



ABBEVILLE  
EDGEFIELD  
GREENWOOD  
LAURENS  
MCCORMICK  
NEWBERRY  
SALUDA

# 2019-2020 DUAL ENROLLMENT HANDBOOK

PIEDMONT TECHNICAL COLLEGE





## 2019-2020 DUAL ENROLLMENT HANDBOOK

Visit [www.ptc.edu](http://www.ptc.edu) for the most current information.  
This handbook is effective Fall 2019.

### COLLEGE CODE OF CONDUCT

*It is a common goal of the faculty, staff, students and administration of Piedmont Technical College to foster a campus environment that is conducive to teaching, learning and personal development. All students and employees of PTC are expected to exhibit both in the classroom and throughout the campus values, attitudes and behaviors that nurture character and ethical behavior. Piedmont Technical College students are expected to conduct themselves in a mature, dignified and honorable manner both inside and outside the college. Activities that are considered detrimental to the aims and objectives of the college may be cause for disciplinary action. All instructors, as well as administrators, have express authority for general supervision of student conduct. The Office of Student Affairs will recommend methods of handling cases of alleged misconduct, according to the Student Code for the South Carolina Technical College System.*

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



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# Academic Calendar

## FALL 2019

<i>Administrative and Inservice Days*</i>	August 5-9 & 12-16, 2019
<i>Registration Deadline (Full &amp; A Terms)</i>	August 16
<i>Classes Begin (Full Term, A Term)</i>	August 19
<i>Add/Drop Period (A Term)</i>	August 19-21
<i>Add/Drop Period (Full Term)</i>	August 19-23
<i>Labor Day (College Closed)</i>	September 2
<i>Registration Deadline (Late Term)</i>	September 24
<i>Classes Begin (Late Term)</i>	September 25
<i>Add/Drop Period (Late Term)</i>	September 25-27
<i>Registration Deadline (B Term)</i>	October 10
<i>Classes End (A Term)</i>	October 10
<i>Classes Begin (B Term)</i>	October 11
<i>Add/Drop Period (B Term)</i>	October 11-15
<i>Thanksgiving Break (College Closed)</i>	November 27-29
<i>Classes End (Full Term, B Term, Late Term)</i>	December 6
<i>Final Grades Due</i>	December 11
<i>Graduation</i>	December 12
<i>Administrative and Inservice Days*</i>	December 9-13
<i>Administrative Days*</i>	December 16-17
<i>Winter Break (College Closed)</i>	December 23-31

## SPRING 2020

<i>New Year's Day Observed</i>	January 1, 2020
<i>Administrative and Inservice Days*</i>	January 2-3 & 6-7
<i>Registration Deadline (Full &amp; A Terms)</i>	January 7
<i>Classes Begin (Full Term, A Term)</i>	January 8
<i>Add/Drop Period (A Term)</i>	January 8-10
<i>Add/Drop Period (Full Term)</i>	January 8-14
<i>Martin Luther King, Jr. Day (College Closed)</i>	January 20
<i>Registration Deadline (Late Term)</i>	February 12
<i>Classes Begin (Late Term)</i>	February 13
<i>Add/Drop Period (Late Term)</i>	February 13-17
<i>Registration Deadline (B Term)</i>	February 28
<i>Classes End (A Term)</i>	February 28
<i>Classes Begin (B Term)</i>	March 2
<i>Add/Drop Period (B Term)</i>	March 2-4
<i>Spring Break (No Classes)</i>	March 30-April 3
<i>Classes End</i>	April 29
<i>Administrative and Inservice Days* (Full Term, B Term, Late Term)</i>	April 30 - May 1
<i>Final Grades Due</i>	May 4
<i>Graduation</i>	May 7

## SUMMER 2020

<i>Administrative and Inservice Days*</i>	May 4-8 & 11-12, 2020
<i>Registration Deadline (Full &amp; A Terms)</i>	May 12
<i>Classes Begin (Full Term, A Term)</i>	May 13
<i>Add/Drop Period (A Term)</i>	May 13-14
<i>Add/Drop Period (Full Term)</i>	May 13-15
<i>Memorial Day (College Closed)</i>	May 25
<i>Registration Deadline (Late Term)</i>	May 26
<i>Classes Begin (Late Term)</i>	May 27
<i>Add/Drop Period (Late Term)</i>	May 27-29
<i>Registration Deadline (B Term)</i>	June 17
<i>Classes End (A Term)</i>	June 17
<i>Classes Begin (B Term)</i>	June 18
<i>Add/Drop Period (B Term)</i>	June 18-19
<i>Faculty Break (No Classes)</i>	June 29 - July 1
<i>Administrative and Inservice Day*</i>	July 2
<i>Independence Day Observed (College Closed)</i>	July 3
<i>Classes End (Full Term, B Term, Late Term)</i>	July 28
<i>Administrative and Inservice Days*</i>	July 29-31
<i>Final Grades Due</i>	July 31
<i>Graduation</i>	August 6

\*no classes



# Important Dates

## TERM DATES

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### Fall 2019

<i>Full Term</i>	August 19-December 6, 2019
<i>A Term</i>	August 19-October 10, 2019
<i>Late Term</i>	September 25-December 6, 2019
<i>B Term</i>	October 11-December 6, 2019

### Spring 2020

<i>Full Term</i>	January 8-April 29, 2020
<i>A Term</i>	January 8-February 28, 2020
<i>Late Term</i>	February 13-April 29, 2020
<i>B Term</i>	March 2-April 29, 2020

### Summer 2020

<i>Full Term</i>	May 13-July 28, 2020
<i>A Term</i>	May 13-June 17, 2020
<i>Late Term</i>	May 27-July 28, 2020
<i>B Term</i>	June 18-July 28, 2020

## REGISTRATION BEGINS

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<b>Spring 2020</b>	November 1, 2019
<b>Summer 2020</b>	March 2, 2020
<b>Fall 2020</b>	April 1, 2020

## LAST DAY TO WITHDRAW FROM A CLASS

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<b>Fall 2019</b>	November 22, 2019
<b>Spring 2020</b>	April 17, 2020
<b>Summer 2020</b>	July 17, 2020

## GRADUATION DATES

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### APPLICATION DEADLINES

<b>Fall 2019 Graduates</b>	October 4, 2019
<b>Spring 2020 Graduates</b>	March 6, 2020
<b>Summer 2020 Graduates</b>	June 12, 2020

### GRADUATION CEREMONY DATES

<b>Fall 2019</b>	December 12, 2019
<b>Spring 2020</b>	May 7, 2020
<b>Summer 2020</b>	August 6, 2020

## FINANCIAL AID 60% OF TERM DATES

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### Fall 2019

<i>Full Term:</i>	October 21, 2019
<i>A Term:</i>	September 19, 2019
<i>Late Term:</i>	November 4, 2019
<i>B Term:</i>	November 11, 2019

### Spring 2020

<i>Full Term:</i>	March 11, 2020
<i>A Term:</i>	February 10, 2020
<i>Late Term:</i>	March 25, 2020
<i>B Term:</i>	April 13, 2020

### Summer 2020

<i>Full Term:</i>	June 24, 2020
<i>A Term:</i>	June 3, 2020
<i>Late Term:</i>	June 26, 2020
<i>B Term:</i>	July 16, 2020

### PLEASE NOTE:

Students taking OnDECK and middle college classes are expected to follow the Piedmont Technical College schedule for spring break. If there is a break at the high school that does not correlate with PTC's schedule, students will NOT be excused from any dual credit class. And, students will be responsible for catching up on missed assignments.



# DUAL ENROLLMENT

## AT PIEDMONT TECHNICAL COLLEGE

Welcome to the Dual Enrollment program at Piedmont Technical College! What a wonderful choice you've made to get a head start on your college career. This handbook is designed to give insight on the program as well as to provide you with important tools and guidelines to ensure that you have a successful experience in the program. Dual Enrollment students have the same rights and responsibilities as any other student at PTC, and should refer to the PTC Student Calendar and Handbook for a complete listing of PTC's Policies and Procedures.

### MORE INFORMATION

Contact the Dual Enrollment Office at **(864) 941-8315**, or visit our website at **[www.ptc.edu/dual](http://www.ptc.edu/dual)**.

### WHAT IS DUAL ENROLLMENT?

#### Dual Enrollment (High School Students)

Dual enrollment allows high school juniors and seniors to earn college credit and high school credit simultaneously. Dual enrolled students must have the approval of their high school guidance counselors or school administrators for the specific courses that will be awarded as both high school and college credit. Participating high schools offer dual enrollment programs on site, either through a traditional class format or through distance education, both for general education courses and technical career courses. Students can earn dual credit for courses taught at the college with the proper approval forms and admission requirements, which may be found at **[www.ptc.edu/dual](http://www.ptc.edu/dual)**. General education courses that are listed in the statewide articulation agreement, found on the Piedmont Technical College website, are transferable to all public four-year senior colleges and universities in the state. Dual Enrollment students should check with the colleges of their choice to ensure transfer of their college courses. Additional information can be found at **[www.ptc.edu/dual](http://www.ptc.edu/dual)**.

#### Early Admission Program (High School Students)

This program allows high school juniors and seniors to get a jump start on college courses while still in high school. Early Admission is for students who have completed all necessary Carnegie units to graduate from high school and wish to earn college credits while in high school. Admission requirements for early admission are the same as those for dual enrollment. To complete proper approval forms and admission requirements, students should meet with their high school guidance counselor. Visit **[www.ptc.edu/dual](http://www.ptc.edu/dual)** for additional information.

#### Home-School Students

Home-school students are invited to participate in OnDeck, traditional and online courses. Admission requirements for home-school students are the same as those for dual enrollment. Students should consult with their home-school administrator for guidance with classes needed to satisfy the requirements for high school graduation. The Dual Enrollment Office is available to assist with the registration process and to answer any questions about the program. Interested students should call the office to schedule an appointment.

### DID YOU KNOW?

By taking dual credit classes, you are getting a jump start on your college career, and you're saving money on courses you would need to take in your freshman year at college. Piedmont Technical College offers even more transfer options for students headed toward a bachelor's degree. Students may transfer seamlessly to colleges and universities such as: Clemson, College of Charleston, University of South Carolina, Lander University, Columbia College, Newberry College, Presbyterian College, USC Upstate and USC Aiken. And, we offer transfer degrees that allow you to complete the first two years of a bachelor's degree here, at a much lower cost, before transferring to your destination school.

### CERTIFICATE PROGRAMS

Dual Enrollment students not only have the opportunity to take college courses while in high school, motivated students can now earn the credit hours for a certificate. Interested students should speak to their high school guidance counselor.

### LIBRARY RESOURCES

Piedmont Technical College's library resources are available to you 24 hours a day, 7 days a week, from any location. If you're off campus, visit **[www.ptc.edu/library](http://www.ptc.edu/library)** and log in with your PTC P number as your user name and your 6-digit date of birth as your password. If you'd like personal assistance, you can also visit the PTC Library or any of the Learning Resource Centers at the Abbeville, Laurens, Newberry, Saluda or McCormick campuses.



# Important College Policies

## ACADEMIC MISCONDUCT

All forms of academic misconduct including, but not limited to, cheating on tests, plagiarism, collusion and fabrication of information will call for discipline.

1. "Cheating on tests" is defined to include the following:
  - Copying from another student's test or answer sheet.
  - Using materials or equipment during a test not authorized by the person giving the test (e.g. cell phone usage).
  - Collaborating with any person during a test without permission.
  - Knowingly obtaining, using, buying, selling, transporting or soliciting in whole or in part the contents of a test prior to its administration.
  - Bribing or coercing any other person to obtain tests or information about tests.
  - Substituting for another student or permitting any other person to substitute for oneself.
  - Cooperating or aiding in any of the above.
2. "Plagiarism" is defined as the appropriation of any other person's work and the unacknowledged incorporation of that work in one's own work.
3. "Collusion" means knowingly assisting another person in an act of academic dishonesty.
4. "Fabrication" is defined as falsifying or inventing information in such academic exercises as reports, laboratory results and citations to the sources of information.

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

If the instructor, after meeting with the student, determines that the student has engaged in academic misconduct as alleged, the instructor will inform the student about the decision and the academic sanction that will be imposed. The instructor may impose one of the following academic sanctions:

- a. Completion of an educational activity relating to the nature of the offense.
- b. Assign a lower grade or score to the paper, project, assignment or examination involved in the act of misconduct.
- c. Require the student to repeat or resubmit the paper, project, assignment, or examination involved in the act of misconduct.
- d. Assign a failing grade for the course.
- e. Require the student to withdraw from the course.

## ATTENDANCE POLICY

Students are expected to attend all class meeting times for classes in which they are enrolled. It is the student's responsibility to ensure that his/her instructor(s) are properly notified in the event of an absence, and keep on-going communication to complete any missed assignments. We strive to accommodate all high school scheduled breaks; however, if there is a break at the high school that does not correlate with PTC's schedule, students will NOT be excused from any dual credit class. And, students will be responsible for catching up on missed assignments.

## ATTENDANCE POLICY FOR ONLINE COURSES

There is an introductory activity in each online class. The student must do this activity prior to the end of the add/drop date or the student will be dropped for never attending. This includes students who register during the late-registration period. A student may choose to drop a class within the add/drop period with no penalty, even if the initial activity is complete. The last date of attendance (LDA) for the course will be documented using the student's completion of a course activity such as a discussion post, email to the instructor, or assignment. The last date will not be calculated from a student's log-in to the course only.

## CAMPUS POLICE AND SECURITY

The Campus Police and Security team work hard to maintain a safe and secure campus for students, employees and guests of the college. They provide services such as:

- First Aid
- Safety Escorts
- Investigation of crimes
- Emergency phone response
- Emergency alert notification

For immediate assistance from a Campus Police and Security Officer, please call (864) 941-8000. Additional information about the services above are available at [www.ptc.edu/campuspolice](http://www.ptc.edu/campuspolice).

Students are responsible for their personal equipment and property, as Piedmont Technical College does not assume responsibility for stolen articles. Equipment and vehicles should be kept locked at all times. To report missing items, please contact the Campus Police and Security Office. There are courtesy phones on campus for the convenience of all students. Calls by students on office phones are not authorized.

## CLASSROOM BEHAVIOR AND CONDUCT POLICY

Dual Enrollment students are expected to conduct themselves in a mature manner. Students should be respectful of instructors, fellow classmates, themselves and PTC facilities at all times. The guidance counselor and/or parents will be contacted for any student who has disciplinary issues.

## DROP OR WITHDRAWAL POLICY

Students may drop a course during the add/drop period without receiving a mark on their transcript. Drops occur earlier in the semester. After the add/drop period, a student may withdraw from a class. Before withdrawing, the student should FIRST speak with the instructor regarding his/her options. If it is impossible for the student to complete the course successfully, the student should immediately notify both the Office of Dual Enrollment and the high school guidance counselor. Students will be responsible for any grade awarded by the instructor and, if applicable, tuition cost for any class that doesn't receive a proper withdrawal.

Students who would like to withdraw from classes after the add/drop period must complete the withdrawal process through their PTC Pathway account under "Registration Tools." For questions about withdrawing, please contact the Student Records Office at (864) 941-8361. Students may withdraw from class with a grade of "W" prior to classes ending (see calendar in PTC Pathway for Last Date to Withdraw). After the Last Date to Withdraw, instructors have the option to award an "I" or a letter grade of "F."



## LATE INSTRUCTOR POLICY

We do not expect faculty to be late. In an event of an emergency, however, if an instructor is late in arriving for a class, students should wait 15 minutes from the assigned start time before notifying the Dual Enrollment Office or the county campus director.

## TUITION AND FEES

Dual Enrollment at Piedmont Technical College is designed to be affordable to all students.

- South Carolina residents taking between 6 and 12 credit hours in a semester (generally two to four classes), at their high school, on our campus, or online, will attend tuition free.
- Students taking only one course on a PTC campus or online will attend at a standard tuition rate of \$150/credit hour.

*Those students who are taking only one course at their high school or career center taught by a district employee will attend at \$50/credit hour. Note: Additional charges apply at \$150 for each additional credit hour for students taking more than 12 hours in a semester.*

## MIDTERM/FINAL GRADES

Both midterm and final grades are viewable in a student's PTC Pathway account. Please see PTC Pathway: A User's Guide for instructions on viewing grades. Students are encouraged to keep up with grades throughout the semester. Midterm grades

Midterm Grade Definition

<b>S</b>	"Satisfactory" Progress: To date, you have been keeping up with assignments and doing well on them. If you continue to do the same for the remainder of the term, you are likely to get a grade of "C" (or higher) in the course.
<b>M</b>	"Marginal" Progress: You are close to making a passing grade, but without some additional effort on your part you are likely to not pass the course.
<b>U</b>	"Unsatisfactory" Progress: You have fallen behind on assignments and/or not done well on several assignments. Without improved effort and academic progress, you are likely to not pass the course.

will only be reported to the high school provided that a student isn't doing well in a course. The student's performance will be shared with the guidance counselor. The student will have the option to remain in the class or withdraw. Students who wish to withdraw must withdraw through their PTC Pathway account. See PTC Pathway: A User's Guide for withdrawal instructions. Students who aren't doing well at midterm are encouraged to discuss options with the instructor, as well as seek tutoring services, if applicable. Below to the left are midterm grades and their definitions.

Students will receive two sets of final grades, a numerical and a letter grade. Numerical grades will be sent to the high school to be calculated on the high school's grading scale. Letter grades will be maintained in the student's records, and will be reflected on the student's final PTC transcript. Home-school students' grades may be sent via email upon request. Below are the letter grades that are awarded, which are based on the quality of a student's work.

FINAL GRADES		
A=94-100	Excellent	4 grade points per term hour
B=85-93	Above Average	3 grade points per term hour
C=75-84	Average	2 grade points per term hour
D=70-74	Passing	1 grade points per term hour
F=69-0	Failure	0 grade points
W=	Withdrawal	0 grade points

### FERPA POLICY:

FERPA is a federal guideline that applies to all schools that receive any funding that is administered by the Department of Education. Once a student attends a postsecondary institution, he or she becomes an "eligible student," and all rights formerly given to parents under FERPA transfer to the student.

Under FERPA, a school may not disclose personally identifiable information from an eligible student's education records to a third party unless the eligible student has provided written consent. Note: There are exceptions such as (1) school officials with a legitimate educational interest in the information, (2) another school in which the student seeks or intends to enroll, (3) to determine eligibility for financial aid or the amount of aid for which the student has applied, (4) to parents of a "dependent student" upon proof that the student was claimed as a dependent on the most recent year's income tax statement, or (5) "directory information" as determined by the school.

Refer to the college website for more information: [www.ptc.edu/ferpa](http://www.ptc.edu/ferpa).

### THINGS TO REMEMBER:

- Due to differences in grading scales, PTC and high school grades may differ.
- Science courses use a different grading scale.
- Final grades may be appealed within 2 consecutive terms following the term in which the grade was received. For example: Spring grade-Summer/Fall appeal; Summer grade-Fall/Spring appeal; Fall grade-Spring/Summer appeal.
- Students who signed a Waiver Form may NOT appeal a grade.
- All students will need to request a final transcript to be sent to their college or university upon high school graduation.

## OFFICIAL TRANSCRIPT

Upon high school graduation, students will need to have dual enrollment classes transferred to the college or university they plan to attend. This can be done by requesting an official transcript through the National Student Clearinghouse from the Piedmont Technical College website at [www.ptc.edu/transcripts](http://www.ptc.edu/transcripts). Visit the Student Records Office on the Lex Walters Campus-Greenwood (A building) if you need an immediate transcript. Immediate pick-up of transcripts in the Student Records Office will require a \$10 fee.

### THINGS TO REMEMBER:

- Official transcripts will not be released for those students who have holds on their accounts or owe any debt to the college.
- Official transcripts will NOT be sent without the student's written consent.
- The Student Records Office requires three to five business days to process transcript requests.
- Check Pathway prior to requesting a transcript to ensure that all final grades have been posted.

## SEVERE WEATHER POLICY

PTC is committed to providing a safe and secure campus for students, employees and visitors. College personnel will take appropriate actions to prevent conditions that could result in the harm of lives and/or property.

**WATCH** means that conditions are present for severe weather to develop, e.g. thunderstorm or tornado.

**WARNING** means that severe weather is imminent and that a tornado or funnel cloud, for example, has been sighted. When a warning is issued, students will be directed to the many Shelters in Place areas



throughout campus. Shelters in Place areas are interior classrooms, offices or hallways that do not have windows or outside doorways. Students should NOT attempt to leave campus during this period.

When weather conditions return to normal, students, faculty and staff will be directed to return to their classrooms and offices. In the case of severe weather conditions during the night, such as snow and ice, the college will notify students in several ways. Visit [www.ptc.edu/weather](http://www.ptc.edu/weather) for full details.

## STUDENT DISABILITY SERVICES

Piedmont Technical College strives to provide reasonable accommodations for people with disabilities. The college makes every effort to ensure access to educational opportunities in its programs. If any of this information is not accessible to you based on your disability, please contact Brenda Dailey at (864) 941-8378 or email [dailey.b@ptc.edu](mailto:dailey.b@ptc.edu).

## STUDENT ID AND PARKING DECAL

Student's first ID and parking decal are FREE. Students should bring a copy of their PTC schedule along with their driver's license or state ID to the PTC library in Greenwood, or to a local PTC county campus.

**\*\*NOTE: Student IDs can only be made on the Greenwood, Newberry, and Laurens county campuses.**

Motor vehicles operated on the Lex Walters Campus-Greenwood and county campuses must be registered with the Campus Police and Security Office. Registration decals are available from the Library or at county campuses at no cost to the student. Parking tickets will be issued for all parking violations, including parking in unauthorized areas.

## STUDENT RESPONSIBILITIES

- Reading and understanding the Dual Enrollment Student Handbook
- Completing the online application, submitting birth certificate copy, Registration Form, and SAT/ACT score reports prior to class registration
- Memorizing P number, as well as the username and password for PTC Pathway and Brightspace (D2L)
- Ensuring the transferability of courses to the college or university you plan to attend
- Checking PTC Pathway to ensure the

accuracy of course schedule, final grades and billing information

- Obtaining Student ID and parking decal
- Having textbooks and course materials on the first day of class
- Reading and understanding course syllabi
- Communicating with instructors regarding absences, missed assignments, class progress, etc.
- Properly withdrawing from a class within the appropriate timeframe — If you fail to withdraw prior to the deadline, you will be responsible for the grade awarded even if it's a D or F and tuition cost.
- Requesting final academic transcript

## TEXTBOOK POLICY

Students are responsible for purchasing textbooks. Students should have textbooks in-hand on the first day of classes. To ensure the accuracy of textbooks, students should purchase textbooks from the Campus Shop, Barnes and Noble, located on the Lex Walters Campus-Greenwood. Students may also purchase textbooks online at [www.ptc.bncollege.com](http://www.ptc.bncollege.com) and have them shipped free of charge to their local county campus. The bookstore has used textbooks available for purchase. There are also a select few that are available for rental.

## TOBACCO USE POLICY

It is the policy of Piedmont Technical College that the use of tobacco, tobacco products and electronic cigarettes is prohibited. Violations could result in a \$25 citation and a referral to the Associate Dean of Students.

## TUTORING POLICY

Students are entitled to one FREE hour of tutoring a week for each subject in which they are enrolled. Students desiring tutoring may complete an online request form at [www.ptc.edu/tutoring](http://www.ptc.edu/tutoring) or contact the Tutoring Center and TLC Coordinator at (864) 941-8435 to schedule an appointment.

Online tutoring assistance is also available through Net Tutor. Students may connect to Net Tutor through the Brightspace (D2L) homepage. Net Tutor provides live and archived tutoring assistance via the Web.

**\*\*NOTE: Students who have signed a Waiver of Placement Form are not eligible to take advantage of free tutoring services.**

# Registration Guidelines

## PREREQUISITE

Many credit classes require prerequisites. Prerequisites are conditions that are required beforehand in order to gain access to a specific course. These conditions are usually completion of, or enrollment in other courses or specific college placement scores (e.g. English 101 must be taken before enrollment into Speech 205). Students who haven't met the prerequisite for a course will not be enrolled.

## PTC IDENTIFICATION NUMBER (P NUMBER)

A random PTC ID number or P number will be generated after completing the online application. This number will take the place of your social security number. You will receive your P number by mail once the online application has been completed. This number should be memorized as it will follow you throughout your enrollment at PTC, and will be required to access many of the college's services, including obtaining a Student ID and parking decal, purchasing textbooks, and as a login to PTC Pathway and Brightspace (D2L).

## REGISTRATION FORM

Students will need to complete and sign the Registration Form as well as collect the signatures of a parent/guardian, and their high school guidance counselors or school administrator for the specific courses that will be awarded as both high school and college credit. It is the student's responsibility to contact and receive written assurance from any non-public institution in South Carolina or any public or private institution outside South Carolina of that institution's willingness to accept a dual enrollment course toward degree requirements.

## RETURNING STUDENTS

Students who have taken dual credit classes in recent semesters, will only need to submit a completed Registration Form each year. The Registration Form is valid for fall and spring semesters in an academic year. A printable Registration Form is found at [www.ptc.edu/dual-form](http://www.ptc.edu/dual-form). Class choices should be discussed during the IGP meeting with the guidance counselor.



# PTC PATHWAY: A USER'S GUIDE

## What is PTC Pathway?

PTC Pathway is your gateway to online college services. A fully accessible Intranet, Pathway allows you to access a number of college services and information.

## How do I log into PTC Pathway?

You can find a link to PTC Pathway on the college homepage at [www.ptc.edu](http://www.ptc.edu) or visit [pathway.ptc.edu](http://pathway.ptc.edu). Enter your PTC ID and password.

## What is my PTC ID? Why do I need it?

You should have received a PTC ID via letter from Admissions and when you met with your New Student Advisor. The letter P followed by eight numerical digits, your PTC ID replaces your social security number for all PTC services.

Your PTC ID will also be used in the Campus Shop and Library. Memorize your PTC ID. Don't forget it; write it down!

**If you don't know your PTC ID, you can look it up online:**

1. Go to [pathway.ptc.edu](http://pathway.ptc.edu)
2. Click on "Forgot Your Username?"
3. Follow the onscreen instructions.

## What is my Password? How do I get it?

Your password is a combination of symbols, letters and numbers. For first-time users, this password is:

- The first and second letters of your last name (lowercase)
- A period
- Your birthdate formatted as MMDDYY

**Example:** *John Smith was born on October 5, 1980.*

*His password is sm.100580*

**If you forget your password, you must:**

1. Click on "**Forgot Your Password?**" on the Pathway login screen.  
or
1. Call the Help Desk at **(864) 941-8627** to have it reset.  
or
1. From the Pathway login screen, click on **Tech Support** at the bottom of the page.
2. Submit a ticket to have your password reset.

## How do I change my Password?

From the **Home** tab:

1. Click **Change My Password** in the Personal Information area.
2. Follow the on-screen instructions.
3. Click **Change Password**. Remember this password!

## How do I navigate PTC Pathway?

After logging in, you'll find that getting around PTC Pathway is a snap!

- The Home tab contains important announcements and quick access to email and Brightspace (D2L).
- The Student tab links you to DegreeWorks, registration resources, advising information, career resources, student records, academic resources, my grades, bookstore, library resources, my classes and student life.

- The Financial Aid and Tuition tab links you to financial aid requirements, financial aid awards, financial aid dates, credit/debit card payment and business office.

## How do I print my schedule?

Return to the **Student** tab:

1. **Class Schedule and Account Summary**.
2. Select the term and click Run Report.
3. This brings up your schedule/account summary that can be used to purchase books at the bookstore.
4. Click **File** and **Print** in your browser window.

## How do I check my Tuition Balance?

From the Financial Aid and Tuition tab, select account statement and schedule in the Business Office box.

*Note: Students will receive a bill after the start of each semester.*

## How do I access my Brightspace (D2L) courses?

From the **Home** tab:

1. Click the Brightspace (D2L) image on the right side of the screen.
2. Brightspace (D2L) opens in a new window taking you to your Brightspace (D2L) homepage.

## How do I access my email?

Before you access your email, you must set up your email account.

To do this, you must:

1. Log into PTC Pathway. From the **Home** click on the **Student Email** image on the right side of the screen to access your email.
2. Storage space is limited; check your email frequently and delete unwanted messages.

## What is my email address?

Your email address will be your PTC ID number, for example:

**P00026628@live.ptc.edu**.

## How do I check my grades?

Once posted each semester, you may view your grades on Pathway.

From the Student tab:

1. Select the term you want to view and click Go in the My Grades box.
2. You can view both Midterm Grades and Final Grades.

Check the academic calendar to determine when grades will be posted each semester.

## How do I view my unofficial transcript?

View your unofficial transcript in PTC Pathway.

From the Student tab:

1. Click "view unofficial transcript" under **Student Records** area.
2. Click **Submit**.
3. Your unofficial transcript will be displayed.

For an official copy of your transcript, click on "order official transcript" on the **Student** tab. You will be redirected to the National Student Clearinghouse transcript ordering website.



# Important Contacts

## PTC OFFICE

## CONTACT INFO

## SERVICES OFFERED

Dual Enrollment

P: (864) 941-8315  
F: (864) 941-8751

All dual enrollment related questions (admission, registration, holds, etc.)

Campus Police and Security

P: (864) 941-8000

First aid needs, safety escort

Tutoring

P: (864) 941-8435

Extra help in coursework

Helpdesk

P: (864) 941-8627

Resetting your password for Brightspace (D2L) and PTC Pathway if your account is disabled

Student Records

P: (864) 941-8361  
F: (864) 941-8566

Requesting official transcript

Business Office

P: (864) 941-8322  
F: (864) 941-8741

Payment of tuition

Bookstore

P: (864) 941-8683

Purchasing textbooks, supplies and college apparel

Student Disability Services

P: (864) 941-8378

Accommodations for students with disabilities

# PTC Campus Locations

## PTC CAMPUS

## CONTACT INFO

## ADDRESS

Abbeville County Campus  
Director: Pleshette Elmore

P: (864) 446-8324  
F: (864) 366-3405

143 Highway 72 W • Abbeville, SC 29620

Edgefield County Campus  
Director: Sherry Holmes

P: (803) 637-5388  
F: (803) 637-9166

506 Main St. • Edgefield, SC 29824

Laurens County Campus  
Director: Paige Mills

P: (864) 938-1508  
F: (864) 938-1533

663 Medical Ridge Rd. • Clinton, SC 29325

Lex Walters Campus-Greenwood

P: (864) 941-8324  
F: (864) 941-8555

620 N. Emerald Rd. • Greenwood, SC 29646

McCormick County Campus  
Director: Pleshette Elmore

P: (864) 852-3191  
F: (864) 852-2094

1008 Kelly St. • McCormick, SC 29835

Newberry County Campus  
Director: Beth Jaeger

P: (803) 276-9000  
F: (803) 768-8147

1922 Wilson Rd. • Newberry, SC 29108

Saluda County Campus  
Director: Sherry Holmes

P: (864) 445-3144  
F: (864) 445-3516

701 Batesburg Highway • Saluda, SC 29138

Center for Advanced Manufacturing  
Director: Dan Blakely

P: (864) 682-3702

109 Innovation Drive • Laurens, SC 29360



**IT'S YOUR MOVE**  
**MAKE IT**  
**COUNT**

Dual Enrollment Office

**(864) 941-8315**

**[www.ptc.edu/dual](http://www.ptc.edu/dual)**

