AIKEN
TECHNICAL COLLEGE

ENROLLMENT AND REGISTRATION GUIDE

Fall 2023
Spring 2024
Summer 2024

Honor Code and Responsibility

Aiken Technical College has a culture of shared responsibility. This means that we, as an institution, and you, as a student, share in the responsibility of your learning and success. We commit to providing you with guidance, top-notch instruction, viable programs of study, and robust support services. Part of your role is to adhere to the ATC Honor Code, which states,

"As a member of the Aiken Technical College community, I am committed to the ideal and practice of honorable behavior. I will conduct myself in a civil manner, respect the rights and property of others, and support the College's values and educational mission. I will maintain personal and academic integrity in all aspects of campus life. I recognize the dignity of all individuals and will respect and learn from the ideas represented in our collective diversity. I will uphold the Aiken Technical College standard of excellence."

ATC students can easily exemplify the Honor Code by incorporating the College's six core values into their personal, academic, and campus life.

- Collaboration
- Commitment
- Diversity
- Excellence
- Innovation
- Integrity

Did You Know?

The Academic Catalog and Student Handbook is your go-to guide. www.atc.edu/Study/Catalog. It provides important information about the College and all you need to know about being a college student. Be sure to check it out so that you will know what is required of you as an ATC student

For example, in addition to program and institutional information, the Academic Catalog and Student Handbook also informs you of your:

- Academic Requirements
- Rights and Responsibilities
- Code of Conduct
- Grievance and Protection Policies
- Appeal Process

REMEMBER
Accomplishing your goals is
up to you!
We can't do it for you, but
we are here to help you!

GUIDE TO BECOMING UNIQUELY POWERFUL AT AIKEN TECHNICAL COLLEGE

THANK YOU FOR CHOOSING AIKEN TECHNICAL COLLEGE FOR YOUR NEXT STEPS.

Whether you are just starting your college career or returning to Aiken Tech to advance professionally, this guide will help you with every step.

From application to filling out FAFSA, to speaking with your advisor and paying for classes, remember that we are here for you. Aiken Tech is your step up to becoming uniquely powerful.

Contact Admissions:

Enrollment Services
Room 152
(803) 508-7263
admissions@atc.edu

✓ USING THIS GUIDE

The Enrollment and Registration Guide explains each step of enrolling and registering for classes. Start with the enrollment checklist to see where you are in the process, then use the guide for all the details.

LOOK FOR THE CHECKMARKS as they highlight actions you need to take to complete your enrollment.

In addition to the enrollment and registration processes, this guide provides important information about tools and resources that will assist you as a new or returning student.

Follow us on social media: @aikentechnicalcollege

Key Contacts:

_____

_____

_____

✓ Checklist for New Students

APPLY..See pages 5 - 9

- ◯ Choose a program of study.
- ◯ Submit your application.
- ◯ Submit transcripts and complete placement testing (if needed).
- ◯ Complete your FAFSA.
- ◯ Set up your MyATC Portal and ATC email.

ADVISEMENT AND REGISTRATION....See pages 10 - 11

- ◯ Email advisor to schedule an advisement appointment.
- ◯ Meet with your advisor.
- ◯ Register for classes.
- ◯ Get your ATC Student ID and parking decal.

FINANCIAL AID...................................See pages 11 - 13

- ◯ Confirm financial plans.
- ◯ Set up MyATC Portal Self-Service.
- ◯ Pay your bill or set up a payment plan.

STUDENT RESOURCES........................See pages 14 - 22

- ◯ Complete new student orientation.
- ◯ Purchase books and buy supplies.
- ◯ Follow ATC on social media.
- ◯ Set up Blackboard and go to class.
- ◯ Campus Map

✓ Checklist for Current Students

- ◯ Submit your FAFSA.
- ◯ Meet with your advisor.
- ◯ Register for classes.
- ◯ Pay your bill or set up a payment plan.
- ◯ Purchase books and buy supplies.

STUDENTS, BE SURE TO CHECK YOUR ATC EMAIL THROUGHOUT THIS PROCESS.

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✓ *Choose your program*

School of General Education and University Transfer

- **AD** Associate in Arts
- **AD** Associate in Science
- **AD** Associate in Science MUSC Transfer
- **AD** Criminal Justice
- **AD** Criminal Justice Transfer
- **AD** Early Care and Education
- **AD** Early Childhood Education Transfer
- **Cer** Early Childhood Development
- **Cer** General Studies
- **Cer** Interdisciplinary Studies
- **Cer** Police Pre-Academy Training

School of Technical and Continuing Education

- **AD** Accounting
- **AD** Computer Networking
- **AD** Computer Programing
- **AD** Electronic Engineering Technology
- **AD** Engineering Graphics
- **AD** Heating, Ventilation, and Air Conditioning
- **AD** Industrial Maintenance Technology
- **AD** Management
- **AD** Radiation Protection Technology
- **AD** Welding Technology
- **Cer** Business Transfer
- **Cer** Computer-Aided Design
- **Cer** Computer Networking
- **Cer** Computerized Numerical Control
- **Cer** Cybersecurity Networking
- **Cer** Electrical/ Maintenance
- **Cer** Entrepreneurship
- **Cer** Heating, Ventilation, Air Conditioning, and Refrigeration
- **Cer** Nuclear Fundamentals
- **Cer** Production Operator

Visit atc.edu/Study/Programs-of-Study to learn more about available programs.

KEY:
- **AD** *Associate Degree*
- **Dip** *Diploma*
- **Cer** *Certificate*

- **Cer** Radiological Control Technology
- **Cer** Structural Welding

School of Health Sciences

- **AD** Emergency Medical Technology
- **AD** Radiologic Technology
- **AD** Surgical Technology
- **Dip** Expanded Duty Dental Assisting
- **Cer** Emergency Medical Technician: Advanced
- **Cer** Emergency Medical Technician: Basic
- **Cer** Medical Assistant
- **Cer** Medical Coding
- **Cer** Patient Care Technician
- **Cer** Pharmacy Technician
- **Cer** Pre-Allied Health (Scan QR code for details)
- **Cer** Pre-Physical Therapist Assistant

School of Nursing

- **AD** Healthcare Preparation and Clinical Studies
- **AD** Licensed Practical Nurse to Registered Nurse Transition
- **AD** Registered Nursing
- **AD** Patient Care Technology and Mental Health Studies
- **Dip** Licensed Practical Nursing
- **Cer** Pre-Nursing

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✓ Complete your FAFSA

Complete the Free Application for Federal Student Aid (FAFSA) and review it before submission www.studendaid.gov ATC's school code is 010056.

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Federal Processor receives your FAFSA from you (and your parent) via the web and required signatures via the web or mail.

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Once FAFSA is processed, you receive a Student Aid Report (SAR) by email or mail.

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Some students are selected for verification by the Federal Processor.

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ATC receives your SAR data from Federal Processor.

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Follow-up on your application status with ATC by calling (803) 508-7263. You must be accepted to the college to receive financial aid.

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Once SAR & any other required documents are received, your financial aid will be processed *(appx. 7 - 10 business days)**

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You will receive an email asking you to login to MyATC portal to view your offer letter.

Financial Aid Priority Deadlines:
- Spring - November 1
- Summer - April 1
- Fall - July 1

**Students can monitor the Financial Aid status in the MyATC Portal, Self-Service.

If selected for verification, you will receive a letter from the Office of Financial Aid requesting additional information from you (and your parent if you are dependent) and you will need to submit all required documents to the Office of Financial Aid in the Enrollment Services Center.

Types of Financial Aid

Grants

- **Federal Pell Grant:** Eligible students demonstrate exceptional financial need using a federal formula applied to the data collected on the Free Application for Federal Student Aid (FAFSA). Grants of up to $6,495 a year are awarded based on eligibility and whether a student attends school full-time or part-time.
- **Federal Supplemental Opportunity Grant (FSEOG):** Only students who receive Federal Pell Grant are eligible. Funds are limited and are awarded on a first come, first served basis. ATC awards up to $4,000 a year to eligible students.
- **South Carolina Need Based Grant (SCNB):** South Carolina residents who demonstrate financial need as determined by the FAFSA are eligible. Students must be enrolled in at least 6 credit hours and maintain a minimum cumulative 2.0 GPA. Funds are limited and ATC awards up to $3,500 per semester to eligible students who apply for financial aid early.
- **South Carolina Lottery Tuition Assistance:** South Carolina residents wishing to be considered must file the FAFSA yearly. The award is not need-based, but the amount of Federal Pell Grant, FSEOG, and SCNB students with need are to receive must be considered in awarding. The amount per credit hour can change per year, and at least half-time (6 credit hours) attendance is required. Students who have attempted at least 24 credit hours must also have a cumulative 2.0 GPA.

Scholarships

- **South Carolina LIFE Scholarship:** Students who graduate from a South Carolina high school with a cumulative 3.0 GPA should complete ATC's SC LIFE Scholarship Assessment form for timely consideration. The scholarship, pays up to $5000 a year to those who qualify and attend full-time.
- **Aiken Technical College Scholarship:** Over a hundred scholarships are available to be awarded to ATC students who apply to the ATC Foundation by completing the online scholarship application at www.atc.edu/Foundation/Scholarship. Applicants should have a minimum cumulative 2.5 GPA, enroll at least half-time (6 credit hours), and file the FAFSA to be considered. The deadline for applications period is between January 1- March 1 for scholarships to be awarded for the following fall semester.
- **South Carolina Workforce Industry Needs Scholarship (SC·WINS):** This scholarship supplements SC Lottery Tuition Assistance to help cover tuition and mandatory fees assessed to all students after applying all other federal and state aid. To be considered, the student must be enrolled and registered for at least 6 credit hours at Aiken Technical College for the semester in which the scholarship would apply, and must be receiving SC Lottery Tuition Assistance. In addition, the student must meet one of the following criteria: must major in a critical workforce academic program or meet USDA income eligibility guidelines. A student can receive up to a maximum of $5,000 total in SC·WINS funding per academic year.

Loans

- **Subsidized Federal Direct Student Loan:** Students who demonstrate financial need as determined by the FAFSA are eligible to apply for a low interest student loan to meet any remaining need after grants, scholarships, and work-study awards have been made. Students must be enrolled in at least 6 credit hours and must complete a Master Promissory Note and entrance counseling at www.studentloans.gov. A request for a Direct Loan may be made in financial aid self-service in the student's MyATC Portal account. Interest is paid by the federal government as long as the student maintains at least half-time enrollment and makes adequate progress toward program completion. Annual and aggregate loan limits apply.
- **Unsubsidized Federal Direct Student Loan:** Financial need is not a factor, but students must still complete a FAFSA. Students may apply for amounts up to their cost of attendance. Students must be enrolled in at least 6 credit hours and must complete a Master Promissory Note and entrance counseling at www.studentloans.gov. Interest accrues during enrollment but may be deferred and paid during repayment. Annual and aggregate loan limits apply and amounts of other aid awarded including Subsidized Federal Direct Student Loans must be considered when determining eligibility.

Veterans Assistance

The Department of Veterans Affairs (DVA) determines eligibility, including the amount and dates of payment for all VA Education Benefits. To apply for benefits, the veteran or family member must first be accepted into an approved program of study and complete the following: apply for VA Education Benefits online at www.gibill.va.gov, complete the VA Intake Packet, meet with the Aiken Technical College's Veterans Affairs/Financial Aid Specialist, and provide official transcripts for all colleges previously attended. An evaluation of all college and military transcripts must be completed by the end of the second semester of enrollment and by the first semester of a program change. VA Education Benefits cannot be extended beyond two semesters until the evaluation process has been completed. For additional information on Veterans Assistance, please scan the QR code or visit www.atc.edu/ Offices/Veterans.

Federal College Work-Study (FWS Program)

Eligible students must demonstrate financial need as determined by the FAFSA and enroll at least half-time. Students are paid monthly as they work at designated on or off-campus sites. Interested students should select "yes" on the FAFSA question concerning work-study interest.

The FWS Program award will allow you to earn money for your educational expenses through a part-time job while in school. It will also provide you with an opportunity to meet people and gain valuable job experience.

Students who meet the eligibility requirements are encouraged to apply for positions available that they may be interested in. For more information on how to become eligible for the program, please visit the Office of Financial Aid, located inside the Enrollment Services Center.

Using Financial Aid in the Bookstore (The Hub)

- Student MUST have their student ID to use financial aid

- Financial aid can be used for books, food, laptops and school supplies

For More Information

Office of Financial Aid
(803) 508-7263
financialaid@atc.edu

MyATC Portal Set Up Instructions

1. Go to the ATC website at http://www.atc.edu.
2. Click on the "Students" tab (top of the page) and look for MyATC Account Setup & Recovery link under Information Technology.
3. Select the "New User" link then read over available MyATC tools then click "Next".
4. Enter your last name, birth date, and your college ID# (please see your acceptance letter or other written communication); then click "Next".
   a. Your student ID #:

      _____
   b. Make note of your username:

      _____
   c. Your email address: _____ @atc.edu.
5. Fill out your "New Password" then "Confirm Password" then "Reset MyPassword".

All passwords must contain:
- 8-16 characters
- Uppercase, lowercase, and numeric characters
- No common words or names

If you experience difficulty, contact Technical Support in room 219 or call (803) 508-7257 or email support@atc.edu.

MyATC Portal Features

- Your ATC email
- Keep up with announcements and events
- Student links to various resources and make your own bookmarks
- Self-Service for registration, finances and financial aid
- Access grades and unofficial transcripts

What is the MyATC Portal?
The MyATC is the campus intranet, an internal website available to ATC students and employees. The portal is home to information such as student announcements, Self-Service, email access, and more. You should check your MyATC Portal daily.

There is an app available for the MyATC Portal!

Remember to check your ATC email for follow-up information and confirmation emails throughout the enrollment and registration process.

✓ Advisement

Advisement Responsibilities

Student academic advisement is more than course selection. It encompasses career counseling in that advisors must ensure that students are in the program of study most appropriate to their needs, capabilities, and career goals. Effective advisement is accomplished through a collaborative effort among students, advisors, and success coaches. Academic advisement should be done in a manner which complements the College's mission. Effective advisement facilitates student success, thus aiding in student retention.

When is Advisement and Registration?	
Semester	**Advisement/ Registration**
Fall	March - August
Spring	October - January
Summer	October - May

The student, known as the "advisee", will:

- State and explain personal goals, values, abilities, inabilities, and interests.
- Contact the assigned advisor periodically to keep the lines of communication open and to keep the advisor aware of changes, problems, etc.
- Make appointments for advisement and registration as early as possible to get the classes desired and keep all scheduled appointments. As a courtesy, we ask that advisees always call if canceling an appointment and reschedule if needed.
- Become aware of the college's policies and procedures as outlined in the ATC Academic Catalog and Student Handbook.
- Bring all essential documents and materials needed for advisement and scheduling.
- Accept responsibility for all decisions regarding career, educational and personal goals.
- Keep a record of program requirements and course work completed.

EMAIL YOUR ADVISOR FROM YOUR ATC EMAIL TO SCHEDULE AN APPOINTMENT

Have questions? Visit www.atc.edu/Offices/Enrollment-Services or scan the QR code for more information.

Advisor Responsibilities:

- Maintain comprehensive knowledge of Aiken Technical College's policies, procedures, and degree requirements.
- Possess in-depth knowledge of courses, programs, and educational and career opportunities for all programs available at ATC.
- Help advisees define and develop realistic career plans and provide a thorough picture of the scope and complexity of the advisees' program of study.
- Maintain sensitivity to the advisee's academic and emotional concerns, be knowledgeable about campus services related to career and personal development, and possess good referral skills.
- Refer advisees to appropriate campus services when academic, attendance, attitudinal, or other personal problems become apparent.

Registration Steps

1. Go to the ATC website: www.atc.edu.
2. Select "Students" at the top of the home page.
3. On the Students page, select "My ATC Portal".
4. Log into your MyATC Portal. This will require your ATC email address and the password you have set up. If you have not set up your ATC password, go to those instructions and complete that process.
5. Once in the Portal, locate the Student Self-Service on the left side of the screen.
6. Select "Student Planning".
7. Select "Plan and Schedule".
8. When Plan and Schedule opens, be sure to go to "Self-Service Student Profile" (blue bar at the top of the Plan and Schedule screen) to confirm your contact information. Once this is done, you can come back to the Plan (use the back button).
9. When the Plan opens, it will open with the current semester (e.g., Spring 2021 Full Term). Click the right arrow until the needed semester appears (e.g., Spring 2021 February Start).
10. Planned classes to schedule will appear on the left side of the screen.
11. To see the available sections, select "View All Sections".
12. To put a particular section on your schedule, select the corresponding box on the left or click on the text of the class on the grid.
13. Once all classes are set up as the student wants, click "Register Now" (top right).
14. If the Register Now button is not highlighted (grayed out), please check to see if you have any holds on your account. Typically, these holds will appear throughout your Portal account as reminders.
15. Once all green check marks appear and NO error messages, student is registered.
16. Now print your schedule.

Be sure to get your ATC Student ID and Parking Decal.

Visit
Enrollment Services
Room 152

Tuition/ Fees

Tuition

- Aiken County residents: $180 per credit hour
- South Carolina residents (non-Aiken County residents): $204 per credit hour
- Richmond and Columbia County (Georgia) residents: $189 per credit hour
- All other out-of-state and international residents: $267 per credit hour

**Tuition and fees are subject to change.

Technology Fee

- Aiken County residents: $85
- South Carolina residents (non-Aiken County residents): $85
- Richmond and Columbia County (Georgia) residents: $85
- All other out-of-state and international residents: $116

Have questions? Visit www.atc.edu/Offices/Bursar/Tuition-and-Fees or scan the QR code for more information.

Non-Refundable Fees

- Enrollment fee and activity fee: $120
- Late registration fee (begins first day of class): $25
- Returned check charge: $30
- Exemption exam (per exam): $30
- Reprocessing fee: $30

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Paying for Classes

To pay on a balance on your account:

1. Log into the MyATC Portal – portal.atc.edu.
2. Select the "Self-Service" link.
3. Select the "Student Finance" link.
4. Select the "Pay for Registration" link.
5. Choose your method of payment (Payment plan or payment in full) Visa/MasterCard are accepted.

To access your 1098T for taxes:

(Please take a copy of your itemized statement to your tax preparer as well)

1. Log into the MyATC Portal – portal.atc.edu.
2. Select the "Self-Service" link.
3. Select the "Tax Information" link.
4. Select the link for the year you need to print.
5. Your 1098-T will be displayed in .pdf format. Any 1098-Ts that were processed for previous years will be accessible through this link.

To access an itemized statement of your account:

1. Log into the MyATC Portal – portal.atc.edu.
2. Select the "Self-Service" link.
3. Select the "Student Finance" link.
4. Select the "Account Activity" link.
5. Use the drop-down menu to select the term.
6. Select "View Statement" on the right to print a .pdf version.

When do I file a 1098-T?

"Eligible educational institutions file Form 1098-T for each student they enroll and for whom a reportable transaction is made.

Insurers file this form for each individual to whom they made reimbursements or refunds of qualified tuition and related expenses."
- *Source: Internal Revenue Service*

Online Payment Plan Option:

1. Register for your course(s).
2. When you get a moment or get to where you can do your payment plan, log into Self-Service and choose the "Student Finance" Button.
3. Click on "Make a Payment," and it will take you to the screen on the next page.
4. Choose a payment method and click on the "Create Payment Plan" button.
5. Select an item for a payment plan. Choose the current semester and click the "Continue" button.
6. The payment plan preview will be shown on the screen. This shows the payments and when they are due, the down payment and when it is due, the setup fee, and the payment plan terms and conditions. After looking over this page, you will need to check the box agreeing to the terms and conditions and click "Continue".
7. Once you have agreed to the terms and clicked continue, follow the instructions to make a payment according to your selection. If you are paying by check or cash, you have 5 business days to make that payment at the Cashier's Office before you will have a late fee of $25.00 added to your account.

(Note: You MUST use Internet Explorer as your browser, pop-ups must be turned off, and you must have a PDF reader in order for the PDF to download.)

*For technical assistance, if you are having trouble logging into your MyATC portal, please contact support@atc.edu or (803) 508-7257. On campus, visit the Help Desk in room 219 located in building 100 on the second floor.

✓ *Refund Policy*

What kinds of money might I receive?

The most common type of money we disburse to students are funds left over from financial aid awards, loans or grants after tuition has been paid. Students receiving these funds have usually requested this additional support to help with books and living expenses.

Other types of money may include reimbursement for tuition overpayment or a dropped class. We use the term "refund" but other names for these funds include disbursement, residual or a stipend.

How is my money delivered?

Delivery of refund money is a multi-step process. First, your school draws funds from the respective loan and/or grant provider and applies it to your student account. Once this information is verified by your school, it is sent to BMTX, Inc. Once the specific refund information and funds are received, it is processed and disbursed according to your selection.

How will I know when my money has been sent?

We send you an email to the address you entered during setup or you can view the status of your refund online at refundselection.com.

You can also sign up for mobile alerts. An alert will be sent each time the status of your refund changes. These alerts are sent real-time to provide you with the most up-to-the-minute information regarding your refunds. To sign up, select Mobile Alerts from the User Profile menu option.

Scan the QR Code to find out who is eligible for a refund and when the refunds are distributed.

Can I change my preference for receiving money?

Yes. Just log into refundselection.com and select Refund Preferences from the Refunds menu option. Once on the page, make your new selection and click the Update Preference button to complete the process. Be aware that your new selection will only affect future money you receive from your school.

Please note, there may be circumstances where your ability to change your refund preference may be restricted. For example, if we become aware of potential ID theft or compromised account.

Your electronic options for receiving your refunds are:

Deposit to an Existing Account:
Money is transferred to an existing account the same business day we receive the funds from your school. Typically, it takes 1 – 2 business days for the receiving bank to credit the money to your account.

Deposit to a BankMobile Vibe Checking Account:
If you open a BankMobile Vibe Checking Account (upon identity verification), money is deposited the same business day we receive the funds from your school.

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Academic Year Overview

The information provides an overview of activities that occur during the year. Exact dates may vary depending on the academic calendar. Scan the QR code for more details and key dates.

Your ATC email address and password is required to visit the page.

August	• Fall classes begin • Welcome Week events • Payment deadline for fall classes
September	• Labor Day-College closed • Graduation applications due for students completing their program of study in the fall semester • Fall refunds available for eligible students (first disbursement)
October	• Fall refunds available for eligible students (second disbursement) • Fall mid-terms • Fall Break (date varies) • Spring advisement and registration begins • Summer advisement and registration begins • Billing and online payment plans begin for spring
November	• Election Day—No classes; campus offices open • Thanksgiving Break—College closed on Thanksgiving and the day after Thanksgiving • Financial aid file completion priority deadline for spring
December	• Last day of fall classes (also deadline to withdraw from fall classes) • Final exams • Fall grades available • Winter Break—College closed (the last two weeks of December)
January	• New student orientation for spring • Spring classes begin • Payment deadline for spring classes • Dr. Martin Luther King, Jr.—No classes • ATC Foundation scholarship application opens for next academic year

Academic Year Overview

Month	Events
February	• Graduation applications due for students completing their program of study in the spring or summer semesters • Spring refunds available for eligible students (first disbursement)
March	• ATC Foundation scholarship application deadline for next academic year • Fall advisement and registration opens • Spring mid-terms • Spring refunds available for eligible students (second disbursement) • Financial aid application priority deadline for summer
April	• Spring Break (first full week of April)—No classes, campus offices open • Annual Awards Night • Last day of spring classes (also deadline to withdraw from spring classes) • Final exams • Financial aid file completion priority deadline for summer • Billing and online payment plans begin for summer
May	• Spring grades available • Annual Commencement Ceremony • Summer classes begin • Payment deadline for summer classes • Memorial Day—No classes; campus offices open
June	• Financial aid application priority deadline for fall
July	• July Break (first full week of July)—No classes, campus offices open • Independence Day—July 4th—College closed • Financial aid file completion priority deadline for all • Billing and online payment plans begin for fall • Summer refunds available for eligible students (second disbursement) • Last day of fall classes (also deadline to withdraw from fall classes)

✔ Steps for Success

1 Financial planning. Plan ahead and create a budget for tuition and fees, books and other expenses associated with your education (e.g., transportation, housing, and other living expenses). Know the deadlines to apply for financial aid and to register for classes, and make sure you apply early to avoid unnecessary fees and penalties.

2 Prepare for and attend every class, be on time, and take clear, concise notes in each class. Complete every reading and homework assignment. Begin researching and writing assigned papers several weeks before the due date. If you do miss a class, always ask another student if you can copy notes.

3 Get to know your professors. Find out where their offices are located and stop by during office hours to ask questions. Don't be afraid to ask for help or for clarification on something you didn't fully understand.

4 Use your MyATC Portal daily! Your MyATC Portal is a vital resource to help you succeed at ATC. You can check your ATC email, register for courses, and check on your financial aid in the MyATC Portal. Everything you need for success at ATC can be found in the ATC Portal.

5 Learning does not stop in the classroom. Talk with your peers about what you learned or what you found interesting about class. Be responsible and engaged in your own learning. Form study groups with your classmates as well. Use campus resources - ATC offers a diverse array of academic and supportive resources, such as the Student Success Center for tutoring, the Library for research and computer usage, the STEAM Room for extended learning opportunities, and much more.

6 Get involved with campus activities. A great way to broaden your educational experience, meet new people and make new connections is through involvement in your college community. Join a student club; get involved with student government, attend student events, or become part of the student ambassador program.

7 Make healthy choices. Drugs and alcohol are a quick way to compromise your education, so make healthy choices. Eat a balanced, nutritious diet and avoid fast food and sweets. Get plenty of sleep and exercise. If you experience feelings of anxiety or depression that continue more than a few days, visit the Aiken Technical College Student Wellness and Accessability Department or an off campus professional.

8 Know college policies. It is important to read the Aiken Technical College student policies regarding class attendance, student conduct, campus safety, procedures for add/drop/withdrawal of classes and more. You can find our policies in the online version of the ATC Student Handbook located at www.atc.edu.

Benefits of Joining a Club or Organization:

- Networking
- Career Development
- Support
- Community Service
- Enriching Experiences
- Personal Growth
- New Friendships

Student Clubs and Organizations:

- Action Ready Film Club
- American Welding Society
- Campus Ambassadors
- Christian Life
- HOSA
- Intermural Sports Club
- Lambda Nu (Honors Society for Radiologic and Imaging Sciences)
- Phi Theta Kappa Honor Society
- Student EMS Association
- Student Government Association
- Student Leadership Council
- Student Medical Assisting Association
- Student Nurses' Association
- Student Veterans Association

Blackboard

What is Blackboard?

Blackboard (Bb) is the learning management system ATC uses to manage online and hybrid courses. Your instructors use Bb to make course materials and activities available, communicate, enable you to collaborate with fellow learners, give tests, collect assignments, and much more.

How Do I Login?

- Access your Blackboard (Bb) classes through the MyATC portal at: https://myatc.atc.edu or directly at: http://blackboard.atc.edu
- Log in with your ATC username and password. Your Bb username and password are the same as your ATC username and password.
- You can set up and manage your MyATC account at http://www.atc.edu/Offices/ISM/MyATC-Account-Setup-Recovery

Simplify your academic life with the Blackboard app!

Get the Blackboard Student mobile app available at Apple, Google, and Windows app stores. Now you can access Blackboard, get grades, and participate in discussions on your mobile device.

Why Can't I See My Class?

Most courses will not be available in Bb before the first day of the semester. If you added the course on or after the first day, you may experience a 24-hour delay in gaining access to your Bb course. If you still cannot see the course in Bb after the 24-hour delay period, email support@atc.edu. Be sure to include your name as it appears in the college records, your course and section number (e.g., HIS-101-167) and a phone number.

Getting Started

- Log into your Bb course on the first day of class.
- Use Firefox or Chrome. Do not use Internet Explorer.
- Read your instructor's announcements and follow directions.
- Read the syllabus thoroughly.
- Contact your instructor if you have questions.
- Explore the course! Click on each of the links on the left-hand menu in your class and explore each area.

Online Attendance

- Log in immediately – don't wait for the instructor to contact you!
- Online courses have the same attendance policy as face-to-face courses
- You are required to login to the course before the end of the Add/Drop period and communicate as the instructor directs to verify attendance.
- At the end of the add/drop period, the instructor will drop you from the course if there is no evidence of activity.

8 Things to Know About Online Courses

1. You will spend a lot of time on the computer.
2. Log into your Bb course daily .
3. ATC online courses begin the first day of the semester and end on the last day of the semester.
4. Expect to do a lot of reading, probably more than in a face-to-face course.
5. Get started on the course as soon as possible.
6. Don't wait until the due dates to post assignments.
7. ATC requires a proctored face-to-face final exam for students enrolled in online courses.
8. Don't hesitate to ask for help!

Where to Get Help

For help with Blackboard, please contact the HelpDesk
· Call (803) 508-7257
· Email support@atc.edu
· Visit room 219
Mon-Thurs: 8:00 a.m.-4:00 p.m.
Fri: 8:00 a.m.-1:00 p.m.
For questions on assignments, due dates, or other course-related questions, contact your instructor.

Student Success Center

Tutoring:

The SSC has tutors available to assist you on-campus and online. Math and English tutors are always available during center hours.

Coaching:

Our coaches can work with you to manage your time, set SMART goals, improve your note-taking, and study effectively.

Career Services:

The SSC offers career assessments, resume and interview support, job fairs, and other tools to jump start your career.

Studying:

The SSC is an excellent place to complete assignments, collaborate with classmates, take HonorLock tests, or relax between classes.

All services offered on-campus in room 770 and online through Blackboard under My Success Services

Hours of operation:
Monday-Thursday 8:00 a.m. - 9:00 p.m.
Friday 9:00 a.m. - 1:00 p.m.

(803) 508-7482 success@atc.edu

Student Wellness and Accessibility

- Student Accommodations
- Wellness
- Counseling
- Community Resources

Office is located in room 931E
Email: studentwellness@atc.edu
Phone: (803) 508-7484

Wellness

ATC students can access the Wellness Center located in the 900 building at the back of the Gym. There are treadmills, free weights, and other exercise equipment available to use. The center is open Monday-Thursday from 7am to 8pm and from 7am to 1:30pm on Friday.

Counseling:

Counseling Services are also available to ATC students needing assistance. In addition, the Student Wellness and Accessibility Office can connect you with various community resources for mental health, government assistance, and food insecurities.

Community Resources:

The Blessing Box, which is located behind the 900 building is available for anyone, including members of the community. Feel free to take the various food and hygiene items that are available in the Blessing Box, if you are in need. If you are interested in donating, there are donation bins throughout campus.

✓ Printing and WiFi Services

Printing Services

Using a credit or debit card to add printing credits to your account is easy.
Follow these steps:

1. Login to the MyATC Portal and click "Printing Services" under Student Links.
2. Log into Printing Services with your MyATC Portal username and password.
3. Click "Add Credit" in the left hand options.
4. Select the amount you wish to add and click Add Value.
5. Click "Continue Checkout".
6. Enter your credit or debit card information and click "Continue Checkout".
7. Review your purchase and click "Purchase" to add printing credits to your account.

If you would like to add printing credits using cash, visit the Cashier's Office, and a staff member will assist you.

WiFi Services

- Access Wifi connections from your mobile device.
- Select from the available networks.
- Once connected, open your browser, type in a web address, and the splash screen will appear.
- Faculty, staff, and students must use their MyATC Account credentials (username/password) normally used to access computers across the campus to access the Wifi connection.

✓ Library

The ATC Library is here to support and enhance instruction, teach information-seeking skills, and provide information access for students, faculty, staff and the community.

Available resources:
- Books and e-books
- Printers/copiers
- Laptops
- Textbooks
- Study rooms
- Computer Lab
- STEAM Room
- Online article databases

Research assistance with:
- Choosing and refining topics
- Finding appropriate sources
- Evaluating websites
- Accessing ATC resources from home, including subject-specific guides
- APA and MLA citation formatting

Hours of operation:
Monday - Thursday: 7:30 a.m. to 8 p.m.
Friday: 7:30 a.m. to 1 p.m.
Saturday and Sunday: Closed
www.ATC.edu
(803) 508-7430
Room 1001

Title IX: Empowering Students to STOP Sexual Violence

What is Title IX?

Title IX of the Education Amendments of 1972 is a comprehensive federal law that prohibits discrimination on the basis of sex in any federally funded program or activity.

The Title IX regulation describes the conduct that violates Title IX. Examples of the types of discrimination that are covered under Title IX include sexual harassment, gender-based discrimination, and sexual violence

Nine Things to Know about Title IX:

TITLE IX PROHIBITS SEX DISCRIMINATION IN EDUCATION.

TITLE IX IS NOT JUST FOR FEMALE STUDENTS.

Regardless of gender you deserve to feel safe at school.

SCHOOLS MUST BE PROACTIVE.

Campuses should be made free of sex discrimination.

PROCEDURES MUST BE IN PLACE.

Guidelines and contacts MUST be available to all students.

IMMEDIATE ACTION IS REQUIRED.

All complaints must be heard and investigated.

RETALIATION IS NOT AN OPTION.

Schools may not retaliate against students who file complaints.

FURTHER CONTACT WILL BE PREVENTED.

The accused may not have contact with the accuser.

YOU HAVE THE RIGHT TO CHOOSE.

Schools cannot encourage mediation with the accused.

THERE IS NO COST TO THE STUDENT.

Schools should not charge for any special resource costs.

Your Title IX Coordinator:
Ms. Melinda Rodgers
Associate Vice President of
Academic and Student Affairs

2276 Jefferson Davis Highway
Building 100/200 - Room 167
Graniteville, SC 29829
803.508.7336
rodgersm2@atc.edu

The Hub Bookstore Information

The Hub Hours

Monday-Thursday
9am to 3pm
Friday: Closed
*Open Fridays during
peak registration - TBD*

Location: 940 | 900 Bldg
Phone: 803-508-7370
Website:
bookstore.atc.edu

Supplies/Food/Sales

Snacks, drinks and hot food are available during open hours.

ATC gear is available for purchase.

School supplies and specific class equipment also available for purchase.

Using Financial Aid

Student MUST have their student ID to use financial aid.

Financial aid can be used for books, food, laptops and school supplies.

**The HUB also accept cash, personal check, traveler's checks, MasterCard, and Visa for the amount of purchase, with proper identification.

Campus Safety and Security

Authority and Mission

Aiken Technical College has contracted with the Aiken County Sheriff's Office to provide a deputy on campus. The Aiken County Sheriff's Office in conjunction with ATC is committed to providing professional services to the ATC community. Our effectiveness is largely dependent upon the assistance and cooperation of everyone in our campus community. ACSO Deputies, Contracted Campus Security Officer(s), administration, faculty, and staff members strive to promote open communication and to maintain an atmosphere of courtesy, fairness and concern. The safety and wellbeing of our community members is always at the top of our agenda. A safe campus can only be achieved through the cooperation of our campus community as a whole.

Campus Hours:
Monday-Thursday: 6:00am-10:00pm
Friday-Saturday: 6:00am-6:00pm
Sunday: Closed

Contact Information:
Security Office/Emergency:
(803) 508-7911
Aiken County Sheriff's Office
Deputy On-Campus: (803) 617-9721
security@atc.edu

In Case of an Emergency
When calling in an emergency, please give the following information:
- Your name
- Your location (building or parking lot number)
- The nature of the emergency

Call (803) 508-7911 in case of an emergency on campus.

✓ Campus Map

100-200 Ashley J. Little Administration Building

- 100 Floor:
  - Auditorium
  - Enrollment Services Center (Admissions, Financial Aid, and Registrar)
  - Cashier's Office
  - ATC Foundation
- 200 Floor:
  - Classrooms 202-242
  - Office of Information Technology/Help Desk

300-600 Buildings

- Vacant

Buildings 400-600

- Scheduled for demolition in spring 2023

Building 650

- Campus Security/Public Safety
- Aiken County Sheriff's Office Substation

650 Security/Public Safety

Building 700-800

- 700 Floor:
  - Student Success Center (Tutoring, Coaching, and Career Services)
  - Test Center
  - Amphitheater
  - Classrooms 765-785
- 800 Floor:
  - Classrooms 801-806

Building 900: Student Activities Center

- Gymnasium
- Student Organizations Suite
- Bookstore
- Wellness Center
- Student Commons
- Classrooms 901-906

1000-1100 Dale Phelon Info Tech Building

- 1000 Floor:
  - Library
  - Classrooms 1001M, 1001L, and 1004-1006
- 1100 Floor:
  - Classrooms 1104-1126

1200-1400 Health & Sciences Building

- 1200 Floor:
  - Lab 1200
- 1300 Floor: Allied Health
  - Community Room
  - Classrooms 1317-1336
- 1400 Floor: Nursing
  - Classrooms 1413-1427

1500 Shipping & Receiving/Maintenance

- Shipping and Receiving
- Maintenance Shop

1700 Center for Energy & Advanced Manufact.

- Community Room
- Classrooms 1700-1733

1800 Manufacturing & Technology Center

- Bays 1-6
- Computer classrooms 1-3