

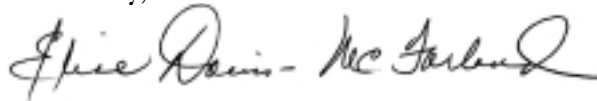
# A message to students from the vice president for Student Services

*Welcome to Trident Technical College.* We are very pleased you have decided to continue your education here. The Student Services division has an important role to play in your experience at TTC. We are here to help you achieve your personal development and academic goals.

This Handbook provides information about many of the resources available at TTC. Use it to learn about the College's academic support programs, Internet and computer resources, student activities, financial aid, and other programs. The Student Code of Conduct and Academic Issues sections of the Handbook outline the College's expectations for student behavior in classes and campus buildings. The academic calendar will help you keep track of important dates and campus events. The Handbook also provides instructions on how to synchronize the Campus Cruiser calendar with your personal PDA/palm pilot. You will use the Handbook as a reference throughout the year.

We hope you enjoy your experience here at TTC!

Sincerely,



Elise Davis-McFarland, PhD  
ASHA Fellow  
Vice President for Student Services



TRIDENT TECHNICAL COLLEGE

STUDENT  
SERVICES

Vice President  
Student Services

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## Web resources for students

As a TTC student, you have access to a variety of technology resources to support you in your learning process. All TTC students can access the following web resources from the TTC Web site, [www.tridenttech.edu](http://www.tridenttech.edu).

### CampusCruiser – student e-mail

TTC students are provided a free e-mail account called CampusCruiser. You can access your account at [www.tridenttech.edu](http://www.tridenttech.edu) and click on CampusCruiser.

The College uses CampusCruiser e-mail to communicate important information to students such as:

- Financial aid status
  - Emergency closings
  - Calendar updates
  - Veterans' information
  - Password changes for online registration in TTC Express
  - Registration information
  - College announcements
  - Student activities and student organization events
  - Confirmation of online payment of tuition and fees
  - Notification of academic or financial aid warning, probation or suspension
  - Course gradebook
- For login/online assistance in CampusCruiser; TTC Express; and WebCT courses call 574.6WWW.

**Students are expected to check their CampusCruiser e-mail weekly for important College information.**

### TTC Express – online registration and student records

TTC Express is your online access to your student records. With TTC Express, you can:

- Register, drop or add online
- Search for classes
- Print your class schedule
- Pay tuition and fees
- Apply for graduation

You can also view the following in TTC Express:

- Student payment account summary
- TTC admission application status
- Grades
- TTC transcript
- Placement test scores
- Financial aid status

### TTC Web site

View the most current information and updates from TTC departments and academic programs on the College's Web site – [www.tridenttech.edu](http://www.tridenttech.edu).

You can also view the TTC Catalog, Student Handbook, course schedules and course availability by term, course cancellations, student employment opportunities, and more at [www.tridenttech.edu](http://www.tridenttech.edu).

# Computer access on campus

## Main Campus

Building 100: Learning Assistance Services, Room 157

Building 200:

CPT 101, Room 127

Main Computer Center, Rooms 002, 003, 004; two open lab areas

Office Information Technology, Room 145

Visual Arts, Rooms 001 and 124

Networking, Room 144

Building 300: Math 102 Lab, Room 349

Building 500: Networking, Rooms 105, 136 and 142

Building 510: Developmental Studies (SCANA Creative Learning), Room 137

Building 630: Allied Health and Nursing, Rooms 210 and 212

Building 700:

Chemistry, Room 301

Engineering, Rooms 104, 202, 207, 207A, B and C

Physics, Rooms 302 and 308

Building 800: Civil and Mechanical Engineering, Rooms 803, 863 and 869

## Berkeley Campus

CPT 101 Lab, Room 146A

## Palmer Campus

CPT 101 Lab, Room 246

Classroom/Lab, Rooms 247 and 252

Open Lab, Room 250 (No classes scheduled - hours of operation posted)

# Calendar of events

## Monthly calendar updates in CampusCruiser

Check for TTC calendar updates in CampusCruiser. To access TTC's Calendar of Events in CampusCruiser:

1. Go to TTC's Web site: [www.tridenttech.edu](http://www.tridenttech.edu)
2. Click on the CampusCruiser link on TTC's homepage
3. Follow the instructions to access CampusCruiser
4. At the CampusCruiser login screen, under the Around Campus menu, click on Calendars
5. The TTC Calendar of Events will appear
6. You may login to CampusCruiser by clicking the Log In link or simply view the College calendar

Steps to merge the TTC calendar to your personal calendar in CampusCruiser:

1. Log in to CampusCruiser
2. Click on MyCalendar link
3. In the left hand Calendars column, click on MyCampus to get a campus calendar listing
4. Click the box next to the TTC Calendar of Events to select it
5. Click the Update button (You should see TTC Calendar events highlighted in blue on your personal calendar)

Steps to remove TTC's calendar events from your personal calendar in CampusCruiser:

1. Click on MyCalendar link
2. In the left hand Calendars column, click on MyCampus to get a Campus calendar listing
3. Deselect the TTC Calendar of Events
4. Click the Update button (TTC Calendar events are removed from your personal calendar)

# College Calendar 2005-2006

## Fall Semester 2005 – Full Term

Priority Registration .....	June 29-July 29
Application Deadline .....	August 4
Registration .....	August 16-17
Course Cancellation .....	August 18

## Fall Session

Classes Begin .....	August 22
Drop/Add .....	August 22-26
Labor Day Holiday (College closed) .....	September 5
Student Activity Period (10:30-11:30 a.m.) .....	September 13
Midterm .....	October 10
Student Activity Period (11:30 a.m.-12:30 p.m.) .....	October 19
Student Evaluation of Course and Instructor .....	October 24-November 3
Last Day to Withdraw with a Grade of W .....	November 3
Student Holiday .....	November 7-8
Student Activity Period (11:30 a.m.-12:30 p.m.) .....	November 17
Student Holiday .....	November 23
Thanksgiving Holidays (College closed) .....	November 24-27
Holiday Crafts Fair .....	November 30
Holiday Drop In .....	December 2
Classes End .....	December 5
Exams .....	December 6-12
Winter Holidays (College closed) .....	December 17-January 1

*Students enrolled in FastForward classes and Weekend College classes should review the fall session information list above for dates of Student Activity Periods and student and College holidays.*

## Fall 2005 – Weekend College I

Registration Ends .....	August 26
Classes Begin .....	August 27
Drop Classes .....	August 27-September 2
Student Evaluation of Course and Instructor .....	September 10-11
Last Day to Withdraw with a Grade of W .....	September 16
Classes End .....	September 18
Exams .....	September 24

## Fall 2005 – Weekend College II

Registration Ends .....	September 30
Classes Begin .....	October 1
Drop Classes .....	October 1-7
Student Evaluation of Course and Instructor .....	October 15 and 16
Last Day to Withdraw with a Grade of W .....	October 21
Classes End .....	October 23
Exams .....	October 29

## Fall 2005 – Weekend College III

Registration Ends .....	November 4
Classes Begin .....	November 5
Drop Classes .....	November 5-11
Student Evaluation of Course and Instructor .....	November 19-20
Last Day to Withdraw with a Grade of W .....	December 2
Classes End .....	December 4
Exams .....	December 10-11

### Fall 2005 – FastForward Session I

Registration .....	August 16
Classes Begin .....	August 22
Drop/Add .....	August 22-24
Student Evaluation of Course and Instructor .....	September 15-22
Last Day to Withdraw with a Grade of W .....	September 23
Classes End .....	October 10
Exams .....	October 11-12

### Fall 2005 – FastForward Session II

Registration .....	October 3-5
Classes Begin .....	October 13
Drop/Add .....	October 13-17
Student Evaluation of Course and Instructor .....	November 10-17
Last Day to Withdraw with a Grade of W .....	November 18
Classes End .....	December 7
Exams .....	December 8-12

### Spring 2006 – Full Term

Priority Registration .....	October 10-November 22
Application Deadline .....	December 1
Registration .....	January 3-4
Course Cancellation .....	January 5

### Spring Session

Classes Begin .....	January 9
Drop/Add .....	January 9-13
Martin Luther King Holiday (College closed) .....	January 16
Student Activity Period (11:30 a.m.-12:30 p.m.) .....	January 24
Student Activity Period (10:30-11:30 a.m.) .....	February 22
Midterm .....	February 27
Student Evaluation of Course and Instructor .....	March 8-27
Student Holiday .....	March 13-14

Student Activity Period (10:30-11:30 a.m.) .....	March 23
Last Day to Withdraw with a Grade of W .....	March 28
Student Holidays .....	April 12-14
Spring Holidays (College closed) .....	April 14-16
Classes End .....	April 24
Exams .....	April 25-May 1
Awards Day .....	May 5
Graduation .....	May 5

*Students enrolled in FastForward classes and Weekend College classes should review the spring session information list above for dates of Student Activity Periods and student and College Holidays.*

### Spring Semester 2006 – Weekend College I

Registration Ends .....	January 13
Classes Begin .....	January 14
Drop Classes .....	January 14-20
Student Evaluation of Course and Instructor .....	January 28-29
Last Day to Withdraw with a Grade of W .....	February 3
Classes End .....	February 5
Exams .....	February 11

### Spring Semester 2006 – Weekend College II

Registration Ends .....	February 17
Classes Begin .....	February 18
Drop Classes .....	February 18-24
Student Evaluation of Course and Instructor .....	March 4-5
Last Day to Withdraw with a Grade of W .....	March 10
Classes End .....	March 12
Exams .....	March 18

### Spring Semester 2006 – Weekend College III

Registration Ends .....	March 24
Classes Begin .....	March 25
Drop Classes .....	March 25-31
Last Day to Withdraw with a Grade of W .....	April 21
Classes End .....	April 23
Exams .....	April 29

### Spring Semester 2006 – FastForward Session I

Registration .....	January 3
Classes Begin .....	January 9
Drop/Add .....	January 9-11
Student Evaluation of Course and Instructor .....	February 2-9
Last Day to Withdraw with a Grade of W .....	February 10
Classes End .....	February 27
Exams .....	February 28-March 1

### Spring Semester 2006 – FastForward Session II

Registration .....	February 20-22
Classes Begin .....	March 2
Drop/Add .....	March 2-6
Student Evaluation of Course and Instructor .....	April 4-11
Last Day to Withdraw with a Grade of W .....	April 11
Classes End .....	April 26
Exams .....	April 27-May 1

### Summer Term 2006 – Full Term

Priority Registration .....	February 27-April 18
Application Deadline .....	May 2
Confederate Memorial Day (College closed) .....	May 10
Registration .....	May 23-24
Course Cancellation .....	May 25
Memorial Day (College closed) .....	May 29

### Summer Session

Classes Begin .....	May 30
Drop/Add .....	May 30-June 1
Student Activity Period (11:30 a.m.-12:30 p.m.) .....	June 14
Midterm .....	June 28
Student Holidays .....	July 1-3
Independence Day Holiday (College closed) .....	July 4
Student Evaluation of Course and Instructor .....	July 6-14
Last Day to Withdraw with a Grade of W .....	July 17
Student Activity Period (12:30-1:30 p.m.) .....	July 20
Classes End .....	August 2
Exams .....	August 3-7

*Students enrolled in FastForward classes and Weekend College classes should review the summer session information list above for dates of Student Activity Periods and student and College holidays.*

### Summer 2006 – Weekend College I

Registration Ends .....	May 26
Classes Begin .....	May 27
Drop Classes .....	May 30-June 2
Student Evaluation of Course and Instructor .....	June 10-11
Last Day to Withdraw with a Grade of W .....	June 16
Classes End .....	June 18
Exams .....	June 24

### Summer 2006 – Weekend College II

Registration Ends .....	July 7
Classes Begin .....	July 8
Drop Classes .....	July 8-14
Student Evaluation of Course and Instructor .....	July 22-23
Last Day to Withdraw with a Grade of W .....	July 28
Classes End .....	July 30
Exams .....	August 5

### Summer 2006 – FastForward Session I

Registration .....	May 23
Classes Begin .....	May 30
Drop/Add .....	May 30-31
Student Evaluation of Course and Instructor .....	June 8-15
Last Day to Withdraw with a Grade of W .....	June 16
Classes End .....	June 26
Exams .....	June 27-28

### Summer 2006 – FastForward Session II

Registration .....	June 20-22
Classes Begin .....	July 6
Drop/Add .....	July 6-7
Student Evaluation of Course and Instructor .....	July 17-24
Last Day to Withdraw with a Grade of W .....	July 25
Classes End .....	August 2
Exams .....	August 3-4

## Financial Aid Calendar 2005-2006

The dates listed are priority dates, not deadlines. The Financial Aid office continually processes applications according to the date the completed aid file is received.

**June 10, 2005:** This is the priority date to have a completed Financial Aid file in order to have funds available for Fall Semester 2005.

**November 1, 2005:** This is the priority date to have a completed Financial Aid file in order to have funds available for Spring Semester 2006.

**April 3, 2006:** This is the priority date to have a completed Financial Aid file in order to have funds available for Summer Term 2006.

Excess funds for awards greater than the tuition and fees charged to the student (other criteria being met) are generally mailed by the third week of classes each semester.

### ***Have Financial Aid in place before the payment deadlines.***

To ensure that your financial aid awards are available at the beginning of the semester, you must have met the following priority dates. If you submit the necessary paperwork after the priority date, your financial aid funds may not be available to you by the fee payment deadline, and you will be responsible for paying your tuition by the payment deadline or be removed from classes.

### ***Complete the FAFSA on a Yearly Basis***

Your FAFSA application needs to be completed on a yearly basis. The award year for financial aid begins in the fall semester each year and ends with the summer term. You need to resubmit your FAFSA every year before the priority date for the semester in which you plan to enroll.

### **Financial Aid Priority Dates by Semester/Term**

<b>TERM</b>	<b>FAFSA</b>	<b>VERIFICATION</b>	<b>STUDENT LOANS</b>
Fall 2005	June 10, 2005	July 15, 2005	November 11, 2005
Spring 2006	October 28, 2005	November 30, 2005	April 3, 2006
Summer 2006	*March 15, 2006	April 14, 2006	July 14, 2006

*\*Also priority date for Summer 2006 Aid Applications*

# Orientation Services

## New student orientation

Orientation is an important part of getting started at TTC and is vital to your academic success. All new TTC students are expected to attend. The orientation process is customized for each student because we want you to achieve your educational goals and have a positive experience. You receive one-on-one attention from an orientation leader, who answers general questions you may have about the College. The orientation leader also explains the various services at TTC and assigns you an academic advisor.

Students may attend orientation after their application has been processed and they have submitted qualifying test scores (SAT or ACT) or have taken the TTC placement test or have their test requirements waived. You do NOT need to be accepted to the College before attending Orientation. Registration for the following semester begins at mid-term, so the earlier you attend orientation, the better. You'll need time to make an appointment with your academic advisor who will help you select the correct courses and register you for the times and days you wish to take classes. The longer you wait, the fewer choices you'll have with your class schedule.

## Hours and location

Orientation is an ongoing service at TTC. For your convenience, Orientation Centers are open on all three campuses Monday through Friday. No appointment is necessary – drop by when you are on campus.

Main Campus: Orientation Center, Bldg. 420, 843.574.6436

Berkeley Campus: Student Success Center, Room 178, 843.899.8079

Palmer Campus: Student Success Center, Room 226, 843.722.5516

## Orientation services

*Services for all new students:*

- View a campus-specific video
- Explore TTC's Web site
- Talk with an orientation leader
  - Verify major – change major, if necessary
  - Receive Placement Test retest pass, if appropriate
  - Receive academic advisor assignment
  - Provide important informational handouts
  - Answer questions
  - Record orientation attendance in the student database system
  - Take a cassette tape guided tour of the campus

*Services for nondegree students*

- New student orientation
- Transfer information – local area college catalogs and transfer notebooks with forms and current information
- Register for courses – Bring appropriate documents, if you need prerequisite overrides.

## Options after TTC's Placement Test

TTC's Placement Test is used to determine academic preparedness and initial placement of students in courses.

TTC's placement test measures your current skill level in reading, writing and math. It is not a measure of ability or potential. Students who do not have qualifying SAT or ACT test scores or are not transferring a college-level math and/or English course to TTC will need to take all or part of TTC's placement test. The untimed test is administered by computer on all three campuses. Students receive their test results immediately after they complete the test.

The Orientation leader can provide information about placement test scores in relation to courses you should take based on your placement test scores. Students who score within the prescribed retest ranges can request

a retest pass in the Orientation Centers. There is a \$25 fee for retesting, payable at the Business office.

## Assignment of academic advisors

Degree-seeking students are assigned academic advisors who are full-time faculty members in their program of study. Students in selected majors who need a reading course will be assigned an additional advisor in the Developmental Studies division. Most advisors are teaching a full load of at least five courses or in programs with a large number of lab or clinical courses. In addition to teaching, they serve on committees, are involved with course and program development, and must keep up with the technology and changes in the career field for which they are training students. Additionally, they often teach in more than one location.

Students who are undecided about their major will be assigned a counselor who is trained to work with students in the career decision-making process. They work with students to choose a program of study. Students will then return to the Orientation Center, change their major and be assigned a new advisor in their program of study. Counselors also teach courses, make classroom presentations, work one-on-one with students who may be having difficulties, and attend professional development seminars to keep their credentials current.

It is important to contact academic advisors early for registration appointments. Because of the demand on their time, faculty and counselors manage their advising time carefully. In most cases, students will need to leave a phone message including name, phone number and when they can be contacted. Additionally, students may e-mail their advisors. Students who have been to an Orientation Center can find their academic advisor's name and phone number in TTC Express under "My Profile." There is also a direct link to the advisor's e-mail at that same location.

## Preparing for registration

Priority Registration begins at mid-term for the following semester or summer term. Students who have successfully completed courses at other

regionally accredited colleges may need to take informal documents such as student transcripts, grade reports or online records to their advisor for prerequisite overrides. In some cases, students may be required to see a department head or dean to obtain an override to register for a course.

New students need to call their academic advisor, assigned during the orientation process, for an appointment. Academic advisors assist students in selecting courses and registering them for classes. They can answer specific questions about the courses in their program of study and help the students plan their academic progress.

Returning students who qualify can register online through TTC Express. The first week of priority registration is reserved for students who register online. Online registration covers a longer period of time than advisor registration. Check the registration dates in *On Course* or on TTC's Web site. Returning students may also make an appointment to see their advisor for registration. Returning students often prefer verifying their registration plans with their advisor over the phone or in an e-mail before registering online.

Students who are returning to TTC after not enrolling for several semesters should check with the Orientation Center to verify that they have a current academic advisor for their program of study.

## Changing your major

Students who want to change their major or add a dual major must complete a Student Update form in any Orientation Center or at the Admissions Office on any campus. Students who have been admitted on a provisional status must first submit any missing documents before they can change majors. Nondegree students must submit required documents before declaring a major.

If you have been through orientation, you can call the Main Campus Orientation Center (843.574.6436) or e-mail an orientation leader to obtain the name of a new academic advisor. If you have not completed orientation, please visit an Orientation Center at your earliest convenience. Visit TTC's Orientation Web site to find the e-mail addresses of orientation leaders.

## **Returning to College**

College skills courses are offered to assist students who have been out of school for some time or have never developed the skills necessary to achieve academic success. Financial aid will pay for these courses for qualified students.

### **COL 103 – College Skills**

This three-credit course covers study skills, life skills and an introduction to career exploration. Students learn note-taking techniques, test-taking skills, communication skills, problem-solving techniques, and life management skills such as time and stress management. In addition, the librarians teach an electronic library unit where students complete a hands-on activity to familiarize themselves with electronic database research.

### **COL 107 - Computer Literacy Skills for College Success**

This course is designed for students who need an introduction to computer literacy and word processing skills to develop or improve basic keyboarding skills and to use the computer for self-paced computer-based and web-based instruction and communication. (Nondegree credit)

### **IDS 101 – Human Thought and Learning**

This course explores the principles, methods and applications of human thought and learning. Students study such topics as attention, information processing and problem solving.

# The registration process

## Registration tips

FastForward and Weekend College courses are taught in the same amount of instructional time as semester courses, just condensed into fewer weeks. These courses are listed in a separate section in *On Course*.

To complete an associate degree in two years, you must register for at least 15 semester credit hours per semester. Some programs require more than 15 semester credit hours per semester. To register for classes, you must first apply for admission to the College and be accepted to the College as a TTC student. When you complete the admission requirements for the program of study you have selected, you will receive an acceptance letter in the mail (unless you are applying after Priority Registration). You must be accepted before you can register. Review the list of courses that are required for your program of study in the TTC catalog.

*On Course* lists courses offered for the upcoming semester. *On Course* is available in the Admissions office approximately two weeks before Priority Registration begins. Be sure to consult *On Course* every time you register for an upcoming semester because procedures and fees are subject to change. You will find additional information in *On Course* about specific class sections such as lab requirements, computer-based sections, special start and end dates, and other important details.

The earlier you register, the better chance you have of getting the classes you want at the times you need. Make an appointment with your academic advisor. Your academic advisor is assigned through the Orientation Center. Academic advisors' phone numbers are listed in the front of the *On Course* schedule, and faculty advisors' office hours are posted on their office doors.

Your academic advisor will assist you in scheduling your classes and checking for prerequisites and corequisites. You also can check the course descriptions in the TTC catalog to find out what prerequisites or corequisites are required for a course.

If you do not meet corequisite or prerequisite requirements for a course, you cannot register for the course unless you receive approval from the appropriate academic department. To register for the courses your academic advisor and you have selected, the courses must be entered into the College's computer system during the Priority Registration or Registration period. Registration dates are listed in *On Course*.

Check your printed schedule immediately after registering to confirm days, times, courses and campus locations. Correct any errors immediately while the sections you have selected are still available. Deadlines for paying tuition also are listed in *On Course*. If you miss tuition and fee payment deadlines, you will be dropped from all classes.

Courses may be canceled if too few students enroll. If one of your courses is canceled, you will be notified so that you can add another section or course during the drop/add period.

Once you pay tuition and fees, you can obtain a parking decal from the Business office and a student identification card from Student Activities.

If you register then decide to change the times and/or days of a course, you must select a different section of the same course. Course section numbers are listed in *On Course*, at [www.tridenttech.edu](http://www.tridenttech.edu) and in the TTC Express online registration system.

## Registration for undecided students

Undecided students are advised by counselors in Counseling and Career Services at Main Campus and the Student Success Centers at Palmer and Berkeley campuses. Refer to the registration tips before meeting with your advisor.

## Registration for nondegree-seeking students

Nondegree students are not assigned an advisor but may need departmental approval to take courses with prerequisites, corequisites or skill requirements if these prerequisite courses are not included on TTC student records. The department head may ask to see transcripts, grade sheets or qualifying test scores. Nondegree students may self-advise for all other courses.

For most courses, nondegree-seeking students do not need an advisor's signature. However, many courses have prerequisites or skill requirements. To register for one of these courses you must have departmental approval if your TTC records do not show that you have met the prerequisites or skill requirements. You may be asked to provide evidence of prerequisites, corequisites or skill requirements such as transcripts, grade reports or qualifying test scores. Nondegree-seeking students may register in the Orientation Centers or in the Registrar's office.

## Prerequisites

Many courses require prerequisite courses and/or test scores. TTC's computer system will automatically block your registration when a prerequisite course and/or placement test score is required for enrollment in the course if your TTC records do not show that you have met the prerequisites.

## Auditing courses

If you do not wish to receive a grade or college credit or take final examinations, you may register as an audit student. You cannot change your status from audit to credit or from credit to audit after the drop/add period. If you are an audit student you must pay full tuition for courses. You may audit an individual course only one time. Exceptions must be approved by the vice president for Academic Affairs. Some courses cannot be audited, and some may have special requirements. Contact the appropriate academic department head or dean for more information. You must get departmental approval to audit courses with prerequisite or corequisite courses or skill requirements if your TTC records do not show that you have met the prerequisites or other requirements. You may be asked to provide evidence of prerequisites or skill requirements such as transcripts, grade reports or test scores.

## Credit by Examination

TTC offers students enrolled in credit courses the option to exempt some courses through Credit by Examination. However, because of articulation

agreements or the nature of the course, some courses cannot be challenged. Each academic department, working within the framework of the overall College policy, has established procedures for Credit by Examination. If you are interested, contact the appropriate department head or dean for those procedures.

A nonrefundable fee is charged for administering each written examination. You may not take a Credit by Examination test for a course in which you have earned a previous grade, including withdrawal. A student enrolled in a course may not take a Credit by Examination test for that course after the drop/add period. The only exception is the student who audits a course. A Credit by Examination test may be taken only once. To receive credit, you must earn a minimum grade of C. Credit hours awarded through Credit by Exam must not exceed 25 percent of your total curriculum hours. Credits earned through Credit by Examination are not added to your grade point average.

## Course cancellations

You are entitled to a 100 percent refund of tuition for any courses you registered for that are canceled by the College. If you choose to add another course in place of the canceled course, follow the drop/add process and contact the Business office to determine any increase or decrease in tuition.

## Drop/add

Drop/add dates and deadlines are published in the Student Handbook calendar and *On Course* schedule of courses. Courses may not be added or sections changed after the drop/add period.

Refunds for canceled courses or courses dropped are processed and mailed to you within three to four weeks after the drop/add period. You will forfeit a tuition refund unless you officially drop during the refund period as outlined in *On Course*.

Drop/add forms are available in the Admissions office. If you decide to add or change a course, it is essential that you follow the drop/add procedures and deadlines. Drop/adds are processed at the Admissions

office at each campus. It is your responsibility to initiate the paperwork to drop or withdraw from courses.

Failure to attend courses does not constitute proper procedure for dropping or withdrawing from courses. An F will be assigned if you do not officially drop/withdraw. Also, if you haven't paid for courses by the payment deadline, you will be removed from all courses.

## Refund policy

Refunds are processed according to TTC policy. You must complete a drop/add or withdrawal form and submit it to the Registrar's office to receive a refund during the designated refund period. Withdrawals after the prorated refund period are not eligible for refunds. (Failure to attend class is not official notice of withdrawal.) See the College catalog, TTC Web site or *On Course* schedule for refund guidelines and published refund dates.

## Payment policy

When you register for the upcoming semester, you are required to pay the balance due on your account by the published payment due date. TTC must receive payment for the balance due by the published payment due date, or the College will remove your enrollment in courses for the next semester.

The deadline for payment applies to all students with a balance due on their account, including those receiving financial aid if a balance due exists after financial aid has been applied.

If you enrolled during the Priority Registration period and are removed from classes for nonpayment, you cannot re-enroll until Open Registration day. There is no guarantee that you will be able to re-enroll in the original course sections that you selected.

Failure to pay the balance due by the published payment due date will result in your removal from all enrolled courses.

## Checking your account balance

You are responsible for accessing your TTC Express account to determine the amount that you owe.

The balance that you owe can be viewed by clicking on the "Balance Due" screen in TTC Express.

If you applied for financial aid, the balance due amount is what you actually owe after all financial aid awards that you are eligible to receive have been applied to your account.

You will not receive a bill in the mail for tuition and fees due.

**Your grades, transcript, financial aid status and account balance can be viewed online. Go to [www.tridenttech.edu](http://www.tridenttech.edu).**

# Financial aid/veterans affairs

## Financial aid

A variety of financial assistance is available at TTC to help you with the cost of attending college. TTC's Financial Aid office assists prospective and current students and their families by (1) providing information about financial resources, (2) assisting applicants with the application process for financial assistance, (3) calculating an applicant's level of eligibility for financial assistance, (4) awarding financial assistance based on an applicant's enrollment status and (5) monitoring students' satisfactory progress each semester for continued eligibility in financial assistance programs. For more information, visit the TTC Financial Aid/VA Web site at [www.tridenttech.edu](http://www.tridenttech.edu).

Financial aid is awarded on a yearly basis. Each award year begins with the Fall Semester and ends with Summer term. You must complete a new FAFSA each year prior to the semester you enroll to determine continued eligibility for financial aid.

## Types of financial aid

Financial assistance programs offered at TTC include federal programs under Title IV funds, state grants and scholarships, and federal and state tax credits. Federal financial assistance includes the Pell Grant, Supplemental Educational Opportunity Grant, Federal College Work-Study, and student loan and parent loan. State financial assistance programs include lottery-funded tuition assistance, the LIFE Scholarship and the South Carolina Need-Based Grant. Both federal and state tax credit incentives also are available. For more information, visit the TTC Financial Aid/Veterans Affairs Web site at [www.tridenttech.edu](http://www.tridenttech.edu) or the TTC catalog.

## TTC scholarships

Trident Technical College and its Foundation offer a number of scholarships provided by area individuals, businesses, civic organizations

and nonprofit groups. Awards are competitive, based upon the stated criteria, and recipients are selected by the College's Scholarship Committee. Amounts are based on availability of funds and do not require repayment. You may obtain more information about scholarships and a scholarship application from the Financial Aid office or on TTC's Web site.

## Eligibility for financial aid

Eligibility for federal (and some state) financial assistance awards requires:

- A high school diploma, its equivalent or meeting Ability to Benefit regulations
- Enrollment in an eligible program of study that meets federal requirements
- Any prior student loans are not in default
- That the applicant is not in repayment on any federal Pell or SEOG grant
- Satisfactory academic progress as defined by TTC once you enroll in credit courses
- A valid financial aid application (FAFSA)
- That students are U.S. citizens or eligible non-citizens
- A valid Social Security number
- Compliance with Selective Service registration, if required
- Demonstrated financial need, except for some loans and Lottery Assistance

## Eligibility for Financial Aid under Ability to Benefit Regulations

If you do not have a high school diploma or its recognized equivalent, you may be able to qualify for Title IV funds in TTC programs approved for federal financial aid that do not require high school graduation. This would require that you take TTC's placement test, as an "Ability to Benefit" test and achieve the minimum scores established by the U.S. Department of Education in reading, writing skills and pre-algebra. Testing Services administers the placement test on Main, Palmer and Berkeley campuses. The listing of approved programs for Title IV funding can be found at [www.tridenttech.edu](http://www.tridenttech.edu) in the Financial Aid/VA link.

## Financial aid eligible programs of study

You must enroll in an eligible program to receive any type of federal aid. General Education Development (GED) and Continuing Education courses

are not eligible programs. Audit classes are not eligible for financial aid. You are paid for only those courses required for graduation or as a prerequisite for courses required in your program.

The original award letter is based on full-time enrollment for the academic year. If you are not enrolled full time, your award will be prorated based on the actual number of hours enrolled. Enrollment status is determined at the end of the drop/add period for each semester. Adjustments, including complete withdrawals of aid, are made based on the enrollment status at the end of the drop/add period. Full-time status consists of enrollment in at least 12 credit hours. Three-quarter status consists of enrollment in nine to 11 credit hours. Half-time status consists of enrollment in six to eight credit hours. Less than half-time enrollment is one to five credit hours.

All associate degrees are approved for financial aid. The list of diplomas and certificate programs eligible for financial aid are listed on the TTC's Web site at [www.tridenttech.edu](http://www.tridenttech.edu).

## Transfer students

Financial aid awards cannot be transferred from one college to another. Students must have the results of the FAFSA released to the new college. Students transferring to TTC must request a duplicate Student Aid Report if the results of the FAFSA have not been released to TTC. It is the student's responsibility to notify the Financial Aid office that they have attended a post-secondary school.

## Financial aid checklist and helpful hints

- Complete and submit a TTC admission application, application fee and high school transcript to the Admissions office.
- Complete all federal and state tax returns as soon as possible after Jan. 1 and keep a copy.
- Complete the FAFSA at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) (Title IV school code for TTC is 004920).
- Respond quickly to all information requests made by the Financial Aid office and the Pell Processing Center.

- Keep copies of all financial aid documents including application, loan promissory notes, etc. Record any contact made with the office, including the date and with whom you spoke.
- Print all information on the application so it is clear and legible. Be sure to sign forms where a signature is requested.
- Clearly print the student's name and Social Security number on all information.
- Remember to reapply for financial aid each year. All forms must be resubmitted annually. The award year begins with Fall Semester and ends in the Summer term.

## Priority dates

Priority dates to apply for financial aid are identified and published each semester. You should apply for financial aid by completing your FAFSA and having it sent to TTC prior to the semester in which you plan to enroll. Any documents requested by the Financial Aid office should be submitted as soon as possible after the request. This will allow your financial aid to be processed so that any eligible financial aid will be available prior to the beginning of the semester when you plan to enroll.

If you submit your FAFSA after the published priority date, you should be prepared to pay your tuition and fees and purchase books by the fee payment deadline for the semester. Your financial aid will be processed in the order in which your FAFSA is received. You will be reimbursed, if you are eligible for any financial aid.

## The purpose of financial aid

TTC's financial aid programs assist students who have financial need as determined by the federal government. A financial need exists if the resources of the family (expected family contribution or EFC) do not meet the total cost of attending the College. The total cost of attendance includes tuition, fees, books, supplies, room and board and personal and transportation expenses.

If you apply for financial aid in time and are eligible, your direct educational expenses of tuition, books and supplies will be deducted from the financial assistance that has been awarded to you (excluding federal work-study awards). After these expenses have been paid and if any funds remain, the Business office will mail a check to you for the amount of remaining funds.

Once the financial aid file is completed and you have been accepted for admission to TTC, you will be notified about financial aid awards. The award letter will list all financial aid and the terms and conditions of the award(s) based on **full-time** enrollment.

The following is an example of how to read and understand your award letter. Remember, this is based on full-time enrollment. Your award amount is prorated from a full-time award based on actual enrollment hours.

<b>Award</b>	<b>Total</b>	<b>Fall</b>	<b>Spring</b>
Federal Pell Grant	\$4,050	\$2,025	\$2,025
Subsidized Loan	\$2,625	\$1,313	\$1,312
Federal Work-Study	\$3,500	\$1,750	\$1,750

Actual Award – What you will actually receive if you enroll less than full-time at six credit hours per semester.

Federal Pell Grant	\$1,013	\$1,012
Subsidized Loan	\$1,313	\$1,312
Federal Work-Study	\$1,750	\$1,750

Actual Award – What you will receive if you enroll in less than full-time at three credit hours per semester.

Federal Pell Grant	\$400	\$400
Subsidized Loan	\$0	\$0
Federal Work-Study	\$0	\$0

## Applying for financial aid

To apply for financial aid programs, fill out the Free Application for Federal Student Aid (FAFSA). A new or renewal FAFSA must be submitted for each academic year (Fall through Summer) and is available for the upcoming academic year after Jan. 1. The FAFSA is available at TTC's Financial Aid offices at Main, Palmer and Berkeley campuses, and through high school guidance offices. You also can access the FAFSA online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). The results of your FAFSA can be submitted directly to TTC by placing TTC's school code (004920) in the Release and Signature section of the FAFSA.

Your financial aid eligibility is determined from the information provided on the FAFSA. To complete the application, you will need a copy of your most recent federal tax returns. The FAFSA can be submitted either electronically or by mailing it to the Federal Processing Center. This address is on the FAFSA form. After submitting the FAFSA, in four to six weeks, a Student Aid Report (SAR) is generated and sent to you and also to TTC if you indicated this on your FAFSA. If corrections are required, or additional information is requested, you can either mail it or submit it on the Web. The quickest and easiest way to complete and submit a FAFSA is on the Web. Apply online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Your SAR will be sent to you electronically. You can make corrections electronically as well. It is important to respond promptly to any requests for corrections or additional information.

Federal regulations require that randomly selected financial aid applicants provide verification of all information documented on the FAFSA. If you are randomly selected for verification, you will be notified by TTC's Financial Aid office to submit a verification worksheet, federal income tax forms and other necessary documentation.

Once all requirements are met, you will be sent an award letter, if eligible, specifying the amount of financial aid you are eligible to receive.

## Repayment of federal financial aid funds

If you withdraw or stop attending classes before completing at least 60 percent of the semester, a portion of the total federal aid you received (excluding Federal Work-Study earnings) has to be repaid immediately. The amount of federal aid that must be repaid is determined by a “Federal Formula for Return of Title IV Funds” (Section 484B of the Higher Education Act). This law also specifies the order in which funds are to be returned to the financial aid programs from which they were awarded, starting with loan programs. If you drop or withdraw from a class or classes at the College, you are required to complete an official drop/add or withdrawal form. **You must submit this form to the Registrar’s office as soon as it is completed.**

## Financial aid definitions

**Cost of Attendance (COA)** – The total it will cost a student to go to school, usually expressed as a yearly figure. COA includes tuition and fees, and allowances for books, supplies, room and board, personal and transportation.

**Default** – Failure to repay a loan according to the terms agreed to when you signed a promissory note

**Eligible program** – A course of study that leads to a degree, diploma or certificate and meets the U.S. Department of Education’s requirements for an eligible program

**Expected Family Contribution (EFC)** – An amount you and your family are expected to contribute toward your education. It appears in the upper right-hand corner of your Student Aid Report (SAR).

**Federal Work-Study** – Allows students to earn money while enrolled in school to help pay educational expenses. Students are usually allowed to work up to 20 hours per week.

**Grants** – Financial aid that does not have to be repaid. The grant amount is based on need.

**Loan** – Borrowed money that must be repaid with interest. Maximum loan amounts depend on the student’s year in school and financial need.

**Lottery-Funded Tuition Assistance (LTA)** – Lottery-funded tuition assistance is determined by using the information on your FAFSA application. You must be a South Carolina resident and enrolled in at least six credit hours. Lottery award amounts are based on credit hours of enrollment and availability of funds. LTA is not available to assist with book expenses.

**Pell Grant** – Pell Grant eligibility is determined by the U.S. Department of Education using the information on your Free Application for Federal Student Aid (FAFSA).

**PIN** – Allows you to sign your FAFSA electronically

**Promissory note** – The binding legal document you sign when you receive a student loan. It lists the conditions under which you are borrowing and the terms under which you agree to pay back the loan.

**Satisfactory Academic Progress (SAP)** – To be eligible to receive federal student aid, you must maintain satisfactory academic progress toward a degree, diploma or certificate. Our SAP is published on the Web at [www.tridenttech.edu](http://www.tridenttech.edu).

**Selective Service Registration** – If required by law, you must register with the Selective Service to receive federal student aid.

**Student Aid Report (SAR)** – Lists all the information you reported on your FAFSA. It will contain your expected family contribution (EFC).

**Subsidized Stafford Loan** – The federal government pays the interest while you are in school. You begin repayment, and interest begins, six months after you graduate or cease at least half-time enrollment.

**Unsubsidized Stafford Loan** – The interest begins when you receive the loan

## Opportunities for veteran students and service personnel

TTC is a fully accredited institution of higher learning that is certified to process claims for veterans and spouses, and children of 100 percent disabled or deceased veterans with the Department of Veterans Affairs and the State of South Carolina. TTC is also designated a Servicemembers Opportunity College (SOC) by the Department of Defense, the American Counsel on Education (ACE) and the American Association of Community Colleges. TTC is also a participating member of the SOCNAV (Navy), SOCMAR (Marines) and SOCAD (Army) programs. Information about all SOC programs is available at your Military Education Office. As a SOC institution, TTC is committed to assisting veterans, eligible spouses and dependent children, and active duty personnel meet their educational needs.

TTC has a full-time Veterans Assistance Center located in Building 410 on Main Campus. The center coordinates college services and provides information, referrals and assistance to veteran students, active duty personnel and their families with admission, educational and vocational counseling, financial aid and other needs that affect educational progress. The telephone number is 843.574.6105.

If you feel that you may be eligible for VA or South Carolina State Free benefits, contact the Veterans Assistance Center. The Veterans Assistance Center staff will help you complete all of the necessary applications and will mail them to the appropriate approving agency for you. It could take between three to six months to apply, receive approval and receive funds from the VA. You should be prepared to pay your tuition, fees, expenses and instructional fees during this period. You assume full responsibility for all fees at the time of registration. You are responsible for informing the Veterans Assistance Center of changes in enrollment status or changes in dependency or marital status. You are responsible for keeping your address and phone numbers current with the Admissions office and with the Veterans Assistance Center. Your benefits may be suspended or terminated if problems arise with your certification.

## Financial aid/veterans affairs

## Earning VA or South Carolina State Free Benefits

To earn benefits, you are required to attend class and maintain TTC's Standards of Academic Progress. If you do not, your benefits will be suspended. If you miss more than 20 percent of your class periods, a grade of "F" may, in most cases, be awarded. If you drop, withdraw or change your enrollment in a class or classes at the College, you are required to complete a drop/add or withdrawal form. This form must be completed and signed by your instructor. It must include your last date of attendance (LDA) in the class. You must submit this form to the Registrar's office for processing as well as bring a copy of the form to the Veterans Assistance Center.

## Additional Veterans attendance policy information

Once a student begins receiving benefits from the VA or the state, they must maintain satisfactory attendance, conduct and meet TTC's Standards of Academic Progress. If these standards are not met, the Veterans coordinator is required to notify the Department of Veterans Affairs and/or the Governor's Office for Veterans Affairs. This reporting will cause benefits to be suspended. Benefits may resume if the conditions that caused the suspension are corrected. (See "Student Records" section for complete VA attendance policy on page 27.)

## VA approved majors

You must declare a VA approved major to receive benefits from the VA or South Carolina. You should choose your major carefully. Changing your major slows down progress toward completion of your degree. It also unnecessarily uses up your benefits, which are limited in amount. This is particularly important if you are going on for advanced studies. If you change your major, you must complete a change of program form in the Veterans Assistance Center, and complete a Student Update Information form in the Admissions office. Vocational Rehabilitation students receiving Chapter 31 benefits are not permitted to change their majors without the permission of their VA case manager.

## Contacting the TTC Veterans Assistance Center

For more VA and/or South Carolina State Free information, visit [www.tridenttech.edu](http://www.tridenttech.edu), check the TTC catalog, visit the Veterans Assistance Center located in Building 410 on Main Campus, or call 843.574.6105.

## Standards of Academic Progress for Financial Aid

The Standards of Academic Progress (SAP) are based on federal and state guidelines. Once you receive financial aid (FA), TTC uses SAP to determine if you can continue to receive these kinds of student aid.

The SAP measures your progress by assessing your grade point average (GPA) and your course completion rate (CCR). You must meet the requirements of both. When your eligibility status is “good standing,” it means that you are meeting both requirements. When you are not in good standing, you will be either in “warning,” “probation,” or “suspension” status.

TTC also has a similar SAP policy for your academic standing with the College. That SAP policy is applied to all students whether they receive financial aid or not and is based ONLY on your GPA. For students who receive FA, you can be in one status for financial aid eligibility, but in another status for academic standing.

TTC has a three semester calendar that begins with the Fall Semester, followed by Spring, and then Summer. In the explanations that follow, the word “semester” applies to any and/or all of these semesters.

## Standards of Academic Progress for VA and South Carolina State Benefits

Please see academic standing on page 29.

## Your status

As long as you meet SAP, you are in “good standing.” If your status changes as a result of your grades or progression through your academic program, we will notify you by e-mail through your CampusCruiser account. This e-mail cannot be sent to you until after grades are posted for any given semester. However, it is ultimately YOUR responsibility to know your FA eligibility status. If you do not understand the SAP policy, you should make an appointment with a financial aid or veterans’ affairs officer. You may also contact the Financial Aid Customer Service Counters in the Student Center on Main Campus, in the Admissions area at the Palmer Campus or in the Student Success Center at the Berkeley Campus.

## Other important information

You may not use FA/VA/SCFT to pay for audited courses, credit hours earned by placement test or noncredit course work. FA/VA/SCFT aid is available for developmental studies (remedial) course work taken within the first 30 hours of courses attempted. These courses will count toward your SAP CCR. Developmental courses that begin with a “0” do not affect SAP GPA calculations. Courses that begin with “1” or “2” do figure in SAP GPA calculations.

Financial aid will only pay for two attempts of ANY course and will not pay for developmental studies courses (courses that begin with a zero) after the first 30 hours of courses have been taken. Contact the VA office, on the Main Campus, for information concerning VA/SCFT course attempts.

The three tables on the following pages will help you understand SAP policy. Table 1 contains some words or phrases that you need to know in order to read Tables 2 and 3.

Table 1: Words and Phrases Used in SAP

Word or Phrase	Meaning
<b>SAP GPA requirement</b>	To remain in good standing, each current semester's GPA must be at least 2.0. If you fall to probation status, suspension results if your current semester GPA and your cumulative (or overall) GPA are both below 2.0.
<b>SAP CCR requirement</b>	You must complete course work for your certificate, diploma or degree at a pace that means you attempt no more than 150 percent of the total credit hours associated with your academic program. To help you stay on that pace, these are standards for how many credit hours you must complete each semester based on the number of hours in which you enroll.
<b>Completing a course</b>	You must earn an A, B, C, D, or an SC to complete a course.
<b>Some Things You Need to Know About Ds, Fs, Is, and Ws</b>	While a D is a passing grade and will count as a completed course, it is worth only 1 point in GPA calculations. So, each D helps you meet the SAP CCR requirement, but it hurts your standing in meeting the SAP GPA requirement. On the other hand, if you withdraw from a course (and receive a W), it does not help or hurt your GPA calculations. But, any course for which you receive a W is counted as an attempted—but not completed—course. A W does hurt your ability to meet the SAP CCR requirement. If you get an I (Incomplete), you have bought some time as far as the SAP GPA requirement is concerned. But the I does count against your SAP CCR requirement. Finally, an F hurts your standing in two ways. It earns 0 points in your GPA calculations. And, any course for which you earn an F is counted as an attempted—but not completed—course.
<b>Both</b>	“Both” means GPA and CCR. To remain in good standing you must meet BOTH the SAP GPA requirement AND the SAP CCR requirement.
<b>Special Circumstances</b>	If your FA eligibility is suspended, you may decide to appeal for reinstatement. The Appeals Committee that makes appeal decisions may be willing to look at how some unusual or unexpected situation(s) hurt your ability to meet SAP GPA and/or SAP CCR standards. In most cases, the committee will want you to document two things about any situation that you are asking it to consider as a special circumstance. First, the situation did occur and it was unusual or unexpected. Second, you must show a direct link between the situation and your inability to meet GPA or CCR expectations. Remember, TTC offers extensive learning assistance, academic advising, financial aid customer service, disabilities services, and counseling services. Failing to use those services if you need them might cause you to have GPA and/or CCR problems, but that failure would not be a special circumstance.

## Table 2: Standards of Academic Progress Measurements

IF you ...	AND you ...	THEN you ...	You should
meet the SAP GPA requirement by earning a 2.0 GPA or higher for the semester prior to the one for which you are requesting aid	meet the SAP CCR by completing a specified number of credit hours based on the number of hours you attempted (shown below) during the semester prior to the one for which you are requesting aid	are in GOOD STANDING as far as your FA eligibility is concerned.	continue to monitor your academic progress and use the College's advising, counseling and learning assistance resources as needed.
	<table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">If you are attempting: 12 or more hours 6 to 11 hours 1 to 5 hours</td> <td style="width: 50%;">You must complete at least: 9 hours 6 hours ALL hours</td> </tr> </table>		
If you are attempting: 12 or more hours 6 to 11 hours 1 to 5 hours	You must complete at least: 9 hours 6 hours ALL hours		
As long as you continue to meet the SAP requirements you remain in Good Standing. However . . .			
IF you ...	OR you ...	THEN you ...	You should at least
are in Good Standing and earn less than a 2.0 GPA in your current semester (thereby not meeting the SAP GPA requirement)	are in Good Standing and do not complete the number of hours in a semester based on the number you attempted (thereby not meeting the SAP CCR)	are now on WARNING status. You may continue to receive FA for which you have qualified.	work to ensure that your next semester's GPA moves back above 2.0 AND/OR ensure that you complete the required number of courses during your next semester. You may want to contact your academic advisor or one of TTC's counselors for help.
If you meet SAP requirements while on Warning status, you return to Good Standing. However . . .			
IF you ...	OR you ...	THEN you ...	You should at least
are on Warning Status and earn less than a 2.0 GPA in your current semester (thereby not meeting the SAP GPA requirement)	are on Warning Status and do not complete the number of hours in a semester based on the number you attempted (thereby not meeting the SAP CCR)	are now on PROBATION status. You may continue to receive FA for which you have qualified.	again reexamine what problems you are having and develop better plans to solve them. If you are not very clear about why you are on probation, contact our Financial Aid office and ask someone to help you understand.
If you meet SAP requirements while on Probation status, you return to Good Standing. However . . .			
IF you ...	OR you ...	THEN you ...	You should at least
are on Probation Status and earn less than a 2.0 GPA in your current semester AND your cumulative GPA falls below 2.0 (thereby not meeting the SAP GPA requirement)	are on Probation Status and do not complete the number of hours in a semester based on the number you attempted (thereby not meeting the SAP CRR)	are now on SUSPENSION status. You are now Not Eligible to receive FA until/unless you reestablish your eligibility.	see the next table to find out how (or if) you may reestablish your eligibility for FA student aid.

### Table 3: Your FA Eligibility Has Been Suspended

Once you are on suspension, there are only two ways to get back to Good Standing. No matter which option you choose, you are only able to move back to Probation status from Suspension.				
Option A	While you are on Suspension, you may enroll in at least six (6) credit hours during any semester, pay your tuition and fees, and complete all courses attempted with a semester GPA of 2.0 or better.	If you succeed, your FA eligibility may be reinstated for your next semester of enrollment. You will be on Probation during that semester. You do not need to appeal. Our Financial Aid office will notify you of your status by Campus Cruiser e-mail.	If you continue to meet SAP once you are back on Probation, you regain your Good Standing status the following semester.	
		If you DO NOT succeed, your FA will not be reinstated and you are still on Suspension. Unless this was your THIRD Suspension, you continue to have the same two options from which to choose if you wish to reestablish your eligibility. If this was your THIRD Suspension, your eligibility for FA is permanently ended.		
Option B	<p>If special circumstances caused you to be suspended, you may appeal to TTC's Academic and Financial Aid Appeals Committee. This committee will review your case knowing that you have moved through Warning and Probation statuses before being suspended. Your appeal must be submitted to the Information Counter on the first floor of the 410 Bldg. on the Main Campus with any supporting documentation regarding special circumstances. Appeals/ documentation can be submitted to the Admissions office on Palmer or Berkeley campuses.</p> <p>The deadline for these appeals is 5 p.m. on the day of open registration on all campuses. The committee's decision is final.</p>	If your appeal is approved, the committee will reinstate your FA eligibility for your next semester of enrollment and will notify you by CampusCruiser e-mail. However, you are STILL ON Probation status during that semester.	If you meet SAP during your semester of reinstatement, you will return to Good Standing for FA eligibility for the next semester.	If you continue to meet SAP, then you will remain in Good Standing.
			If you do not meet SAP during your semester of reinstatement, then you return to Suspension status.	Unless this was your THIRD Suspension, you continue to have the same two options from which to choose if you wish to reestablish your eligibility. If this was your THIRD Suspension, your eligibility for FA is permanently ended.
		If the committee denies your appeal then, unless this was your THIRD Suspension, you may still attempt to regain your FA eligibility through using Option A. If this was your THIRD Suspension, your eligibility for FA is permanently ended.		

**Table 4: The 13 Most Important Things to Know About the SAP for FA/VA/SCFT**

1	The financial aid year begins with the Fall Semester and then includes the following Spring and Summer.
2	You MUST successfully complete the Free Application for Federal Student Aid (FAFSA) form to apply for ANY FA aid OR for the South Carolina Lottery-Funded Tuition Assistance.
3	Even if you are in “good standing” you must reapply for student aid EVERY year by successfully completing a new FAFSA by the July priority deadline.
4	You MUST meet BOTH the Grade Point Average (GPA) and CCR (Course Completion Requirements) measures of the Standards of Academic Progress (SAP) to stay eligible for FA.
5	If you don’t improve your standing after a warning and probation, your aid eligibility will be suspended. There are only two ways to regain your eligibility. One involves completing six hours in a single semester, at your expense, with a semester GPA of 2.0 or better. If you feel special circumstances caused you to be suspended, you may appeal to the committee for reinstatement.
6	A third suspension causes permanent loss of eligibility for FA aid.
7	YOU are responsible for knowing and understanding the financial aid rules and guidelines. YOU are also responsible for knowing your eligibility status at all times.
8	Financial aid can be used to pay for only two attempts of any course. Contact the TTC VA Office for VA/SCFT course attempts information.
9	W’s help protect your GPA. Ws hurt your CCR. Fs hurt your GPA and your CCR.
10	The Appeals Committee seldom—if ever—considers “I didn’t know” and “I didn’t ask” to be special circumstances.
11	You must complete your certificate, diploma or degree program within 150 percent of the time prescribed for the program.
12	If you are on probation, and your cumulative GPA is less than 2.0, you will remain on probation as long as your current semester GPA is at least 2.0 and you meet CCR.
13	If you are on probation, and your current semester GPA is less than 2.0, you will remain on probation, as long as your cumulative GPA is at least 2.0 and you meet CCR.
14	Developmental remedial course work may receive funding within the first 30 hours of courses attempted. These credits will be counted toward hours attempted and completed but will not affect the term GPA or cumulative GPA.

# Student records

## Attendance requirements

Before attending classes, you must meet all prerequisites and officially register for all courses. Prompt and regular attendance is your responsibility. You are responsible for all material covered and all assignments made in class. Any time you are absent from a class, laboratory or other scheduled events, it is your responsibility to make satisfactory arrangements for any make-up work permitted by the instructor.

An absence is defined as nonattendance for any reason, including illness, emergency or official leave. If you arrive late to class, you may not be allowed into the classroom and may be considered absent for that period. If you leave before the instructor dismisses class, you may also be considered absent. All class sessions are important. Any time you miss a class, you increase your risk of making a failing grade.

If you quit coming or participating in the course and do not officially withdraw by the withdrawal date for each semester, you will receive a grade of F or U. Your instructor cannot assign a grade of W. **If you receive financial aid or veterans' aid, your aid may be revised as a result of any changes in your course schedule.**

## Course withdrawals and complete withdrawals

After the drop/add period, you may withdraw from a course by completing a withdrawal form in the Admissions office. Refunds are prorated according to TTC Refund policy. The last day to withdraw from a course and receive a grade of W is published in the academic calendar.

If you withdraw, the grade of W will be entered on your academic record. This grade will not affect your GPA.

Failure to submit paperwork to withdraw from a course will result in the grade of F on your permanent academic record. A decision not to attend a course does not constitute a withdrawal from it. **If you stop attending classes without submitting a withdrawal form to the Admissions office, you risk harming your academic record with a failing**

**grade.** The withdrawal policy for some programs is more restrictive and will apply to students in those programs. If you are receiving federal student aid Title IV funds, you need to discuss course withdrawals and your financial aid status with a member of the Financial Aid staff.

## International Student Attendance Policy

Trident Technical College is required by federal regulations to track and report changes in international students enrollment or attendance during the semester. Faculty are required to notify the Admissions office when an international student stops attending a traditional class or stops active involvement in a distance learning class for more than two weeks. The College's International Students Admissions Coordinator will notify the department of U.S. Citizenship and Immigration Services when an international student has ceased attendance or changed their enrollment status during the semester.

## Veterans Attendance Policy

All veterans and eligible persons receiving VA educational benefits while enrolled at TTC are required to maintain class attendance. When a student's absences in a traditional class exceeds two consecutive weeks of scheduled meetings after the drop/add period, the instructor will complete and submit an Attendance/Progress report to the TTC VA Office. If a student ceases active involvement in online or other modes of distance learning courses for two consecutive weeks, the same procedure of reporting will apply. The TTC VA Office will notify the Veterans Affairs Regional Office in Atlanta, Georgia or the Department of Veterans Affairs Vocational Rehabilitation and Employment Office in Charleston, S. C. of the change in enrollment. The respective offices will determine the necessary adjustment to a student's educational benefits.

## Veterans withdrawal policy

TTC requires veteran students who withdraw from a course to obtain the last date of attendance from the instructor for inclusion on the withdrawal form before submitting the form to the Admissions office for processing.

## Change of student information

The information given on your original application for admission is considered current. Failure to report address changes causes delays in receiving important correspondence. To change any personal information or program of study, you must complete a Student Information Update form in the Admissions office.

## Change in major

You may change your major at any time if you meet the academic qualifications for the program. If you decide to change your major, submit the request to Admissions prior to registration. The Orientation Center will assign a new advisor based on your new major. All changes submitted during the drop/add period will be effective that semester. Changes submitted after the drop/add period will be effective the next semester. If you are receiving Title IV financial assistance, you need to discuss withdrawals and your financial aid status with a member of the Financial Aid staff. Students who are receiving financial aid and totally withdraw prior to the end of the 60 percent period in a semester will be subject to repayment of Title IV funds.

## Release and privacy of student records

Transcripts are issued by the Registrar's office. The Family Educational Rights and Privacy Act of 1974 (FERPA), known as the Buckley Amendment, requires that you sign individual release forms for each company, school or individual to whom you desire information released. Parents or guardians of dependent students may access dependent student records by completing a request form and providing appropriate documentation to verify the dependent status of the student to the office of the vice president for Student Services.

In accordance with FERPA, TTC may release student information known as public or directory information, including the student's name, address, telephone listing, e-mail address, date and place of birth, major field of study, dates of attendance, degrees and awards received, and the most

recent previous educational agency or institution attended by the student. Students who do not wish to be included in the directory must advise the Registrar.

## Grade reports

You may view your grades online at TTC Express. Grades will not be released in the Admissions office. Please report address changes immediately to the Admissions office.

## How to calculate your GPA

First you have to determine your grade points, and then you take an average. Every letter grade (A, B, C, D, F) has a numerical value assigned to it: A=4; B=3; C=2; D=1; F=0. To find out your grade points for a class you've taken, multiply the numerical value of your letter grade by the credit hours assigned to the course. For example, you took English 101, which is three credit hours, and you earned a C in the course (Remember, C=2). Just multiply 2 (for the C) x 3 (credit hours). That is,  $2 \times 3 = 6$ . For this class, you have six grade points.

Now figure your grade points for each class taken. To follow the example through, suppose you earned a B in Psychology 201, which carries three credit hours. Multiply 3 (B=3) x 3 (credit hours):  $3 \times 3 = 9$ . If you also earned an A in Chemistry 110, that's 4 (A=4) x 4 (credit hours):  $4 \times 4 = 16$ .

Once you have figured out your grade points you can compute the average. You arrive at an average by first adding a group of numbers and then dividing one total by another. Since your task is to compute your grade point average, you need to total your grade points. Simply add the grade points from each class:  $6 + 9 + 16 = 31$  total grade points by the total credit hours.

Next divide the total grade points by the total credit hours attempted: 31 divided by 10 = 3.1. So, your GPA in this case is 3.1.

## Unit of credit

The semester credit hour is the system of credit used by TTC.

## Grading System

### Letter Grade

A  
B  
C  
D  
F

### Numerical Scale

91-100  
81-90  
71-80  
65-70  
Below 65

### Grade System Chart

Grade	Used in GPA Calculations	Earns Credit Hours	Grade Points Carried for Each Credit Hour
A Excellent	Yes	Yes	4
B Above Average	Yes	Yes	3
C Average	Yes	Yes	2
D Below Average	Yes	Yes	1
F Failure	Yes	No	0
I Incomplete*	No	No	0
W Withdrawn	No	No	0
SC Satisfactory Completion	No	Yes	0
U Unsatisfactory	No	No	0
AU Audit	No	No	0

*\*Defaults to F (or U, if applicable) automatically after midterm of the next semester, unless work is completed and grade is assigned by the instructor.*

## Repeated courses

If you repeat a course to attain a higher grade point average, the first grade will remain on your transcript. However, the highest grade obtained for that course will be used to compute your grade point average.

## Grade changes

To request a change of grade in any course, contact the instructor who originally assigned the grade. You must request any grade change within two semesters of the semester in which the grade was assigned.

## Student records

## Incomplete grade

Requirements for an Incomplete grade (I) must be completed by midterm of the next semester. A grade of F will be assigned for an I that is not removed by the appropriate date.

Requests for a change of grade other than Incomplete must be submitted to the Registrar's office by the appropriate faculty member within one semester following the semester in which the grade was assigned.

## Academic honors—dean's list

To be placed on the dean's list by the academic dean in your division of study, you must meet the following requirements:

- Declare a major
- Take a minimum course load of 12 credit hours for the full-time dean's list or a minimum course load of six credit hours for the part-time dean's list
- Earn a current semester grade point average (GPA) of 3.50 or above
- Received no course grade lower than a C during the given semester. A grade of D, F or I during the given semester disqualifies you from the dean's list. A designation of Audit (AU) or Satisfactory Completion (SC) does not affect inclusion on the dean's list, as long as your remaining course load meets or exceeds the minimum hours required.

## Academic standing

Students who are unable to achieve passing grades for a semester will be subject to meeting the requirements of the College's academic action which includes a warning and probation period followed by academic suspension for a semester when academic standards are not met as follows:

## Academic good standing

Academic good standing occurs when your current term GPA is higher than 2.00, and your last academic standing was not academic suspension.

## Academic warning

Academic warning occurs when your current term GPA is below 2.00. If you are on warning, you will receive a letter explaining the College's academic warning/academic standing policy and advising you that you will be placed on academic probation if your term GPA is below 2.00 for a second consecutive term.

## Academic probation

Academic probation occurs when your current term GPA is below 2.00. If you are on probation, you will receive a letter from TTC explaining the College's academic probation/academic standing policy and advising you that a second consecutive term GPA below 2.00 as well as a cumulative GPA below 2.00 will result in academic suspension.

## Academic suspension

An academic suspension for one semester occurs after any three consecutive terms of enrollment in which your term GPA is below 2.0, and first term in which your cumulative GPA is below 2.0. Consecutive terms of enrollment are any two terms in which the student is enrolled even if there are terms in between in which the student is not enrolled.

After being academically suspended for one semester, you must meet with a counselor in Counseling and Career Development Services.

## Suspension appeal process

The appeal process is overseen through the office of the vice president for Student Services. The appeal deadline is 5 p.m. final registration day for the term immediately following your term of academic suspension.

Students are placed on academic and financial aid suspension when their academic performance falls below the minimum standards set by the College (cumulative grade point average and/or credit hour completion rate).

Students may appeal their suspension by completing the online appeal form on the TTC Web site and submitting printed documentation of the extenuating circumstances causing their poor performance to the

Information Counter in the Student Center, Bldg. 410, Main Campus or to the Admissions office at Palmer or Berkeley campuses. This explanation and documentation must not only describe the circumstance but also its resolution for future enrollment.

The online appeal form must be accompanied by appropriate supporting documentation. Appeals submitted without appropriate documentation will be denied. Appropriate documentation includes:

- One page, typewritten letter explaining the circumstances and their resolution
  - Physicians/hospital report detailing the duration and extent of serious health conditions
  - Police reports and associated documentation
  - Any other relevant documentation to substantiate the appeal
  - An extenuating circumstance shall be defined as a situation involving a serious health condition of the student, death or serious health condition of an immediate family member, or a traumatic/extraordinary event. Immediate family must be related to the student or student's spouse as follows: parents/legal guardians, grandparents, brothers, sisters and children. Relatives outside this definition require additional documentation or a more immediate relationship.
- A serious health condition is defined as an illness, injury, impairment, or physical or mental condition that involves:
- Any period of incapacity or treatment related to inpatient care
  - Any period of incapacity requiring care by a health care provider resulting in five consecutive absences
  - Continuing treatment by a health care provider for a chronic or long-term condition that is incurable or so serious that, if not treated, would result in a period of incapacity
  - A traumatic/extraordinary event shall be defined as a sudden, uncontrollable event that adversely affects the student's academic performance, such as natural disaster, divorce, rape, religious mission, military duty and mandated work schedule changes. Not included in this definition are issues such as transportation, roommate problems, problems with faculty, difficult course load, etc.

You will be notified through your student e-mail account in CampusCruiser of the appeals committee's decision. A copy of the decision is kept in your academic file. The committee's decision is final.

## Academic Fresh Start

Academic Fresh Start is available to you on a one-time basis if you re-enroll at TTC after a period of three years and wish to expunge the previous academic record. To qualify, you must meet specific conditions. Details are available in the Registrar's office. (Academic Fresh Start does not apply to financial aid.)

## Servicemember's Opportunity College of the Navy Program (SOCNAV)

If you are active duty personnel or a dependent of active duty personnel and have declared a major in a program of study at TTC, you are eligible for a Servicemember's Opportunity College of the Navy Student Agreement. The Student Agreement gives you a degree plan that shows the courses and other requirements needed to complete your program. The Student Agreement is a contract-for-degree made by the College with you. This agreement is your guarantee that you will receive a degree from TTC when all requirements for the degree are completed.

To receive a Student Agreement for SOCNAV, contact the Registrar's office in the Student Center on Main Campus. You must complete a minimum of 25 percent of your major program of study curriculum at TTC. If you transfer to other locations, refer to the SOCNAV Handbook to identify courses from other colleges that can be used to complete your degree. The SOCNAV Handbook is available at all Navy campus offices.

## Home program

The Home program is available for associate in arts and associate in science students who leave TTC before completing their degrees. Participants can transfer selected, pre-approved credits back to TTC to complete their associate degrees. See your advisor for details.

## Student records

## Graduation requirements

The College awards associate degrees, diplomas and certificates upon the successful completion of the required academic course work as described in the Catalog. You can request course substitutions with your program advisor. Upon completing requirements for any associate degree, diploma or certificate, you should apply for graduation from that particular program. Diplomas may not be issued for programs that have been discontinued.

To graduate, you must have an overall grade point average of 2.0 or better for all courses required in your degree, diploma or certificate program. If you have earned credit hours from other institutions or agencies, you may meet the qualifications for graduation by completing a minimum of 25 percent of the total hours required in courses in your program at TTC. Refer to College Admissions Procedures for catalog applicability.

If you decide to re-enroll at TTC after graduating, you will need to declare a new major to continue your studies in a new program of study by submitting a student update form to the Admissions office.

## Applying for graduation

To apply for your associate degree, diploma or certificate, use the graduation application available in the Registrar's office or submit the online graduation application in TTC Express. You must return the application to the Registrar's office by the established graduation application deadline. If you plan to participate in the annual graduation ceremony, you must check the appropriate block on the graduation application. You also must purchase a cap and gown from the TTC Bookstore by the established graduation application deadline. Students graduating with multiple programs must select one program to march under in the graduation ceremony. Students who do not complete all requirements for graduation by the end of the term anticipated for graduation must reapply for graduation by submitting a new Application for Graduation form to the

Registrar's office. All financial obligations to the College must be resolved before a degree can be issued.

## Graduation ceremony

The graduation ceremony is held at the end of Spring Semester. If you will be completing your course requirements at the end of Summer Term, you are invited to participate in the ceremony. Diplomas are issued to students approximately four to six weeks after the graduation ceremony and/or the end of the semester. To be eligible to participate in the ceremony, students must submit the graduation application to the Registrar's office during the semester prior to completion or by the designated application deadline. Students earning more than one degree, diploma or certificate in the same academic year are required to select one program of study for graduation ceremony participation, including honors recognition.

## Graduation honors

Graduation honors are awarded based on the following criteria:

Honors Level	Cumulative GPA*
Summa Cum Laude	3.95 - 4.000
Magna Cum Laude	3.75 - 3.949
Cum Laude	3.60 - 3.749

Graduation honors are awarded at the official graduation ceremony to students who complete course requirements as of Fall and Spring semesters. Students completing course requirements during the Summer Term will receive honors when the degree, diploma or certificate is awarded. TTC awards medallions to honor outstanding students during the graduation ceremony. In order to receive an honors medallion, you must participate in the graduation ceremony.

## Fall and Spring graduates

The level of the honors medallions is based on your final term cumulative grade point average.\* You must take a minimum of 30 credit hours of

college level courses at TTC to be eligible for graduation honors, and your program of study must have a minimum requirement of 30 credit hours.

## Summer Term graduates

Students who will complete their studies in Summer Term will be issued honors medallions based on their most recent cumulative GPA.\* You must take a minimum of 30 credit hours of college level courses at TTC to be eligible for graduation honors.

*\*The cumulative GPA is based on all work attempted at TTC. GPAs are not rounded.*

## Program exit examinations

Associate degree programs may require applicants for graduation to complete a nonpunitive exit examination. If you are required to take an examination, the College will notify you by mail.

## Allied Health Sciences and Nursing progression requirements

If you are in any Allied Health Sciences curriculum, you are required to achieve at least a 2.00 GPA each term for the duration of your program. Applications for graduation must be submitted to the Registrar's office during the semester prior to completion or by the designated application deadline. Furthermore, if you are an Allied Health Sciences or Nursing student you must achieve at least a grade of C in each theory, laboratory and clinical component of the program, and must achieve a minimum grade of C in all prerequisite and corequisite courses. Allied Health Sciences and Nursing programs may have additional and more stringent requirements for student retention, promotion and graduation.

## College policies

Any exceptions to the academic guidelines contained in this Handbook will be at the discretion of the vice president for Academic Affairs.

# International students

TTC students are from 58 countries and enjoy participation in an active international student organization at the College. The admissions coordinator for international students is located at the Main Campus and is the College's designated school officer (DSO) with the Department of U.S. Citizenship and Immigration Services.

## F-1 students

F-1 students are registered in SEVIS, the U.S. Citizenship and Immigration Services international student software tracking system, immediately upon arrival at TTC. The college listed on the I-20 form and on the F-1 visa is the only college the student is authorized to attend. F-1 students are required to pursue a "full course of study" (at least 12 semester hours) during spring and fall semesters; however, students starting TTC in Summer Term must be full time. F-1 students are required to make normal progress and maintain academic good standing toward completing their course of study and must complete studies before the I-20 program completion date. F-1 students are required to keep a valid I-20 by following proper procedures for changes in educational level or program of study, requesting extensions or transfers, or exceptions to full-time status. F-1 students may remain in the United States longer than the 60-day grace period after completing a full course of study ONLY if granted approval prior to completion for practical training, transfer or changing educational levels. F-1 students are NOT allowed to work off campus without specific authorization. F-1 deposits may not be used for tuition or fees and are not refunded until completion of the second term.

## International student requirements

All international students must abide by rules requiring disclosure of information and prohibition on criminal activity, and also by any special requirement such as Special Registration. All visa and permanent resident students must provide a current street address and must report any change in address to U.S. Citizenship and Immigration Services (USCIS) and to TTC's DSO in Admissions. F-1 address changes are updated in the SEVIS software. For additional information, see [uscis.gov](http://uscis.gov).

# Testing Services

Testing Services is located in the Student Center, Bldg. 410, Room 202, on Main Campus, Room 226 on Palmer Campus, and Room 178 on Berkeley Campus. Testing Services offers placement testing in a computerized format. You may take this test throughout the semester prior to your admission to the College. If you miss a test in one of your courses and are allowed to make it up, you may be directed by your instructor to report to Testing Services to take your makeup exam. Testing Services also administers most distance learning tests and several certification tests. For testing information, call 843.574.6410 on Main Campus, 843.722.5516 on Palmer Campus, and 843.899.8079 on Berkeley Campus.

Use of Testing Services by the student constitutes an implicit agreement, on the student's part, to abide by the Testing Services rules as posted in each testing area. All tests are carefully monitored for academic misconduct, and appropriate actions will be taken in such situations as outlined in the Student Code found in this Student Handbook.

## Distance learning testing

Distance Learning courses involve a variety of nontraditional course delivery methods (e.g., Course-in-a-Bag, online, mixed-mode, etc.) designed to make college classes available to individuals who, for a variety of reasons, may not be able to attend traditionally scheduled classes. The course content and the expected learning outcomes do not change from the courses offered through traditional delivery. The only difference is the method of instruction and testing.

If you are enrolled in a Distance Learning course (Course-in-a-Bag, and some online and mixed-mode courses) and your instructor tells you to go to Testing Services for course testing, please follow these procedures:

- Bring a valid picture ID at time of testing (e.g., college ID, driver's license, passport, military ID).

- Print, sign and date a Distance Learning Test Pass, and sign the log-in roster.
- Place your belongings in a red testing bag provided by Testing Services; however, you can keep the bag on the floor next to you while testing.
- You are responsible for your own test time limits. You are responsible for allowing adequate time for test completion during Testing Services' hours of operation. You are also responsible for ensuring that the testing deadline has not passed. (Note: Testing Services will not allow you to test if the instructor's test deadline has passed as indicated on the instructor's Test Information Cover Sheet.)

If you believe you require a disability-related testing accommodation, please contact Services for Students with Disabilities at 843.574.6313 prior to taking a test.

## Make-up and retests

With instructor approval, Testing Services administers makeup tests if you miss a test due to an emergency and retests if you fail a test. If your instructor allows makeup tests or retests in Testing Services, you should follow testing procedures. You are required to test on the campus on which you take your course. If you need to test on a different campus, contact your instructor at least three days prior to testing for authorization to have your test sent to desired campus (e.g., Palmer or Berkeley to Main for Saturday testing).

Each semester, the last day for taking makeup tests or retests is the weekday before the start of final exams.

If you believe you require a disability-related testing accommodation, please contact Services for Students with Disabilities at 843.574.6313 prior to taking a test.

## Other tests

Other tests administered by TTC include CLEP, DANTES DSST, PROMETRIC and MAGISTRATE.

### **CLEP and DANTES DSST Open-Test Center**

As a College-Level Examination Program (CLEP) and Defense Activity for Nontraditional Education Support (DANTES) DSST Open-Test Center, TTC administers CLEP (and CLEP for Military), at Main and Palmer campuses, and DANTES DSST tests, at Main Campus, throughout the year.

#### **CLEP**

TTC may grant credit for selected College-Level Examination Program (CLEP) examinations with satisfactory scores obtained from either paper-and-pencil or computer-based test administrations (effective July 1, 2001).

College Board charges \$55 for each examination taken. Fees are payable by check, money order or credit card (VISA, Mastercard, American Express), to College-Level Examination Program on the day of testing. (Note: DANTES pays the \$55 per test CLEP Examination Fee for examinees with appropriate military ID.) For all examinees, a \$15 per test service fee, paid separately from the CLEP examination fee(s), is payable to Trident Technical College on the day of testing. CLEP examinations allow examinees to demonstrate knowledge relating to specific college courses that have similar titles. CLEP examinations are multiple-choice format and 90 minutes in duration. Some exams have optional essay sections depending on your institution's requirements. Examinations fall into one of the following categories: humanities, history and social sciences, foreign languages, composition, science and mathematics, and business.

#### **DANTES DSST**

TTC may grant credit for selected DANTES DSST examinations with satisfactory scores. DANTES DSST exams are multiple-choice format and approximately 90 minutes long. Some exams have an optional essay section. Candidates should contact the institution that will be accepting the credits to determine if the essay section is required. Examinations fall into one of the following categories: humanities, social and physical sciences, applied technology and mathematics, and business.

To register for DANTES DSST examinations, candidates must complete the DANTES DSST registration form. On a single registration form, candidates

can specify the examination(s) they intend to take during a particular testing month. No more than two examinations may be taken on a given test date.

DSST charges \$60 for each examination. Examination fees are payable by certified check, money order or credit card (VISA, Mastercard, American Express), to DSST on the day of testing. (Note: No personal checks are accepted.) A \$16 per test service fee, paid separately from the DSST Examination Fee(s), is payable to Trident Technical College when the registration form is submitted. Test material must be ordered; therefore, registration forms must be submitted at least one month prior to the test date.

#### **TTC Advanced Standing Limitations for Examination Credit**

Advanced Standing through examination credit is subject to the following limitations:

The College grants up to 16 semester credit hours (but no more than one-fourth of total hours required to complete curriculum) of Excelsior College, CLEP, DANTES DSST or PONSI credit. Students must verify that official test score reports are on file in the Registrar's office prior to the start of the semester during which the requested credit may be granted. Students may retest six months after the original test date (CLEP and DANTES DSST). TTC will not grant credit for a course previously attempted (including withdrawals). Awarded Advanced Standing credits will not affect a student's grade point average. TTC does not guarantee that Advanced Standing credit awarded for required TTC courses will transfer to other institutions.

#### **Computerized certification tests (Prometric)**

Testing Services on Main Campus administers computerized professional licensure and certification tests as an Authorized Prometric Test Center (APTC). For all certification testing you must present one valid picture ID and two valid signature IDs (e.g., driver's license, passport, Military ID, Credit Card, etc.), read the testing regulations, and sign and date the log-in erasable sheet. You are provided with note boards for use as scratch paper along with marking pens. Earplugs are available upon request. You must return note boards and pens after testing to receive your embossed score report. Note that candidates taking Beta tests do not receive their score

reports until several weeks after testing.

You can register and pay for tests by phone or online. For the most common exams, call 1-800-755-EXAM for Microsoft exams; [www.prometric.com](http://www.prometric.com); 1-800-204-EXAM for Cisco exams; and 1-800-77-MICRO for A+ exams. To register online, visit [www.2test.com](http://www.2test.com).

### **Magistrate Applicant Exam**

Testing Services, Main Campus, administers the Magistrate Applicant Exam as mandated by the SC Court Administration. The online exam is comprised of two components—the Watson-Glaser Critical Thinking Appraisal Test and the Wonderlic Personnel Test. The exam tests basic skills of those seeking an initial appointment as magistrate on or after July 1, 2001. No person is eligible to be appointed as magistrate unless he/she receives a passing minimum combined raw score of 68. If an examinee does not achieve a passing score on the eligibility exam, that examinee may retake the exam whenever available and as many times as necessary to achieve a passing score. The results are valid six months before and six months after the time of the appointment.

A \$60 examination fee is payable by check or credit card (VISA, Mastercard, American Express) to Trident Technical College on the day of testing.

### **Accommodations testing for students with disabilities**

Working with Services for Students with Disabilities, Testing Services provides the following accommodations for students with appropriately documented disabilities who require alternative testing outside the classroom:

- Minimally distraction-free environment
- Extended testing time
- Scribes for those with limited writing ability
- Accommodations for school-administered standardized tests (e.g., CLEP and DANTESS)
- Computerized testing in lieu of paper-and-pencil testing

If you need to use Testing Services for course testing, make an appointment with a counselor in Services for Students with Disabilities (SSD) at the beginning of each semester upon receiving your course syllabi. You must supply appropriate documentation to SSD before an approved testing accommodation can be made.

Your SSD counselor will review your semester schedule and determine any assistance needed for testing. At least one week prior to taking your test, check with Testing Services to ensure all accommodations are confirmed. You are responsible (not your instructor or your SSD counselor) for reserving ADA testing rooms if needed.

If you believe you require a disability-related testing accommodation, please contact Services for Students with Disabilities at 843.574.6313 prior to taking a test.

## Student Development opportunities

How do you make a career choice? Consider the following questions as you examine your choices: What do I want to do? What do I enjoy and find interesting? Where do I want to work? What are the working conditions I desire? Where do I want to live? What city, state or country do I prefer? Am I willing to travel? Do I want to work for a profit-making or nonprofit organization? When do I want to work? Am I willing to do shift work?

How available are jobs in my interest area? Will there be a lot of competition? Can I advance? Is there a limit on how much I can earn?

Don't expect to make a choice without using energy. Along the way, you may become confused by your alternatives. Don't despair—get help from Counseling and Career Development Services.

### Counseling and Career Development Services

Juggling the roles of student, spouse, parent and worker can become overwhelming! Help is available.

Counseling and Career Development Services is here to assist you in these and other matters that affect your success.

Professional counselors are available at all TTC locations. Counselors can help you build classroom success skills, learn to make decisions and identify your personal goals. Personal growth groups and special workshops are offered to provide you with opportunities to develop skills for success.

Counseling and Career Development Services are available on each campus. The offices are equipped with audiovisuals, computer terminals and printed materials to help you explore career opportunities. You also have the opportunity to take a career interest inventory and use the SCIOs and other computer resources to identify potential career paths. In addition, career development workshops and a variety of college success group activities are offered each semester. A number of services are also available through TTC's website at [www.tridenttech.edu](http://www.tridenttech.edu).

### Contact information

Main Campus: Student Center (Bldg. 410), Room 210, 843.574.6131

Palmer Campus: Student Success Center, Room 226, 843.722.5516

Berkeley Campus: Student Success Center, Room 178, 843.899.8079

### Services for Students with Disabilities

If you have a documented disability, Services for Students with Disabilities can assist you while attending TTC or during the pre-admission process. You may coordinate direct services as well as referrals to the Commission for the Blind, Vocational Rehabilitation and other community resources through this office. If you receive assistance from the Commission for the Blind or Vocational Rehabilitation, TTC strongly encourages you to use Services for Students with Disabilities.

The staff provides a wide range of academic services to help you reach your academic goals. Included are liaison work with instructors to ensure an accessible, integrated environment, referral for diagnostic evaluation, temporary parking permits, information for obtaining taped textbooks, registration assistance, note-takers and other reasonable accommodations as supported through documentation.

These services are located in Counseling and Career Development Services, Main Campus, Student Center (Bldg. 410), Room 210. For an appointment or additional information, call 843.574.6131 or 843.574.6351 TTY (hearing impaired telephone). Appointments are available at other campuses as needed.

### Academic counseling resources

If you are concerned about your academic performance, you will find many helpful resources available in Counseling and Career Development Services. Workshops and individual services are offered each semester to enrolled students on study skills, test taking and test anxiety, time management, math anxiety, and stress management.

## **Career and Employment Services**

Career and Employment Services provides access to off-campus employment, cooperative education opportunities, and institutional and federal work-study positions. Free services are available to all currently enrolled students regardless of their financial aid status, to TTC alumni and to employers.

Career and Employment Services posts all advertised part-time and full-time positions, including work-study availability, on TTC's website under Career and Employment Services.

Additional services include resume assistance, interview preparation, employment counseling, on-campus interviews, job search training, career transition planning and various career fairs throughout the year.

## **Contact information**

Main Campus: Student Center (Bldg. 430)

Palmer Campus: Student Success Center, Room 226

Berkeley Campus: Student Success Center, Room 178

843.574.6119

# Educational Opportunity programs

## Educational Opportunity Center

The Educational Opportunity Center provides pre-admission information, counseling and technical assistance for eligible adult residents of Berkeley, Charleston and Dorchester counties who wish to pursue a college education. An EOC counselor can help you make career decisions and complete financial aid and admission applications.

EOC also provides information and counseling assistance to individuals planning to complete a high school diploma or obtain a GED in order to attend college.

If you are enrolled at TTC, you may be eligible to receive career and academic counseling as well as assistance with the financial aid process from an EOC counselor.

EOC is a TRIO program funded through a grant from the U.S. Department of Education.

## Contact information

Main Campus: 843.574.6291

Palmer Campus: (main office) 843.722.5509

Berkeley Campus: 843.722.5509

## Project ASSIST: Assisting Successful Students in Selected Technologies

Project ASSIST helps retain eligible enrolled students in technology programs and provides services to assist them in completing a program of study. Project ASSIST is a free service to enrolled students who are economically disadvantaged who maintain a 2.2 GPA and who are in one or both of the following categories:

- Single parents/displaced homemakers/single pregnant women
- Targeted programs in Industrial, Engineering Technology and Business Technology

The project encourages the enrollment of students in nontraditional fields of study and provides services that reduce barriers to students enrolled in the targeted programs of study.

Project ASSIST provides comprehensive services that include career, personal and academic counseling.

Applicants must participate in screening and orientation sessions. Students who are accepted must see a counselor once a month, attend selected workshops and successfully continue toward their academic goal. Project ASSIST is funded through the Carl D. Perkins Vocational Technology Education Act of 1998.

## Contact information

Main Campus: Industrial and Engineering Technology Building  
(Bldg. 700), Room 127, 843.574.6525

## Student Support Services

The Student Support Services (SSS) program focuses on improving retention and graduation rates at TTC. In addition, the program assists students who plan to transfer to four-year colleges or universities by providing transfer advice and transfer tours to various colleges and universities. SSS also provides activities for cultural enrichment. As a student in the program, you may receive tutoring in academic courses, assistance in obtaining financial aid, academic report at midterm from your instructors each semester and personal and career counseling.

You are eligible for the SSS program if you are enrolled at TTC, have an academic need and meet any of the following criteria: are a first generation college-student (neither of your parents/guidance received a four-year degree); meet federal guideline of certain income; have any diagnosed and documented disabilities. As an SSS participant, you need to see your counselor on a scheduled basis, attend SSS workshops as well as cultural activities. You also need to make progress toward achieving your academic goals. Student Support Services is a TRIO program funded through a grant from the U.S. Department of Education.

## Contact information

Main Campus: Student Activity Center (Bldg 430) – Modular Unit  
843.574.6102

Palmer Campus: Student Success Center, Room 226  
843.722.5516

Berkeley Campus: Student Success Center, Room 178  
843.899.8079

# Student activities

Involvement in Student Activities programs complements the academic program and enhances your college experience. Preparing for the future is important. There's more to life than the classroom or the job...there's learning to work with people as a group or individually, developing social and professional skills, examining national and current issues, experiencing new and different cultural events, and getting involved in leisure and recreational events.

Opportunities for personal and professional growth include student organizations, Student Cabinet, student publications and Student Activities programs. For a more detailed look, read on.

## Student organizations

Here's a chance to learn to manage people and money, and to get things done for other students. Student organizations currently listed in the Student Activities office include:

**Alpha Mu Gamma** - To recognize achievement in the field of foreign languages; to stimulate a desire for linguistic attainment; to encourage an interest in the study of foreign languages, literatures, cultures and civilizations; and to foster sympathetic understanding of other peoples and international friendship

**American Society of Civil Engineers (ASCE)** - To engender a keen interest in and a sound understanding of civil engineering and to promote its enjoyment

**Asian Studies** - To promote the knowledge and understanding of Asian cultures and to provide service to the College and community

**Association of Information Technology Professionals** - To develop a better understanding of the nature and function of data processing

**Campus Crusade for Christ** - To provide regular opportunities to study and discuss the Bible, worship and pray in a group setting, for fellowship, encouragement and spiritual development among members

**Criminal Justice Student Association** - To educate its members with the basic concepts, philosophies and objectives of criminal justice

**Future Phlebotomists' Association** - To encourage an interest in, develop an understanding of, and promote enjoyment of phlebotomy

**Futuristic Impact Organization** - To engender a keen interest in helping individuals visualize success, to develop a sound understanding of cultural similarities and differences and to promote the awareness of student support services

**Hospitality and Culinary Student Association** - To acquaint members with basic concepts and philosophies of sales and marketing in the hospitality industry, especially as it relates to the operational subjects being studied

**Human Services Student Organization** - To promote interest, understanding and enjoyment of human services, and to assist the serious and dedicated student in developing leadership qualities and academic skills

**International Association of Administrative Professionals** - To enhance the image of administrative support positions in office environments by promoting the professional development of students preparing for careers in administrative support positions or as business teachers

**International Club** - To promote good will and understanding, to develop character, to cultivate friendship, and to assist international students in their academic skills and daily life adjustment

**La Sociedad Hispanoamericana** - To provide students with an understanding and awareness of the culture of the Hispanic countries

**Lowcountry Aviation Maintenance Association** - To promote safety, knowledge and dignity in the aviation profession

**Novo Caesaries** - To promote fellowship and professionalism among all students and alumni of TTC's Cosmetology program, and to use its cosmetic talent for public service

**Novo Derma** - To provide services to the College and community to develop an interest in skin knowledge and enjoyment in skin care

**Phi Theta Kappa** - A national honor society for two-year colleges that promotes scholarship, develops character and cultivates fellowship among students

**Physical Therapist Assistants Student Association** - To develop exposure in the professional environment of physical therapy

**Psychology Club** - To prepare and develop a reliable network of resources as well as academic support for students preparing to pursue a career in psychology

**Radiologic Technology Association** - To promote scholastic excellence, develop character and make others aware of the radiologic profession as a service to the students of TTC

**Respiratory Care Association** - To involve students in increasing their knowledge of the respiratory therapy field

**Roots and Shoots** - To foster respect and compassion for all living things, to promote understanding of all cultures and beliefs, and to inspire each individual to take action to make the world a better place for the environment, animals and the human community

**Single Parent/Homemakers Club** - To support each member and to help one another emotionally and socially

**Society for Dental Assisting** - To provide information and further education in the dental assisting fields

**Society for Medical Assistants** - To provide to the student body the services offered by the Allied Health Medical Assisting program

**Society for Medical Laboratory Technology** - To provide services, information and further education in the medical laboratory technology field

**Society of Student Leaders** - To create a support group that will help college students achieve their goals and better their lives

**South Carolina Black Student Association** - To unite interested students to promote the achievement of overall excellence for black students

**Student Accounting Association** - To engender a keen interest in accounting, to develop a sound understanding of accounting and to promote enjoyment of accounting

**Student American Dental Hygienists' Association** - To cultivate, promote and sustain the art and science of dental hygiene; to represent and safeguard the common interest of the members of the dental hygiene profession; and to contribute toward the improvement of the health of the public

**Student Nurses Association** - To assume responsibility for contributing to nursing education in order to provide for the highest quality health care

**Student Occupational Therapy Association** - To promote occupational therapy as a health profession, sponsor activities, facilitate communication between students and administration, and provide community services

**Support of Children, Youth and Families** - To serve and act on behalf of the needs, rights and well-being of all young children; to encourage the study, interpretation and improvement of their education and general well-being; to cooperate with other groups having compatible purposes; and to support and promote local SCAEYC chapters

**Terra Bella** - To increase awareness in horticulture and related fields through the interaction of ideas and methods scholastically and socially

**Trident Association of Legal Assistants (TALA)** - To promote fellowship and to provide a networking facility between all students and alumni of the TTC Legal Assistant/Paralegal program

**The Trident Times** - To provide students with the opportunity to apply professional journalistic standards and practices through the exchange of news and viewpoints

**TTC Gospel Choir** - To provide musical service to the College and community, to foster spiritual growth and diversity among TTC's students, and to develop an understanding for music

**Unified Club Council** - To establish a unified council of club presidents that shall furnish concourse for discussion and provide an enhanced, stronger and better organized club system

**Vet Tech Club** - To provide awareness to the community on animal care and well-being and to provide services to the Berkeley County SPCA to ensure a better chance for adoption of their animals

**Visual Arts Association** - To provide and promote a better understanding of the functions of advertising and its values, to stimulate and encourage advertising professionalism through advertising education, and to develop the abilities of its members

## Forming new student organizations

If your interests are in an area not represented by current organizations, then consider starting a new student organization.

## General guidelines for student organizations

There will not be two student organizations of the same type and purpose unless administrative approval is granted.

## Student activities

TTC student organizations shall be open to all currently enrolled students, faculty or staff without discrimination on the basis of race, color, gender, age, national or ethnic origin, religion, disability or sexual orientation.

TTC student organizations shall adhere to the regulations and procedures as outlined in the guidelines for student organizations entitled The Common Denominator as the basis for establishment, operation and continued existence.

**Step 1** - Establish the name of your student organization and determine an educational purpose for the organization.

**Step 2** - Identify one or more full-time TTC faculty or staff members to serve as the advisor(s).

**Step 3** - Recruit a minimum of 10 students to join the organization and submit a list of their signatures and printed names to Student Activities.

**Step 4** - Write a constitution that states the name, purpose, membership requirements, officers' duties, election process, financial matters, meeting requirements and amendment methods. A sample constitution is available in Student Activities office.

**Step 5** - Submit the constitution to Student Activities for approval by the director of Student Activities, assistant vice president for Student Development and vice president for Student Services.

Failure to follow these guidelines could result in disciplinary action.

## Activity period

All classes are suspended one hour each month on a rotating basis to provide time for student organizations to conduct meetings. The activity period schedule is available from the Student Activities office or may be found posted on campus bulletin boards.

## Student Cabinet

All TTC student organizations comprise the College's Student Cabinet, which meets every semester with the president of the College. Student Cabinet members are the president and vice president of each student organization. Student Cabinet provides an avenue for students to express

viewpoints to College officials, to receive information regarding College policies and procedures, and to participate in the institution's decision-making process by serving on appropriate institutional committees.

### Student newspaper: *The Trident Times*

TTC's student newspaper, *The Trident Times*, is published by the students and for the students. The newspaper editor is interviewed and selected by the Student Publication Board. The newspaper staff is made up of students interested in applying their journalistic skills through the exchange of news and viewpoints.

### TTC awards program

TTC's awards program is held at the end of Spring Semester to recognize both the academic and leadership accomplishments of outstanding students and student organizations.

### College events

Several resources are available on campus to keep you informed of College happenings. Please be aware of the following sources of advertising and information.

A Monthly Calendar of Events is published by the Student Activities office and contains a brief summary of activities and academic information for the upcoming month. The calendars are available through the Student Activities office, are posted on bulletin boards in student lounges on all campuses and may be accessed on CampusCruiser.

The bulletin boards located in the building hallways on each campus highlight information about College activities, as well as classified ads. Items placed on bulletin boards require approval through the Student Activities office or the campus directors of Berkeley and Palmer campuses.

There's a campus program for everybody. Student Activities strives to provide programs that include social, educational, cocurricular and family components. Suggestions for campus events are always welcome. Just stop by Student Activities to make any suggestions or call 843.574.6012.

### Student ID

The TTC student identification card allows you to use the library facilities, not just at TTC, but at other area colleges as well, including Charleston Southern University, The Citadel, the College of Charleston and the Medical University of South Carolina. Student identification cards are available for currently enrolled credit students through the Student Activities office at Main Campus, the Admissions office at Palmer Campus and the LRC at Berkeley Campus.

ID cards are issued during the registration process or can be obtained during the routine operating hours of the Student Activities office, Monday through Thursday. There is a \$5 fee to replace an ID card.

ID cards should be revalidated each semester. Proof of registration and a picture ID are required to receive a validation sticker.

Continuing Education students receive ID cards from the Division of Continuing Education and Economic Development. Call 843.574.6152 for more information.

### Campus and student lounge guidelines

- Courteous behavior is requested in all activities.
- Smoking is prohibited; smoking areas are located outside the building.
- Please refrain from actions that would damage the furniture, including moving or walking on furniture.
- Place trash in containers.
- Gambling and solicitation are against the law.
- Only radios with headsets are permitted.
- Inappropriate public display of affection is prohibited.
- Programs or events conducted in the student lounge must be scheduled in advance with the Student Activities office.
- Failure to follow these guidelines could result in disciplinary action.

### Contact information

Main Campus: 843.574.6012

## Additional College resources and services

### TTC Bookstore

You may purchase textbooks, supplies, class rings, art supplies and a number of other special interest items. The College Bookstore is located in the Student Center on Main Campus. Main Campus Bookstore hours are from 8 a.m. to 6 p.m., Mondays through Thursdays, and from 8 a.m. to 1 p.m., Fridays.

Books and supplies are sold at Palmer Campus Bookstore and Business office. Bookstore and Business office hours are from 8 a.m. to 6 p.m., Monday-Thursday, and 8 a.m. to noon, Friday.

Books and supplies are sold at Berkeley Campus Bookstore. Hours are posted each semester. All Bookstores offer extended hours at the beginning of each semester.

At the end of each semester, the Bookstore conducts a book buy back at Main, Berkeley and Palmer campuses. Generally, books are bought back the last few days of the semester. Check the TTC Bookstore Web site and campus bulletin boards, and read the College's publications for exact dates.

The Bookstore has a published policy regarding the sale and return of textbooks. You may pick up a copy of this policy at the Bookstore.

### Libraries/Learning Resource Centers

Libraries, located on Main Campus (Bldg. 510), Palmer and Berkeley campuses, provide a full range of print and electronic resources for instructional purposes.

Students may check out books from the library for two weeks and may renew them twice for the same length of time if the books are not on hold. Students are required to show their valid TTC ID card each time they check out library materials.

Students may access the TTC, The Citadel, College of Charleston, Charleston Southern University, Medical University of South Carolina and

the Charleston County Library catalogs both on campus or remotely using the library Web site. DISCUS-funded databases and other online bibliographic and periodical databases such as DISCUS and in content areas including literature, science, history, law, and many others are available on all campuses and remotely through the library Web site. You must have a valid ID card to be scanned once in the library before you can access the subscription databases from off campus.

TTC's valid student ID card entitles you to check out materials at The Citadel, College of Charleston, Charleston Southern University, Medical University of South Carolina and the Charleston County Library. ID cards for students, faculty and staff are available through Student Services.

Smoking, eating, drinking and using cell phones are prohibited in any library location. Students using TTC's campus libraries are expected to conduct themselves appropriately.

### Telephones on campus

**Pay telephones** - Pay telephones are available on all three campuses.

**Outside emergency phones** - TTC has automatic dial emergency phones located in the parking lots of Main, Berkeley and Palmer campuses. These phones provide direct connection to the College's Public Safety office.

**Inside campus wall phones** - Campus phones located inside the halls and lobby areas of buildings also can be used to call Public Safety. These telephones may also be used to contact faculty and staff on all three campuses.

**TTY phone services** - TTY phone services for the hearing impaired are located in two offices on campus.

1. 843.574.6351 – Services for Students with Disabilities located in Counseling and Career Development Services, Main Campus, Bldg. 410, Room 210, for general business calls to the College.
2. 843.574.6053 – Public Safety office for emergency phone calls to the College.

## Food facilities

Cafeterias offering pizza and grilled food items are located on Main Campus in the Student Center (Bldg. 410) and Berkeley Campus in the student lounge. Vending and drink machines are located throughout Main Campus and in the student lounge at Palmer Campus.

Lunch also is served at Main Campus restaurant laboratory in Bldg. 920. Hours of operation vary according to the courses being offered each semester.

# Public Safety services

## Public Safety officers

TTC employs state constables who are trained and certified police officers for the state of South Carolina. The Public Safety officers enforce all federal, state and local laws as well as the policies and procedures of the College.

## Public Safety services

The Jeanne Clery Disclosure of Campus Security Policy and Campus Statistics Act requires TTC to collect and report crime statistics for crimes committed on campus. These statistics are also required to be reported annually to the U.S. Department of Education, Office of Postsecondary Education (OPE) to assist students and their parents in researching criminal offenses on college campuses. Statistics for more than 6,000 colleges and universities in the United States can be accessed on OPE's Web site ([ope.ed.gov/security](http://ope.ed.gov/security)). The College policies and procedures relating to campus security and the annual crime statistics are published in TTC's Be Safe brochure and Public Safety's Web site. Other Web sites containing crime information include:

- State of South Carolina Law Enforcement Division S.C. Sex Offenders Registry Web site: [www.sled.state.sc.us](http://www.sled.state.sc.us)
- Security on Campus Web site: [www.soonline.org](http://www.soonline.org)

While the College makes considerable efforts to ensure the safety and security of everyone on campus, it is your responsibility to take precautions to protect yourself.

Whenever a threat to students is determined, timely notice will be made by College officials to help you become aware and protect yourself.

Law enforcement activities on campus are supplemented by mutual aid agreements with local police agencies.

Think and practice crime prevention. Report any crimes or suspicious situations to Public Safety immediately, 843.574.6053 (6053 from a campus phone).

## Escorts to your car

If you would like an escort from class to your car, call the Public Safety office at 843.574.6052 or contact an officer on campus. (Other priorities may prevent an officer from escorting you at a specified time, so please be patient.)

## Motorist assistance

For assistance with dead batteries, keys locked inside vehicles and flat tires, call the Public Safety office. You are required to sign a release before officers can provide assistance. For other mechanical problems, the Public Safety office will help you locate an appropriate service agency.

## Emergency messages

If you need to be contacted because of a medical emergency or death in the family while you are on campus, your family can call the Public Safety office at 843.574.6052, and Public Safety will attempt to locate you in your class to relay the message. Please understand this service is only for major emergencies. The College is unable to relay messages for other problems.

## Emergency telephones

The College has automatic dial emergency phones located in the parking lots of Main, Berkeley and Palmer campuses. These phones provide a direct connection to the College's Public Safety office. See campus maps for locations of emergency phones.

## Fire drills

Unannounced fire drills are conducted on a periodic basis. Faculty members are responsible for monitoring and coordinating the safe evacuation of students during drills or actual emergencies. You should take your purse, bookbag and any other personal belongings without delay

when evacuating in case return to the building is not possible. You are to assemble at least 150 feet from buildings and are not to reenter buildings unless instructed by Public Safety or other College officials.

## **Bicycles**

Bicycle racks are provided on Main Campus at: Student Center (Bldg. 410, north side), Industrial and Engineering Technology Building (Bldg. 700, front), Health Sciences Building (Bldg. 630, front), Breezeway between the General Education and Math and Science buildings (Bldgs. 100/300), General Education Building (Bldg. 100, outside Public Safety) and Math and Science Building, (Bldg. 300, rear, near the Learning Resources Center, Bldg. 510).

Bikes may not be taken into buildings or parked where they may become a safety hazard. Please use the bicycle racks and lock your bike.

## **Theft of personal property**

Any article left unattended in a public place is subject to theft. Any article of value should be kept with you or secured in your vehicle out of plain view. Book theft is a common problem on all college campuses. Mark your books with some form of identification. Keep books with you, and do not leave them unattended in public places. If you do have a book stolen, report it to Public Safety immediately.

## **First Aid**

Public Safety provides First Aid for you while on campus. All injuries should be reported to Public Safety immediately. If further medical assistance is needed, Public Safety will notify EMS.

## **Special medical attention**

If you want to notify the College about any special medical conditions or important information in a medical emergency, you can fill out a Special Medical Attention form available at Public Safety. This information is kept confidential to Public Safety, EMS and medical personnel.

## **Safety hazards**

All safety hazards should be reported immediately to Public Safety. Skateboards, roller skates and inline skates are prohibited in buildings and parking lots.

## **Disruption of academic process**

Any disturbance that may hinder the educational programs provided by TTC is in violation of South Carolina law (Statute 16-17-420).

## **Emergencies**

When calling for emergency response, please make sure you provide Public Safety with as much information as possible—nature of emergency, exact location and description of person involved—so that help can respond quickly.

## **Lost and found**

If you find any items that have been misplaced or forgotten, bring them to the Public Safety office. If you have lost any books or personal belongings, check with Public Safety to see if they have been found. Items will be held for 90 days.

## **Severe weather announcements**

In the event of inclement weather, cancellation of classes will be announced by most local radio and television stations. In addition, you may call TTC's Emergency Closing Information line to hear recorded information regarding TTC closing. To reach the Information line, dial 843.574.6262 then enter extension 9091.

## **Personal attitudes and behavior**

You are expected to behave in ways that do not infringe upon the rights of others. This includes showing responsibility and respect regarding the following issues: eating, electronic devices and dress. You are expected to adhere to the TTC Creed and guidelines for campus behavior.

## Alcohol and drugs

The sale, possession and consumption of alcoholic beverages and/or controlled substances is specifically prohibited. For details read the Student Code. Violators are subject to arrest and College disciplinary action.

## Alcoholic Beverages

Alcoholic beverages may only be served or consumed on campus in accordance with TTC Procedure 7-4-2 (Physical Facilities: Campus Events with Alcoholic Beverages). Violators are subject to enforcement of all applicable laws and College policies and procedures.

## Classroom policies

To minimize classroom disruptions and protect the integrity of test-taking situations, activated electronic communications, devices such as pagers and telephones, generally are not permitted in TTC classrooms. The only exception to this policy will be for on-call emergency personnel (police, fire, EMS), who are required to notify their classroom instructor of their need for such devices at the beginning of the semester and provide documentation verifying their occupation. However, on-call emergency personnel may not leave a testing situation, communicate by electronic means and return to complete an examination. In these cases, instructors should make arrangements for retesting. Eating and drinking in the classroom are not permitted.

## Smoking

TTC promotes a safe, healthy environment on all its campuses and prohibits smoking inside and at all entrances to all College facilities. Smokers are expected to smoke in designated areas and discard cigarettes in ash urns provided at each building on campus.

### **Restricted Areas**

Smoking is prohibited at the entrances to and inside all College buildings.

## Public Safety services

## **College/State Vehicles**

Smoking is prohibited in state vehicles.

## **Monitoring No Smoking Regulations**

Public Safety will advise individuals who are not in compliance with the College's no smoking procedure of the outdoor smoking areas.

Any disruptions related to the smoking regulations should be reported immediately to Public Safety. If student disruptions warrant further investigation, Public Safety will report these disruptions to the vice president for Student Services for possible disciplinary action.

In addition, South Carolina's Clean Indoor Air Act of 1990 cites violation of the act as a misdemeanor that, upon conviction, results in a fine of not less than \$10 nor more than \$25 (plus court costs). The issuance of a citation is at the discretion of the Public Safety office.

## Firearms prohibited

In an effort to ensure a safe and secure environment for all members of the campus community, firearms are not allowed in any building, premises or property owned, operated or controlled by TTC except where allowed by law for law enforcement or military purposes. Persons holding concealed weapon permits under the Law Abiding Citizens Self-Defense Act of 1996 are prohibited from carrying firearms onto TTC. This applies to any firearm or replica of a firearm in an assembled or unassembled condition. Anyone who violates this policy is in violation of Section 16-23-420 of the S.C. Code of Laws as amended and is subject to arrest and criminal prosecution with a minimum penalty of a \$5,000 fine or five years imprisonment or both.

## Motor vehicle registration and traffic regulations

All students operating vehicles on campus must obtain a parking decal. Parking decals are available in the Business office on Main Campus, and in the Admissions offices on Berkeley and Palmer campuses. Decals are to be placed on the rear window, driver's side of the vehicle. Temporary parking permits, which may be issued at no cost for special seminars, can be obtained from Public Safety.

You are required to obey all South Carolina traffic and seat belt laws while operating a vehicle on campus. Speed limit on all campuses is 15 miles per hour. Parking violations can result in the issuance of a parking citation. S.C. Uniform Traffic citations also may be issued for traffic and related violations. All traffic accidents should be reported to Public Safety immediately.

## Disabled parking decals

To legally park in a TTC disabled parking space, a vehicle must properly display a S.C. disabled parking placard and must be used in the transport of the permit holder. Faculty, staff and students with temporary disabilities, requiring the use of a TTC disabled parking space, should contact Services for Students with Disabilities through Counseling and Career Development Services at Main Campus or the Student Success Centers at Berkeley and Palmer campuses. A temporary TTC decal allowing temporary disabled parking privileges on TTC campuses may be obtained with proper documentation. When specific spaces for disabled parking are all occupied, parking in the nearest available space is authorized to include faculty/staff parking.

## Children

Children cannot be taken to Testing Services while a parent/guardian takes a test. They cannot be taken to Learning Assistance while a parent/guardian has a tutoring session or uses LAS media. Unattended children are not permitted on campus and will be referred to the S.C. Department of Social Services. Children may not be taken into classes.

Children may not be taken into any TTC library while the parent/guardian is studying or using library resources. They are not to be left unattended in any TTC library while parents are in class or involved in other activities.

## Animals

Animals, except for animals trained to assist the disabled and Veterinary Technology program animals, are not allowed on the premises or property of TTC.

## Sexual assault (forcible and nonforcible sex offenses)

Sexual assault, sexual battery and related sexual offenses are not only criminal violations, but also conduct prohibited by the College. Sexual battery/assault is defined as any actual or attempted nonconsensual or forcible sexual act: sexual intercourse, cunnilingus, fellatio, anal intercourse or any intrusion, however slight, of any part of a person's body or of any object into the genital or anal openings of another person's body. The inability to provide consent may be determined by the person's age, mental or physical incapacity, intoxication (drugs and/or alcohol), or other valid reasons.

## Preventing sexual assaults on campus

To increase awareness and educate students, faculty and staff on ways to prevent sexual crimes on campus, the College offers sexual assault prevention programs through the assistance of outside agencies such as People Against Rape. Anyone can become a victim of sexual assault, especially on college campuses where acquaintance rape is prevalent.

## If you are sexually assaulted

1. Go to a safe place.
2. Notify the police. Reporting the crime does not obligate you to file charges or testify in court. However, a report of the incident and any evidence collected may provide successful legal action if you decide to pursue criminal charges at a later date. The information you provide may also prevent someone else from becoming a victim and it may help toward regaining your sense of personal control.
  - On Campus: Call Public Safety immediately at 843.574.6053 from an outside telephone; 6053 from a campus telephone; or by activating an emergency call box.
  - Off Campus: Call local police immediately by dialing 911 or their local number.

- Provide the following information:
    - + Your name
    - + Your exact location and the location of the incident
    - + The phone number from where you are calling
    - + Description of injuries, if any
    - + Immediate details of the incident (where it occurred, how long ago)
    - + Information about the accused (name, if accused is present, physical description, clothing description, direction of flight, description of vehicle, etc.)
3. Preserve all physical evidence that may be present. Do not shower, bathe, douche or urinate. Do not eat, drink, smoke, rinse your mouth or brush your teeth. Do not change clothes if it can be avoided. If changing clothes is necessary, secure your changed clothes inside a paper bag, not plastic. Do not disturb the crime scene(s).
  4. Obtain medical assistance. Even if you choose not to prosecute or report the assault, you are strongly encouraged to go through the rape protocol exam for medical attention and for the purpose of preserving important physical evidence of the assault. The rape protocol exam should be done as soon as possible. Physical evidence can be obtained up to 72 hours after the assault; however, as time passes, the quality of the evidence diminishes.
    - On campus: Call Public Safety immediately at 843.574.6053 from an outside telephone; 6053 from a campus telephone; or by activating an emergency call box.
    - Off campus: Call local emergency medical service immediately by dialing 911 or their local number. You can also report in person to any local area hospital emergency room.
  5. Contact a family member or friend to be with you.
2. Public Safety will ask you questions about the assault (location and time of the assault, a description of the accused, etc.). If you request to speak to a male or female officer, Public Safety will make every reasonable effort to accommodate your request, to include contacting another law enforcement agency having concurrent jurisdiction. Local law enforcement may become involved depending on the circumstances surrounding the incident. A family member, friend or counselor may be with you during the interview.
  3. Public Safety will protect the crime scene, contact local law enforcement as may become necessary and assist in the collection and preservation of evidence.
  4. Public Safety will make contact with and escort you to Care Centers, a 24-hour forensic health care assessment facility located in North Charleston. Care Centers has extensively trained, experienced forensic health care experts who provide immediate crisis stabilization and sexual assault response services at no direct charge to victims. In addition to medical assistance, Care Centers performs evidence collection and photo documentation. They also provide case management and medical-legal consultations.
  5. Public Safety's Interpersonal Violence Liaison Officer (IVLD), or another officer if the IVLO is not available, will contact other assistance agencies (People Against Rape, Solicitor's Office Victims/Witness Program, etc.) on your behalf. The Victims/Witness coordinator from the Solicitor's Office will help you file any documents related to the S.C. Victim's Compensation Fund.
  6. Public Safety will treat you and your case with sensitivity, understanding and professionalism regardless of your gender or the gender of the accused. Public Safety officers will not prejudice you or blame you for what occurred.
  7. Public Safety will NOT release your name to the public or the press.
  8. Public Safety will continue to be available to you, answer your questions and explain the system and processes involved (solicitor, courts, etc.).

## Reporting to Public Safety

1. Public Safety will respond to your location on campus, ensure that you are safe and provide you with emergency medical assistance.

9. Public Safety will professionally investigate your case, which may lead to the arrest and prosecution of the accused. You will be kept up-to-date on the progress of the investigation and/or prosecution.

## How the College can help

1. The College's Counseling and Career Development Services will offer emotional support and refer you to community resources for victims of sexual assault.
2. The College will also change your academic situation if changes are requested and reasonably available.
3. The vice president for Student Services will initiate disciplinary proceedings when a student is accused of a sexual assault on campus. Both the accuser and the accused are entitled to due process and both will be notified of the outcome of any disciplinary proceeding. Specific disciplinary sanctions are also outlined in the College's Catalog.

The South Carolina Sex Offenders Registry is available on the South Carolina Law Enforcement Division (SLED) Web site at [www.sled.state.sc.us](http://www.sled.state.sc.us).

## Emergency Numbers\*

### Public Safety

Off Campus	843.574.6053
On Campus	6053
Nonemergency	6052

	City of North Chas. Police		City of Chas. Police		Charleston Co. Sheriff
Police	911	Berkeley Co. Sheriff 911	911	911	554.4700
Fire	911	911	911	911	554.4700
EMS	911	911	911	911	554.4700
Nonemergency	554.5700	791.4412 or 577.9562	574.7434		554.4700

\* When calling from any campus you must first dial 9 to get an outside line. Calls to 911 from campus phones will automatically notify Public Safety first for quicker response.

NOTE: Long distance calls require the 843 area code to be dialed before dialing numbers other than 911.

**Routine calls: 843.574.6052 (6052 from a campus phone)**  
**Emergency calls: 843.574.6053 (6053 from a campus phone)**

# Sexual harassment policy

TTC strives to maintain an academic and work environment that protects the dignity and promotes the mutual respect of all students and employees of the College.

Sexual harassment of students or employees will not be tolerated. Unwelcome sexual advances, requests for sexual favors, verbal or written communications, and gestures or physical contacts of a sexual nature unsolicited and/or unwelcome will be considered sexual harassment in violation of Title VII of the Civil Rights Act of 1964. The College is fully committed to the prevention and elimination of sexual harassment and has procedures for handling allegations of sexual harassment.

Sexual harassment takes many forms, from continuous joking to physical assault. It may involve threats that you will fail in class or lose your job. It may make your study or work environment uncomfortable through continued sexual comments, suggestions or pressures. It may include sexually oriented verbal kidding or abuse including derogatory or degrading gender references such as whistling, catcalls or sexual remarks or jokes; subtle or overt pressure for sexual activity; and physical contact such as patting, pinching or constant brushing against another's body.

TTC's policy 8-2-0 and procedure 8-2-1, both titled "Sexual Harassment and Related Unprofessional Conduct," are available for review in the campus libraries and in the offices of vice presidents, deans and directors.

The following faculty and staff members have been designated as contacts to help students, faculty and staff with sexual harassment concerns.

## **Vincent Ashby**

Palmer Campus, Room 226H • 722.5519

## **Barbara Behrens**

Main Campus, Building 910/Room 110 • 574.6114

## **Rebecca Boisvert**

Palmer Campus, Room 156 • 722.5526

## **Nancy Chapman**

Main Campus, Building 630/Room 202L • 574.6371

## **Audrey Deas**

Palmer Campus, Room 114 • 722.5513

## **Mary Edwards**

Main Campus, Building 410/Room 210G • 574.6134

## **Tom Hart**

Berkeley Campus, Room 181 • 899.8048

## **John Jamrogowicz**

Main Campus, Building 410/Room 210E • 574.6136

## **Vikki Lane**

Berkeley Campus, Room 178 • 899.8008

## **Christine Martino-Lambert**

Main Campus, Building 900/Room 106 • 574.6200

## **Pamela Middleton**

Main Campus, Building 410/Room 210H • 574.6303

## **Vertelle Middleton**

Main Campus, Building 430 • 574.6127

## **Rosetta Givens Mitchell**

Main Campus, Building 410/Room 210J • 574.6246

## **Judd Morrison**

Palmer Campus, Room 226D • 722.5530

## **Jim Orgel**

Main Campus, Building 410/Room 210D • 574.6362

## **Ruth Ott**

Berkeley Campus, Room 125B • 899.8050

## **Noëlle Parris**

Main Campus, Building 100/Room 147 • 574.6056

## **Steve Price**

Main Campus, Building 910/Room 216 • 574.6683

## **Patricia Vierthaler**

Main Campus, Building 510/Room 157 • 574.6094

## **Mario White**

Palmer Campus, Room 127 • 722.5556

## **DeVetta Williams-Hughes**

Main Campus, Building 900/Room 105 • 574.6199

# Student code

## Student code

### I. GENERAL PROVISIONS

**A.** Trident 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 which 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 also are 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 instances, 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 violated both College regulation and the law, the College may take disciplinary action independent of that taken by legal authorities.

### **B. Internal 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.

### **C. Definitions**

When used in this code, unless the content requires other meaning:

1. "College" means Trident Technical College.
2. "President" means the chief executive officer of the College.

3. "Vice President" refers to either the vice president for Student Services or vice president for Academic Affairs.
4. "Student" means a person taking any course(s) offered by the College, either full time or part time.
5. "Instructor" means any person employed by the College to conduct classes.
6. "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.
7. "Administrative Officer" means anyone designated at the College as being on the administrative staff such as president, vice president, academic dean or public safety officer.
8. "Disciplinary Probation" means a confidential record of the student's action is maintained in the appropriate vice president's office. While no record is kept in permanent files, in the event of future violations of the student code, the student will be subject to suspension or expulsion.
9. "Suspension" means a temporary separation of the College and student under specified conditions.
10. "Expulsion" means permanent separation of the College and student insofar as pursuance of degree, diploma or certificate programs are concerned. Depending upon the circumstances, the expulsion may also apply to Continuing Education courses.
11. "Student Cabinet" refers to the student group comprised of the president and vice president of all officially chartered student organizations of TTC.

### **D. Additional Requirements**

There may be additional and/or more stringent requirements for students in Allied Health Sciences Division programs and Nursing Division programs. If there is a conflict between this handbook and the Allied Health Sciences Division or Nursing Division handbooks, the Allied Health Sciences Division or Nursing Division handbooks will prevail.

## II. 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, gender, disability or sexual orientation. Student organizations of the College shall employ membership policies which do not discriminate on the basis of race, color, age, religion, national origin, gender, disability or sexual orientation.

### 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. In the absence of a College policy to the contrary, the president must approve in advance all special-purpose student gatherings such as assemblies, protests, parades, processions or similar gatherings.

### C. Freedom of Press

In their publications, students are entitled to the constitutional right of freedom of the press, including constitutional limitations on prior restraint and censorship. To ensure this protection, the College shall have an editorial board with membership representing Student Cabinet, faculty and administration. The 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 and to appoint an editor in chief for the student newspaper.

### 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 public safety officers or administrative officers may conduct searches and seizures only as authorized by law.

### E. Student Representation in College Governance

Students may be asked to serve on campus committees that have the following duties:

1. To propose policies that affect 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 are recognized as necessary to the educational process, but students have no right to interfere with the freedom of instructors to teach or the rights of other students to learn.

The instructor sets the standards of behavior acceptable in the classroom by announcing these standards early in the semester. 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 should 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 vice president for Student Services.

### G. Evaluation and Grading

Instructors will follow the announced College 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

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, under legal compulsion or in case of emergency as determined by the director of Public Safety or the appropriate vice president.

## **I. Records**

### **1. General**

The Registrar's 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 records may be maintained by other departments 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. Disciplinary Records**

Records of disciplinary action shall be maintained in the office of the vice president for Student Services. No record of disciplinary action for student action or behavior unrelated to academic achievement shall be entered or made on the student's academic records in the Registrar's office.

### **3. Confidentiality of Records**

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

- a. To instructors and administrators for legitimate educational purposes and for routine administrative and statistical 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 vice president may authorize release of directory information as defined by the College, in accordance with the law.
- e. If the inquirer has a court order, the vice president or someone designated by that official will release information from the student's file.

- f. To parents or guardians of dependent students who submit a request form and provide appropriate documentation to support student's dependent status requests.

### **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.

### **5. Student Organizations**

An essential prerequisite for a student organization to be approved is that it have educational importance and that its objectives be clearly explained in a proposed charter. The formation of organizations strictly as social clubs is discouraged.

## **III. PROHIBITED 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.B.2.b. 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 campuses of the College. This disruption does not necessarily have to involve violence or force for the student to face disciplinary action. In addition to administrative action, any person who violated civil or criminal laws may be turned over to the appropriate authorities. In the event of illegal or disruptive activity on a College campus, the vice president or other administrative officer will request that those involved either leave the campus or abide by regulations governing uses of, or presence on, the campus. The vice president or other official will

further announce that failure to disperse will result in enforcement of South Carolina law 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.

#### **C. Falsification of Information**

Falsification of information and other unlawful acts, with intent to deceive, is defined to include but is not limited to:

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 Student Grievance Committee when properly notified to appear.

#### **D. Infringement of the Rights of Others**

Infringing on the 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 nonmembers of the College community occurring on campus or off campus during any College-approved activity.
4. Sexual harassment.

#### **E. Failure to Comply**

Failure to comply with the directions of College officials in the performance of their duties; failure to promptly identify oneself to College officials when requested; failure to comply with disciplinary sanctions. This includes direct disobedience of a lawful order of a College official, as well as failure to evacuate a building during a fire alarm or refusing to present an ID upon request.

#### **F. Other Unlawful Acts**

Unlawful acts which call for discipline include, but are not limited to:

1. Destruction, theft, damage 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 closing 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 or 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 or presence on campus under the influence of drugs or alcohol.
8. Violation of institutional policies while on campus or off campus when participating in a College-approved activity.
9. Violation of South Carolina and/or federal laws while on campus or off campus when participating in a College-approved activity.
10. Engaging in any activity which disrupts the educational process of the College, or adversely interferes with other normal functions and services.

**G. Also see, “Academic Misconduct” on page 62.**

#### **IV. RULES FOR STUDENT DISCIPLINARY PROCEDURE AND SANCTIONS**

The procedures which follow are designed to deal with complaints against students by faculty, staff or other students, excluding complaints of academic dishonesty. Due process 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 by one or more students 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 students involved to cease and desist such conduct and advise them that failing to cease and desist will result in immediate temporary suspension. If the students fail to cease and desist, the administrative officer may then suspend them from the College until a resolution of the matter can be made.
2. The administrative officer invoking such administrative suspension shall notify the vice president in writing of the individuals involved and the nature of the infraction before 5 p.m. of the first class day following its imposition. If immediate identification of the student or students is impossible, such notice shall be given within two working days after identification has been determined.
3. After notification of the students involved, a hearing will be held in three working days or as soon thereafter as practicable, if requested by the suspended student(s).

#### **B. Complaints**

1. A charge involving a student infraction must be filed in writing with the office of the vice president for Student Services.
2. The vice president shall make a preliminary investigation of the charge. After investigating the charge the vice president may act as follows:
  - a. Drop the charges.
  - b. Impose a sanction from the following:
    1. A written reprimand.
    2. An obligation to make restitution or reimbursement.
    3. A suspension or termination of particular student privileges.
    4. Disciplinary probation.

5. Suspension from the College.
  6. Expulsion from the College.
  7. Refer the student to a College office or community agency to perform or obtain services.
  8. Other sanctions as determined to be appropriate by the vice president.
  9. Any combination of the above.
3. A student (except for the students for whom tuition has been waived) who has been suspended from the College or expelled from the College may request a hearing before the Student Grievance Committee. This request must be submitted within two working days after receipt of the letter. At the hearing, the vice president shall report the nature of the alleged misconduct, the name of the complainant, the name of the student against whom the charge has been filed, the preliminary investigation and the reason for his or her decision.

#### **V. THE STUDENT GRIEVANCE COMMITTEE**

The College shall have a Student Grievance Committee (hereafter referred to as the Committee) to consider the case of a student who declines to accept the decisions of the vice president. A committee shall be appointed each time a hearing is requested.

- A. Membership of the committee shall be composed of the following:
  1. Three faculty members appointed by the president.
  2. Three student volunteers from the Student Cabinet and approved by the president.
  3. One member of the Student Services staff appointed by the vice president for Student Services and approved by the president.
  4. The vice president serves as a nonvoting member of the committee.
  5. The chair shall be appointed by the president from among the membership of the committee.
- B. Functions of the committee are described as follows:
  1. To hear a grievance from a student charged with an infraction that may result in disciplinary action.

2. To hand down a decision based only on evidence introduced at the hearing.
3. To provide the student with a statement of the committee's decision, including findings of fact, and if applicable, to impose one or more of the following sanctions or disciplinary actions:
  - 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, including sanctions more or less severe than those imposed by the vice president.

## **VI. PROCEDURES FOR HEARING BEFORE THE STUDENT GRIEVANCE COMMITTEE**

### **A. Procedure Duties of the Vice President**

At least seven calendar days prior to the date set for a hearing before the committee, the vice president shall have hand delivered or sent a certified letter to the student's last known address providing the student with the following information:

1. A restatement of the charge or charges.
2. The time and place of the hearing.
3. A restatement of the student's procedural rights.
4. A list of potential witnesses.
5. The names of committee members.

On written request of the student, the hearing may be held prior to the expiration of the seven days advance notification period, if the vice president concurs with this request and if it is possible to convene the committee more quickly.

### **B. Procedural Rights of the Student**

include the following:

1. The right to counsel. However, the role of the person acting as counsel is solely to advise the student. Legal counsel will not be allowed to question or cross examine witnesses or to address the committee or witnesses for any purpose, directly or indirectly.
  2. The right to produce witnesses on one's behalf.
  3. The right to request, in writing, that the president disqualify any voting member of the committee for prejudice or bias. (The request must contain reasons.) A request for disqualification, if made, must be submitted at least two 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.
  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 to the president who will review the official findings of the hearing. The appeal to the president must be in writing and it must be made within seven working days of the receipt of the committee's decision.
- ### **C. 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
    - b. Counsels
    - c. A recorder chosen by the committee chair
    - d. Witnesses shall
      - (1.) Give testimony before the committee.
      - (2.) Be subject to questions from the student and committee.
      - (3.) Upon the decision of the committee chair, be asked to leave the hearing.

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 committee shall not convene on a complaint if a student accused of misconduct under this code has been charged with a crime for the same act or closely related acts by federal, state or local authorities. However, the committee may proceed to hear and decide the case prior to the disposition of pending or threatened criminal charges in one of the following instances:
  - a. If the student so requests in writing, within seven working days of the criminal charge being brought, or
  - b. If the nature of the alleged misconduct and the circumstances surrounding it pose a serious risk to the health and well-being of the student or other members of the College community.
  - c. If the vice president determines it is in the best interest of the College.
5. A student who refuses to comply with the procedures and rules established by the committee may be subject to removal from the hearing. The committee will complete the hearing and make a decision in the student's absence.
6. Upon completion of a hearing, the committee shall meet in executive session to determine concurrence or nonconcurrence with the vice president's decision. The committee may make sanctions more or less severe than those imposed by the vice president.
7. Decisions of the committee shall be made by majority vote.
8. Within five working days after the decision of the committee, the vice president shall have hand delivered or shall send a certified letter to the student's last known address providing the student with the committee's decision.

#### **D. Appeal to the President**

The appeal to the president must be in writing and must be made within seven working days of the receipt of the committee's decision.

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 and decisions of the committee.
3. Hear from the student, the vice president and/or the members of the committee before ruling on an appeal.
4. Approve or modify 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.

### **Discrimination Complaints by Students**

#### **I. PURPOSE**

The purpose of this procedure is to provide a system to channel student complaints against faculty and staff concerning discrimination on the basis of age, gender, color, race, disability or other conditions, preferences or behavior, excluding sexual harassment complaints. The College has a specific sexual harassment policy and procedure. Also, the College has a mediation process for students with disabilities. For information, contact a counselor for students with disabilities.

This procedure may not be used for any complaint which is not based on alleged discrimination. For academic matters, see Academic Complaints By Students on page 63.

#### **II. PROCEDURES**

##### **A. First Step**

The student must go to the instructor or staff member with whom the alleged problem originated within 10 days of the incident which generated the complaint. An attempt will be made to resolve the matter equitably and informally at this level. The conference must take place within 10 working days of the faculty or staff's notice of the complaint.

## **B. Second Step**

If the complaint is not resolved at the informal conference, the student may file a written complaint. A complaint form shall be made available to the student from the vice president for Student Services. The vice president will explain the complaint process to the student.

The vice president shall give written acknowledgment of receipt of the complaint form. This acknowledgment shall be given immediately or no later than two working days after receipt of the complaint form from the student. The vice president will then refer the complaint to the immediate supervisor involved. The supervisor shall respond in writing to the student within 10 working days of the receipt of the complaint form from the vice president.

## **C. Third Step**

If the written statement of the supervisor does not resolve the complaint, a request to appear before the Student Complaint Committee may be made. This request must be made in writing and addressed to the vice president, who will immediately convene the Complaint Committee as quickly as practical. The student must submit the request within five working days after receiving the written response of the supervisor.

The request shall include a copy of the original grievance form and the reason why the supervisor's response is unsatisfactory. A copy of the supervisor's response must be attached to the request by the student. The vice president will notify immediately the president of the College who shall ensure that a committee is organized in a manner consistent with Section III. A. of this procedure (the Student Complaint Committee). The vice president will send copies of the student's request to the members of the committee, the employee and the employee's supervisor. The employee against whom the complaint was filed shall be given an opportunity to respond in writing to the chairperson of the committee.

The meeting(s) shall be conducted between five and 15 working days following the date of the request. A postponement may be granted by the chairperson upon written request of either party if the reason stated justifies such action.

The committee shall hold interviews with the grievant, the employee and the supervisor, singularly, and in the absence of other witnesses. The committee may interview any additional witnesses that it considers necessary to render a fair decision.

The committee shall decide by a majority vote the solution to the grievance. In the case of a tie, the chairperson shall vote and thus break the tie. 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 working days of the committee's decision.

## **D. Fourth Step**

The committee's decision may be appealed by either party involved to the president within 10 working days of the committee's decision.

The president shall review the committee's findings and decisions, conduct whatever additional inquiries are deemed necessary and render a decision within 10 working days of receipt of the grievant's appeal. The decision of the president is final.

## **III. THE STUDENT COMPLAINT COMMITTEE**

### **A. The Student Complaint Committee**

shall be composed of the following:

1. Three student volunteers from the Student Cabinet.
2. Two faculty members recommended by the vice president for Academic Affairs.
3. One Student Services staff member recommended by the vice president for Student Services.
4. One administrator, appointed by the president of the College, who shall serve as chairperson of the committee. All recommended members must be approved by the president.

## **B. Purpose and Function of the Complaint Committee**

1. All Student Complaint Committees are ad hoc and shall be formed to hear specific complaints. A new committee may be formed every time a complaint under this procedure is filed.
2. When 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 Complaint**

1. When a committee meeting is scheduled, the parties involved are entitled to:
  - a. A written notice of the complaint.
  - b. A written notice of the time and place of the meeting. This notice shall be forwarded to all parties at least five working days prior to the meeting unless they waive this requirement.
2. Review all available evidence, documents or exhibits that each party may present at the meetings.
3. Have access to the names of the witnesses who may testify.
4. Appear in person and present information on his or her behalf, call witnesses, and ask questions of any person present at the meeting.
5. The right to counsel. The role of the person acting as counsel is solely to advise the student. Legal counsel will not be allowed to question or cross examine witnesses or to address the committee for any purpose, directly or indirectly.

## **Academic misconduct**

### **I. Academic Misconduct**

Academic misconduct includes, but is not limited to, inappropriate use of a College computer, cheating, plagiarism and/or collusion, and falsification of information.

- A. A computer violation of the honor code is defined to include the following:
  1. Representing another's work or answers as one's own.

2. Using another's access (password) for either obtaining privileged information or causing unauthorized changes.
3. Bypassing, by any means, security measures installed on the computer.
4. Using College Internet access for sending, receiving or printing information which is personal or unrelated to current course work at TTC.

*NOTE: Students must comply with all College lab rules and TTC Procedure 3-1-1 "Use of Information Technology Resources," available at [www.tridenttech.edu/ttcpolicies/section3/UseofITResources.htm](http://www.tridenttech.edu/ttcpolicies/section3/UseofITResources.htm)*

- B. Cheating is defined to include the following:
  1. Copying from another student's work.
  2. Using unauthorized material during a test.
  3. Unauthorized collaborating with any other person during a testing situation.
  4. Substituting material written ahead of time for material required to be produced during a testing situation.
  5. Soliciting, obtaining, using, buying, selling, or transporting unauthorized tests or information about tests or other course projects.
  6. Substituting for another student or permitting another person to substitute for oneself during a testing situation.
- C. Plagiarism is defined as the appropriation of any other person's work and the unacknowledged incorporation of that work in one's own work offered for credit.
- D. Collusion is defined as the unauthorized collaboration with any other person in preparing work offered for credit.
- E. Falsification of information with intent to deceive.
- F. Other behavior constituting academic misconduct as determined by the vice president of Academic Affairs or her designee.

## II. PROCEDURE FOR DISCIPLINARY ACTION FOR ACADEMIC MISCONDUCT

### A. First Offense

1. When a faculty member has reliable evidence of academic misconduct, the faculty member will review the facts and the proposed penalty with the appropriate department head.
  2. With the approval of the department head, the faculty member may choose one of the four levels of action:
    - Level 1:** Give no credit for the work in question and require the work to be done again for credit.
    - Level 2:** Give a zero for the work in question and not allow the work to be redone for credit.
    - Level 3:** Assign a grade of F for the course.
    - Level 4:** Assign a grade of F for the course and request in writing to the dean that the assistant vice president for Instruction place the student on disciplinary probation.
- Note:* In cases of computer violations of the honor code, sanctions also may include denial of computer access upon the recommendation of the instructor and approval by the department head, dean and assistant vice president for Instruction.
3. If the dean approves of the disciplinary probation request, it will be forwarded to the assistant vice president for Instruction. After receiving the request and documentation and discussing the charge of academic misconduct with the student, the assistant vice president for Instruction may:
    - a. Uphold the decision to assign a grade of F for the course and place the student on disciplinary probation.
    - b. Direct the faculty member to take another level of action or no action.

### B. Second Offense

1. If the assistant vice president for Instruction determines that a student has been involved in a second incident of academic misconduct, the student will be subject to suspension or expulsion from the College.

### C. Grievance Process

1. A student placed on suspension or expulsion for academic misconduct may grieve the decision of the assistant vice president for instruction by requesting a hearing before the vice president for Academic Affairs. This request must be submitted to the vice president for Academic Affairs within two working days after the student receives the assistant vice president's decision.
2. If a student wishes to grieve the decision of the vice president for Academic Affairs, the student may request a hearing before the Student Grievance Committee. This request must be submitted to the vice president for Academic Affairs within two days after the student receives the decision. At the hearing the vice president shall report the nature of the alleged misconduct, the name of the student against whom the charge has been filed, results of the investigation and the decision of the vice president.
3. In cases of academic misconduct, the vice president for Academic Affairs will be responsible for the procedural duties of the vice president as outlined in "Procedures for Hearing Before the Student Grievance Committee" on page 59.

## Academic Complaints By Students

Most academic matters generally will be left to the discretion of the faculty member; however, students may follow the procedure below concerning academic complaints. No retaliation or adverse action will be taken against the student for filing the complaint.

1. The student must first notify the faculty member of the complaint within 10 working days of the incident which generates the complaint.

2. The faculty member will discuss the matter with the student within 10 working days of this notice.
3. If the matter is not resolved in this informal conference, the student may file a written complaint with the faculty member's supervisor. Complaint forms are available in all academic division offices.
4. The supervisor must respond to the complaint within five working days of receipt of the complaint.
5. If the matter is still not resolved, the student will have five working days to present the written complaint to the next level supervisor (the dean or assistant vice president for instruction).
6. If the matter is still not resolved, the student will have five working days to present the written complaint to the vice president for Academic Affairs. In all cases, the decision of the vice president will be final.

## English Fluency Requirements for Faculty Employment

### I. GENERAL INFORMATION

#### A. Purpose

These procedures were developed to comply with Tech policy 8-2-109.1 and the English Fluency in Higher Education Act of 1991. The purpose of these procedures is to define methods to ensure that all permanent and adjunct faculty whose first language is other than English and who teach one or more credit courses possess adequate proficiency in both the written and spoken English language and that an appropriate response be given to the student complaints regarding an instructor's English fluency.

#### B. Exclusions

This policy does not apply to the following instructional settings: continuing education courses; student participatory and activity courses such as clinics, studio and seminars; special arrangement courses; courses designed to be taught predominantly in a foreign language; and courses taught by visiting instructors.

### II. PROCEDURAL GUIDELINES

- A. Applicants for permanent and adjunct faculty vacancies will proceed through the College's normal screening process with assessment based on standard job-related criteria to include perceived written and oral communication abilities.
- B. If an applicant becomes a finalist for a faculty position but his/her written or oral English proficiency is judged by the dean to require further evaluation, then the applicant will be referred to an English Fluency Evaluation Committee, hereafter referred to as the Committee. The committee will ensure that an English fluency evaluation is made on the basis of the following criteria. The applicant will be evaluated by the committee through the performance of the following minimum proficiency exercise:
  1. Writing an analysis of at least 350 words in English of a scholarly paper written in English and related to the subject area.
  2. Conducting an oral instructional presentation for a time period equivalent to a class period and related to the subject area. At least half of the presentation should use the lecture method.
- C. The committee will include representatives from the following:
  1. One representative from the vice president for Academic Affairs office;
  2. One representative from Developmental Studies Reading;
  3. One representative from curriculum English;
  4. One representative from Employee Relations.

The committee will ensure that appropriate procedures are used to provide a favorable environment for the exercises, as well as controls and security to ensure that the exercises completed by the applicants are independent and original work. Candidates must be judged by Committee consensus as proficient in both exercises described in No. 2.
- D. Any grievances under this procedure are to be filed with the office of the vice president for Academic Affairs. When a student files a grievance regarding the English fluency of an instructor, the instructor will be referred within 10 working days to the English

Fluency Evaluation Committee for a proficiency evaluation using procedures and methods described in No. 1 and No. 2.

- E. An instructor who is judged proficient by the committee will continue teaching assignments without any further action. A permanent instructor judged deficient by the committee will be given 120 calendar days to develop sufficient skill to be judged proficient by the Evaluation Committee. If during this time the instructor has not shown evidence of satisfactory progress in overcoming the deficiency, additional action up to and including termination may be taken. The process of notification of need for correction of the deficiency as well as the maximum time allowed for correction are defined specifically in TTC Policy 8-0-0, Faculty Performance Management System.
- F. Any adjunct instructor judged deficient by the committee may be immediately terminated.
- G. The College's Human Resources office will annually report to SBTCE a recap of grievances filed by students under the provisions of this policy and any invocation of the fluency proficiency guidelines herein.

## Confidentiality of student records

### *Annual notice to students*

Trident Technical College complies with the Family Educational Rights and Privacy Act of 1974. This act provides ways to protect the privacy of education records, and to establish as the right of students and parents or guardians of dependent students to inspect and to review their education records. The act provides guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students also have the right to file complaints with the Family Educational Rights and Privacy Act office.

**Under the Act, Trident Technical College is allowed to publish the following designated student directory information relating to individual students: the student's name, address, telephone listing, date and place of birth, major field of study, participation in**

**officially recognized activities and sports, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student. Students wishing to restrict publication of their student directory information must notify the Registrar's office in writing.**

Procedures to be used for compliance with the provision of the Act can be found in the Registrar's office and the vice president for Student Services office. Questions concerning the Family Educational Rights and Privacy Act may be referred to the Registrar's office and the Student Services office.

## Faculty evaluations

Trident Technical College continually strives to improve the quality of instruction. One of the College's most significant tools in this improvement effort is the Student Evaluation of Courses and Instructors. Collectively, students are the individuals best prepared to judge the quality of course content and the instruction for courses.

The evaluation process is designed to protect each student's confidentiality. The evaluation form allows students to respond to 10 items related to the quality of the course content and 10 items related to instructor performance. Students also are encouraged to write personal comments regarding any aspect of the course or instructor. Since the results are used to make changes in course content and to improve performance, it is important for students to be accurate and honest.

On a preselected day, each instructor is given a sealed packet of evaluation forms. The instructor selects a student to serve as proctor and then the instructor leaves the room. The student proctor's role is essential to the evaluation process. Proctors should understand the importance of their responsibilities to follow the student proctor directions provided in the sealed packet.

The student proctor is responsible for distributing the evaluation forms and explaining the process. After the class members have completed their individual forms, the student proctor collects the forms and hand delivers them, in a sealed envelope, to the collection point assigned in the directions. The student proctor does not submit the completed forms to the instructor.

After all forms have been submitted, an independent, nonacademic office compiles the results. The final results for each course and instructor are shared with the appropriate academic department and are used to improve the quality of courses and instruction.

The College is in the process of converting this manual process to an online evaluation process which sends the instrument directly to the student's email account. Some course evaluations are being conducted through online evaluation process. Students may be asked to complete an online evaluation in one course, and a paper evaluation in another course during this transition period.

## Transfer: state policies and procedures

### 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, shall 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, shall 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 is now moving through the General Assembly during the 1996 session.

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 shall become effective immediately upon approval by the Commission and shall be fully implemented, unless otherwise stated, by September 1, 1997.

#### STATEWIDE ARTICULATION OF 86 COURSES

1. The Statewide Articulation Agreement of 86 courses already approved by the South Carolina Commission on Higher Education for transfer from two- to four-year public institutions (See Appendix A) shall 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 shall identify comparable courses or course categories for acceptance of general education courses on the statewide list.

## **ADMISSIONS CRITERIA, COURSE GRADES, GPAs, VALIDATIONS**

2. All four-year public institutions shall 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 course work taken elsewhere, for course work repeated due to failure, for course work 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 shall describe how nonstandard grades (withdrawal, withdrawal failing, repeated course, etc.) are evaluated; and they shall also describe whether all course work taken prior to transfer or just course work 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 on 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 and office 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. Course work (individual courses, transfer blocks, statewide agreements) covered within these procedures shall be transferable if the student has completed the course work 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 GPA 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 shall 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 shall certify by letter to the Commission that all course work 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 course work (individual courses, transfer blocks, statewide agreements) covered within these procedures shall 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 AGREEMENTS, COMPLETION OF THE AA/AS DEGREE**

5. The following Transfer Blocks/Statewide Agreements taken at any two-year public institution in South Carolina shall 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 48-51 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 course work.
  - Nursing: By statewide agreement, at least 60 semester hours shall 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.
6. Any “unique” academic program not specifically or by extension covered by one of the statewide transfer blocks/agreements listed in #4 above shall either create its own transfer block of 35 or more credit hours with the approval of CHE staff or shall adopt either the Arts/Social Science/Humanities or the Science/Mathematics block by September 1996. The institution at which such program is located shall 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 course work found in either the Arts/Social Sciences/Humanities Transfer Block or the Math/Science Transfer Block shall 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 course work 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.

## **ASSURANCE OF QUALITY**

10. All claims from any public two- or four-year institution challenging the effective preparation of any other public institution’s course work for transfer purposes shall be evaluated and appropriate measures shall be taken to reassure that the quality of the course work has been reviewed and approved on a timely basis by sending and receiving institutions alike. This process of formal review shall 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 shall print and distribute copies of these Procedures upon their acceptance by the Commission.

The staff also shall place this document and the Appendices on the Commission's homepage on the Internet under the title "Transfer Policies."

12. By September 1 of each year, all public four-year institutions shall on their own homepage on the Internet under the title "Transfer Policies":

- A. Print a copy of this entire document (without appendices).
- B. Print a copy of their entire transfer guide.
- C. Provide to the staff of the Commission in satisfactory format a copy of their entire transfer guide for placing on the Commission's homepage on the Internet.

13. By September 1 of each year, the staff of the State Board for Technical and Comprehensive Education shall on its homepage on the Internet under the title "Transfer Policies:"

- A. Print a copy of this document (without appendices).
- B. Provide to the Commission staff in format suitable for placing on the Commission's homepage on the Internet a list of all articulation agreements that each of the 16 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 shall contain a section entitled "TRANSFER: STATE POLICIES AND PROCEDURES." Such section at a minimum shall:

- A. Publish these procedures in their entirety (except Appendices).

- B. Designate a chief Transfer Officer at the institution who shall
  - 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, online 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 course work at all public institutions in the state can help reduce confusion among students about the equivalency of their two-year course work with lower-division course work 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 course at all public colleges and universities in South Carolina. It would also help eliminate institutional disagreement over the transferability of much lower-division course work, thus clearing a path for easier movement between the technical colleges and senior institutions.)

For more information regarding transfer to four-year colleges and universities, contact Susan Norton, assistant vice president of Academic Programs, or visit our website at [www.tridenttech.edu](http://www.tridenttech.edu).

## Section H-6

### Regulations: Residency

### South Carolina Commission On Higher Education

### Chapter 62

**Statutory Authority: 1976 Code Sections 59-112 to 59-112-100**

#### **Article V. Determination of Rates of Tuition and Fees Synopsis:**

“The regulations will simplify resident classification which is essential to fee determination, admission regulations, and other relevant policies of State

institutions. The regulations are intended to provide institutions with fair and equitable standards which can be administered consistently and are sensitive to the interests of both students and the State. The Commission hereby establishes regulations for the Statute Governing Residency and Tuition for Fee Purposes to be applied by all South Carolina institutions and related agencies. More specifically, these regulations focus on: definitions, establishing the requisite intent to become a South Carolina domiciliary, maintaining a residence, effect of change of residency, effect of marriage(s), exclusion categories, faculty and administrative employees and their dependents, residents with full-time employment and their dependents, retired persons and their dependents, temporary absence, non-citizens and non-permanent residents, application procedures, institutional role in determining residency status, and an appropriate institutional appeals mechanism.

#### **62.600. Rates of Tuition and Fees.**

- A.** Resident classification is an essential part of fee determination, admission regulations and other relevant policies of state institutions. It is important that such institutions have fair and equitable regulations which can be administered consistently and are sensitive to the interests of both students and the State. The Commission on Higher Education hereby establishes regulations for the Statute Governing Residency and Tuition for Fee Purposes to be applied consistently by all South Carolina institutions of higher education. These regulations do not address residency matters relating to either in-country or international categories used within the State's technical colleges.
- B.** Institutions of higher education are required by the Statute to determine the residence classification of applicants. The initial determination of one's resident status is made at the time of admission. The determination made at that time, and any determination made thereafter, prevails for each subsequent semester until the determination is successfully challenged. The burden of proof resides with the students to show evidence as deemed necessary to establish their residency status.

### **62.601. Codes of Laws Governing Residence.**

- A. The rules regarding the establishment of legal residence for tuition and fee purposes for institutions of higher education are governed by the South Carolina Code of Laws.
- B. As prescribed by the code, residence for tuition and fee purposes can be established by
  - 1. independent persons,
  - 2. dependent persons,
  - 3. independent immigrants or dependent immigrants.

### **62.602. Definitions.**

- A. "A resident student" for tuition and fee purposes is defined as an independent person who has abandoned all prior domiciles and has been domiciled in South Carolina continuously for at least twelve months immediately preceding the first day of classes of the term for which resident classification is sought and for whom there is an absence of such evidence in other states or countries, not withstanding other provisions of the Statute. In the instances of dependent students and their families who are citizens or permanent residents, the domicile of the spouse, parent, and/or guardian for at least the twelve months immediately preceding the first day of classes of the term for which resident classification is sought is considered in determining residency status.
- B. "Reside" is defined as continuous and permanent physical presence within the State, provided that temporary absences for short periods of time shall not affect the establishment of residence. Temporary absences shall be absences which are thirty days or less. Excluded are absences required by a program to complete the degree at the home institution in South Carolina and absences for military training service, provided South Carolina domicile is maintained. Absences of more than thirty days may affect the establishment or maintenance of residence for tuition and fee purposes. In the instance of dependents, except for non-resident aliens, where the spouse, parent and/or guardian resides will be considered in determining residency status.

- C. "Domicile" is defined as true, fixed, principal residence and place of habitation, indicating where a person intends to remain, or to where one expects to return when away. Applicant must be domiciled in the State for twelve months for residency consideration, notwithstanding other provisions of the Statute.
- D. "Independent Person" is defined as one in his/her majority (eighteen years or older), whose predominant source of income is his/her own earnings or income from employment, investments, or payments for trusts, grants, scholarships, loans, or payments made in accordance with court order. An independent person must provide more than half of his or her support during the twelve months immediately prior to the date that classes begin for the semester for which resident status is requested and cannot be claimed as a dependent or exemption on the federal tax return of his or her parent, spouse, or guardian for the year in which resident status is requested.
- E. "Dependent Person" is defined as one whose predominant source of income or support is from a parent, spouse, or guardian and who qualifies for and is claimed as a dependent or exemption on the federal income tax return of the parent, spouse, or guardian. A dependent person is also one for whom payments are made, under court order, for child support and the cost of the dependent person's college education.
- F. "Terminal Leave" is defined as a transition period following active employment and immediately preceding retirement (with a pension or annuity), during which the individual may use accumulated leave.
- G. "Prior" is defined as a period of time not exceeding 90 days and immediately preceding the first day of classes for the term in question.
- H. "Continue to be Enrolled" is defined as continuous enrollment without an interruption that would require the student to pursue a formal process of readmission to that institution. Formal petitions or applications for change of degree level shall be considered readmissions.
- I. "Non-resident Alien" is defined as a person who is not a citizen or permanent resident of the United States. By virtue of their non-resident status, non-resident aliens generally do not have the capacity to establish domicile in South Carolina.

J. “Academic Session” is defined as a term or semester of enrollment.

### **62.603. Citizens and Permanent Residents.**

- A. Independent persons who have physically resided and been domiciled in South Carolina for twelve continuous months immediately preceding the date classes begin for the semester for which resident status is claimed may qualify to pay in-state fees. The twelve-month residency period does not start until the independent person begins to take steps which indicate that the independent person intends to establish a permanent home in the State. Absences from the State for more than thirty days during the twelve month period may affect the establishment of permanent residence for fee and tuition purposes. Steps an independent person should take to establish a permanent home in South Carolina are listed in the section entitled “Establishing the Requisite Intent to Become a South Carolina Domiciliary.”
- B. The resident status of a dependent person is based on the resident status of the person who provides more than half of the dependent person’s support and claims the dependent person as a dependent for federal income tax purposes. The residence and domicile of a dependent minor and other dependent person shall be presumed to be that of their parent(s), spouse, or guardian(s).
- C. In the case of divorced or separated parents, the resident status of the dependent person may be based on the resident status of the parent who supports and/or claims the dependent person as a dependent for tax purposes, or it may be used on the resident status of the parent who has legal custody of the dependent person.

### **62.604. Non-Resident Aliens, Non-Citizens, and Non-Permanent Residents.**

- A. Except as otherwise specified in this section, all non-citizens and on permanent residents of the United States will be assessed tuition and fees at the non-resident, out-of-state rate. Independent aliens, including refugees, asylees, and parolees and their dependents, may be entitled to resident, in-state classification once they have been awarded permanent

resident status by the U.S. Department of Justice and meet all the statutory residency requirements provided that all other domiciliary requirements are met. Time spent living in South Carolina prior to the awarding of permanent resident status may not be counted towards the twelve month residency period. Certain non-resident aliens present in the United States in specified visa classification may be granted in-state residency for tuition and fee purposes as prescribed by the Commission on Higher Education.

- B. The Code of Federal Regulations [Title 8, Vol. 1] Part 214.1 (2) will serve as the primary resource reference for defining visa categories.

### **62.605. Establishing the Requisite Intent to Become a South Carolina Domiciliary.**

- A. Residence status may not be acquired by an applicant or student while residing in South Carolina for the sole purpose of enrollment in an institution or for access to state-supported programs designed to serve South Carolina residents.
- B. If a person asserts his/her domicile has been established in this State, the individual has the burden of proof. Such persons should provide to the designating residency official any and all evidence which the person believes satisfies the burden of proof. The residency official will consider any and all evidence provided concerning such claim of domicile, but will not necessarily regard any single item of evidence as conclusive evidence that domicile has been established.
- C. For the independent persons, examples if intent to become a South Carolina resident may include, although any single indicator may not be conclusive, indicia as listed below. The absence of these indicia in other states or countries is required before the student is eligible to pay in-state rates. Indicia may include:
1. statement of full-time employment;
  2. possession of a valid South Carolina voter registration card and voting in South Carolina elections;
  3. designating South Carolina as state of legal residence on military record;

- 4. possession of a valid South Carolina driver's license, or if a non-driver, a South Carolina identification card;
  - 5. possession of a valid South Carolina vehicle registration card;
  - 6. continuous presence in South Carolina during periods when not enrolled as a student;
  - 7. paying South Carolina income taxes as a resident during the past tax year, including income earned outside of South Carolina from the date South Carolina domicile was claimed;
  - 8. ownership of principle residence in South Carolina;
  - 9. licensing for professional practice (if applicable) in South Carolina.
- D.** These indicia will likewise be considered for spouses, parents, and guardians of dependent persons who wish to establish South Carolina domicile. As noted under "Citizens and Permanent Residents" above, the resident status of a dependent matches that of the person who provides more than half of the dependent person's support and/or claims the dependent person as a dependent for federal tax purposes.

#### **62.606. Maintaining Residence.**

- A.** A person's temporary absence from the State does not necessarily constitute loss of South Carolina residence unless the person has acted inconsistently with the claim of continued South Carolina residence during the person's absence from the State. The burden is on the person to show retention of South Carolina residence during the person's absence from the State. Steps a person should take to retain South Carolina resident status for fee and tuition purposes include: continuing to use a South Carolina permanent address on all records; retaining South Carolina voter's status; voting by absentee ballot; maintaining South Carolina vehicle registration; and satisfying South Carolina resident income tax obligation. Individuals claiming permanent residence in South Carolina are liable for payment of income taxes on their total income from the date that they established South Carolina residence. This includes income earned in another state or country.

- B.** South Carolina residents (and their dependents) who serve in the military may continue to be eligible to pay in-state fees as long as they continuously claim South Carolina as their state of legal residence during their military service. South Carolina residents who change their state of legal residence while in the military lose their South Carolina resident status for fee and tuition purposes. To reestablish their South Carolina resident status, such persons must establish residence in the State in accordance with the Regulations.

#### **62.607. Effect of Change of Residency.**

- A.** Notwithstanding other provisions of this section, any dependent person, except as otherwise excluded, who has been domiciled with his/her family in South Carolina for a period of not less than three years immediately prior to enrollment at State supported colleges and universities may enroll in those institutions of higher learning at in-state rates and may continue to be enrolled at such rates even if the person upon whom he/she is dependent moves his/her domicile from the State.
- B.** If a dependent or independent person has been domiciled in South Carolina for less than three years, eligibility for in-state rates shall end on the last day of the academic session during which domicile is lost.

#### **62.608. Effect of Marriage.**

- A.** In ascertaining domicile of a married person, such a review shall be determined just as for an unmarried person by reference to all relevant evidence of domiciliary intent.
- B.** If a non-resident marries a South Carolina resident, the non-resident does not automatically acquire South Carolina resident status. The non-resident may acquire South Carolina resident status if the South Carolina resident is an independent person and the non-resident is a dependent of the South Carolina resident.
- C.** Marriage to a person domiciled outside South Carolina shall not be solely the reason for precluding a person from establishing or maintaining domicile in South Carolina and subsequently becoming eligible or continuing to be eligible for residency.

**D.** No person shall be deemed solely by reason of marriage to a person domiciled in South Carolina to have established or maintained domicile in South Carolina and consequently to be eligible for or to retain eligibility for South Carolina residency.

#### **62.609. Exclusions.**

**A.** Persons in the following categories may qualify to pay in-state fees without having to establish a permanent home in the state for twelve months. Persons who qualify under any of these categories must meet the conditions of the specific category on or before the first day of classes of the term for which payment of in-state fees is requested.

**1. Military Personnel and their Dependents:** Members of the United States Armed Forces (and their dependents) who are stationed in South Carolina on active duty may be considered eligible to pay in-state fees. Armed Forces shall mean federal military personnel in the United States Air Force, Army, Marine Corps, Navy, and Coast Guard. When such personnel are ordered away from the State, their dependents may continue to pay in-state fees for an additional twelve months. Such persons (and their dependents) may also be eligible to pay in-state fees for a period of twelve months after their discharge from the military, provided they have demonstrated an intent to establish a permanent home in South Carolina and they have resided in South Carolina for a period of at least twelve months immediately preceding their discharge. The military personnel who are not stationed in South Carolina and/or former military personnel who intend to establish South Carolina residency must fulfill the twelve-month physical presence requirement for them or their dependents to qualify to pay in-state fees. To establish South Carolina resident status, such persons must establish residence in accordance with the Regulations.

**2. Faculty and Administrative Employees and their Dependents:** Full-time faculty and administrative employees of South Carolina state-supported colleges and universities are eligible to pay in-state fees. Dependents of such persons are also eligible.

**3. Residents with Full-Time Employment and their Dependents:** Persons who reside, are domiciled, and are full-time employed in the State and will continue to work full-time until they meet the twelve-month requirement are eligible to pay in-state fees, provided that they have taken the steps to establish a permanent home in the State (see “Establishing the Requisite Intent to Become a South Carolina Domiciliary”). The dependents of such persons are also eligible.

**4. Retired Persons:** Retired persons and their dependents who are receiving a pension or annuity who reside in South Carolina and have been domiciled in South Carolina as prescribed in the Statute for less than a year may be eligible for in-state rates and State supported aid if they maintain residence and domicile in this State. Persons on terminal leave and their dependents who have established residency in South Carolina may be eligible for in-state rates even if domiciled in the State for less than one year, if they present documentary evidence from their employer showing they are on terminal leave. The evidence should show beginning and ending dates for the terminal leave period and that the person will receive a pension or annuity when he/she retires.

**B.** Full-time employment shall mean employment which consists of at least thirty-seven and a half hours on a single job in a full-time status. However, a person who works less than thirty-seven and a half hours a week but receives or is entitled to receive full-time employee benefits shall be considered to be employed full-time.

**C.** Persons participating in Southern Regional Education Board-sponsored programs, including the Contract for Services and the Academic Common Market Programs, must have continuously resided in the State for other than educational purposes for the two years immediately preceding application for consideration and must meet all residency requirements during this two-year period.

### **62.610. Application for Change of Resident Status.**

- A.** Persons applying for a change of resident classification must complete a residency application/petition and provide supporting documentation prior to a reclassification deadline as established by the institution.
- B.** The burden of proof resides with those persons applying for a change of resident classification who must show required evidence to document the change in resident status.

### **62.611. Incorrect Classification.**

- A.** Persons incorrectly classified as residents are subject to reclassification and to payment of all non-resident fees not paid. If incorrect classification results from false or concealed facts, such persons may be charged tuition and fees past due and unpaid at the out-of-state rate. The violator may also be subject to administrative, civil and financial penalties. Until these charges are paid, such persons will not be allowed to receive transcripts or graduate from a South Carolina institution.
- B.** Residents whose resident status changes are responsible for notifying the residency official of such changes.

### **62.612. Inquiries and Appeals.**

- A.** Inquiries regarding residency requirements and determinations should be directed to the institutional residency official.
- B.** Each institution will develop an appeals process to accommodate persons wishing to appeal residency determinations made by the institution's residency official. Neither the primary residency official nor appellate official may waive the provisions of the Statute governing residency for tuition and fee purposes."

Students must establish in-state or in-county residency with documents dated before or during Drop/Add each term. Students must pay tuition for residency classification upon enrollment. Students may appeal residency and, if successful, may request refunds until midterm.

There is a difference in tuition and fees between South Carolina residents and residents living outside of South Carolina. There is also a difference in tuition for tri-county residents (Berkeley, Charleston and Dorchester counties) and those who live in other South Carolina counties. TTC determines residency based on South Carolina Law and Commission on Higher Education regulations. Students must establish in-state or in-county residency with documents dated before or during each term's Drop/Add dates. Students must provide sufficient evidence as deemed necessary by the College to establish their residency status. Students must pay tuition for residency classification upon enrollment. Students may appeal residency and, if successful, may request refunds until midterm of the current semester.

### **Independent/Dependent Students**

The resident status of a dependent person is based on the resident status of the person who provides more than half of his or her support and claims him or her as a dependent for federal income tax purposes. Students may be able to prove independent status by providing documentation that he or she has provided more than half of his or her income during the 12 months preceding start of classes, that he or she files taxes independently, and is not claimed as a parent or guardian's dependent or exemption on federal tax return.

### **Military Personnel and their Dependents**

Military personnel must provide orders of assignment to South Carolina or complete TTC's Declaration of Military Assignment with signature of supervisor for in-state tuition for themselves or dependents, and must include tax returns listing dependents are not listed on orders.

**For the updated South Carolina residency policy, visit  
[www.che.sc.gov](http://www.che.sc.gov) or contact the Admissions office.**

## Alcohol and other drug use

### *Policy and Information for Employees and Students of the South Carolina Technical College System*

It is the policy of the South Carolina Technical College System to provide a drug free, healthful, safe and secure work and educational environment. Employees and students are required and expected to report to their work, class or student activities in appropriate mental and physical condition to meet the requirements and expectations of their respective roles.

The South Carolina Technical College System prohibits the unlawful manufacture, distribution, dispensation, possession or use of narcotics, drugs, other controlled substances or alcohol at the workplace and in the educational setting. Unlawful for these purposes means in violation of federal/state/local regulations, policy, procedures, rules, as well as legal statutes. Workplace means either on agency premises or while conducting agency business away from the agency premises. Educational setting includes both institutional premises or in approved educational sites off campus.

In order to prevent the consequences of alcohol and other drug abuse at the workplace and in the educational setting, the South Carolina Technical College System has implemented this policy to ensure a drug-free work and educational environment.

The South Carolina Technical College System recognizes that chemical dependency through use of controlled or uncontrolled substances, including alcohol, is a treatable illness. The agency supports and recommends employee and student rehabilitation and assistance programs and encourages employees and students to use such programs.

All locations also will implement drug-free awareness programs for employees and students. Such programs will annually ensure that employees and students are aware that:

1. Alcohol and other drug abuse at the workplace and in the educational setting is dangerous because it leads to physical impairment, loss of judgement, safety violations and the risk of injury, poor health or even death. Health risks and effects of controlled substances and alcohol will be provided to students and employees.
2. Alcohol and other drug abuse also can significantly lower performance on the job and in the classroom, thus impacting on the agency and the College mission, as well as seriously affect the student's educational and career goals.
3. Employees must report any personal conviction under a criminal drug statute, for conduct at the workplace, to their human resources officer within five days.
4. It is a condition of employment and admission that all employees and students must abide by the policy on alcohol and other drug use as well as related procedures statements/laws/guidelines. Violation of any provision may result in disciplinary action up to and including termination or expulsion respectively, and may have further legal consequences consistent with federal and state laws and regulations. Additionally, management may require an employee or student to enter an employee/student assistance or drug rehabilitation program as a condition of employment or enrollment.
5. Use of employee assistance programs (EAP), student assistance programs (SAP), or drug/alcohol rehabilitation services is encouraged.

### **South Carolina laws - Alcohol**

#### **Purchasing Beverages for Underage Person**

It is unlawful for a person who purchases beer or wine while on licensed premises to give the beer or wine to a person to whom beer or wine cannot lawfully be sold, for consumption on the premises.

**Penalty**—Fined not less than \$50 nor more than \$100 or imprisoned for not more than 30 days. (Code 61-4-80)

### **Providing Beer or Wine for Underage Person**

It is unlawful for a person to transfer or give to a person under the age of 21 years for the purpose of consumption of beer or wine at any place in the State.

**Penalty**—Fined up to \$200 or confinement up to 30 days. (Code 61-4-90)

### **Contributing to the Delinquency of a Minor**

It is against the law for any person over 18 to knowingly and willfully influence a minor to violate any law or municipal ordinance.

**Penalty**—Fine up to \$3,000 and/or confinement up to three years. (Code 16-17-490)

### **Unlawful Possession of Beer or Wine**

It is unlawful for a person to have in his possession, except in the trunk or luggage compartment, beer or wine in an open container in a moving vehicle of any kind which is licensed to travel in this State or any other state and that may travel upon public highways of this State. This section must not be construed to prohibit the transporting of beer and wine in a closed container.

**Penalty**—Fined not more than \$100 or imprisoned not more than 30 days. (Code 61-4-110, 20-7-370/380)

### **Sale of Beverages to Persons Under 21**

It is unlawful for a person to sell beer, ale, porter, wine or other similar malt or fermented beverage to a person under 21 years of age.

**Penalty**—Fine up to \$200 or confinement up to 60 days. (Code 61-4-50)

### **Public Disorderly Conduct**

Students found on any public highway or in any public place who are intoxicated or disorderly may be charged with disorderly conduct.

**Penalty**—Fine up to \$100 or confinement up to 30 days. (Code 16-17-530)

### **Altering and Fraudulent Use of License**

It is against the law to lend, issue, sell or use your license, or anyone's license or a fictitious license (fake ID), for an unlawful purpose.

**Penalty**—First offense fine up to \$200 and/or confinement up to 30 days, and mandatory driver's license suspension for 90 days to six months. (Code 56-1-510/515, 61-4-60)

### **Driving Under the Influence (DUI)**

It is unlawful for persons under the influence of alcohol or other drugs to drive.

**Penalty**—Not less than \$200 fine; imprisonment up to five years; driver's license suspension six months to permanent. (Code 56-5-2930/2940/2990)

### **Felony Driving Under the Influence**

If you cause bodily harm or death to someone while under the influence of alcohol, drugs or any combination, you are guilty of a felony DUI.

**Penalty**—For bodily harm, a mandatory fine up to \$10,000 and mandatory confinement up to 10 years. For death, mandatory fine up to \$25,000 and mandatory confinement up to 25 years. (Code 56-5-2945)

### **Consent for Testing**

Anyone who has driven on South Carolina highways automatically has given consent to a breathalyzer test if arrested. If you refuse to submit to a urine and/or blood test, your driver's license will be suspended. There is no law that states that you have to be given a driver's license, provisional or temporary. (Code 56-5-2946)

## **S-174 New DUI Provisions**

### **Section 56-1-286**

- A.** The Department of Public Safety must suspend the driver's license, permit or nonresident operating privilege of, or deny the issuance of a license or permit to, a person under the age of 21 who drives a motor vehicle and has an alcohol concentration of two one-hundredths of one percent or more.
- B.** A person under the age of 21 who drives a motor vehicle in this state is considered to have given consent to chemical tests of his or her breath or blood for the purpose of determining the presence of alcohol.

- C. A law enforcement officer who has arrested a person under the age of 21 for a violation, or any other traffic offense established by a political subdivision of this state, and has probable cause to believe that the person under the age of 21 has consumed alcoholic beverages and driven a motor vehicle, may order the testing of the person arrested to determine the person's alcohol concentration. A law enforcement officer may detain and order the testing of a person to determine the person's alcohol concentration if the officer has probable cause to believe that a motor vehicle is being driven by a person under the age of 21 who has consumed alcoholic beverages.
- D. If a person refuses upon the request of the primary investigating officer to submit to chemical tests as provided in subsection (C), the department must suspend his or her license, permit or any nonresident operating privilege, or deny the issuance of a license or permit to him for six months or one year.
- E. If a person submits to a chemical test and the test result indicates an alcohol concentration of two one-hundredths of one percent or more, the department must suspend his license, permit or any nonresident operating privilege, or deny the issuance or permit to him or her for three months or six months.
- F. A test may not be administered or samples taken unless the person has been informed in writing that he does not have to take or give the samples, but that his privileges to drive must be suspended or denied for at least six months if he refuses to submit to the tests and that his or her refusal may be used against him in court.

## Other Drugs

### Possession and Distribution of Drugs

It is illegal to have, to make or intend to distribute any controlled substance, i.e., cocaine, crack, marijuana, etc.

**Penalty**—Varies depending upon the circumstances under which the arrest was made and the amount of drugs. Fines up to \$200,000, confinement up to 30 years, and mandatory driver's license suspension of six months to one year. (Code 44-53-370)

### Distribution Near School

It is against the law and a separate offense to distribute, sell, make or have a controlled substance within a "specified" distance of schools, technical colleges and/or colleges/universities.

**Penalty**—Fine up to \$10,000 and/or confinement up to 10 years. (Code 44-53-445)

### Possession or Sale of Drug Paraphernalia

It is illegal to possess drug paraphernalia; paraphernalia includes, but is not limited to, such things as:

"Roach clips"—Clips used by the dentist to clip bibs around the necks of patients.

"Bong"—Pipe that may or may not use water.

"Carburetor"—Circulating tube with the holes at each end. Tube may be made out of glass or metal.

**Penalty**—Fine up to \$500 (Code 44-53-391)

## Federal illegal possession penalties controlled substances

First conviction: Up to one year imprisonment and fined at least \$1,000 but not more than \$100,000, or both. After one prior drug conviction: At least 15 days in prison, not to exceed two years, and fined at least \$2,500 but not more than \$250,000, or both. After two or more prior drug convictions: At least 90 days in prison, not to exceed three years, and fined at least \$5,000 but not more than \$250,000, or both. There are special sentencing provisions for possession of crack cocaine: Mandatory at least five years in prison, not to exceed 20 years, and fined up to \$250,000, or both, depending on amount of crack possessed and number of convictions.

In addition, there is forfeiture of personal and real property used to possess, facilitate, transport or conceal possession of controlled substances.

There also are civil fines of up to \$10,000 and denial of Federal benefits, such as student loans, grants, contracts, and professional and commercial licenses, up to one year for first offense, up to five years for second and subsequent offenses. [21 U.S.C. 844 (a); 21 U.S.C. 853 (a) (2); 881 (a) (7); 21 U.S.C. 881 (a) (4); 21 U.S.C. 844 a; 21 U.S.C.853 (a)]

## Local information

In addition to federal and state statutes, there are statutes or ordinances in the towns and cities in South Carolina which prohibit the use or distribution of alcohol or other drugs in the municipalities. These ordinances or statutes also carry penalties including jail and/or fines.

For an explanation of the counseling services available to TTC employees, see the College's Employee Assistance Program procedure, available in the College's Policy and Procedure manual, 8-13-5. Also, policy 2-10-0 contains additional information on the Drug Free Workplace Act and the Drug Free Communities and Schools Act. There can be serious employee sanctions for violation of these acts following the College's employee discipline processes, found in SBTCE policy 8-5-100 and procedure 8-5-100.1.

The sale, possession or consumption of alcoholic beverages and/or narcotics, hallucinogens, stimulants and marijuana are specifically prohibited at TTC. The College will not tolerate students coming on campus in an intoxicated state. Violators are subject to prosecution under local, state and federal law and/or College policy.

TTC's Counseling and Career Development Services are available to assist in determining appropriate resources to meet student needs regarding drug or alcohol abuse. The office is located on Main Campus, Student Center (Bldg. 410), Room 210. Counselors are available Monday through Thursday from 8 a.m. to 6:30 p.m. and Friday from 8 a.m. to 5 p.m. To make an appointment call 843.574.6131. Referrals can be made to Palmer or Berkeley Campus.

## Campus security and disclosure information

The Crime Awareness and Campus Security Act U.S.C.A. 20§1092(F) requires that all institutions of postsecondary education which receive federal student aid prepare and distribute an annual report describing the institution's policy on crime prevention issues and statistics on the number of specific crimes (murder, manslaughter, forcible and non-forcible sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, and arson) which have occurred on campus, on noncampus buildings or property and on public property within the same reasonable contiguous geographic area of the institution. The annual report also must list the number of arrests and administrative disciplinary actions for liquor law violations, drug abuse violations and weapons possessions.

In addition to publishing crime statistics, the act requires colleges to provide timely warnings to the campus community of certain crimes reported to public safety or local law enforcement which may be considered a threat to students and employees.

TTC complies with this law in the following manner: 1) On an annual basis, TTC provides a summary of specific crimes, as described above, committed on all reporting areas during the previous three years. This information is published in the Be Safe brochure and posted on TTC Department of Public Safety's website. The information is also submitted to the U.S. Department of Education. 2) In the case of an immediate threat to person or property, TTC communicates the pending danger to students and employees in timely warnings. 3) TTC maintains partnerships with local police organizations to assist in communicating information and protecting person and property in the case of an immediate danger. 4) On a monthly basis, TTC reports to local and state officials the number and types of crimes committed on its campuses.

Copies of the College's Sexual Assault Policy may be viewed in the Student Handbook and at [www.tridenttech.edu](http://www.tridenttech.edu) or obtained from the director of Public Safety. Comments concerning TTC's compliance with these laws should also be addressed to the director of Public Safety at 843.574.6052.

## Controlled substances - effects and health risks

<b>Drug</b>	<b>Trade or Other Names</b>	<b>Dependence</b>	<b>Effects</b>	<b>Possible Overdose</b>	<b>Effects of Syndrome</b>	<b>Withdrawal</b>
		<i>Physical</i>	<i>Psychological</i>			
<b>Stimulants</b>						
<b>Cocaine</b>	Coke; Flake; Snow; Crack Paracetamol	Possible	High	Increased alertness; Excitation; Euphoria;	Agitation; Increased body temperature; Hallucinations; Convulsions; Possible death	Apathy; Long periods of sleep; Irritability; appetite, Depression; Disorientation
<b>Amphetamine/ Methamphetamine</b>	Biphetamine; Desoxyn; Dexedrine; Obetrol; Ice	Possible	High	Increased pulse rate and blood pressure; Insomnia;		
<b>Methylphenidate</b>	Ritalin	Possible	High	Loss of appetite		
<b>Other Stimulants</b>	Adipex; Didrex; Ionamin, Melfiat; Plegine; Captagon; Sanorex; Tenuate; Tepanil; Prelu-2; Preludin	Possible	Possible			
<b>Hallucinogens</b>						
<b>LSD</b>	Acid; Microdot	None	Unknown	Illusions and hallucinations;	Longer; more intense "trip" episodes; Psychosis; Possible death	Unknown
<b>Mescaline &amp; Peyote</b>	Mescal; Buttons; Cactus	None	Unknown	Altered perception of time and distance		
<b>Amphetamine Variants</b>	2,5-DMA; STP; MDA; MDMA; Ecstasy; DOM; DOB	Unknown	Unknown			
<b>Other Hallucinogens</b>	Bufotenine; Ibogaine; DMT; DET; Psilocybin; Psilocyn	None	Unknown			
<b>Cannabis</b>						
<b>Marijuana</b>	Pot; Acapulco Gold; Grass; Reefer; Sinsemilla; Thai sticks	Unknown	Moderate	Euphoria; Relaxed inhibitions; Increased appetite; Disorientation	Fatigue; Paranoia; Possible psychosis	Occasional reports of insomnia; Hyperactivity; Decreased appetite
<b>Tetrahydro-cannabinol</b>	THC; Marinol	Unknown	Moderate			
<b>Hashish &amp; Hashish Oil</b>	Hash; Hash oil	Unknown	Moderate			
<b>Narcotics</b>						
<b>Heroin</b>	Diacetylmorphine; Horse; Smack Paracetamol	High	High	Euphoria; Drowsiness; Respiratory depression;	Slow and shallow breathing; Clammy skin; Convulsions;	Watery eyes; Runny nose; Yawning; Loss of appetite;
<b>Morphine</b>	Duramorph; MS-Contin; Roxanol; Oramorph SR	High	High	Constricted pupils; Nausea	Coma; Possible death	Irritability; Tremors; Panic; Cramps; Nausea; Chills & sweating
<b>Codeine</b>	Tylenol w/Codeine; Empirin w/Codeine; Fiorinal w/Codeine; APAP w/Codeine	Moderate	Moderate			
<b>Hydrocodone</b>	Tussionex; Vicodin; Hycodan; Lorcet	High	High			
<b>Hydromorphone</b>	Dilaudid	High	High			
<b>Oxycodone</b>	Percodan; Percocet; Tylox; Roxicet; Roxicodone	High	High			
<b>Methadone &amp; LAAM</b>	Dolophine; Methadose; Levo-alpha-acetylmethadol; Levomethadyl acetate	High	High			
<b>Other Narcotics</b>	Opium; Darvon; Buprenorphine; Meperidine (Pethidine); Demerol; Talwin	High-Low	High-Low			

## Controlled substances - effects and health risks

Drug	Trade or Other Names	Dependence		Possible Effects	Effects of Overdose	Withdrawal Syndrome
		Physical	Psychological			
<i>Stimulants</i>						
<i>Depressants</i>						
<b>Chloral Hydrate</b>	Noctec; Somnos; Felsules	Moderate	Moderate	Slurred speech; Disorientation; Drunken behavior without odor of alcohol	Shallow respiration; Clammy skin; Dilated pupils; Weak and rapid pulse; Coma; Possible death	Anxiety; Insomnia; Tremors; Delirium; Convulsions; Possible death
<b>Barbiturates</b>	Amytal; Florinal; Nembutal; Seconal; Tuinal; Phenobarbital; Pentobarbital	High-Mod	High Mod			
<b>Benzodiazepines</b>	Ativan; Dalmane; Diazepam; Librium; Xanax; Serax; Valium; Tranxene; Verstran; Versed; Halcion; Paxpam; Restoril	Low	Low			
<b>Glutethimide</b>	Doriden	High	Moderate			
<b>Other Depressants</b>	Equanil; Miltown; Noludar; Placidyl; Valmid; Methaqualone	Moderate	Moderate			
<b>Anabolic Steroids</b>						
<b>Testosterone (Cypionate, Enanthate)</b>	Depo-Testosterone; Delatestryl	Unknown	Unknown	Virilization; Acne; Testicular atrophy; Gynecomastia; Aggressive behavior; Edema	Unknown	Possible depression
	Amytal; Florinal; Nembutal; Seconal; Tuinal; Phenobarbital; Pentobarbital	High-Mod	High-Mod			
<b>Nandrolone (Decanoate, Phenpropionate)</b>	Ativan; Dalmane; Diazepam; Librium; Xanax; Serax; Valium; Tranxene; Nortestosterone; Durabolin; Deca-Durabolin; Deca	Low	Low			
<b>Oxymetholone</b>	Anadrol-50	Unknown	Unknown			

NOTE: This is not exhaustive, but simply examples of common controlled substances that might be used illegally.

## Federal trafficking penalties (Examples)

	<b>Minimum 1st Offense</b>	<b>2nd Offense</b>	<b>Maximum 1st Offense</b>	<b>2nd Offense</b>
Marijuana	NMT 5 yrs. &	NMT 10 yrs.	NLT 20 yrs. and	NLT 20 yrs. and
Hashish	NMT \$250,000	NMT \$500,000	NMT life and	NLT life and
Hashish Oil			NMT \$4,000,000 (if death/serious injury NLT 20 yrs.)	NMT \$8,000,000 (if death/serious injury NLT life.)
Amphetamines	NLT 5 yrs.	NLT 10 yrs.	NLT 10 yrs.	NLT 20 yrs.
Heroin	NMT 40 yrs. and	NMT life and	NMT life and	NMT life and
Cocaine	NMT \$2,000,000	NMT \$4,000,000	NMT \$4,000,000	NMT \$8,000,000
PCP	(if death/serious	(if death/serious	(if death/serious	(if death/serious
LSD	injury NLT	injury NLT	injury NLT	injury NLT life.)
Cocaine Base	20 yrs.)	20 yrs.)	20 yrs.)	
Fentanyl				

*NOTE: NMT-Not More Than    NLT-Not Less Than*

**The following is a list of agencies that may be able to offer help in the case of drug or alcohol abuse.**

### **Air Force Substance Abuse Services Alcohol and Drug Prevention Treatment (ADAPT)**

Charleston Air Force Base  
Charleston, SC 29404  
843.963.6852  
Mon.-Fri., 7:30 a.m.-4:30 p.m.  
Fee—None  
Elg—Active duty military and their dependents, retired military  
Major Hallett

On base counseling program for problems dealing with Air Force or interpersonal problems involving Air Force personnel. Will provide referral for rehabilitation for drug and alcohol abuse. Focus is on education and outpatient services. Anonymity upon request.

**ALANON**

Charleston, SC

843.762.6999

24 hrs./day answering service

Fee—None

Elg—Friends, family, relatives or anyone who is concerned about or affected by an alcoholic

Program for those who are affected by an alcoholic. Refer to agency for meeting information.

**ALATEEN**

Charleston, SC

843.762.6999

24 hrs./day answering service

Fee—None

Elg—Teenagers whose friends, family members or relatives have a drinking problem

Help non-alcoholic teenagers learn how to deal with the problems of alcoholism and with their feelings associated with it. Refer to agency for meeting information. Answering service has meeting information.

**Alcoholics Anonymous**

3005 W. Montague Ave., Charleston, SC 29418

843.723.9633

Answering service varies

Fee—None

Elg—Anyone who has a desire to stop drinking

Help for people with alcohol problems. Answering service goal is to have an AA member return the call as soon as possible and facilitate access to a meeting. Focus on fellowship and recovery.

**Center for Behavioral Health****South Carolina Inc. Outpatient Facility in Opioid Therapy**

2301 Cosgrove Avenue, Suite F

North Charleston, SC 29405

843.529.0700

Mon.-Fri., 5 a.m.-12:30 p.m.

Sat., 6-8 a.m.

After 1 p.m., recording gives 843.219.3034 for health care professionals, but clients/callers can use the phone number as well.

This program specializes in opioid maintenance therapy.

**Charleston Center**

5 Charleston Center Drive

Charleston, SC 29401

843.958.3300 (Switchboard)

Helpline: 843.722.0100

Mon.-Fri., 8 a.m.-6 p.m. (24 hours/7 days a week)

If all lines are busy or from 6 p.m.-8 a.m., may go into answering service.

Someone will get right back to caller.

**Commission on Alcohol and Drug Abuse, Berkeley County -  
Kennedy Center**

306 Airport Dr., Moncks Corner, SC 29461

843.719.3000 (local Moncks Corner)

843.761.8272 (local Moncks Corner)

843.577.9181 (Charleston line to Moncks Corner)

Tues., Wed., Thurs., 8:30 a.m.-7 p.m.

Mon., Fri., 8:30 a.m.-5 p.m.

After 5 p.m. and 7 p.m. recording activates on-call counselor.

Fee—Flat fee/sliding scale

Elg—Anyone with substance abuse and related problems

**Dorchester County Alcohol and Drug Commission**

500 N. Main St., Suite 4, Summerville, SC 29483

843.871.4790

Mon.-Thurs., 8:30 a.m.-7 p.m.

Fri., 8:30 a.m.-5 p.m.

After office hours, answering service will prompt caller, if an emergency, to an on-call counselor. Counselor on call 24 hours.

Fee—Sliding scale

Elg—Anyone with substance abuse and related problems

Services: Inpatient, detoxification, youth programs, New Life Unit for Women, intensive outpatient, narcotics replacement, day treatment, intensive in-home for families with children. Inpatient services are for males. Transitional housing for women.

Individual and group counseling on drug and alcohol-related problems. Deals with the court system through the Alcohol Safety Program (ADSAP). Operates school for drivers who have lost their licenses while under the influence. Offers education and/or treatment for DUI offenders.

Full range of counseling services and evaluation for substance abuse and related problems. General counseling (need not be related to substance abuse). School and pre-trial intervention. ACOA, women's groups and adolescent/family counseling. Intensive outpatient and dual-diagnosis program. Treatment for perpetrators and victims of domestic violence.

**Hall Institute**

2100 Colonial Drive  
Columbia, SC 29203

1.803.898.1247

Elg—Young Adult (Ages 13-17)

Fee —Refer to agency (accepts insurance)

**Lexington/Richland Alcohol and Drug Abuse Behavioral Health Center of the Midlands**

1325 Harden Street

Columbia, SC 29204

David Jameson, Executive Director

Inpatient-adults

Outpatient-adults and adolescents

1.803.256.3100

8:30 a.m.-5 p.m. - voice menu

Counselor by appointment

After 5 p.m., crisis counselor/Detox Unit

Detox Unit-24/7 - medical unit

Fee—Varies

**Lexington/Richland Alcohol and Drug Abuse Counseling Services (LRADAC) (Satellite of above-listed agency)**

Behavioral Health Center of the Midlands

N. Hospital Drive

West Columbia, SC 29169

1.803.733.1376

Michelle Ingram-Director of Outpatient Services

8:30 a.m.-5 p.m. - voice menu

After 5 p.m., voice mailbox

Counselor by appointment

No Detox Unit

Fee—Varies

Alcohol and drug addiction treatment center for males and females. Can be admitted by doctor, family, mental health center, or local alcohol and drug commission.

Purpose is to assist adolescents and adults in developing new skills needed to make healthier decisions.

Purpose is to assist adolescents and adults in developing new skills needed to make healthier decisions.

**MADD, South Carolina State Office**

2711 Middleburg Drive, Suite 116

Columbia, SC 29204

1.800.543.8692 or 1.803.748.7333

8 a.m.-5 p.m.

After 5 p.m., answering machine

24 hours a day (Victims' services calls monitored during non-business hours)

Fee—None

Elg—Anyone needing services offered

**Medical University of South Carolina-Department of Psychiatry  
Center for Drug and Alcohol Programs**

67 President Street

Charleston, SC 29425

843.792.5200/2727 (Research Studies)

Intensive Outpatient and Inpatient Services

No evening programs, except Mon., 5-6:30 p.m., judge ordered.

Day program: Mon./Tues./Thurs./Fri.

10 a.m.-noon

No Wed.

**Morris Village**

610 Faison Dr

Columbia, SC 29203

1.803.935.7100

Mon-Fri, 8:30 a.m.-5 p.m. After 5 p.m. transferred to infirmary personnel

Fee—Refer to agency

Elg—Ages 13 and up

Support group to assist DUI victims, both with the grieving process and the legal system. Appropriate also for those concerned about deaths, injuries and property damage caused by drunk and drugged drivers.

This program specializes in an 11 a.m.-2 p.m. intensive outpatient service and offers inpatient care.

Alcohol and drug addiction center for males and females. Can be admitted by doctor, family, mental health center or local alcohol and drug commission. Involuntary commitment through mental health services. Accepts insurance.

**MUSC Behavioral Health**

29 B Leinbach Drive  
Charleston, SC 29407

Outpatient Services

1.843.852.4180

Mon.-Thurs., 8 a.m.-5:30 p.m.

Fri., 8 a.m.-5 p.m.

Elg—Children, Youths and Adults

Outpatient services for children, youths and adults with drug or alcohol-related problems.

**Narcotics Anonymous**

South Coastal Area

P.O. Box 60877

N. Charleston, SC 29415

Helpline: 1.843.852.3001 (24/7)

Meeting List/Event Line: 1.843.720.8031

Regional 800 Info #: 1.800.876.5985

Columbia #: 1.803.254.6262 (long distance)

Columbia #: 1.800.922.6587

Website: [www.crna.org](http://www.crna.org)

Fee—None

Elg—Anyone with drug-related problems

Anonymous support group for drug abusers. Refer to agency for meeting information. Uses the 12-Step approach to addictions.

**Palmetto Lowcountry Behavioral Health**

2777 Speissegger Dr.

N. Charleston, SC 29405

843.747.5830

24 hrs./day

Fee—Refer to agency

Elg—Anyone

Outpatient, partial hospital and inpatient programs.

**St. Francis CareAlliance Behavioral Medicine**

2095 Henry Tecklenburg Drive  
Charleston, SC 29407  
843.402.1300  
24 hrs./day

Behavioral Medicine provides care to adult patients (17 years and up) with a psychiatric condition and a coexisting medical condition that requires moderately intensive treatment. Inpatient only.

**Salvation Army Halfway House**

4248 Dorchester Rd.  
Charleston, SC 29405  
Tom Heath, Program Director  
843.747.5271 24 hrs. answering  
Mon.-Fri., 8:30 a.m.-4:30 p.m.  
Halfway House: Hours of operation for non-residential, daily 3:30-10:45 p.m.  
Fee—None  
Elg—Men only, must be substance-free

Provides a place to stay. Has work program to develop suitable job skills and counseling. Works toward alcohol and drug rehabilitation.

**Turning Point Recovery Center**

1565 Sam Rittenberg Boulevard  
Suite 100 A & B  
Charleston, SC 29407  
Don McDaniel, PhD., director of programs  
Inpatient/Outpatient  
843.763.0880 or 1.800.240.1327  
Mon.-Fri., 8 a.m.-5 p.m.; Sat., 9 a.m.-noon  
After hours, voice mail message checked every hour.

DHEC licensed alcohol and drug, Medicare, community-approved health service. Residential component.

**VA Medical Center Alcohol Treatment**

Ralph H. Johnson VA Medical Center  
Substance Abuse Treatment Center (SATC)  
109 Bee Street, Charleston, SC 29401  
843.577.5011  
Mon.-Fri., 8 a.m.-4:30 p.m.  
Fee—Refer to agency (fee based on income, may be no fee, or co-pay, individualized)  
Elg—Veterans with alcohol or drug problems or mental health referrals.

Detoxification and treatment for alcohol/drug abuse. Goals based on the results of evaluation and desires of the patient. All outpatient treatment, intensive, individualized two- to four-week program.

# College terminology

**Academic advisor** - An instructor in an academic program who advises students concerning academic programs and class schedules. Counselors serve as academic advisors to students who are undecided about their major.

**Academic calendar** - The official College calendar showing deadlines, holidays, student activity events, etc. An annual academic calendar is in the college Catalog and Student Handbook. A more detailed academic calendar is found in each semester's *On Course* and at [www.tridenttech.edu](http://www.tridenttech.edu)

**Advanced Standing** - The awarding of academic credit for courses/ tests/training taken at other colleges and universities

**Acceptance to college** - Fulfilling the entrance requirements to be allowed to register for courses

**Alumni** - All graduates

**Applying to college** - Submitting a completed admission application to the College's Admissions office and paying the application fee

**Associate degree** - a two-year college degree

**Auditing** - Attending a course without receiving credit

**CampusCruiser** - TTC's student e-mail system that is available to students after applying to the College

**Catalog** - A publication with important information on admission, registration, student services, academic requirements and programs of study

**Certificate** - A one-year or less academic program

**Challenge courses** - One-credit courses that meet the week before classes start each semester for 15 hours of intense instruction to challenge placement in 032 courses (ENG, MAT, and RDG). Students who successfully complete the course and pass the departmental test may enroll in the next level of the course.

**Class schedule** - The times (hours and days), locations (campus, building, room number) and instructors for courses during a term or semester. Copies of students' class schedules are available from their academic advisor or from TTC Express.

**Continuing Education** - A division of the College that offers noncredit training. These courses are not paid for by traditional financial aid.

**Cooperative Education (Co-op)** - Combines a student's classroom instruction with actual work experience; a student may receive course credit.

**Corequisite** - A course that must be taken at the same time as another course

**Counselor** - An employee in TTC's Counseling and Career Development Services who can help students with personal, academic and disability accommodation problems and is trained to take students through the career decision-making process. TTC's counselors are academic advisors to undecided students until students decide on a major.

**Course in a Bag (video courses)** - Students purchase the textbook and receive a study guide with the instructor on videotapes after making a deposit. Tests are taken in the Testing Center on any campus. At the end of the semester, students return the videotapes to the bookstore for a refund of the deposit.

**Credit** - The amount of work a student completes is referred to as credit hours. Each course is assigned a specific number of credits based on the amount of time spent in class and/or lab. To receive a degree, diploma or certificate, a specified number of credits is required.

**Credit by exam** - A student can receive credit for a specified course if he/she passes an exam. There are several types of exams, such as CLEP, AP and challenge. Students should ask their academic advisor about this option.

**Curriculum** - The courses offered in a program of study

**Dean** - The head of an academic division or an area within the college

**Department** - One of several units in a division

**Developmental Studies** - Course work designed to develop skills students need to be successful in a program of study

**Diploma program** - One-year degree program

**Drop/add** - The process by which enrolled students make changes to their original class schedule that occurs during the first few days of each term. The number of days varies for each session. Check the academic calendar for dates.

**Dual credit** - Courses taken at a college that will be counted toward high school and college graduation. Special arrangements must be made before enrolling in these courses. Students should start with their high school counseling office or the principal's office if they are interested.

**Dual major** - Students may declare two majors and take courses in both majors at the same time.

**FAFSA** - Free Application for Federal Student Aid. Form to be filled out electronically to begin the process for requesting financial aid. TTC's school code is 004920.

**FastForward courses** - Accelerated courses that are five to seven weeks long

**Flex Classes** - College courses that are offered in formats other than in the traditional full semester. Examples: Weekend College, online, Course in a Bag, FastForward

**Full time** - Enrollment in at least 12 credit hours of course work. Typically, this is about four courses.

**Grade Point Average (GPA)** - A system of measuring students' course averages by using points for each grade

**Graduation** - The final awarding of a degree, diploma or certificate at TTC. Students must apply at the Registrar's Office for graduation to receive the award and to march in the official ceremony. Students do not have to attend the ceremony to receive their award.

**Learning Assistance** - A learning lab with audio/visual and computer resources and tutoring services

**Learning Resource Center (LRC)** - The library

**Major** - Your program of study or the degree you wish to earn

**Matriculation** - Official registration/enrollment of a student in college

**Nondegree student** - A student who is attending college but has not selected a program of study. These students are not eligible for most types of financial aid.

**On Course** - TTC's class schedule that includes a College calendar and general information about admission, registration and financial aid

**Online** - Using the Internet. TTC offers courses, e-mail and registration that are accessed from its home Web site - [www.tridenttech.edu](http://www.tridenttech.edu).

**Open advising session** - Group sessions offered for prospective nursing students and also for some Allied Health programs. The Nursing open advising session is available online at [www.tridenttech.edu](http://www.tridenttech.edu).

**Orientation - 1)** New student orientation is an opportunity for students to learn what services are available and how processes work at a college. **2)** At TTC there is also “course orientations” for students who enroll in a Course in a Bag. These take place several days before classes start each semester. Check *On Course* for times and dates.

**Orientation Center** - A place where new students learn about a college’s processes and services. TTC’s orientation is a walk-in service available every day the College is open.

**Orientation leader** - Employee in TTC’s Orientation Centers whose role is to help new TTC students by explaining College’s services, registering nondegree students and answering general questions about the College. Orientation leaders are not academic advisors, but assign academic advisor to new students.

**Part-time** - Enrollment in less than 12 credit hours of course work. Most financial aid will pay for part-time enrollment. Each type of financial aid has its own rules about enrollment. Be familiar with the type financial aid you have and take advantage of its regulations.

**Placement Test** - A test of current skill-level in English, reading and mathematics. Students who do not have qualifying SAT or ACT test scores, or who have not transferred in math and English courses from a regionally accredited college will be asked to take all or part of the TTC Placement Test. Students will be placed in courses based on the results of this test. The first time testing is free. Opportunities for retesting are based on prescribed retest ranges and are discussed with each student at new student orientation.

**Prerequisite** - A completed course or specified test scores needed to enroll in another course

**Priority registration** - The major registration period for current, returning, readmitted and early accepted new students that occurs prior to Registration Day for the upcoming semester.

**Probation** - A warning signal that indicates poor academic performance. A student is placed on probation if his or her grade point average falls below the standards established by the College.

**Program of study** - Your major or the degree you wish to earn

**Registration** - Entering course selections into the College’s computerized registration system to reserve your seat in a class. All students must apply and be accepted to the College before they can register for classes.

**Residency - 1)** The classification of how a person is going to be charged for tuition based on where he/she lives and for how long and under what circumstances. Check the complete residency policy of South Carolina at [www.che.sc.gov](http://www.che.sc.gov). **2)** At least 25 percent of the total credit hours in a program of study must be completed at TTC in order to earn a degree, diploma or certificate.

**Retest** - An opportunity to take all or part of the TTC Placement Test again if scores are in prescribed retest ranges. Retest fee is \$25.

**Semester** - A typical length of time classes are offered at a college – usually 15 weeks.

**Student ID** - A picture identification card that is required for students to show in various college offices and labs for services.

**Student ID number** - A number generated by TTC's electronic student database system when a student's application is entered. This number can be used in lieu of a Social Security number on most college documents. The number is displayed on a student's ID card and on the "My Profile" screen in TTC Express.

**Suspension** - **1)** A period of time when students are not permitted to attend classes due to below minimum academic performance or disciplinary actions. **2)** A period of time when students are not eligible for financial aid because they fall below the Standards of Satisfactory Progress.

**Syllabus** - A document distributed to students by the instructor. It shows the course description and objectives, the grading system and other important information.

**Transcript** - An official record of all academic work attempted by a student. It may contain the course number, title of each course taken and the final grade received. In addition, there may be a compilation of the number of credits, number of grade points and the grade point average.

**Transfer** - Moving from one college to another where courses from one college may count toward a degree at another college. The college awarding the degree makes the decision as to whether a course transferred in from another college will count toward the degree. Students must have their official transcript sent to TTC's Registrar's office for evaluation.

**TTC Express** - TTC's student registration/records (<https://ttcexpress.tridenttech.edu>) software. Students receive an account within several days of applying to the College and can view their application status and records, register for classes, pay for fees, apply for graduation and much more.

**Undecided** - A student who plans to earn a degree, has not chosen a program but is exploring career options, and has met the admission requirements for most associate degree programs. These students are not eligible for most types of financial aid.

**Weekend College** - Courses that are completed in five weeks. Students register for one course that meets all day Saturday and Sunday afternoon for five consecutive weekends.

**Withdrawal** - Until a published date, a student may remove themselves from a class with no punitive grade.

## Financial Aid Terminology

**Default** - **(FA)** Failure to repay a loan according to the terms agreed to when you signed a promissory note.

**Eligible Program** - **(FA)** A program of study that leads to a degree, diploma or certificate and meets the U.S. Department of Education's requirements for an eligible program.

**Expected Family Contribution (EFC)** - **(FA)** An amount you and your family are expected to contribute toward your education. It appears in the upper right-hand corner of your Student Aid Report (SAP).

**FAFSA** - **(FA)** Form to be filled out electronically to begin the process for requesting financial aid. TTC's school code is 004920.

**Federal Work-Study** - **(FA)** Allows students to earn money while enrolled in school to help pay educational expenses. Students are usually allowed to work up to 20 hours per week.

**Financial Aid** - **(FA)** Financial assistance to help pay for college tuition, fees and materials. It includes grants, loans, GI Bill, tuition assistance and scholarships.

**Grants** - **(FA)** Financial aid that does not have to be repaid. The grant amount is based on need.

**Loan** - **(FA)** Borrowed money that must be repaid with interest. Maximum loan amounts depend on the student's year in school and financial need.

**Lottery-Funded Tuition Assistance (LTA) - (FA)** Lottery-funded Tuition Assistance is determined by using the information on your FAFSA application. You must be a South Carolina resident and enroll in at least six credit hours. Lottery awards are based on credit hours of enrollment and availability of funds. LTA is not available to assist with book expenses.

**Pell Grant - (FA)** Pell Grant eligibility is determined by the U.S. Department of Education using the information on your Free Application for Federal Student Aid (FAFSA).

**Pin Number - (FA)** Allows you to sign your FAFSA electronically.

**Probation - 1)** Academic: A warning signal that indicates poor academic performance. A student is placed on probation if his or her grade point average falls below the standards established by the College. **2) (FA) Financial Aid/Veterans/State Free:** The step between warning and suspension as described in the Standards of Academic Progress.

**Promissory Note - (FA)** The binding legal document you sign when you receive a student loan. It lists the conditions under which you are borrowing funds and the terms under which you agree to pay back the loan.

**Satisfactory Academic Progress (SAP) - (FA)** To be eligible to receive federal student aid, you must maintain toward a degree, diploma or certificate.

**Selective Service Registration - (FA)** If required by law, you must register with the Selective Services to receive federal student aid.

**South Carolina State Free Tuition Program - (FA)** Children of deceased or 100 percent disabled veterans who were killed or disabled during military service can attend any SC state supported college or university up until their 26th birthday and pay no tuition or fees. Children of deceased or 100 percent disabled police officers, firemen or rescue workers who were killed or disabled while on duty can go to any SC state supported college or university for a total of four years and pay no tuition or fees.

**Student Aid Report (SAR) - (FA)** Lists all the information you reported on your FAFSA. It will contain your expected family contribution (EFC).

**Subsidized Stafford Loan - (FA)** The federal government pays the interest while you are in school. You begin repayment, and interest begins, six months after your have graduated or cease at least half-time enrollment.

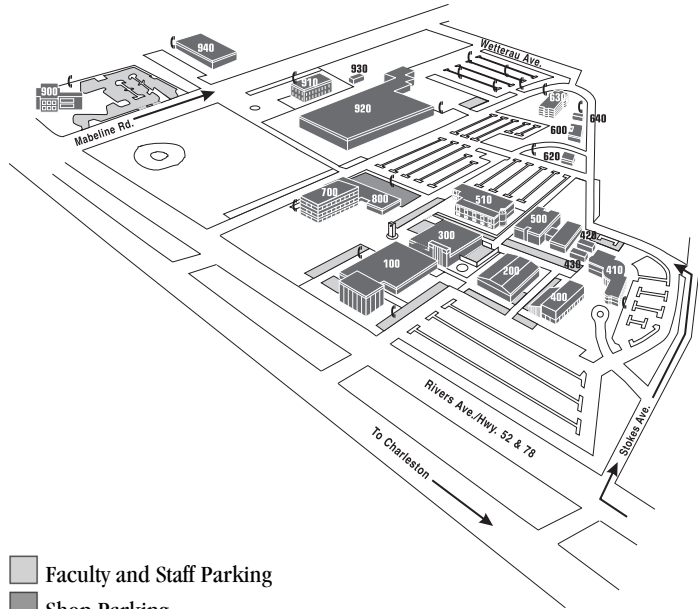
**Suspension - 1)** Academic: A period of time when students are not permitted to attend classes due to below minimum academic performance or disciplinary actions. **2) (FA) Financial Aid,/Veterans/State Free:** The status after “probation.” A period of time when students are not eligible for financial aid because they fall below the FA/VA/State Free.




**Unsubsidized Stafford Loan - (FA)** The interest begins when you receive the loan.

**Warning - (FA) Financial Aid/Veterans/State Free:** The status after “good academic standing” described in the Financial Aid Standards of Progress (SAP) on page 24.

# Main Campus

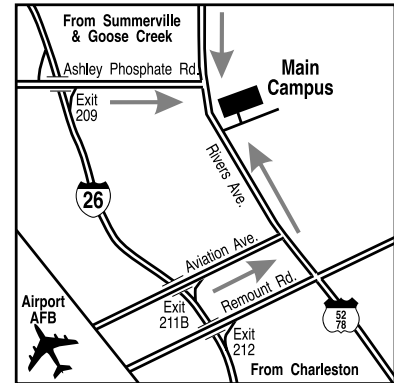
Students may park in any lot except those designated as faculty/staff parking. Parking is prohibited at entrances and along perimeter roads and thoroughfares.



-  Faculty and Staff Parking
-  Shop Parking
-  Emergency Phone

## Bldg. #Bldg. Name

- 100 General Education Building** Information Center/Public Safety/Co-op Center/Humanities and Social Sciences/Recruiting/Learning Assistance
- 200 Business Technology Building** Business Technology/Computer Center
- 300 Math & Science Building** Arts and Sciences
- 400 Robotics Welding Building** Industrial Technology
- 410 Student Center** Admissions/Registrar's office/Financial Aid/Bookstore/Lounge/Counseling/Student Activities/Testing/Food Court
- 420 Orientation Center** Orientation
- 430 Student Employment/Student Support Services Building** Student Employment/Student Support Services
- 500 Communications Technology Building** Office Information Technology/Printing Services/Broadcasting
- 510 Learning Resources Center** Learning Resources Center (Library)/Developmental Studies
- 600 Facilities Management/Deliveries Building** Maintenance
- 620 Horticulture Building** Horticulture Technology
- 630 Health Sciences Building** Allied Health/Nursing
- 640 Annex Building** General Classrooms
- 700/ Industrial & Engineering Technology Building** Engineering Technology/Industrial Technology/ Machine Tool Technology Lab
- 800 Administration Building** Administration/President's Office/Human Resources/Employee Relations/ Advancement/Marketing Services
- 910 Complex for Industrial and Economic Development/Continuing Education Center** Continuing Education Registration/Classrooms
- 920 Complex for Industrial and Economic Development/Industrial Training Center** Advanced Manufacturing Center/Electro-Mechanical Lab/Process Control/Flexible Manufacturing Lab Construction in progress
- 930 Basic Construction Trades**
- 940 North Rivers Commerce Center** Community, Family and Child Studies/Classrooms

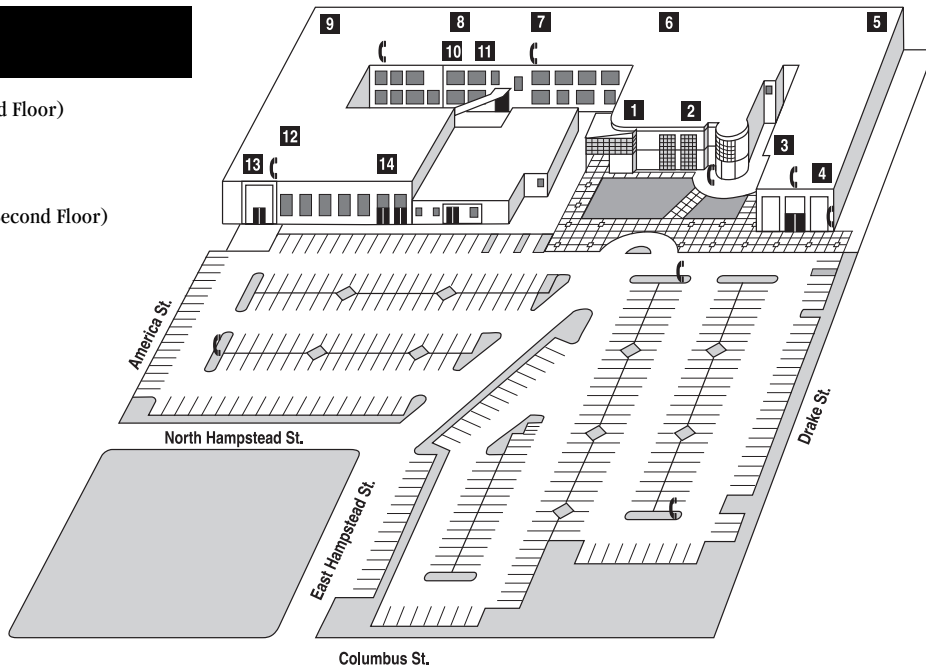


## Main Campus

7000 Rivers Ave.  
North Charleston

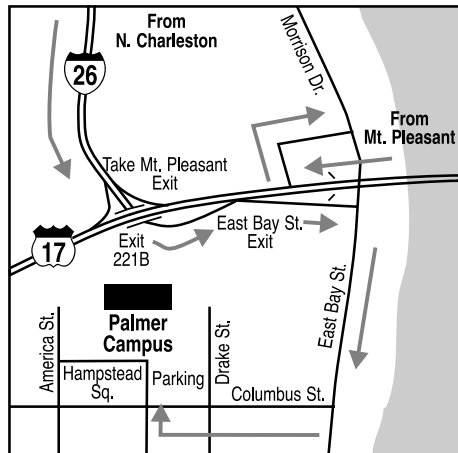
# Palmer Campus

1. Learning Resources Center (Library), Room 229 (Second Floor)
2. Admissions Suite, Room 121; Financial Aid, Room 124
3. Student Lounge, Room 105
4. Humanities and Social Sciences, Room 102
5. Educational Opportunity Center, Room 112-114
6. Student Success Center/Orientation Center, Room 226 (Second Floor)
7. Faculty/Staff Computing Center, Room 136
8. Law-Related Studies, Room 156
9. Computer Lab, Room 246 (Second Floor)
10. Public Safety, Room 145
11. Bookstore/Business Office, Room 141
12. Auditorium, Room 171
13. Hospitality, Tourism and Culinary Arts, Room 172
14. Dining Room (Palmer Cafe), Room 180



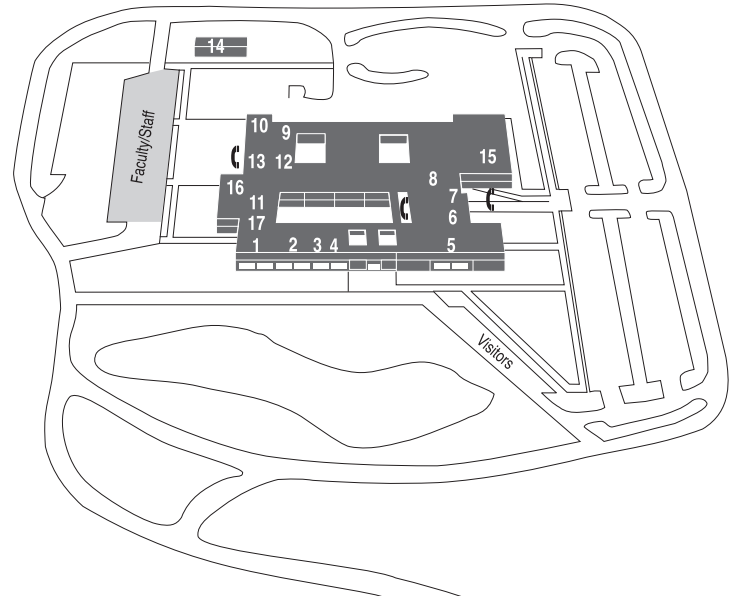
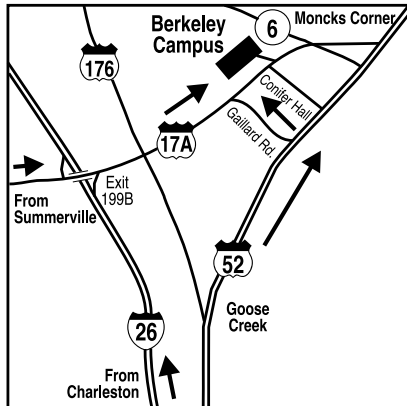
**Palmer Campus**  
 66 Columbus St.  
 Downtown Charleston

 Emergency Phone

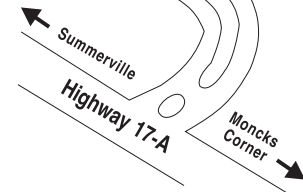


# Berkeley Campus

1. Student Success Center/Orientation Center, Room 178
2. Bookstore, Room 179
3. Admissions/Records/Business Office, Room 180
4. Director's Office, Room 181
5. Learning Resources Center (Library), Room 177
6. Student Lounge/Snack Shop, Room 176
7. Berkeley Conference Center, Room 175
8. Public Safety Offices, Room 174
9. Aircraft Maintenance Lab, Rooms 168 and 169
10. Cosmetology Lab, Room 170
11. Computer Lab, Room 146A
12. Nail Lab
13. Esthetics Lab
14. Veterinary Technology Building
15. Aircraft Maintenance Classroom, Rooms 164E and F
16. Computer Lab, Room 144
17. Developmental Studies Lab, Room 141



**Berkeley Campus**  
*Highway 17-A*  
*Moncks Corner*



■ Faculty and Staff Parking

☎ Emergency Phone

# TTC office directory

	NUMBER	LOCATION		
<b>ACADEMIC AFFAIRS</b>				
Vice President's Office	574-6057	100/215	Main	574-6529
<b>ADMISSIONS OFFICE</b>			Palmer	720-5602
Berkeley	899-8063	BK/179	<b>CONTINUING EDUCATION</b>	
Main	574-6125	410/110	Information	574-6022
Palmer	722-5500	PL/121	Registration (Continuing Education)	574-6152
<b>ALLIED HEALTH SCIENCES</b>	574-6255	630/206	<b>COOPERATIVE EDUCATION</b>	574-6118
<b>ALUMNI</b>	574-6456	900/119	<b>COSMETOLOGY LAB</b>	
<b>AUTOMATED MANUFACTURING</b>			Cosmetology Lab	899-8052
Tech Lab	574-6271	700/103	Facial Lab	899-8075
<b>BIOLOGY LAB</b>			Manicure Lab	899-8074
Main	574-6352	630/222B	<b>COUNSELING AND CAREER DEVELOPMENT SERVICES</b>	
Palmer	722-5525	PL/146	Berkeley	899-8079
<b>BOOKSTORE</b>			Main	574-6131
Berkeley	899-8064	BK/181	Palmer	722-5516
Main	574-6122	410/102	<b>DENTAL HYGIENE CLINIC</b>	574-6465
Palmer	720-5604	PL/141	<b>DEVELOPMENTAL STUDIES</b>	574-6378
<b>BUSINESS OFFICE</b>			<b>DISTANCE LEARNING</b>	
Berkeley	899-8064	BK/181	Broadcast Services	574-6522
Main	574-6026	410/124A	<b>EDUCATIONAL OPPORTUNITY CENTER</b>	
Palmer	720-5604	PL/141	Berkeley	899-8020
<b>BUSINESS TECHNOLOGY</b>	574-6252	200/102	Main	574-6291
<b>CAREER AND EMPLOYMENT SERVICES</b>			Palmer	722-5509
Berkeley	899-8079	BK/178	<b>EDUCATIONAL TALENT SEARCH</b>	899-8085
Main	574-6119	430	<b>ENGINEERING TECHNOLOGY</b>	574-6115
Palmer	722-5516	PL/228	<b>FINANCE AND ADMINISTRATION</b>	
<b>CENTER FOR ACCELERATION</b>			Vice President's Office	574-6198
Technology Training	574-6382	910/104	<b>FINANCIAL AID</b>	
<b>CHEMISTRY LAB - MAIN</b>	574-6320	700/312	Berkeley	899-8021
<b>COMMUNITY, FAMILY AND CHILD STUDIES</b>			Main	574-6110
Berkeley	899-8013	BK/119	Palmer	722-5520
			<b>HOSPITALITY, TOURISM AND CULINARY ARTS</b>	
			Hospitality, Tourism and Culinary Arts	722-5541
			Hospitality, Tourism and Culinary Arts	722-5613
			<b>HUMANITIES AND SOCIAL SCIENCES</b>	574-6034
			<b>INDUSTRIAL TECHNOLOGY</b>	574-6156
			<b>INFO LINE</b>	574-6262
				940/112
				PL/210C
				910/142
				910/105
				100/204
				BK/170
				BK/300B
				BK/300A
				BK/173
				410/210
				PL/226
				630/106
				510/104
				300/345
				BK/183
				420
				PL/114
				BK/173B
				700/122
				900/214
				BK/191A
				410/202
				PL/124A
				PL/173
				PL/Palmer Cafe
				100/122
				700/801
				100/175

**INFORMATION TECHNOLOGY**

Checkout Booth 574-6331 200/166

**INTERNATIONAL EDUCATION** 574-6567 100/147**LAW-RELATED STUDIES** 722-5526 PL/138**LEARNING ASSISTANCE CENTERS**

Berkeley 899-8079 BK/173

Main 574-6409 100/157

Palmer 722-5516 PL/226

**LEARNING RESOURCES/LIBRARIES**

Berkeley 899-8055 BK/177

Main 574-6089 510/156

Audio Visuals 574-6548 510/258

Circulation Desk 574-6095 510/152

Reference Desk 574-6096 510/158

Palmer 722-5540 PL/229

**NURSING** 574-6138 630/206**ONE STOP CAREER CENTER**

Trident Technical College 574-1818 Recruiting

**ORIENTATION CENTER**

Berkeley 899-8079 BK/178

Main 574-6436 420

Palmer 722-5518 PL/226

**PROJECT ASSIST** 574-6525 700/127**PUBLIC SAFETY**

Berkeley 899-8071 BK/180

(If No Answer, Dial) 574-6052

Emergency 574-6053

Main 574-6052 100/124

Emergency 574-6053

Lost and Found 574-6052

Crime Prevention 574-6052

Palmer 722-5521 PL/145

(If No Answer, Dial) 574-6052

Emergency 574-6053

**RADIO TELEVISION**

Film Production 574-6015 300/303

**REGISTRAR'S OFFICE**

Advanced Standing 574-6549 410/114

Enrollment Verification 574-6324 410/112C

Grades 574-6321 410/114

Graduation 574-6322 410/114

Registration 574-6321 410/114

Registrar 574-6129 410/112B

Transcripts 574-6324 410/112C

**SCANA CREATIVE LEARNING LAB** 574-6669 510/137**SCIENCE AND MATHEMATICS** 574-6015 300/303**STUDENT ACTIVITIES**

Student ID Cards; Student Organizations; 574-6082

**STUDENT NEWSPAPER** 574-6012 410/224C**STUDENT SERVICES**

Vice President's Office 574-6010 410/220

Assistant Vice President, Student Services 574-6393 410/226

Assistant Vice President,

Student Development 574-6131 410/210

Dean, Educational Opportunity Programs 722-5520 PL/124A

Dean, Enrollment Management 574-6125 410/110

**STUDENT SUCCESS CENTER**

Berkeley 899-8079 BK/178

Main 574-6436 410/202

Palmer 722-5516 PL/228

**STUDENT SUPPORT SERVICES**

Student Support Services 574-6102 430

**TTD** 574-6351**TECHNOLOGY AND PLANNING**

Vice President's Office 574-6994 100/151

**TESTING SERVICES**

Instructional Testing 574-6632 410/202

Main 574-6410 410/202

Palmer 722-5516 PL/226

**UPWARD BOUND**

Upward Bound 899-8025 BK/130

Work Station 899-8044 BK/130

**VETERANS ASSISTANCE CENTER** 574-6105 410/202

## The Trident Technical College Creed

**Trident Technical College** is committed to the achievement of student success in an environment defined by civility and dignity. Affiliation with the College community obligates members to high ideals while it grants both privilege and status. The expectations which follow establish the standards worthy of TTC community members.

As a TTC scholar, I PLEDGE TO:

- Accept responsibility for my actions, language and attitudes.
- Practice good manners and courteous behavior toward all I encounter.
- Respect the rights and property of others.
- Demonstrate integrity in my academic pursuits.
- Honor the nobility of learning and scholarship.
- Recognize the value of diversity.
- Promote good citizenship, common decency and universal harmony.

*Life is not so short but that there is always time enough for courtesy.*

Ralph Waldo Emerson

