant behavior.		

For placement information, see pages 136 and 137

Course No.	Course Title	Lecture-Lab-Credit
SOC 215	Ethnic & Minority Issues	(3-0-3)
This course is a sociological study of social and technological changes influencing minority and ethnic issues.		
SOC 230	Intro to Gerontology	(3-0-3)
This course is a study of the aging processes, including the physiological, psychological, sociological, and economic factors.		
SPA 101	Elementary Spanish I	(4-0-4)
This course is a study of the four basic language skills: listening, speaking, reading, and writing, including an introduction to the Spanish culture.		
SPA 102	Elementary Spanish II	(4-0-4)
This course continues development of the basic language skills and the study of the Spanish culture. (Prerequisite: \geq C in SPA 101)		
SPA 201	Intermediate Spanish I	(3-0-3)
This course is a review of Spanish grammar with attention given to more complex grammatical structures and reading difficult prose. (Prerequisite: \geq C in SPA 102)		
SPC 205	Public Speaking	(3-0-3)
This course is an introduction to principles of public speaking with application of speaking skills.		
THE 101	Introduction to Theatre	(3-0-3)
This course includes the appreciation and analysis of theatrical literature, history, and production.		
WLD 101	Cutting Processes	(.5-1.5-1)
This course covers the fundamentals of cutting processes commonly used in the welding industry		
WLD 102	Introduction to Welding	(1.5-1.5-2)
This course covers the principles of welding, cutting, and basic procedures for safety in using welding equipment.		
WLD 103	Print Reading I	(.5-1.5-1)
This is a basic course which includes the fundamentals of print reading, the meaning of lines, views, dimensions, notes, specifications and structural shapes. Welding symbols and assembly drawings as used in fabrication work are also covered.		
WLD 104	Gas Welding and Cutting	(1-3-2)
This course covers gas welding, brazing, soldering and cutting of metals.		
WLD 106	Gas and Arc Welding	(3-3-4)
This course covers the basic principles and practices of oxyacetylene welding, cutting and electric arc welding. Emphasis is placed on practice in fundamental position welding and safety procedures.		
WLD 111	Arc Welding I	(2-6-4)
This course covers the safety, equipment and skills used in the shielded metal arc welding process. Fillet welds are made to visual criteria in several positions.		

For placement information, see pages 136 and 137

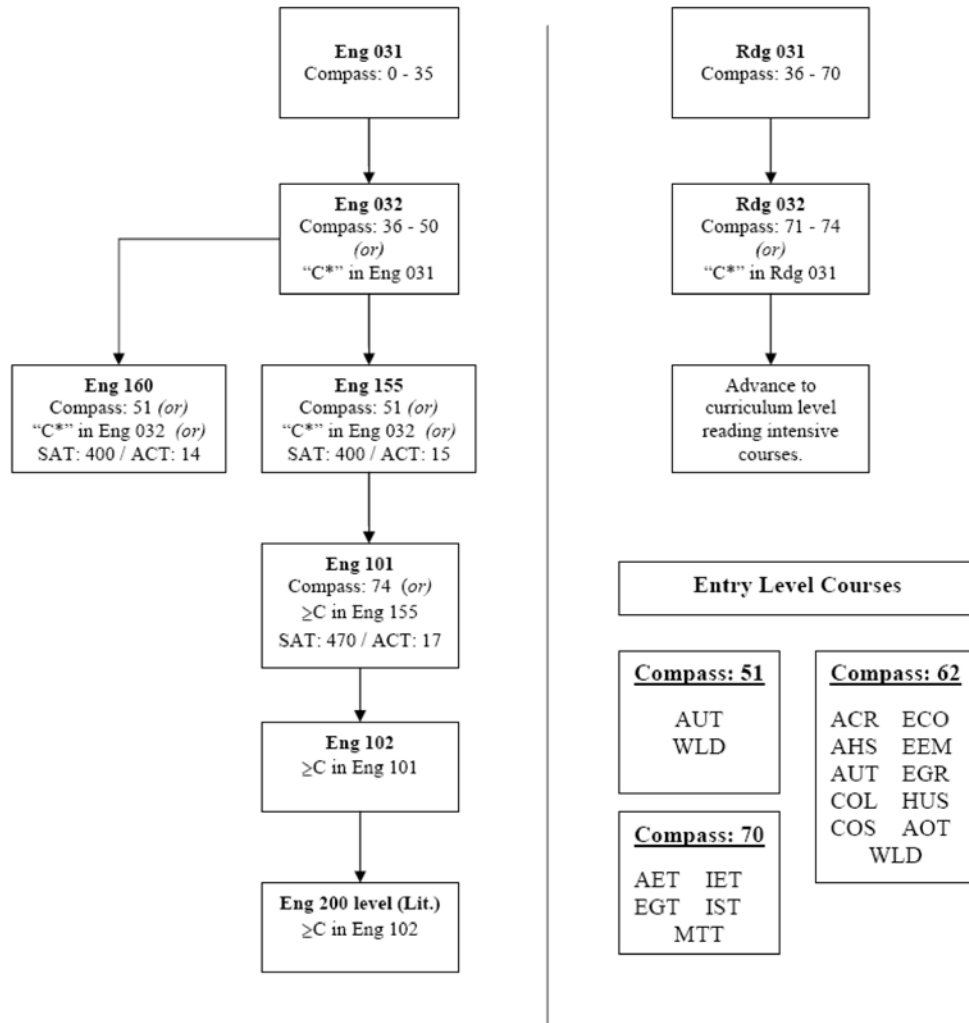
Course No.	Course Title	Lecture-Lab-Credit
WLD 113	Arc Welding II	(2-6-4)
This course is a study of arc welding of ferrous and/or nonferrous metals. (Prerequisite: \geq C in WLD 111)		
WLD 116	Welding	(1-3-2)
This course is designed to acquaint students with common welding and techniques/equipment used currently in trades and industry. Students are expected to develop basic skills in general welding.		
WLD 132	Inert Gas Welding Ferrous	(2-6-4)
This course covers set up and adjustment of equipment and fundamental techniques for welding ferrous metals.		
WLD 134	Inert Gas Welding Nonferrous	(1-6-3)
This course covers fundamental techniques for welding nonferrous metals.		
WLD 136	Advanced Inert Gas Welding	(1-3-2)
This course covers the techniques for all positions of welding ferrous and nonferrous metals. (Prerequisite: WLD 132, 134)		
WLD 142	Maintenance Welding	(2-3-3)
This course covers gas and arc welding processes used in maintenance shops.		
WLD 154	Pipe Fitting and Welding	(2-6-4)
This is a basic course in fitting and welding pipe joints, either ferrous or nonferrous, using standard processes.		
WLD 204	Metallurgy	(2.5-1.5-3)
This course covers the characteristics of ferrous and non-ferrous metals.		
WLD 228	Inert Gas Welding Pipe I	(2-6-4)
This course covers the techniques used in gas tungsten arc welding of groove welds on ferrous pipe. (Prerequisite: \geq C in WLD 154)		
WLD 229	Inert Gas Welding Pipe II	(1-3-2)
This course covers the techniques used in gas tungsten arc welding of groove welds on alloyed steel and non-ferrous pipe. (Prerequisite: \geq C in WLD 154)		

For placement information, see pages 136 and 137

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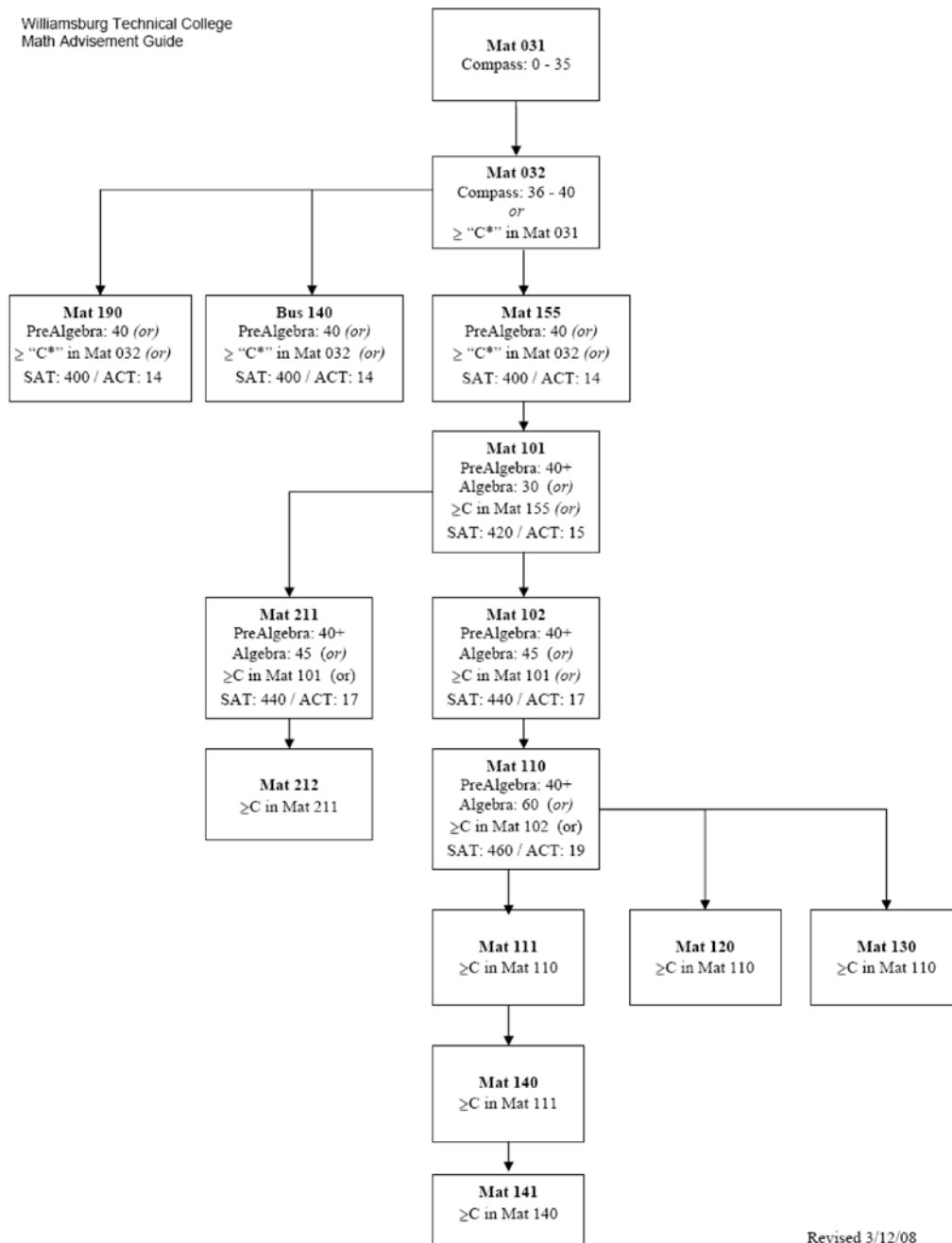
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Williamsburg Technical College
English & Reading Advisement Guide



Williamsburg Technical College
Math Advisement Guide

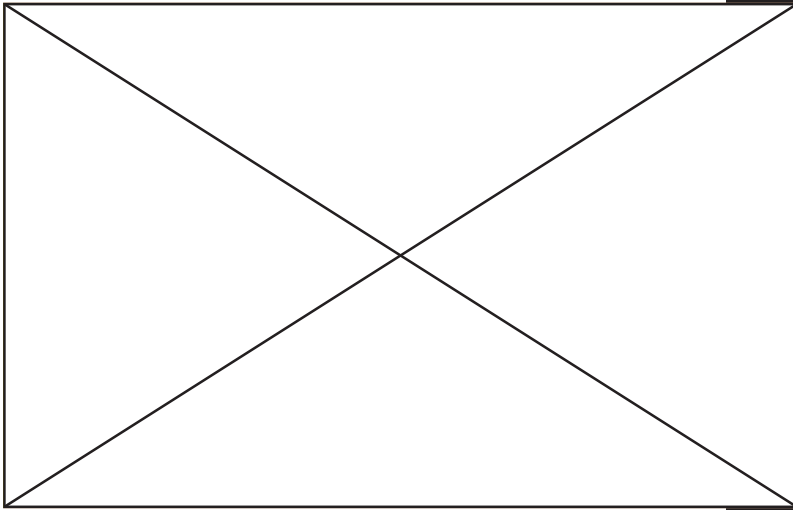
Williamsburg Technical College
Math Advisement Guide



Revised 3/12/08



Personnel Information





Employees Listed Alphabetically by Last Name

Faculty/Staff Name	Title	Credentials
Ball, Jeff	<i>Welding Instructor</i>	Certified Welding Inspector American Welding Society and Industrial Inspections, Inc.; Certified Welding Instructor, American Welding Society; Diploma, Spartanburg Technical College
Barr, Isaac	<i>Buildings & Grounds Supervisor</i>	
Boos, Jean	<i>Financial Aid Director</i>	B.S., Texas Christian University
Brown, E. Jeanette	<i>Administrative Assistant</i>	A.B./Diploma, Williamsburg Technical College
Brown, Eric	<i>Dean of Student Services/ Financial Aid</i>	Ph.D, Walden University; M.A, Webster University; B.A., Clemson University
Brown, Lamar D.	<i>Recruiter</i>	B.S., Benedict College
Brown, Lisa	<i>Library Technical Assistant</i>	M.A., Webster University; B.A., Limestone College; A.A./Certificate, Williamsburg Technical College
Brown, Will	<i>Human Resources Manager</i>	B.S., Southern Illinois University
Bryant, Willie	<i>Math Instructor</i>	Ed.S., Nova Southeastern University; M.A.T., University of Idaho, Engineering Outreach; B.S., South Carolina State University ; Certificate, Williamsburg Technical College
Campbell, Beverly	<i>Counselor</i>	M.Ed./B.S., South Carolina State University
Chandler, Margaret	<i>English Instructor/ Dual Enrollment Liaison</i>	M.Ed., University of South Carolina; B.A., Columbia College
Cockrell, Terri E.	<i>Accounting Technician</i>	A.S., Johnston Community College
Coker, Judy M.	<i>Administrative Assistant</i>	A.A./A.O.T., Williamsburg Technical College
Coker, Melissa	<i>Chief Business Officer</i>	M.A., Webster University; B.S., Limestone College; A.B., Florence-Darlington Technical College
Coker, T. Kent	<i>Management Information System Manager</i>	B.S.E.E., Clemson University
Collins, Robbie	<i>Trades Specialist</i>	
Cooper, Cynthia	<i>Academic Specialist</i>	M.Ed., Troy State University; B.S., Coker College; A.B., Columbia Junior College
Cox, Cleve H.	<i>President</i>	Ed.D., North Carolina State University; M.Ed., Pennsylvania State University; B.A., University of North Carolina - Charlotte



Faculty/Staff Name	Title	Credentials
Cumbie, Mike	<i>Machine Tool Technology Instructor</i>	
Cumbie, Sylvia B.	<i>Developmental Studies (DVS) Department Head/Academic Success Center (ASC) Director</i>	B.A./A.A., University of South Carolina; A.A., Williamsburg Technical College
Douglas, Kimberly	<i>Administrative Specialist</i>	A.S., Williamsburg Technical College
DuBose, Cheryl	<i>Student Development Counselor</i>	M.B.A., Walden University; B.A., Limestone College; A.S./A.B., Williamsburg Technical College
Dukes, Mona B.	<i>Director of Development and Public Relations</i>	B.A., Converse College
DuRant, E. Ann	<i>Administrative Assistant</i>	A.S., Florence-Darlington Technical College
Elliott, Clifton R.	<i>Dean of Instruction</i>	M.S., Troy State University; B.A., Citadel; A.A.S., Community College of the Air Force
Elliott, Monica	<i>Bookstore Manager/Purchasing Director</i>	
Epps, Marie	<i>Administrative Specialist</i>	A.O.T., Williamsburg Technical College
Ethridge, Charles	<i>Educational Talent Search Director</i>	M.Div., Erskine College; B.A., Southeastern College
Forester, Sheila	<i>Nursing Department Head</i>	B.S.N., University of South Carolina
Fulton, Charlie	<i>Counselor</i>	M.A./B.A., South Carolina State University
Gamble, Herbert	<i>Counselor/Tutor Coordinator</i>	B.S., South Carolina State University
Gowdy, Pamela	<i>Accounting Technician</i>	
Graham, Cassandra	<i>Counselor</i>	B.S., Limestone College; A.S., Columbia Junior College
Green, Charmaine	<i>Cosmetology Instructor</i>	A.B., National Institute of Cosmetology; A.A./ Diploma, Williamsburg Technical College; Board Certified, South Carolina Board of Cosmetology
Harrington, Richard	<i>General Maintenance Supervisor</i>	
Harvin, Linda	<i>Computer Technology Instructor</i>	M.Ed., Francis Marion University; B.S., Winthrop University
Haselden, Brandon	<i>Industrial/Vocational Technology Department Head/Machine Tool Technology Instructor</i>	A.M.T.T., Horry-Georgetown Technical College
Holmes, Joyce	<i>Technology Coordinator</i>	M.A., Webster University; B.S., Limestone College; A.G.B./Diploma/Certificate, Williamsburg Technical College



Faculty/Staff Name	Title	Credentials
Kinder, Jason	<i>Welding Instructor</i>	Certificate, Williamsburg Technical College
Lair, Ernest J.	<i>Arts and Sciences Department Head and Sociology Instructor</i>	M.S., Valdosta State University; B.A., University of Alaska–Anchorage
Lane, Mary H. (Jeanie)	<i>Administrative Assistant</i>	A.A., Williamsburg Technical College
Lawrence, Alecia	<i>General Business Instructor</i>	M.B.A., Webster University; B.B.A., Columbia College
Lee, Pauline T.	<i>Administrative Assistant</i>	
Lynch, Nancy	<i>Testing Coordinator/ Administrative Assistant</i>	Diploma, Williamsburg Technical College
McBride, Collette	<i>Student Support Services Director</i>	M.A., Webster University; B.A., Limestone College; Diploma, Rice Business College
McCrea, Belinda	<i>Library Technical Assistant</i>	A.A., Limestone College; A.A./Diploma, Williamsburg Technical College; Diploma, Denmark Technical College
McCrea, Genevieve	<i>Administrative Assistant</i>	Diploma, Williamsburg Technical College
McFadden, Keith	<i>Buildings and Grounds Specialist</i>	
McIntosh, Rebecca	<i>Computer Technology Department Head; Institutional Research and Research Director</i>	M.S. University of Maryland - University College; M.B.A., Webster University; B.A., University of North Carolina - Chapel Hill
Miles, Redonna	<i>Administrative Specialist</i>	B.S., Coker College; A.O.T./A.A., Williamsburg Technical College
Moore, Lemuel (Larry)	<i>Trades Specialist</i>	Certificate, Williamsburg Technical College
Morant, Willie	<i>HVAC Technology Instructor</i>	
Player, Linda	<i>General Business/Public Service Department Head; Administrative Office Technology Instructor</i>	M.B.A., University of South Carolina; B.S., Coastal Carolina University
Pushia, Suzanna	<i>Accounting Manager/Comptroller</i>	A.B./Diploma, Williamsburg Technical College; Diploma, Rutledge College
Russ, Darry	<i>Network Administrator</i>	
Scott, Barbara	<i>Counselor</i>	M.A., Webster University; B.A., Claflin University
Scott, Michael	<i>Counselor</i>	M.S., Webster University; B.S., South Carolina State University
Shaw, Geraldine	<i>Upward Bound Director</i>	M.S., SC State University; B.S., South Carolina State University
Strong, Jennifer	<i>Payroll Technician</i>	A.B., Williamsburg Technical College



Faculty/Staff Name	Title	Credentials
Thomas, Tyrone	<i>Director of Physical Plant</i>	B.S., Benedict College
Walker, Demetra T.	<i>Library Director</i>	M.L.S., University of South Carolina; B.S., Francis Marion University
Walker-Kelly, Earlene	<i>Early Childhood Education Instructor</i>	M.Ed., University of South Carolina; B.S., South Carolina State University
Weeks, Brian	<i>Science Instructor</i>	M.S., Texas Tech; B.S., Auburn University
Williams, Paul	<i>Trades Specialist</i>	
Wooten, Kenneth G.	<i>Director of Continuing Education</i>	M.Ed., University of North Carolina-Charlotte; B.S., Campbell University
Wright, Alexis	<i>Director of Enrollment and Record Services</i>	M.S., University of Maryland; B. A., Limestone College; A.B., Williamsburg Technical College

Employees Listed Alphabetically by Department

Business Office

Cockrell, Terri E. *Accounting Technician*
 Coker, Melissa *Chief Business Officer*
 Elliott, Monica *Bookstore Manager/Purchasing Director*
 Gowdy, Pamela *Accounting Technician*
 McCrea, Genevieve *Administrative Assistant*
 Pushia, Suzanna *Accounting Manager/Comptroller*
 Strong, Jennifer *Payroll Technician*

Continuing Education

Brown, E. Jeanette *Administrative Assistant*
 Wooten, Kenneth G. *Director of Continuing Education*

Development and Public Relations

Brown, Lamar D. *Recruiter*
 Dukes, Mona B. *Director of Development and Public Relations*
 Lane, Mary H. (Jeanie) *Administrative Assistant*

Financial Aid

Boos, Jean *Financial Aid Director*

Human Resources

Brown, Will *Human Resources Manager*

Instruction

Ball, Jeff *Welding Instructor*
 Bryant, Willie *Math Instructor*
 Chandler, Margaret *English Instructor/Dual Enrollment Liaison*
 Coker, Judy M. *Administrative Assistant*
 Cumbie, Mike *Machine Tool Technology Instructor*
 Cumbie, Sylvia B. *Developmental Studies (DVS) Department Head/
 Academic Success Center (ASC) Director*
 Elliott, Clifton R. *Dean of Instruction*



Forester, Sheila *Nursing Department Head*
 Green, Charmaine *Cosmetology Instructor*
 Harvin, Linda *Computer Technology Instructor*
 Haselden, Brandon *Industrial/Vocational Technology Department Head/*
 *Machine Tool Technology Instructor*
 Kinder, Jason *Welding Instructor*
 Lair, Ernest J. *Arts and Sciences Department Head and*
 *Sociology Instructor*
 Lawrence, Alecia *General Business Instructor*
 McIntosh, Rebecca *Computer Technology Department Head; Institutional*
 *Research and Research Director*
 Morant, Willie *HVAC Technology Instructor*
 Player, Linda *General Business/Public Service Department Head;*
 *Administrative Office Technology Instructor*
 Walker-Kelly, Earlene *Early Childhood Education Instructor*
 Weeks, Brian *Science Instructor*

Library

Brown, Lisa *Library Technical Assistant*
 McCrea, Belinda *Library Technical Assistant*
 Walker, Demetra T. *Library Director*

Maintenance

Barr, Isaac *Buildings & Grounds Supervisor*
 Collins, Robbie *Trades Specialist*
 Harrington, Richard *General Maintenance Supervisor*
 McFadden, Keith *Buildings and Grounds Specialist*
 Moore, Lemuel (Larry) *Trades Specialist*
 Thomas, Tyrone *Director of Physical Plant*
 Williams, Paul *Trades Specialist*

Management Information Systems

Coker, T. Kent *Management Information System Manager*
 Holmes, Joyce *Technology Coordinator*
 Russ, Darry *Network Administrator*

President's Office

Cox, Cleve H. *President*
 Lee, Pauline T. (Polly) *Administrative Assistant*

readySC

DuRant, E. Ann *Administrative Assistant*

Student Services

Brown, Eric *Dean of Student Services/Financial Aid*
 DuBose, Cheryl *Student Development Counselor*
 Lynch, Nancy *Testing Coordinator/Administrative Assistant*
 Wright, Alexis *Director of Enrollment and Record Services*

Student Support Services

Douglas, Kimberly *Administrative Specialist*
 Fulton, Charlie *Counselor*
 Gamble, Herbert *Counselor/Tutor Coordinator*
 McBride, Collette *Student Support Services Director*
 Scott, Barbara *Counselor*



Educational Talent Search

- Campbell, Beverly *Counselor*
- Epps, Marie *Administrative Specialist*
- Ethridge, Charles *Educational Talent Search Director*
- Graham, Cassandra *Counselor*
- Scott, Michael *Counselor*

Upward Bound

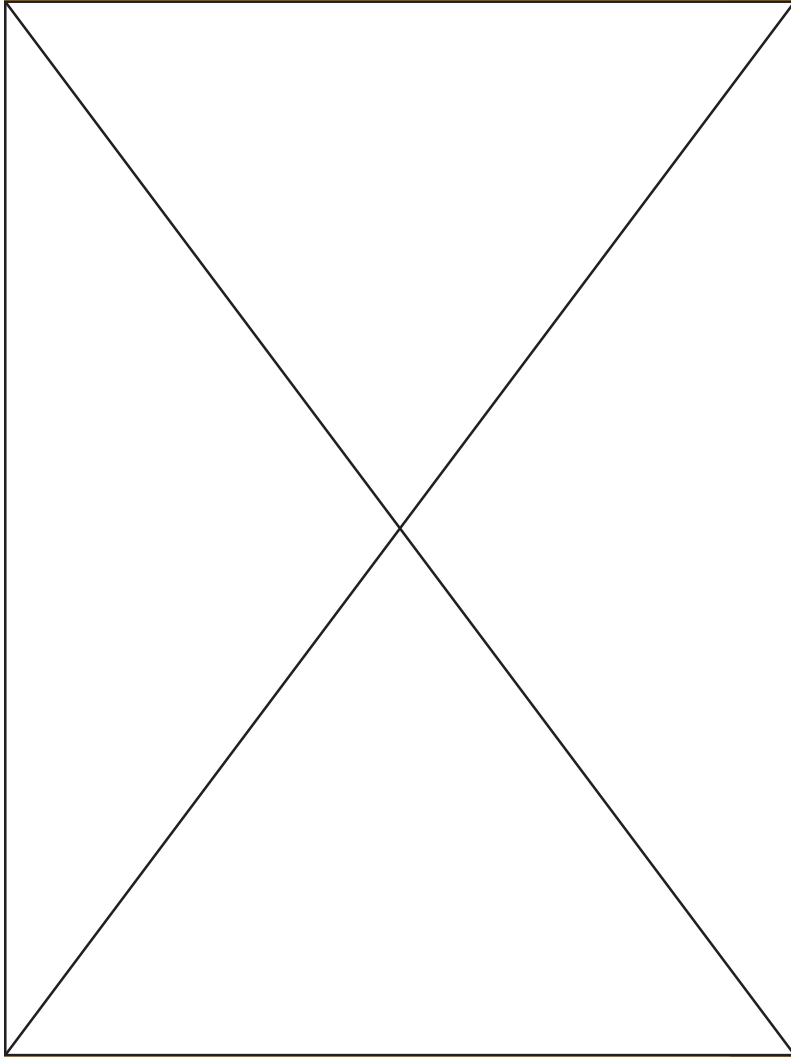
- Cooper, Cynthia *Academic Specialist*
- Miles, Redonna *Administrative Specialist*
- Shaw, Geraldine *Upward Bound Director*

Employees Emeriti

- | | | |
|---------------|------------------------------------|--|
| Floyd, Bruce | <i>English Instructor Emeritus</i> | M.A.T./B.A., University of South Carolina |
| Wynn, John T. | <i>President Emeritus</i> | Ph.D., University of Southern Mississippi;
M.B.A./B.B.A, Texas A&M University; A.A.,
Wharton County Junior College |







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Appendices





Appendix A

Statewide Agreement of Transfer and Articulation

Preface

On May 2, 1996, the Commission on Higher Education approved unanimously the statewide agreement on transfer and articulation. That policy follows this preface in the form of the Regulations and Procedures for Transfer. Minor changes have occurred in the document since its approval. These changes (e.g., the enhancement of the list of universally transferable courses at public institutions from 72 in 1996 to 74 in 1997 and 86 in 2002) are reflected in the document as it appears here.

The policy that was approved on May 2, 1996, also incorporated decisions made by the Commission in 1995 as part of the Commission's implementation of the South Carolina School-to-Work Act. Although the text of the 1996 policy that follows makes reference to documents related to these decisions, these earlier documents have not been printed here since in some cases they are redundant and in other cases they were superseded by events or by the 1996 policy of the Commission. Copies of the documents approved in 1995 that were incorporated into the 1996 policy are, however, still available by contacting the Commission by mail, telephone, or fax at the addresses listed on the Home Page.

Regulations and Procedures for Transfer in Public Two-Year and Public Four-Year Institutions in South Carolina *As Mandated By ACT 137 of 1995*

Background

Section 10-C of the South Carolina School-to-Work Transition Act (1994) stipulates that the Council of College and University Presidents and the State Board for Technical and Comprehensive Education, operating through the Commission on Higher Education, will develop better articulation of associate and baccalaureate degree programs. To comply with this requirement, the Commission upon the advice of the Council of Presidents established a Transfer Articulation Policy Committee composed of four-year institutions' vice presidents for academic affairs and the Associate Director for Instruction of the State Board for Technical and Comprehensive Education. The principal outcomes derived from the work of that committee and accepted by the Commission on Higher Education on July 6, 1995, were:

- * An expanded list of 86 courses which will transfer to four-year public institutions of South Carolina from the two-year public institutions;

- * A statewide policy document on good practices in transfer to be followed by all public institutions of higher education in the State of South Carolina, which was accepted in principle by the Advisory Committee on Academic Programs and the Commission;

- * Six task forces on statewide transfer agreements, each based in a discipline or broad area of the baccalaureate curriculum.

In 1995 the General Assembly passed Act 137 which stipulated further that the South Carolina Commission on Higher Education "notwithstanding any other provision of law to the contrary, will have the following additional duties and functions with regard to the various public institutions of higher education." These duties and responsibilities include the Commission's responsibility "to establish procedures for the transferability of courses at the undergraduate level between two-year and four-year institutions or schools." This same provision is repeated in the legislation developed from the Report of the Joint Legislative Study Committee, which was formed by the General Assembly and signed by the Governor as Act 359 of 1996.

Act 137 directs the Commission to adopt procedures for the transfer of courses from all two-year public to all four-year public institutions of higher education in South Carolina. Proposed procedures are listed below. Unless otherwise stated, these procedures became effective immediately upon approval by the Commission and were to be fully implemented, unless otherwise stated, by September 1, 1997.

Statewide Articulation of 86 Courses

1. The Statewide Articulation Agreement of 86 courses approved by the South Carolina Commission on Higher Education for transfer from two- to four-year public institutions will be applicable to all public institutions, including two-year institutions and institutions within the same system. In instances where an institution does not have synonymous courses to ones on this list, it will identify comparable courses or course categories for acceptance of general education courses on the statewide list.

Admissions Criteria, Course Grades, GPA's, Validations

2. All four-year public institutions will issue annually in August a transfer guide covering at least the following items:

A. The definition of a transfer student and requirements for admission both to the institution and, if more selective, requirements for admission to particular programs.

B. Limitations placed by the institution or its programs for acceptance of standardized examinations (e.g., SAT, ACT) taken more than a given time ago, for academic coursework taken elsewhere, for coursework repeated due to failure, for coursework taken at another institution while the student is academically suspended at his/her home institution, and so forth.

C. Institutional and, if more selective, programmatic maximums of course credits allowable in transfer.



D. Institutional procedures used to calculate student applicants' GPAs for transfer admission. Such procedures will describe how nonstandard grades (withdrawal, withdrawal failing, repeated course, etc.) are evaluated; and they will also describe whether all coursework taken prior to transfer or just coursework deemed appropriate to the student's intended four-year program of study is calculated for purposes of admission to the institution and/or programmatic major.

E. Lists of all courses accepted from each technical college (including the 86 courses in the Statewide Articulation Agreement) and the course equivalencies (including "free elective" category) found at the home institution for the courses accepted.

F. Lists of all articulation agreements with any public South Carolina two-year or other institution of higher education, together with information about how interested parties can access these agreements.

G. Lists of the institution's Transfer Officer(s) personnel together with telephone and FAX numbers, office address, and e-mail address.

H. Institutional policies related to "academic bankruptcy" (i.e., removing an entire transcript or parts thereof from a failed or underachieving record after a period of years has passed) so that re-entry into the four-year institution with course credit earned in the interim elsewhere is done without regard to the student's earlier record.

I. "Residency requirements" for the minimum number of hours required to be earned at the institution for the degree.

3. Coursework (individual courses, transfer blocks, statewide agreements) covered within these procedures will be transferable if the student has completed the coursework with a "C" grade (2.0 on a 4.0 scale) or above, but transfer of grades does not relieve the student of the obligation to meet any G.P.A. requirements or other admissions requirements of the institution or program to which application has been made.

A. Any four-year institution which has institutional or programmatic admissions requirements for transfer students with cumulative grade point averages (GPAs) higher than 2.0 on a 4.0 scale will apply such entrance requirements equally to transfer students from regionally accredited South Carolina public institutions regardless of whether students are transferring from a four-year or two-year institution.

B. Any multi-campus institution or system will certify by letter to the Commission that all coursework at all of its campuses applicable to a particular degree program of study is fully acceptable in transfer to meet degree requirements in the same degree program at any other of its campuses.

4. Any coursework (individual courses, transfer blocks, statewide agreements) covered within these procedures will be transferable to any public institution without any additional fee and without any further encumbrance such as a "validation examination," "placement examination/instrument," "verification instrument," or any other stricture, notwithstanding any institutional or system policy, procedure, or regulation to the contrary.

Transfer Blocks, Statewide Agreement, Completion of the AA/AS Degree

5. The following Transfer Blocks/Statewide Agreements taken at any two-year public institution in South Carolina will be accepted in their totality toward meeting baccalaureate degree requirements at all four-year public institutions in relevant four-year degree programs, as follows:

- * Arts, Humanities, and Social Sciences: Established curriculum block of 46-48 semester hours
- * Business Administration: Established curriculum block of 46-51 semester hours
- * Engineering: Established curriculum block of 33 semester hours
- * Science and Mathematics: Established curriculum block of 51-53 semester hours
- * Teacher Education: Established curriculum block of 38-39 semester hours for Early Childhood, Elementary, and Special Education students only. Secondary education majors and students seeking certification who are not majoring in teacher education should consult the Arts, Humanities, and Social Sciences or the Math and Science transfer blocks, as relevant, to assure transferability of coursework.

* Nursing: By statewide agreement, at least 60 semester hours will be accepted by any public four-year institution toward the baccalaureate completion program (BSN) from graduates of any South Carolina public associate degree program in nursing (ADN), provided that the program is accredited by the National League of Nursing and that the graduate has successfully passed the National Licensure Examination (NCLEX) and is a currently licensed Registered Nurse

(For complete texts and information about these statewide transfer blocks/agreements, see Appendix B.)

6. Any "unique" academic program not specifically or by extension covered by one of the statewide transfer blocks/agreements listed in #4 above must either create its own transfer block of 35 or more credit hours with the approval of CHE staff or will adopt either the Arts/Social Science/Humanities or the Science/Mathematics block. The institution at which such program is located will inform the staff of the CHE and every institutional president and vice president for academic affairs about this decision.

7. Any student who has completed either an Associate of Arts or Associate of Science degree program at any public two-year South Carolina institution which contains within it the total coursework found in either the Arts/Social Sciences/Humanities Transfer Block or the Math/Science Transfer Block will automatically be entitled to junior-level status or its equivalent at whatever public senior institution to which the student might have been admitted. (Note: As



agreed by the Committee on Academic Affairs, junior status applies only to campus activities such as priority order for registration for courses, residence hall assignments, parking, athletic event tickets, etc. and not in calculating academic degree credits.)

Related Reports and Statewide Documents

8. All applicable recommendations found in the Commission's report to the General Assembly on the School-to-Work Act (approved by the Commission and transmitted to the General Assembly on July 6, 1995) are hereby incorporated into the procedures for transfer of coursework among two- and four-year institutions.

9. The policy paper entitled State Policy on Transfer and Articulation, as amended to reflect changes in the numbers of transfer blocks and other Commission action since July 6, 1995, is hereby adopted as the statewide policy for institutional good practice in the sending and receiving of all course credits to be transferred. (Contact the Division of Academic Affairs for copies of this report.)

Assurance of Quality

10. All claims from any public two- or four-year institution challenging the effective preparation of any other public institution's coursework for transfer purposes will be evaluated and appropriate measures will be taken to reassure that the quality of the coursework has been reviewed and approved on a timely basis by sending and receiving institutions alike. This process of formal review will occur every four years through the staff of the Commission on Higher Education, beginning with the approval of these procedures.

Statewide Publication and Distribution of Information on Transfer

11. The staff of the Commission on Higher Education will print and distribute copies of these Procedures upon their acceptance by the Commission. The staff will also place this document and the Appendices on the Commission's Home Page on the Internet under the title "Transfer Policies."

12. By September 1 of each year, all public four-year institutions will place the following materials on their internet websites:

- A. A copy of this entire document.
- B. A copy of the institution's transfer guide.

13. By September 1 of each year, the State Board for Technical and Comprehensive Education will place the following materials on its internet website:

- A. A copy of this entire document.
- B. Provide to the Commission staff in format suitable for placing on the Commission's website a list of all articulation agreements that each of the sixteen technical colleges has with public and other four-year institutions of higher education, together with information about how interested parties can access those agreements.

14. Each two-year and four-year public institutional catalog will contain a section entitled "Transfer: State Policies and Procedures." Such section at a minimum will:

- A. Publish these procedures in their entirety (except Appendices)
- B. Designate a chief Transfer Officer at the institution who will:
 - provide information and other appropriate support for students considering transfer and recent transfers
 - serve as a clearinghouse for information on issues of transfer in the State of South Carolina
 - provide definitive institutional rulings on transfer questions for the institution's students under these procedures
 - work closely with feeder institutions to assure ease in transfer for their students
- C. Designate other programmatic Transfer Officer(s) as the size of the institution and the variety of its programs might warrant
- D. Refer interested parties to the institutional Transfer Guide
- E. Refer interested parties to institutional and Commission on Higher Education's websites for further information regarding transfer.

15. In recognition of its widespread acceptance and use throughout the United States, SPEEDE/EXPRESS should be adopted by all public institutions and systems as the standard for electronic transmission of all student transfer data.

16. In conjunction with the colleges and universities, develop and implement a statewide Transfer Equivalency Database at the earliest opportunity.

(As an electronic counseling guide, this computerized, on-line instrument will allow students and advisors to access all degree requirements for every major at every public four-year institution in South Carolina. Also, the Database will allow students to obtain a better understanding of institutional programs and program requirements and select their transfer courses accordingly, especially when the student knows the institution and the major to which he/she is transferring.)

Development of Common Course System

17. Adopt a common statewide course numbering system for common freshman and sophomore courses of the technical colleges, two-year regional campuses of the University of South Carolina, and the senior institutions.

18. Adopt common course titles and descriptions for common freshman and sophomore courses of the technical colleges, two-year regional campuses of the University of South Carolina, and the senior institutions. The Commission will convene statewide disciplinary groups to engage in formal dialogue for these purposes.



(A common course numbering system and common course titles and descriptions for lower-division coursework at all public institutions in the state can help reduce confusion among students about the equivalency of their two-year coursework with lower-division coursework at the four-year level. To this end, a common system leaves no doubt about the comparability of content, credit, and purpose among the lower-division courses at all public colleges and universities in South Carolina. It would also help eliminate institutional disagreement over the transferability of much lower-division coursework, thus clearing a path for easier movement between the technical colleges and senior institutions.)



Appendix B

Statewide Articulation Agreement: 86 Technical College Courses Transferable to Public Senior Institutions (9/2002)

Course No.	Course Name	Credits
ACC 101	Accounting Principles I	3 Credits
ACC 102	Accounting Principles II	3 Credits
ANT 101	General Anthropology	3 Credits
ART 101	History and Appreciation of Art	3 Credits
ART 105	Film as Art	3 Credits
AST 101	Solar System Astronomy	4 Credits
AST 102	Stellar Astronomy	4 Credits
BIO 101	Biological Science I	4 Credits
BIO 102	Biological Science II	4 Credits
BIO 210	Anatomy and Physiology I	4 Credits
BIO 211	Anatomy and Physiology II	4 Credits
BIO 225	Microbiology	4 Credits
ENG 236	African American Lit	3 Credits
CHM 110	College Chemistry I	4 Credits
CHM 111	College Chemistry II	4 Credits
CHM 112	College Chemistry II	4 Credits
CHM 211	Organic Chemistry I	4 Credits
CHM 212	Organic Chemistry II	4 Credits
ECO 210	Macroeconomics	3 Credits
ECO 211	Microeconomics	3 Credits
ENG 101	English Composition I	3 Credits
ENG 102	English Composition II	3 Credits
ENG 201	American Literature I	3 Credits
ENG 202	American Literature II	3 Credits
ENG 203	American Literature Survey	3 Credits
ENG 205	English Literature I	3 Credits
ENG 206	English Literature II	3 Credits
ENG 208	World Literature I	3 Credits
ENG 209	World Literature II	3 Credits
ENG 214	Fiction	3 Credits
ENG 218	Drama	3 Credits
ENG 222	Poetry	3 Credits
ENG 230	Women in Literature	3 Credits
ENG 260	Adv. Tech. Communication	3 Credits
FRE 101	Elementary French I	4 Credits
FRE 102	Elementary French II	4 Credits
FRE 201	Intermediate French I	3 Credits
FRE 202	Intermediate French II	3 Credits
GEO 101	Intro to Geography	3 Credits
GEO 102	World Geography	3 Credits
GER 101	Elementary German I	4 Credits
GER 102	Elementary German II	4 Credits
HIS 101	Western Civilization to 1689	3 Credits
HIS 102	Western Civilization Post 1689	3 Credits
HIS 201	Am. History Discovery to 1877	3 Credits
HIS 202	Am. History 1877 to Pres.	3 Credits
MAT 110	College Algebra	3 Credits
MAT 111	College Trigonometry	3 Credits
MAT 120	Probability and Statistics	3 Credits
MAT 122	Finite College Mathematics	3 Credits
MAT 130	Elementary Calculus	3 Credits



MAT 140	Analytical Geo. and Calc. I	4 Credits
MAT 141	Analytical Geo. and Calc. II	4 Credits
MAT 240	Analytical Geo. and Calc. III	4 Credits
MAT 242	Differential Equations	4 Credits
MUS 105	Music Appreciation	3 Credits
PHI 101	Introduction to Philosophy	3 Credits
PHI 105	Introduction to Logic	3 Credits
PHI 106	Logic II Inductive Reasoning	3 Credits
PHI 110	Ethics	3 Credits
PHI 115	Contemporary Moral Issues	3 Credits
PHY 201	Physics I	4 Credits
PHY 202	Physics II	4 Credits
PHY 221	University Physics I	4 Credits
PHY 222	University Physics II	4 Credits
PHY 223	University Physics III	4 Credits
PSC 201	American Government	3 Credits
PSC 215	State and Local Government	3 Credits
PSY 201	Introduction to Psychology	3 Credits
PSY 203	Human Growth & Development	3 Credits
PSY 208	Human Sexuality	3 Credits
PSY 212	Abnormal Psychology	3 Credits
SOC 101	Introduction to Sociology	3 Credits
SOC 102	Marriage and the Family	3 Credits
SOC 205	Social Problems	3 Credits
SOC 206	Social Psychology	3 Credits
SOC 210	Juvenile Delinquency	3 Credits
SOC 220	Sociology and the Family	3 Credits
SOC 235	Thanatology	3 Credits
SPA 101	Elementary Spanish I	4 Credits
SPA 102	Elementary Spanish II	4 Credits
SPA 201	Intermediate Spanish I	3 Credits
SPA 202	Intermediate Spanish II	3 Credits
SPC 205	Public Speaking	3 Credits
SPC 210	Oral Interp. of Literature	3 Credits
THE 101	Introduction to Theatre	3 Credits



Appendix C

See <http://www.che.sc.gov/AcademicAffairs/TRANSFER/regs.htm> for this information.





Appendix D

Articulation Agreement with Francis Marion University

Francis Marion University will accept students graduating from Williamsburg Technical College with a degree in Associate in Arts or Associate in Science and will award them up to 65 hours of credit toward a baccalaureate degree. This credit includes all hours required to meet Francis Marion University's general education requirements for graduation. Three hours in mathematics above college algebra (and six hours in a foreign language for bachelor of arts majors) must be earned at Francis Marion University if these have not been earned at Williamsburg Technical College.

Regardless of the number of hours transferred in any single discipline of study, Williamsburg Technical College students matriculating at Francis Marion University under this agreement must earn at least 15 hours of credit at Francis Marion University in their intended major (not including 12 hours of credit in education earned for practice teaching) and must meet the Francis Marion University graduation requirement of at least 30 hours of credit in upper level (300-400) courses.

Francis Marion University will transfer any C grades (or above) earned by those who have graduated from Williamsburg Technical College with the Associate in Arts or Associate in Science in accordance with the transferable courses detailed within this agreement.





Appendix E

University of South Carolina/Technical College Bridge Program

In November, 2007, University of South Carolina and SC Technical College System officials signed a historic agreement expanding some of the University's most successful student programs to technical college students who plan to transfer to the University's Columbia campus.

The Bridge Program created in the agreement is intended to make transitions from S.C. technical colleges to the University as seamless as possible and to increase the success of transfer students once they're enrolled at the Columbia campus.

The University and technical colleges will identify and contact students who are eligible for and will benefit from the Bridge Program. Participating students will have access to a variety of services from the University's admissions, housing and financial-aid offices, the Career Center and the Student Success Center.

Qualifying for the Bridge Program

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

Registering for the Bridge Program

Students who apply to the University and are eligible for the Bridge Program will receive information from Undergraduate Admissions. By submitting a release form, these students can elect to have their admissions information sent to the technical college of their choice. Students who select this option indicate their willingness to participate in the Bridge Program.

Students who do not apply to the University as incoming freshmen should meet with a University admissions counselor or with the Bridge Program representatives at their technical colleges to determine their eligibility for the program.

Benefits of the Bridge Program

Bridge Program participants will benefit from an array of services that will improve their transitions from technical colleges to the University. Some of these services include:

- admissions counseling
- financial-aid education
- major and career counseling
- assistance from student mentors
- first priority to live in East Quad's transfer student living and learning community
- special events

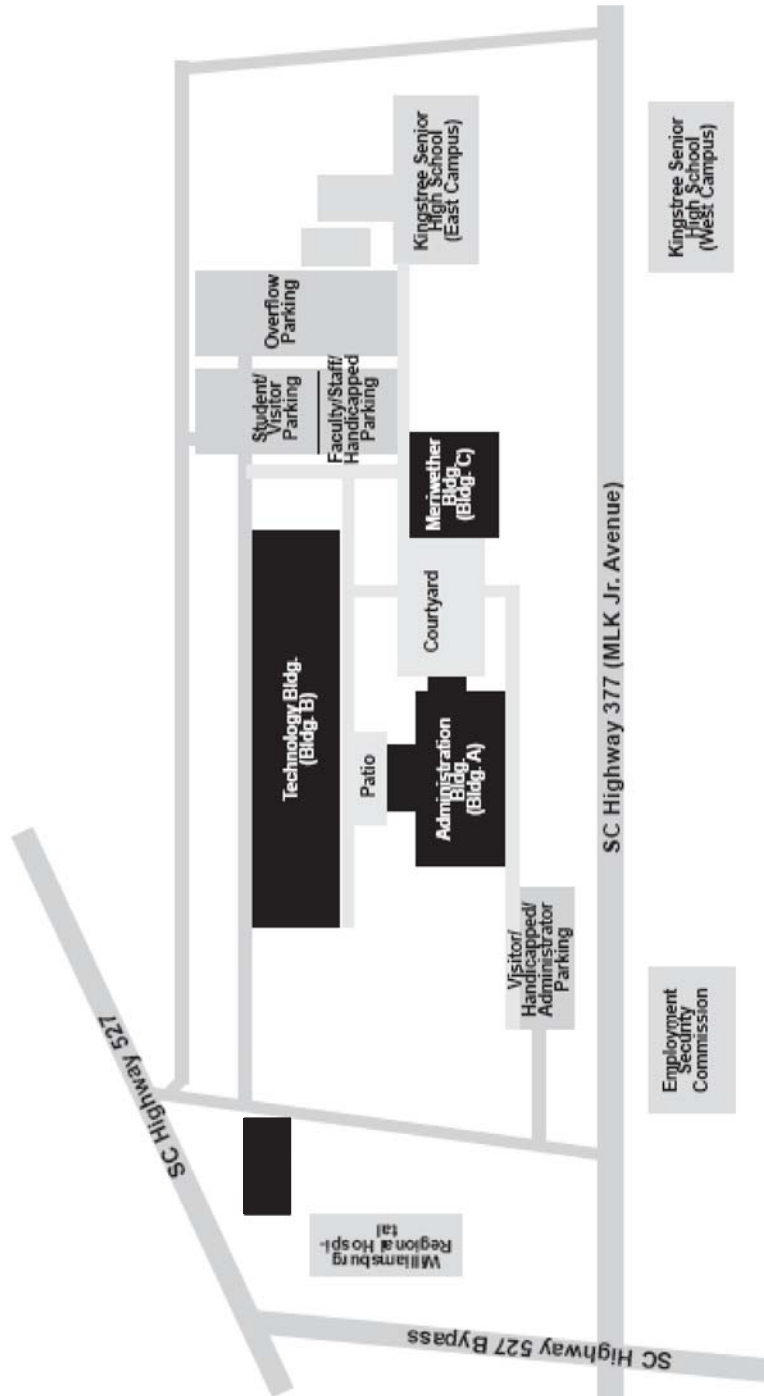
While the Bridge Program will enhance eligible students' transitions to the University, it's important to keep in mind that the program *does not* offer special admissions consideration to students. All transfer students must meet the requirements set forth by academic departments. They also are required to submit admissions applications and other standard paperwork.

For more information, students may contact the Bridge Program Coordinator at USC by calling 803.777.7700 or emailing admissions-ugrad@sc.edu.



Appendix F

WILLIAMSBURG TECHNICAL COLLEGE



WILLIAMSBURG TECHNICAL COLLEGE

