AIKEN
TECHNICAL COLLEGE

2026-2027
ACADEMIC CATALOG
&
STUDENT HANDBOOK

Contents

About Aiken Technical College 3
History 3
Core Educational Outcomes 4
Catalog Rights Information 5
Non-Discrimination Disclosure Statement 5
Accreditation 5
2026-2027 Academic Calendar 6
A Message From Our President 8
Vision 8
Mission 8
Values 8

Enrollment Services 9
Admission Policies 9
Transfer Policies 13
Financial Aid 19
Tuition & Fees 32
Net Price Calculator 32

Student Support Services 35
General Information 35
Academic Support Services 37

Academic Policies 41

Programs Of Study 56
School of General Education & University Transfer 57
ASSOCIATE IN ARTS 57
ASSOCIATE IN SCIENCE 59
ASSOCIATE IN SCIENCE: MUSC TRANSFER 61
ASSOCIATE IN APPLIED SCIENCE MAJOR IN EARLY CARE AND EDUCATION 62
THE ASSOCIATE IN ARTS EARLY CHILDHOOD EDUCATION TRANSFER TRACK 64
ASSOCIATE IN APPLIED SCIENCE MAJOR IN GENERAL TECHNOLOGY 66
ASSOCIATE IN ARTS CRIMINAL JUSTICE TRANSFER 68
School of Nursing 70
ASSOCIATE IN APPLIED SCIENCE MAJOR IN NURSING 70
ASSOCIATE IN APPLIED SCIENCE MAJOR IN GENERAL TECHNOLOGY EMPHASIS IN HEALTHCARE PREPARATION AND CLINICAL STUDIES 71
ASSOCIATE IN APPLIED SCIENCE MAJOR IN GENERAL TECHNOLOGY EMPHASIS IN PATIENT CARE TECHNOLOGY AND CLINICAL STUDIES 73
LICENSED PRACTICAL NURSE TO ASSOCIATE DEGREE NURSE TRANSITION 75
DIPLOMA IN APPLIED SCIENCE MAJOR IN NURSING (PN) 76
PATIENT CARE TECHNICIAN CERTIFICATE 77
School of Health Sciences 78
PRE-ALLIED HEALTH CERTIFICATE 78
ASSOCIATE IN APPLIED SCIENCE MAJOR IN RADIOLOGIC TECHNOLOGY 80
DIPLOMA IN APPLIED SCIENCE MAJOR IN EXPANDED-DUTY DENTAL ASSISTING 82
ASSOCIATE IN APPLIED SCIENCE MAJOR IN SURGICAL TECHNOLOGY 83
ASSOCIATE IN APPLIED SCIENCE MAJOR IN EMERGENCY MEDICAL TECHNOLOGY 85
School of Technical and Continuing Education 92
ASSOCIATE IN APPLIED SCIENCE MAJOR IN MANAGEMENT 92
ASSOCIATE IN APPLIED SCIENCE MAJOR IN ACCOUNTING 95
ASSOCIATE IN APPLIED SCIENCE MAJOR IN COMPUTER TECHNOLOGY 96

ASSOCIATE IN APPLIED SCIENCE MAJOR IN INDUSTRIAL MAINTENANCE TECHNOLOGY 99
ASSOCIATE IN APPLIED SCIENCE MAJOR IN GENERAL TECHNOLOGY - EMPHASIS IN WELDING TECHNOLOGY 102
ASSOCIATE IN APPLIED SCIENCE MAJOR IN GENERAL TECHNOLOGY - EMPHASIS IN HEATING, VENTILATION, AIR CONDITIONING 105
ASSOCIATE IN APPLIED SCIENCE MAJOR IN RADIATION PROTECTION TECHNOLOGY 109
ASSOCIATE IN APPLIED SCIENCE MAJOR IN GENERAL TECHNOLOGY EMPHASIS IN TECHNICAL MANAGEMENT 111

Course Descriptions 112
General Education Elective Courses 112
Technical College Courses Transferable To Senior Institutions 113
Course Listings 114

Leadership, Faculty and Staff Listings 155

Student Handbook 168
General Information 168
Student Code 172
ATC Hazing Policy 181
Sexual Violence and Harassment - Under Title IX 183
Student Grievance Procedure 192
Online Learning 198
Drug & Alcohol Policy 200

About Aiken Technical College

History

Classes for what is now Aiken Technical College began in temporary facilities in Aiken in the fall of 1972. One hundred and seventy-seven students enrolled in the first class of what was then the Aiken Technical Education Center. The current campus opened in the winter of 1973. The original ATC campus consisted of three buildings constructed at a cost of $2.3 million — $800,000 provided by Aiken County and the remainder from federal education grants.

Founding President Ashley J. Little led ATC from its beginning as a vocationally based training center to its accreditation as a two-year technical college in 1975. The College's name was changed to Aiken Technical College in 1977. President Little also presided over the campus' second phase expansion, a $3.5 million addition of buildings, classrooms, laboratories and a greatly expanded library. President Little served ATC and the South Carolina Technical College system for 14 years before his retirement in 1984.

Dr. Paul L. Blowers became the second president of ATC in July 1984. During the decade that Dr. Blowers presided over the campus, ATC grew from 1,104 academic and continuing education students to more than 3,300 students. ATC also increased its course offerings, added two college transfer degrees and built a $3 million Student Activities Center financed by student fees. Dr. Blowers retired in 1994.

Dr. Kathleen A. Noble became the third president of ATC in June 1994. During her tenure, ATC added many allied health, business, and industrial management and safety courses and programs to its curriculum. The College also developed new partnerships that allowed ATC to provide around-the-clock training and educational services on plant sites. Dr. Noble was a major force in matching college services with areas of the community that might best take advantage of them. The College also broke ground on the $5.375 million, 40,000-square-foot Dale Phelon Information Technology Center during her tenure. Dr. Noble left ATC in 1999.

Dr. Susan A. Winsor became ATC's fourth president September 1999 and retired in June 2016. During her tenure, she oversaw the construction of the Dale Phelon Information Technology Center that opened for classes in the fall of 2000. She also oversaw the construction of the $3 million, 30,000-square-foot CSRA Manufacturing and Technology Training Center that came online in the summer of 2001. When classes began in the fall of 2003, students and faculty welcomed the opening of a $7.6 million, 52,671-square-foot Health and Science Building.

Dr. Forest E. Mahan became the College's fifth and current president in July 2016. He has served more than 30 years within the South Carolina Technical College System in various roles at two of ATC's sister institutions prior to coming to ATC. Dr. Mahan led the College through planning processes for a new strategic plan and master plan. These plans guided the College to its 50th anniversary in 2022.

Aiken Technical College has undergone a transformation since its 50th anniversary on September 1, 2022. With the unveiling of a new logo and tagline: "Uniquely Powerful," ATC set its course for its next 50 years with a modern brand; however, in acknowledging its past, the College reintroduced its mascot, the Knight, as part of the new branding strategy. With the demolition of the 400-500-600 buildings, ATC partnered with the Aiken County Public School District to locate their new state-of-the-art Career and Technology Center on the Aiken Technical College campus. This partnership will open the doors to high school students seeking to earn a credential that will get them a high-wage, high-skill job in the region. This partnership complements the well-established Early College at Midland Valley High School and expanded dual enrollment opportunities through the Aiken County Public School District.

Additional signs of modernization came with renovation of the Library into the new Learning Commons which opened in the summer of 2024. The Learning Commons allows students to utilize library services, tutoring, and the Testing Center all in one central location that can meet their academic needs. Further investment in ATC led to an expanding welding and grinding lab, the reimagining the former 700 Building as the new A Building that houses administrative offices, Student Enrollment Services, IT Services, and the Amphitheatre, and the groundbreaking of new Nursing Education Center due to be completed by the spring of 2027. The Nursing Education Center will contain 30,000 square feet of learning space, a computer lab, and state-of-the-art simulation labs to give future nurses the training needed to acquire work in a high-demand field.

Now 50 years after its founding, ATC has grown into a multi-service, two-year comprehensive college offering numerous educational opportunities in nursing, university transfer, health, public service, business, industrial technology, engineering technology, nuclear technology and computer technology programs.

CORE EDUCATIONAL OUTCOMES

Aiken Technical College endorses and promotes the following core educational outcomes for all degree and diploma students:

Graduates will demonstrate effective oral communication skills.

Graduates will demonstrate effective written communication skills.

Graduates will solve problems using critical thinking skills and formulate strategies to identify, collect, analyze, develop, and evaluate information.

Graduates will demonstrate quantitative skills and analysis appropriate to their area of study.

Catalog Rights Information

A student admitted to Aiken Technical College is granted the right to complete programs as stated in the College's catalog at the time of initial matriculation to the program if the student continuously earns credit each semester, not including summer terms. The maximum time for a student to maintain catalog rights is seven years. If a student is not enrolled for three semesters, the student loses catalog rights.

Notice of Student Responsibility: Failure to read this publication does not excuse students from rules and procedures described herein. Personal factors, illness or contradictory advice from any source are not acceptable grounds for seeking exemption from these rules and procedures.

The College reserves the right to make changes in course requirements as long as the total number of credits required for completion of the program does not change. A student who must reapply for admission enters the College under the catalog in effect at the time of readmission.

Aiken Technical College reserves the right to change admission requirements in any manner it deems necessary. The College also reserves the right to drop, add or change the arrangement of courses, curricula, academic standards or requirements for retention or graduation. Changes in regulations go into effect when announced by faculty or the administration. New regulations may govern both continuing and new students without actual notice to individual students. Information on changes will be available from your advisor or appropriate administrative offices and will be published in subsequent issues of the catalog.

Non-Discrimination Disclosure Statement

Aiken Technical College is an equal educational opportunity institution and does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. Aiken Technical College complies with Title IX of the Education Amendments of 1972, Titles VI and VII of the Civil Rights Act of 1964, the Civil Rights Act of 1991, Sections 503/504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 and the Vietnam Era Veterans Re-adjustment Assistance Act, as well as other applicable federal and state laws. The following individuals have been designated to handle inquiries regarding the College's non-discrimination policies:

For employee inquiries, contact:

Ms. Sylvia Byrd

Director of Human Resources
Aiken Technical College
Office A-168B
2276 Jefferson Davis Hwy
Graniteville, SC 29829
(803) 508-7494
byrds@atc.edu

For student inquiries, contact:

Ms. Melinda Rodgers

Vice President of Enrollment Management and Student Affairs
Aiken Technical College
Office A-167B
2276 Jefferson Davis Hwy
Graniteville, SC 29829
(803) 508-7336
rodgersm2@atc.edu

Or:

Director, Office of Civil Rights

Department of Education
Washington, DC 20201

Accreditation

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

Aiken Technical College makes no claim that a particular course of study will guarantee a certain position of employment.

FALL SEMESTER 2026

Term 1 (full semester) ..... **August 17 – November 30**
Term 2 (half semester) ..... **August 17 – October 5**
Term 3 (late start semester) ..... **September 8 – November 30**
Term 4 (half semester) ..... **October 6 – November 30**
August 17.....First Day of Classes for Terms 1 and 2
August 12……Payment Deadline
September 7 .....Labor Day - College Closed
September 8 ..... First Day of Classes for Term 3
September 10 .....Midterm for Term 2
September 11……Graduation Applications Due for May ceremony
October 5 .....Last Day of Classes for Term 2
October 6 .....First Day of Classes for Term 4
October 6 ..... Midterm for Term 4
October 7 ..... Midterm for Term 1
October 12 ..... No Classes
October 21 ..... Midterm for Term 3
November 3 ……No Classes, Election Day
November 25 ..... No Classes
November 26-27 .....Thanksgiving Holiday – College Closed
November 30 ..... Last Day of Classes for Terms 1, 3, and 4
December 1-7 .....Final Exams
December 9……Final Grades Due
December 21 - January 1 .....Winter Break - College Closed

SPRING SEMESTER 2027

Term 1 (full semester) .....**January 11 – April 26**
Term 2 (half semester) .....**January 11 – March 1**
Term 3 (late start semester).....**February 2 – April 26**
Term 4 (half semester) .....**March 2 – April 26**
January 11 ..... First Day of Classes for Terms 1 and 2
January 18 ..... Dr. Martin Luther King, Jr. Day - College Closed
February 2.....First Day of Classes for Term 3
February 5..... Midterm for Term 2
March 1 .....Last Day of Classes for Term 2
March 2 ..... ……Midterm for Term 1
March 2 .....First Day of Classes for Term 4
March 11 ..... Midterm for Term 3
March 25 ..... Midterm for Term 4
April 5-9..... Spring Break – No Classes
April 26.....Last Day of Classes for Terms 1, 3, and 4
April 27 – May 3 ..... Final Exams
May 4 .....Graduation
May 5……Final Grades Due

SUMMER SEMESTER 2027

Term 1 (full semester) ..... **May 10 – July 26**
Term 2 (half semester) ..... **June 7 – July 29**
May 10 .....First Day of Classes for Term 1
May 31……No Classes, Memorial Day Holiday
June 7 ..... First Day of Classes for Term 2
June 15 ..... Midterm for Term 1
June 30 ..... Midterm for Term 2
July 5.....Independence Day Holiday – College Closed
July 6 - July 9 ..... No Classes
July 26..... Last Day of Classes for Term 1
July 27 - 29 .....Final Exams for Term 1
July 29..... Last Day of Classes Term 2
August 2…….Final Grades Due

A Message From Our President

Welcome to Aiken Technical College!

Since 1972, the College has provided educational and workforce development opportunities for the greater Aiken County community.

We offer a variety of academic programs to help meet the workforce needs of our region. Students may select certificate, diploma, and associate degree programs in health sciences, manufacturing, nuclear, computer technology, public service, and business.

We also have several pathways for those interested in earning transferable credits toward a bachelor's degree.

At Aiken Technical College, we combine classroom theory with practical skills to prepare our students for a successful future. Students build employable skills by learning in spaces that allow for interactive learning and participating in field experiences with local partners.

Students also have access to a variety of social, professional, and personal development opportunities to have a well-rounded education.

Aiken Technical College looks forward to continuing to meet the education needs of our students and community and preparing them for success.

Thank you for choosing Aiken Technical College to reach your educational goals.

Dr. Forest E. Mahan
President, Aiken Technical College

VISION

Aiken Technical College seeks to be the first choice for higher education in the region.

MISSION

Aiken Technical College is a public, open-door, two-year,

comprehensive institution of higher education established to provide citizens of greater Aiken County opportunities for educational and workforce development.

VALUES

Collaboration Commitment Respect Excellence Innovation Integrity

Enrollment Services

Admission Policies

Aiken Technical College has an “open-door” admission policy, which means any adult citizen who can benefit from available learning opportunities can enroll. Students are placed into specific courses and programs of study based on their potential for success regarding the expected standards of performance. Aiken Technical College welcomes applications for admission to the Fall, Spring, and summer terms.

All applicants must be at least 18 years old, possess a high school equivalent or recognized equivalent, or be admitted under Procedure 4-4-104.1(I)(B) to be considered for admission into curriculum programs and courses offered by the College. Eligible high school students who desire to enroll in one or more College courses concurrently with their high school classes may do so with the written authorization of their parent(s) or guardian(s) and high school guidance counselor. The College may choose to admit high school students under the age of 18 for dual enrollment through special agreements with secondary institution(s).

Non-graduates and graduates of South Carolina high schools who have received a “certificate,” not a diploma, are strongly urged to return to their high school district to complete the diploma or GED. However, potential students who meet minimum scores on the College’s placement test will be admitted to the College.

Applicants who require additional preparation for college-level work will be required to enroll in courses to develop the necessary skills in English, reading and mathematics or take classes through the Adult Education Office of the Aiken County Public School System.

All applicants for admission and student jobs are considered solely based on individual qualifications, without regard to the applicant’s age, color, disability, ethnicity, gender identity, genetic information, marital status, national origin, pregnancy, race, religion, sex, sexual orientation, veteran status or other protected classes. The College reserves the right to deny admission to any applicant who has an unacceptable academic or conduct record. Individuals with financial obligations to the College must resolve these obligations before they will be allowed to register for classes.

Admission Process

All applicants must:

- Complete and submit an application for admission online.
- Submit an official high school transcript or high school equivalency certificate (GED.) High school transcripts are used for financial aid, academic advisement, and other academic purposes. The transcripts are required for admission purposes if the applicant is applying for a LIFE scholarship. In order to ensure the validity of a student’s high school completion, official transcripts must be received in a sealed (closed) envelope or received via secure electronic data exchange and must note the graduation date. If the transcript does not meet these criteria, then the transcript will be considered unofficial, and the College will be unable to validate the student’s graduation.

Submit official transcripts from all colleges and universities previously attended. In order to ensure the validity of the transcript, official transcripts must be received in a sealed (closed) envelope or received via secure electronic data exchange directly from the original college. If the transcript does not meet this requirement, then the transcript will be considered unofficial. Transcripts can be sent via secure electronic data exchange or mailed to:

Aiken Technical College
Enrollment Services Center
2276 Jefferson Davis Hwy
Graniteville, SC 29829
admissions@atc.edu

SPECIAL ADMISSION CATEGORIES

Students interested in any of ATC's Nursing or Health Sciences programs resulting in degrees, diplomas or certificates must complete a separate program application process. Nursing and Health Sciences program applications are available on our website. Many of these programs are highly selective. Students must meet additional requirements in order to qualify for admission.

Students wishing to go into Nursing and Health Sciences programs must meet with their advisor. When applying to programs with selective admissions, students must provide an **additional** student copy of any and **all** college transcripts with their selective admissions application.

Note: Applications for selective programs are updated annually. Students should review current applications to see any updated requirements.

PROGRAMS REQUIRING HIGH SCHOOL DIPLOMA *or equivalent*

Due to program accreditation, occupation, and/or certification requirements, there may be additional requirements for admission in several programs. This could include a minimum age or a high school diploma (or equivalent) requirement. Currently, all of the programs in the School of Health Sciences and the School of Nursing require a high school diploma (or equivalent) for admission. Programs in the School of Technical and Continuing Education and the School of General Education and University Transfer do not require a high school diploma for admission.

COURSE PLACEMENT

Applicants are placed into specific courses based on institutional placement processes, including institutionally administered placement tests, SAT/ACT scores/subscores, completion of specific college course work, alternative measures, acceptable SC high school courses and weighted GPA. Other admission tests and criteria may be required for admission to select academic programs. These special requirements are outlined in the Programs of Study section of the catalog.

All students will meet with an Enrollment Advisor to determine course placement.
A student may qualify for placement based on the following to go into a higher-level math (MAT 102, MAT 110):

1. A high school GPA of at least 2.7 or higher. (High school graduation with standard diploma within the last five years.); OR
2. A minimum GED score of 165 for Reasoning Through Language Arts and Mathematical Reasoning beginning with the 2016 GED.); OR
3. Test scores:

Math			
Test	**Score**	**Placement**	**Exemption**
Accuplacer Arithmetic & Quantitative Reasoning, Algebra Stats	250 237	MAT 102 or MAT 155	MAT 101
Accuplacer Arithmetic & Quantitative Reasoning, Algebra Stats Algebra/Functions	250 263 200	MAT 110	MAT 101, MAT 102
ACT Math	19	MAT 102	MAT 101
ACT Math	22	MAT 110	MAT 101, MAT 102

- Transfer and readmit students will be placed according to previous college coursework. (A grade of "C" or higher in a college-level English and Math course from an accredited agency recognized by the U.S. Department of Education located at ope.ed.gov. Earned an associate, bachelor's degree or higher from an accredited institution. Earned advanced placement credit for English and/or mathematics on CLEP, DANTES, AP exams, International Baccalaureate (IB) credits, and/or Cambridge International levels recognized by the College.
- Dual Enrollment students will need to speak with the Dual Enrollment Coordinator about placement options.

Test Center
(803) 508-7488 | Learning Commons Room C-101L | proctor@atc.edu

The first placement test is available at no charge. Placement retests are $25 each. Students wishing to retest should contact the Test Center for information about test registration and payment. Test scores are accepted for up to three years from test date. ACCUPLACER study guides and test preparation are provided through the Student Success Center.

Students taking the placement test in the Test Center must present their student ID number and a valid photo ID issued by Aiken Technical College or current city/ state/federal government (such as driver's license or passport) on which both the student's first and last names and photo appear.

The Test Center page on the ATC website provides operational hours, and helpful tips for testing, including the list of prohibited items. Students are encouraged to review this information prior to arrival at the Test Center.

Students with documented disabilities may request special placement testing accommodations to ensure optimum performance by contacting the Student Wellness and Accessibility Manager.

Student Activities Center (Building B)
(803) 508-7410 | Room B-131D | studentwellness@atc.edu

REGISTRATION FOR CLASSES

Prior to registration, a student must meet with his/her advisor to discuss academic progress, select courses, and obtain approval for registration.

Registration for the next semester opens several months in advance. Students should check their MyATC portal and ATC e-mail for announcements regarding advisement, registration, and other important dates.

RESIDENT STATUS

A legal resident of South Carolina is one who has his/her legal domicile in the state for a period of 12 months prior to the first day of the semester.

It is important that each applicant for admission and each enrolled student understands the regulations governing resident status and know his/her resident status for tuition and fee payment. A person incorrectly classified as a resident is subject to reclassification and payment of all non-resident fees.

If an incorrect classification results from false or concealed facts, a student may be charged tuition and fees retroactively at the out-of-state rate. Inquiries regarding residency status should be directed to the Enrollment Services Center.

Students may appeal their residency status by completing a Residency Reclassification Application and submitting all of the required documentation. The application and documentation must be submitted by the end of the add/ drop period in which the reclassification is sought.

SC ILLEGAL IMMIGRATION ACT

Under South Carolina state law, the programs and services of Aiken Technical College are available to United States citizens and eligible, documented non-citizens. Each semester new students will be verified as eligible to participate in college programs and services. Additional information may be requested from students as a part of this process.

CAREER DEVELOPMENT STUDENTS

An applicant who is not pursuing an academic credential and desires to be admitted to take specific courses as a Career Development student must meet course prerequisites. If a student chooses to change to a regular program of study at a later date, placement tests may be necessary. Undecided students not selecting a specific program of study may be placed in Career Development status.

A Career Development student is not eligible for federal financial aid programs (e.g., Pell Grants), S.C. state financial aid programs, scholarships or veterans' benefits.

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HIGH SCHOOL/ HOME SCHOOL STUDENTS

Students may want to start college while still attending high school or home school. The Early Start dual enrollment program is a great way to get an early start on a college education.

Students interested in the Early Start dual enrollment program opportunities should speak with their school counselors and parents before applying. Parental and counselor permission is required. Please visit the ATC website to access the dual enrollment application.

INTERNATIONAL STUDENTS

In addition to meeting regular college and program admission requirements, international applicants must also meet the following requirements if an Immigration and Naturalization Form I-20 is required:

>>Complete Application for admission (online)
>>Complete International Student Packet
>>Current Passport/Visa
>>Submit transcripts (must be translated into English)
>> Completion of secondary education
>> College transcripts (if applicable)
>> English proficiency (at least one of these)
    >> English as primary language
    >> College transcript showing English proficiency
    >> TOEFL
    >> SAT/ACT
>> Financial documentation
>> Completed form in the International Student Packet (available on the ATC website)

Additional information about international admissions can be obtained from the Enrollment Services Center. An international student should begin the admission process at least six months prior to the semester for which they seek admission.

READMISSION/ READMITTED STUDENTS

Former Aiken Technical College students who were not enrolled for the preceding three semesters and who wish to re-enroll must complete a new application for admission prior to registration. Students who have attended another college during the interim should ask that college to send an official transcript directly to the Enrollment Services Center.

Applicants for readmission must meet current admissions criteria (including testing and placement requirements) and are subject to any new graduation requirements in effect at the time of readmission.

GUEST/ TRANSIENT STUDENTS

A student already accepted or enrolled at another college may enroll as a guest/transient student at ATC in order to transfer credits back to the primary college.

The guest student should be advised by the primary college concerning recommended courses to be taken at ATC.

An applicant for guest/transient student status must submit an ATC Guest Student application. It is the responsibility of the guest student to request that an ATC transcript be sent to the primary college after completion of ATC courses.

Students will be registered by the Enrollment Services Center and will receive information via email regarding access to their student email account and MyATC Portal. They also are not eligible for financial aid.

SENIOR CITIZENS

Applicants who are at least 60 years of age and legal residents of South Carolina may enroll in classes on a space-available basis without paying tuition. These applicants must meet regular admission requirements, submit an application and pay all applicable fees other than tuition. For more information about the enrollment process for senior citizens, contact the Enrollment Services Center.

Transfer Policies

ATC applicants who have attended an institution accredited through an agency recognized by the U.S. Department of Education located at ope.ed.gov should request that all colleges previously attended send official transcripts directly to the ATC Enrollment Services Center.

These transcripts will be reviewed to determine course placement and if transfer credit may be awarded. Unofficial transcripts are used only for admission purposes and are not evaluated. Transfer students are urged not to enroll in any course(s) for which transfer credit is being sought until the transfer question is resolved.

Students may be asked to provide a course description or a course syllabus to determine transferability.

TRANSFER CREDIT

The Enrollment Services Center evaluates "official" college transcripts for transfer of credit for applicants and students. Official transcripts are sent directly from one college to another, presented in a sealed envelope from the previous college or sent via electronic data exchange. If the transcript is opened or is sent electronically to the student, it will not be considered official.

Students wishing to have courses evaluated that are not listed on our transfer guide should request an official transcript to be sent to the ATC Enrollment Services Center and send a copy of the course description or a copy of the course syllabi for the courses they wish to have considered from the host college. The Enrollment Services Center will post the approved course(s) to the student's transcript and notify the student which courses transfer.

The following criteria are used to determine the acceptability of prior college coursework for advanced standing:

The final grade for the course(s) must be "C" or better.

The course(s) must have been taken at an institution accredited through an agency recognized by the U.S. Department of Education located at ope.ed.gov.

The course(s) must be applicable to the Associate in Arts, Associate in Science or Associate in Applied Science program in which the student plans to enroll in order for the course to be considered for graduation. The course(s) must be college-level; no course that is remedial/developmental/transitional in nature will be accepted.

A major consideration in the evaluation of a course for transfer of credit is the equivalency of that course and the equivalency of credit hours to an ATC course.

Appeals for transfer of credit should be made, in writing, to the Registrar or designee. Documentation such as the course description and course syllabus will need to accompany the appeal.

TRANSFER CREDIT LIMITATION

A student must take and earn a minimum of 25 percent of credits required for graduation from a degree, diploma or certificate program of study at ATC.

Regardless of the comparability of courses and the number of courses successfully completed at an *institution accredited through an agency recognized by the U.S. Department of Education located at ope.ed.gov*, a student must successfully complete a minimum of three higher-level courses (as determined by the academic advisor) representative of the major program or discipline at ATC. The total of both courses accepted for transfer and courses exempted cannot exceed 75 percent of the credits required for completion of a program.

CONFIDENTIALITY OF RECORDS

Enrollment Services is authorized to release student information. This office adheres to the Family Educational Rights and Privacy Act (FERPA) regarding the release of student information. Upon proof of dependency, parents or guardians may receive confidential information regarding their dependent student directly from the Director of Enrollment Services or designee.

A student who wishes to request non-disclosure of the above items may submit a written request to the Enrollment Services Center. Please download the Directory Information Non-Disclosure Form and submit the completed form to the Enrollment Services Center.

DIRECTORY INFORMATION

The College may provide directory information in accordance with the provisions of the Act without the written consent of an eligible student, unless that student requests in writing that such information not be disclosed. The items listed below

are designated as directory information and may be released on any student for any purpose at the discretion of the College unless a written request for non-disclosure is on file: name, address, e-mail, telephone number, dates of attendance, major field of study, awards, honors, degree(s) conferred and previous institution(s) attended, photographs, and video recordings.

However, FERPA places restrictions on the disclosure of personally identifiable information (PII) contained in education records. Although PII may be designated as "directory information" under FERPA, the College has the discretion to withhold the release of such information in the interest of student privacy.

A student who wishes to request non-disclosure of the above items may submit a written request to the Enrollment Services Center. Please complete the Directory Information Non-Disclosure Form from the MyATC Portal. The College may not provide the parent of a student over eighteen years of age any information about the student's progress without the explicit written consent of the student or a copy of IRS tax forms indicating the student is a dependent of the parent seeking such information.

RELEASE OF STUDENT INFORMATION

The Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, describes the conditions under which information about a student can be released. It is the policy of Aiken Technical College to follow these guidelines to protect the privacy of students. The following student rights are covered by the Act and afforded to all eligible students of the College:

1. The right to inspect and review information in the student's educational records.
2. The right to request amendment of the contents of the student's educational records if believed to be inaccurate, misleading, or otherwise in violation of the student's privacy or other rights.
3. The right to prevent disclosure without consent of personally identifiable information from the student's records (with certain exceptions).
4. The right to secure a copy of the College's policy.
5. Parents who can establish proof of dependency by presenting a copy of their tax return to the Registrar or designee may view the records of a dependent without the written consent of said dependent.

The right to file complaints with the U.S. Department of Education concerning alleged failures by the College to comply with the provisions of the Act. Each of these rights, with any limitations or exceptions, is explained in the College's policy statement which may be obtained from the Enrollment Services Center. A form authorizing parents or others to review student financial aid or student services files is available in the Enrollment Services Office.

Aiken Technical College will disclose personally identifiable information (PII) from a student's education records only when the eligible student has provided written consent to the College with the following exceptions:

A. To school officials who have a legitimate educational interest in the records and have a need to know. A school official is:
    i. A person employed by the College in an administrative, supervisory, academic, or support staff position, including student employees.
    ii. A person employed by or under contract to the College to perform a special task, such as the attorney or auditor.
B. Authorized representatives of the following government entities, if the disclosures are in connection with an audit or evaluation of federal or state supported education programs, or for the enforcement of or compliance with federal legal requirements that relate to those programs:
    i. Comptroller General of the U.S. Secretary of Education
    ii. U.S. Attorney General
    iii. State and local educational authorities
C. Agents acting on behalf of the institution (contractors, consultants)
D. Schools in which the student seeks or intends to enroll.
E. *A party, such as the Department of Veteran's Affairs or an employer, providing financial aid to the student.
F. *Organizations conducting studies for or on behalf of educational institutions.
G. *Accrediting organizations for accrediting purposes.
H. Appropriate parties if a health or safety emergency exists and the information will assist in resolving the emergency.

I. *An alleged victim of a crime of violence when the disclosure is the results of a disciplinary hearing regarding the alleged perpetrator of that crime with respect to that crime.

J. The Department of Homeland Security, Immigration and Customs Enforcement for purpose of complying with Request Form ICE relative to the institution's participation in SEVIS.

K. Military recruiters who request "Student Recruiting Information" for recruiting purposes only.

L. *The Internal Revenue Service, for purposes of complying with the Taxpayer Relief Act of 1997.

M. Anyone, when the disclosure concerns information provided by sex offenders required to register under state or federal law.

N. Parents of dependent students.

O. Parents when their student (under 21) is found to have violated the alcohol or drug policy of the institution.

P. To comply with judicial order or subpoena, including ex parte' orders under the USA Patriot Act.

**Additional conditions may exist. Contact the Enrollment Services Office for additional details.*

Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education 400 Maryland Avenue, SW Washington, DC 20202-5901

VERIFICATION OF GRADES/GPA

A student who needs to verify grades/GPA for automobile insurance, company reimbursement of tuition, or other purposes should contact Enrollment Services.

ATC TRANSCRIPTS

A student can request a transcript from ATC by visiting the Request a Transcript link located on the Student Resources page of the ATC website. Students will need to follow that link in order to request a transcript from our e-transcript provider, Parchment. Please be aware that Parchment requires a minimum fee of $10.00 per transcript, with additional fees added for requests that require postage and delivery.

ATC provides all official transcripts through an electronic transcript request system. The electronic transcript system allows students to electronically send their transcripts to postsecondary institutions, employers, military, and other entities at their request quickly, securely, and fully compliant with FERPA standards. Students can also have an official transcript mailed for additional fees and shipping. Parchment will accept payment only by debit or credit card.

Any student who has an outstanding obligation (financial or other) to Aiken Technical College may have all records frozen (official and unofficial) and will not be released until all obligations are fulfilled.

ENROLLMENT VERIFICATION

Enrollment Services verifies a student's enrollment for previous loans (through the National Student Loan Clearinghouse), parental insurance coverage, Department of Social Services requirements, employment and other purposes. Verification should be available the third week of class. Verification certifications are available through the "Clearinghouse Self Service" link in the ATC Portal. Forms that must be completed by the College will be available at the front desk in the Enrollment Services Center for student pick-up. Forms that are left for one month will be destroyed.

GRADUATION

A student who plans to graduate should submit a graduation application by the specified due dates. Students approved to graduate will be invited to participate in the Commencement ceremony.

All students who expect to receive a degree, diploma or certificate from Aiken Technical College must complete a number of requirements. Specific course requirements for each major are defined later in this catalog. Regardless of the level of award, all students must meet the following requirements:

- The student or advisor has submitted an official graduation application to the Enrollment Services Center by the deadline for the term the student intends to graduate; and
- Complete all residency requirements (courses taken at ATC) as specified for each award.
    - A student must take and earn a minimum of 25 percent of credits required for graduation from a degree,

diploma or certificate program of study at Aiken Technical College. Regardless of the comparability of courses and the number of courses successfully completed at other accredited post-secondary institutions, a student must successfully complete a minimum of three higher-level courses (as determined by the academic advisor) representative of the major program or discipline at Aiken Technical College.
        - The total of both courses accepted for transfer and courses exempted cannot exceed 75 percent of the credits required for completion of a program.
- The student has attained a 2.00 Grade Point Average or higher (cumulative or program).

Aiken Technical College may administratively graduate students who have completed an academic program.

A student who has not been enrolled at the College for the three consecutive semesters prior to the semester of anticipated graduation must meet the curriculum requirements of the catalog in effect at the time the student applies to graduate. An associate degree, diploma, or certificate will be awarded to each student who meets the above criteria and satisfactorily completes the required program of study for that student's chose program/curriculum as stipulated by the catalog.

PERSONAL INFORMATION CHANGES

The Enrollment Services Center makes official name, address, and other personal information changes on a student's records only through a student's written request to the Enrollment Services Center. Official documentation will be required for name changes and other personal information changes. Official documentation is considered to be one of the following: social security card, marriage license, driver's license, divorce decree, or court order. Please complete the Personal Information Change Form on the MyATC Portal.

OBTAINING COURSE TRANSFER INFORMATION

Course transfer information and services are available through ATC's Enrollment Services Center. Anyone interested in obtaining course transfer information may contact the Enrollment Services Center by phone at (803) 508-7263.

COURSES APPROVED FOR TRANSFER

Under the Statewide Articulation Agreement, technical college courses may be transferable to public senior institutions. The courses listed on Transferable Courses page in this catalog are approved for transfer. Consult the Course Descriptions section to determine which courses are offered at ATC.

A student enrolled in a program other than Associate in Arts or Associate in Science should consult the department chair of his or her program of study or the chair's designee for questions concerning transfer of courses into that program's curriculum. For further information regarding transfer, students may access the Commission on Higher Education's web site at www.che.sc.gov or Aiken Technical College's web site.

ADMISSIONS CRITERIA, COURSE GRADES, GPAS AND VALIDATIONS

All four-year public institutions will issue a transfer guide annually in August or maintain such a guide online. Information published in transfer guides will cover at least the following items:

- The institution's definition of a transfer student.
- Requirements for admission both to the institution and, if more selective, requirements for admission to particular programs.
- Institutional and, if more selective, programmatic maximums of course credits allowable in transfer.
- Information about course equivalencies and transfer agreements.
- Limitations placed by the institution or its programs for acceptance of standardized examinations (e.g., SAT, ACT) taken more than a given time ago, for academic coursework taken elsewhere, for coursework repeated due to failure, for coursework taken at another institution while the student is academically suspended at his/her home institution, and so forth.
- Information about institutional procedures used to calculate student applicants' GPAs for transfer admission. Such procedures will describe how nonstandard grades (withdrawal, withdrawal failing, repeated course, etc.) are evaluated; and they will also describe whether all coursework taken prior to transfer or only coursework deemed appropriate to the student's intended four-year program of study is calculated for purposes of admission to the institution and/or programmatic major.
- 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.
- "Residency requirements" for the minimum number of hours required to be earned at the institution for the degree.

SOUTH CAROLINA TRANSFER AND ARTICULATION CENTER (SCTRAC)

All two-and four-year public institutions will publish information related to course articulation and transfer on the South Carolina Transfer and Articulation Center website (www.SCTRAC.org). Course equivalency information listing all courses accepted from each institution in the state and their respective course equivalencies will be made available on www.SCTRAC.org. This course equivalency information will be updated as equivalencies are added or changed and will be reviewed annually for accuracy. Additionally, articulation agreements between public South Carolina institutions of higher education will be made available on www.SCTRAC.org, will be updated as articulation agreements are added or changed and will be reviewed annually for accuracy. All other transfer information published on www.SCTRAC.org will be reviewed at least annually and updated as needed.

TRANSFER EXPLORER

Aiken Technical College is a participating institution in Transfer Explorer (www.transferexplorer.org) where students can map their education journey, access a network of member schools and get accurate and up-to-date transfer information.

STATEWIDE ARTICULATION OF 86 COURSES

The Statewide Articulation Agreement of 86 courses approved by the South Carolina Commission on Higher Education for transfer from two- to four-year public institutions is applicable to all public institutions, including two-year institutions and institutions within the same system. In instances where an institution does not have courses synonymous to ones on this list, it will identify comparable courses or course categories for acceptance of general education courses on the statewide list. This list of courses is available online at www.che.sc.gov as well as on www.SCTRAC.org.

STATEWIDE TRANSFER BLOCKS

The Statewide Transfer Blocks established in 1996 will be accepted in their totality toward meeting baccalaureate degree requirements at all four-year public institutions in relevant four-year degree programs. Several Transfer Blocks were updated in March 2009: Arts, Humanities, and Social Sciences; Business; Engineering; and Science and Mathematics. Transfer Blocks for Teacher Education were updated in July 2010. Transfer Blocks for Nursing were updated in July 2012. The courses listed in each Transfer Block will be reviewed periodically by the Commission's Academic Affairs staff in consultation with the Advisory Committee on Academic Programs to ensure their accuracy, and the Transfer Blocks will be updated as needed.

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

Any student who has completed either an Associate in Arts in Associate of Science degree program at any public two-year South Carolina institution that contains the total coursework found in the Arts, Humanities, and Social Sciences or the Science and Mathematics Transfer Block will automatically be entitled to junior- level status or its equivalent at whatever public senior institution to which the student might have been admitted. However, as agreed by the Advisory Committee on Academic Programs, 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.

For a complete listing of all courses in each Transfer Block, please visit the Articulation Agreements & Academic Transfer tab at https://che.sc.gov/institutions-and-educators.

TRANSFER STATEWIDE POLICIES AND PROCEDURES

The South Carolina Commission on Higher Education (CHE) has established transfer policies and procedures which all public institutions must follow.

ASSURANCE OF TRANSFERABILITY OF COURSEWORK COVERED BY THE TRANSFER POLICY

ATC Transferability Coursework (i.e., individual courses, transfer blocks, and statewide agreements) covered within this transfer policy will be transferable if the student has completed the coursework with a "C" grade (2.0 on a 4.0 scale) or above. However, the 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. In addition, any four-year institution which has institutional or programmatic admissions requirements for transfer students with cumulative grade point averages (GPAs) higher than 2.0 on a 4.0 scale will apply such entrance requirements equally to transfer students from regionally accredited South Carolina public institutions regardless of whether students are transferring from a four-year or two-year institution.

Any coursework covered within this transfer policy will be transferable to any public institution without any additional fee and without any further encumbrance such as a “validation examination,” “placement examination/ instrument,” “verification instrument,” or any other stricture, notwithstanding any institutional or system policy, procedure, or regulation to the contrary.

ASSURANCE OF QUALITY

All claims from any public two- or four-year institution challenging the effective preparation of any other public institution’s coursework for transfer purposes will be evaluated by the staff of the Commission on Higher Education in consultation with the Advisory Committee on Academic Programs. After these claims are evaluated, appropriate measures will be taken to ensure that the quality of the coursework has been reviewed and approved on a timely basis by sending and receiving institutions alike.

TRANSFER OFFICERS

Each institution will provide the contact information for the institution’s Transfer Office personnel, including telephone numbers, office address, and e-mail address, on its website and on www.SCTRAC.org. Transfer office personnel will:

- Provide information and other appropriate support for students considering transfer and recent transfers.
- Serve as a clearinghouse for information on issues of transfer in the state of South Carolina.
- Provide definitive institutional rulings on transfer questions for the institution’s students under these procedures.
- Work closely with feeder institutions to assure ease in transfer for their students.

To connect with transfer officers, students may contact:
(803) 508-7264 | Enrollment Services Center Room A-170 | admissions@atc.edu

STATEWIDE PUBLICATION AND DISTRIBUTION OF INFORMATION ON TRANSFER

The staff of the Commission on Higher Education will place this document on the Commission’s website under the title “Transfer Policies.” In addition, information about transfer, including institutional policies, course equivalencies, and articulation agreements, will be published and distributed by all public institutions through transfer guides and be made available on www. SCTRAC.org. Furthermore, course catalogs for each public two-and four-year institution will contain a section entitled “Transfer: State Policies and Procedures.”
This section will:

- Include the “Transfer Policy for Public Two-Year and Four-Year Institutions in South Carolina.”
- For more information on transfer, please refer to www.SCTRAC.org, www.TransferExplorer.org as well as to the institutional Transfer Guide and institutional and Commission on Higher Education’s websites.

STATEMENT OF GOOD PRACTICE

The Financial Aid Office (FAO) adheres to the National Association of Student Financial Aid Administrators' Statement of Good Practice in the administration of all programs and in the disclosure of information to other parties.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

A student has the right to inspect and review his/her financial aid records. Such information may not be disclosed to others, including parents or guardians, without written consent. A student may authorize disclosure of their financial records to others by completing the Information Release Form available on the ATC Financial Aid Forms page and the ATC Student Portal. Please refer to the Records Services page for further FERPA information.

COMMUNICATION AND AWARD NOTICES

The Financial Aid Office's (FAO) communication with students is through the MyATC Portal and campus e-mail accounts. These resources are accessible through the ATC web site. It is the student's responsibility to view these resources regularly.

FINANCIAL LITERACY

It is the policy of Aiken Technical College to provide information and guidance to students regarding financial management, especially as related to managing debt and repaying student loans.

The College requires completion of entrance counseling for all student loan applications and exit counseling for all students with student loans who are no longer enrolled at the College.

In addition, the College offers online financial literacy and debt management through a third-party vendor.

PRINCIPLES OF FINANCIAL AID

A student who has a satisfactory academic record and is in need of aid may qualify for financial assistance. Although the primary responsibility for financing an education remains with a student and his/her family, ATC participates in several programs designed to supplement the family contribution in order to meet the financial need of the student. Financial aid may consist of a grant, scholarship, campus employment, loan, or any combination of these as determined by the policies of the FAO.

The primary principles of administering financial aid programs are as follows:

1. Financial aid is designed to provide financial help to students who need additional resources to pursue their education and career objectives.
2. It is viewed only as supplementary to the efforts of the student and/or family.
3. It may take the form of a job, grant, scholarship, loan, or a combination of any of these.
4. It is based upon the student's ability to make satisfactory academic progress according to the college's Financial Aid Standards of Satisfactory Academic Progress (SAP), and
5. Financial aid can be reviewed, adjusted and/or canceled at any time due to changes in funding levels, other financial resources, class attendance or the academic status of the student as determined by the FAO.

To determine whether or not a student is eligible for federal student financial aid programs, the student and their family must complete the Free Application for Federal Student Aid (FAFSA) and submit all documents requested by the ATC FAO prior to the financial aid priority deadlines for timely consideration. Financial aid is not automatically renewable. The FAFSA must be submitted each academic year and should be completed on-line at www.studentaid.gov. A student, as well as the parent of a dependent student, must obtain an FSA ID in order to electronically sign the FAFSA.

A student applying and completing his/her financial aid file after the financial aid priority deadline should prepare to pay for the cost of tuition, fees, books and supplies or enroll in the College's Deferred Tuition Payment Plan. If a student is deemed eligible after payment has been made, they will be reimbursed based on financial aid eligibility.

To participate in federal student financial aid programs, ATC is required by federal regulations to maintain a financial aid office that coordinates the delivery to students of all funds from all sources. Students who receive aid in addition to federal, state, and/or institutional student financial aid are required to report the amount and source to the FAO.

DETERMINATION OF FINANCIAL NEED

ATC's financial aid programs assist students who have financial need as determined by the Department of Education's federal processor. One of the principles behind need-based aid is that students and their families should pay for educational expenses to the extent they are able. Financial need exists if the resources of the family (SAI – Student Aid Index) do not meet the total cost of attendance at the college.

The cost of attendance (student budget) is an estimate of the total costs a student incurs as a full-time student for the nine-month academic period. These costs include tuition, fees, books, supplies, food, housing, personal and transportation expenses. Listed below is an estimated sample budget for the 2025-2026 nine-month academic year.

Aiken County Resident	Living with a Parent	All Others
Tuition & Fees*	$6,500	$6,500
Books	$1,020	$1,020
Food and Housing	$4,500	$10,800
Miscellaneous	$1,500	$1,500
Transportation	$3,015	$ 3,015
TOTAL	**$16,535**	**$22,835**

Out-of-County Resident	Living with a Parent	All Others
Tuition & Fees*	**$7,752	$7,752
Books/Supplies	$1,020	$ 1,020
Food and Housing	$4,500	$10,800
Miscellaneous	$1,500	$ 1,500
Transportation	$3,015	$3,015
TOTAL	**$17,787**	**$23,087**

** Estimated: Tuition and fees are subject to change each year.*

*** Estimated: Richmond/Columbia counties include the same components of Aiken County Resident with the exception of tuition and fees, which are $$6,500 and Out-of-State Resident include the same components of Aiken County Residents with the exception of tuition and fees which are $9,972 .*

TITLE IV STUDENT ELIGIBILITY REQUIREMENTS

A student must meet the following eligibility requirements to receive federal assistance:

- Have financial need as determined through the completion of the FAFSA (except for Federal Unsubsidized Direct Loan funding).
- Be enrolled or accepted for enrollment in an eligible program of study offering a certificate, diploma, or degree. Continuing education and career development are not eligible programs.
- Be a regular student (transient/guest students are not eligible).
- Have a high school diploma, GED, earned 60 college credit hours or earned 6 hours of college level coursework prior to fall 2012.
- Be a U.S. citizen or eligible non-citizen.
- Not owe a repayment of a Title IV grant such as Pell, FSEOG, ACG, or Smart Grant.
- Maintain Title IV satisfactory academic progress.
- Not be concurrently enrolled in an elementary or secondary school.
- Have a valid social security number.
- Not be in default of a federal student loan.

ELIGIBLE PROGRAMS/COURSES AND ENROLLMENT STATUS

A student should only enroll for those courses required for their specific program of study. Title IV aid will not pay for courses outside of the student's required curriculum unless those courses have been pre-approved by the advisor as a course substitution. Proper documentation must be on record in the Enrollment Services Center.

The original award letter is based on full-time enrollment for the academic year. A student who is not full-time will have their award prorated based on the actual hours enrolled and attended. Full-time status consists of enrollment in a minimum of 12 credit hours.

ATTENDANCE REQUIREMENTS

Attendance is required to receive aid. A student receiving federal financial aid (PELL, FSEOG and Direct Loans) earns aid based on the number of days they attend class(es). A recipient that stops attending and fully withdraws from the college before 60% of the term (approximately 9 weeks) is completed will have his/her aid recalculated based on the number of days attended. A student withdrawing prior to the completion of the ninth week of class(es) will likely owe the college and/or the applicable federal aid program(s). A student receiving state financial aid (Lottery, Need Based, CAPS, LIFE, Workforce,) and institutional scholarships earns his/her entitlement based on attendance through the first week of class. The amount of aid will possibly be affected should the student fully or partially drop from classes during the first week of classes.

DROPS, WITHDRAWALS AND COURSELOAD CHANGES

Drops: If a student registers for a class and decides not to remain enrolled, the student must officially drop the course by the end of the add/drop period to be eligible for a refund of tuition. Financial aid cannot pay for a class that a student has dropped or failed to attend.

Withdrawals: If a student registers for a class and attends past the add/drop period, the student will be charged applicable tuition and fees. If the student withdraws from a class and drops below half-time status, the student may no longer be entitled to his/her Direct Loan funding. Also, if the student is a federal aid (Pell, SEOG, or Direct Loan) recipient and withdraws from all classes prior to the end of the ninth week of classes, the student may owe the college and the applicable federal aid program(s).

Courseload Changes: The student is required to notify the Financial Aid Office (FAO) of any course load adjustments. The FAO will adjust the financial aid award accordingly. If the student does not notify the FAO, they may owe money to the college and/or the applicable federal aid program(s) once the adjustment is made.

RETURN OF FINANCIAL AID

A student's federal financial aid eligibility must be recalculated for students who withdraw, drop out, are dismissed or take a leave of absence prior to completing 60% of a semester. Federal financial aid includes the Federal Pell Grant, the Federal Supplemental Educational Opportunity Grant (FSEOG), and the Federal Direct Loan Program.

The recalculation of eligibility is based on the percent of earned aid using the following formula:

The number of days attended in the semester divided by the total number of days in the semester.

Federal financial aid must be returned to the federal government based on the percent of unearned aid using the following formula:

The percent of earned aid multiplied by the amount of federal financial aid disbursed.

The amount of aid to be returned is the responsibility of the college and the student. However, the student will be responsible for repaying the college for the amount that the college was required to return on his or her behalf. Therefore, a student who does not complete at least 60% of a semester may owe the college and/ or the federal government for the amount of unearned federal financial aid.

A student who owes the college may not be permitted to register for a subsequent term until the debt is paid. Payment should be made to the ATC Cashier's Office. Delinquent accounts become subject to the College's collections procedures.

HOW YOU RECEIVE YOUR FINANCIAL ASSISTANCE

A student who applies and completes their financial aid file on time is eligible for financial aid will have direct educational expenses of tuition and fees and required course materials deducted from the assistance that has been awarded (excluding Federal Work Study awards.) The student has the option to have purchases in the ATC Bookstore deducted from their aid as well. The Cashier's Office will issue a refund through BankMobile for any remaining financial aid funds approximately 7 to 8 weeks after the beginning of the term.

A student whose financial aid is not approved in time for fee payment must plan to pay for their educational expenses out-of-pocket or set up a Deferred Tuition Payment Plan through the Cashier's Office. The student will be reimbursed by the Business Office through BankMobile based on his/her enrollment status and eligibility once financial aid is processed.

A student who receives a federal work-study award and obtains employment through this program is paid once a month by direct deposit for hours worked during the previous month.

TRANSFER AND GUEST STUDENT STATUS

Financial aid awards cannot be transferred from one college to another. Students transferring to ATC must request the results of a previously processed FAFSA be released to ATC. This can be done by calling the Federal Processor at 1-800-4FEDAID and requesting that our institution code be added, or correcting your processed FAFSA online at www.studentaid.gov. ATC's Title IV school code is 010056.

A student classified as a guest student can only receive financial aid from his/her home institution. Financial aid can only be disbursed by the home institution where the student is seeking a degree. A student who attends more than one college in the same enrollment period cannot receive financial aid from both institutions.

EARLY START: DUAL ENROLLMENT PROGRAM

South Carolina high school students who have been approved to participate in a dual enrollment program can receive S.C. Lottery Tuition Assistance program and S.C. Workforce Industry Needs Scholarship. For more information, refer to the SC-LTAP and SC•WINS sections listed under the Types of Financial Aid section.

REPEATING COURSES

A student can receive financial aid for repeated coursework only under certain circumstances. A course that has been successfully completed can be repeated only one additional time. Courses that are not completed successfully can be repeated multiple times until successfully completed. Course repeats will be counted towards a student's Maximum Time Frame as discussed in the following section.

SATISFACTORY ACADEMIC PROGRESS FOR FINANCIAL AID

A student wishing to receive financial assistance through a federal or state program must be making satisfactory academic progress toward a degree, diploma or certificate. The Financial Aid Office monitors the progress of all students receiving financial aid to ensure that they are making satisfactory academic progress (SAP) toward completion of their program in a reasonable period of time. This policy is in addition to the academic standards of progress required by the College. The cumulative review determines the student's eligibility for financial assistance based on his/her academic history. Whether the student has received financial assistance previously is not a factor in determining eligibility.

COMPLETION RATE

A student must satisfactorily complete at least 67 percent of the total credit hours attempted at ATC. Grades of F, W, U, and NC are not considered satisfactory; however, they are considered as attempted credit hours and may negatively impact a student's eligibility for future terms. A student's completion rate will be evaluated at the end of each semester.

GRADE POINT AVERAGE (GPA)

A student must maintain a minimum 2.0 cumulative GPA.

LENGTH OF ELIGIBILITY, I. E. MAXIMUM TIME FRAME (MTF)

A student may receive financial aid at Aiken Technical College for up to 150% of the published program length. For example, a student enrolled in a 60-credit hour program is eligible until 90 credit hours are attempted. All course work will be included in the MTF assessment including transfer, repeated, dual enrolled, remedial/ transitional, pre-requisite, and courses while under another program of study.

PROGRAM CHANGES

A student is allowed two program of study changes before completing a degree, diploma or certificate. Additional changes by the student may result in suspension of financial aid. A student changing from one program into a different program with fewer total required credit hours may lose federal and state eligibility immediately upon making this change. A student considering a change of program should consult with their financial aid specialist to discuss the effect of a change on SAP.

TRANSITIONAL STUDIES COURSE WORK

Financial aid recipients may take a maximum of 10 transitional courses. These are courses numbered 0 – 100. They are counted as hours attempted and will be considered in determining SAP.

WARNING

At the end of each semester, a student's academic record is evaluated to determine if the student is meeting Title IV Standards of Academic Progress (SAP). A student who is not meeting SAP will be placed on Warning. While under a Warning Status, the student will still receive financial aid; however, if the student fails to meet SAP in the subsequent semester attended, the student will be placed on Financial Aid Suspension.

PROBATION

A student that is not meeting SAP will be placed on Financial Aid Suspension. The student will have an opportunity to appeal based on unusual or mitigating circumstances. If the appeal is approved, the student's aid will be reinstated with conditions and the student will be placed on Probation. The student will remain in a probationary status as long as the conditions are met. While under a Probation Status, the student will still receive financial aid.

SUSPENSION

After a warning semester, a student who is not meeting SAP will have their aid suspended. A student may petition to have their aid re-established by submitting a letter of appeal with supporting documentation to the Enrollment Services Center. The appeal form is accessible through the ATC website financial aid forms page and student portal.

A student who has attempted the maximum number of transitional and/or prerequisite courses, maximum number of credit hours allowed for their program of study or has made an excessive number of program of study changes is automatically placed on financial aid suspension. A student's SAP status is accessible through the student portal.

Each student is notified via student e-mail when placed on Financial Aid Probation or Suspension. It remains the responsibility of the student to be aware of their academic standing. A student that is allowed to return on academic probation through the Enrollment Services Center is not automatically eligible for financial aid.

APPEALS

Appeals are accepted for students who have been placed on financial aid suspension due to completion rate, grade point average and maximum time frame. The appeal form is accessible through the ATC Website Financial Aid Forms page and student portal.

Appeals are accepted based on mitigating circumstances beyond one's control. For suspensions based on GPA and/or completion rate, the appeal should explain the reason(s) why the student is not meeting the minimum standards of academic progress, how the situation has changed, and what steps will be taken to ensure that the standards will be met in the future. Each semester contributing to the suspension must be addressed. Supporting documentation must be provided.

Appeals concerning Maximum Time Frame should explain the reason(s) why the current program of study has not been completed within the 150% timeframe. A written Academic Plan developed by the student and faculty advisor must be attached. The Academic Plan must include the student's name, ID#, program of study, courses remaining to complete the program, when the courses will be taken and an estimated graduation date. If the student is within 18 credit hours of

graduation, a graduation application will be accepted in lieu of the Academic Plan.

Appeals that are approved will reinstate a student's financial aid in a probationary status with specific academic conditions. As long as the student meets the conditions of the reinstatement, they will continue to receive financial aid.

(803) 508-7263 | Enrollment Services Center, Room A-170 | financialaid@atc.edu

Types of Financial Aid

GRANTS

Federal Pell Grant

The Federal Pell Grant is a student aid program that provides grants for students attending college who have not previously received a baccalaureate degree. Eligibility is based on the student's and/or parent's resources and is determined by a formula developed by the U.S. Department of Education. Federal eligibility requirements are discussed in the Student Eligibility Requirements Section of this catalog. Offers are up to $7,395 per academic year for full-time and are prorated based on a student's enrollment status. Completion of the FAFSA is required to receive Federal Pell Grant funds.

Federal Supplemental Educational Opportunity Grant (FSEOG)

The FSEOG program is a federal student aid program from which a student can receive funds each year depending on their financial need, the availability of these funds and the amount of other aid received. To qualify for this program, the student must meet all federal eligibility requirements as discussed in the Student Eligibility Requirements section of this catalog and enroll for at least 3 credit hours. The average offer for an ATC student is $500 per semester. Completion of the FAFSA is required to receive FSEOG funds and a student must be Pell-eligible.

South Carolina Need-Based Grant (SCNB)

The SCNB Grant program is designed to provide financial assistance to South Carolina's neediest students. The grant assists students who wish to attend public colleges or universities in the state of South Carolina.
To be eligible, a student must be a:

- S.C. resident as determined by the Enrollment Services Center
- enrolled in at least six credit hours
- have a minimum cumulative GPA of 2.0
- meet federal eligibility requirements as listed in Student Eligibility Requirements section of this catalog

Offers are made each year depending on financial need, the availability of funds and the amount of other aid received. The average offer for an ATC student is $875 per semester. Recipients of this program are required to complete a signed SCNB Grant Affidavit prior to disbursement of funds. The affidavit is available on the ATC website Financial Aid Forms page as well as the ATC Student Portal. Completion of the FAFSA is required.

South Carolina Lottery Tuition Assistance Program (SC-LTAP)

The SC-LTAP is funded by the state of South Carolina. To be eligible for this program, the student must be a South Carolina resident as determined by the Enrollment Services Center and enroll in at least six credit hours. Offers vary depending on other federal and state grant eligibility as well as funding levels.

To qualify for this program, the student must complete the FAFSA and meet federal eligibility requirements as listed in the Student Eligibility Requirements section of this catalog. High school students enrolled in a dual enrollment program, students who have a bachelor's degree, or students enrolled in certain ATC programs ineligible for federal aid can complete the FAFSA Waiver Form to apply. This form is available on the ATC website financial aid forms page as well as the student portal.

The SC-LTAP program is designed to assist in payment of a student's tuition. It cannot be used to pay for books, supplies, lab fees or other items. It can only be used to receive one certificate, diploma or associate degree unless the student is progressing in the same program of study. A five-year waiting period will be required before the student can receive the SC-LTAP Program for an additional certificate, diploma or associate degree. Please visit the SC State Technical College System website at: www.sctechsystem.edu for more detailed information.

South Carolina National Guard Assistance Program (SCNG-CAPS)

The SCNG-CAPS is designed to assist members of the SC National Guard with educational expenses toward a one-year certificate or two-year associate degree. Maximum funding is $12,000 for South Carolina Army National Guard and South Carolina Air National Guard per academic year not to exceed the cost of attendance.

Offers are prorated based on enrollment. To be eligible, a student must be a member in good standing with the active National Guard, a U.S. citizen or eligible non-citizen, enrolled at least part-time as a degree seeking student, and maintain Title IV Standards of Academic Progress. A student who has exceeded 130 semester hours, earned a bachelor's degree, earned a one-year certificate or two-year associate degree, or receives a full Reserve Officers' Training Corps Scholarship cannot receive funds from this program. To apply, a student must annually complete and submit the SCNG-CAP application to the National Guard between June 1 and August 1 of each year. Any Applications submitted after the August 1 deadline will not be accepted.

LOANS

Federal Direct Loan

The Federal Direct Loan Program is designed to assist students with their cost of education. Unlike a grant, a loan must be repaid. Aiken Technical College offers a vast number of free aid programs and we encourage students to seek all free aid resources before considering loans.

To qualify for a Direct Loan, students must meet the following requirements:

Meet Title IV Satisfactory Academic Progress (SAP)

Enroll in at least 6 credit hours

Enroll in an eligible program

Not be in default or in an overpayment status of any federal aid program

New ATC student borrowers must complete the following items to apply for a Federal Direct Loan.

Free Application for Federal Student Aid at www.studentaid.gov

Loan Request through self-service of the student portal, financial aid

Master Promissory Note (MPN) at www.studentaid.gov

Entrance Loan Counseling at www.studentaid.gov

Returning ATC student borrowers must complete the following items to apply for a Direct Stafford Loan:

Free Application for Federal Student Aid at www.studentaid.gov

Loan request through Financial Aid Self-Service

ATC FEDERAL DIRECT LOAN APPLICATION PROCESS

1. Complete the Free Application for Federal Student Aid (FAFSA). Be sure to list ATC's school code: 010056 on the application.
2. Submit all requested documentation to the Financial Aid Office (FAO).
3. Once your file is processed, you will receive an e-mail instructing you to view your financial aid offer on the MyATC Portal. Should you be ineligible for any financial aid, you will receive an e-mail informing you of your options.
4. Apply for a loan through Financial Aid Self-Service.
5. If you are a first-time student borrower, you must complete a Master Promissory Note (MPN) at www.studentaid.gov. The MPN is a legally binding agreement to repay your loan to the Department of Education and is good for 10 years.
6. If you are a first-time student borrower, you must complete the online entrance loan counseling at www.studentaid.gov.
7. A new financial aid offer reflecting the student loan award will be issued. You must "accept" the loan offer via your MyATC Self-Service before the funds will be available for tuition payment purposes or for purchases in the ATC Bookstore.
8. You will receive disbursement information from the Department of Education.
9. Loan funds accepted after initial refunds are issued will be disbursed through BankMobile in about two weeks.

Scholarships

Scholarships are offered through a variety of sources with a variety of eligibility requirements. Students can receive scholarships in addition to federal and state aid. The total of all scholarships and financial aid received cannot exceed the cost of attendance as determined by the ATC FAO.

INSTITUTIONAL SCHOLARSHIPS

ATC Foundation Scholarships

The ATC Foundation awards privately funded scholarships to students who have demonstrated outstanding academic achievement in high school or college level course work. Some scholarships are based on general academic achievement, while others are based on potential in specific academic areas. Students are selected during the spring semester for scholarships to be awarded for the following fall semester. A listing of the scholarships available and their eligibility requirements are listed online at www.atc.edu/foundation. Completion of an ATC Foundation Scholarship Application and the FAFSA is necessary to be considered for one of the college's scholarships. Applications for ATC Scholarships are accepted from January 1 until March 1 for the upcoming fall semester.

STATE SCHOLARSHIPS

South Carolina Workforce Industry Needs Scholarship (SC•WINS)

SC•WINS is a statewide technical college scholarship designed to address workforce shortages in South Carolina. The scholarship covers tuition and fees after the application of all other federal and state aid. To apply, a student must complete the Free Application for Federal Student Aid or FAFSA Waiver Form. In addition, the student will need to complete the SC Workforce Form certifying that they meet one of the following criteria: Currently employed, will complete a financial literacy module/course, or will complete 100 hours of community service. A student can receive a maximum of $5,000 per academic year. The Workforce Form is available on the ATC website Financial Aid Forms page as well as the ATC Student Portal.

Qualifications are as follows:

Must be a legal resident of South Carolina

Enrolled and remain enrolled in an approved critical workforce program of study

Continuing students must have a minimum 2.0 GPA.

State Legislative Incentive for Future Excellence (LIFE) Scholarship

The LIFE Scholarship is an academic scholarship funded by the state of South Carolina. LIFE Scholarship recipients must be South Carolina residents who graduated from a S.C. high school, have a 3.0 high school GPA and enroll in at least 12 credit hours in non-developmental courses. Students may receive a LIFE Scholarship for a maximum of two terms for a one-year educational program, four terms for an associate's degree program or at least a two-year program that is acceptable for full credit towards a bachelor's degree, or six terms towards an approved associate's degree program that requires a minimum of 68 credit hours. Semesters of eligibility begin with the first term of college enrollment, whether or not the student was LIFE Scholarship-eligible as a high school graduate. To continue eligibility as a LIFE Scholarship recipient, students must maintain at least a 3.0 cumulative college GPA and earn at least 30 credit hours per academic year.

IMPORTANT: Students may use their LIFE Scholarship award at a technical college, but they will not be eligible for lottery-funded tuition assistance or Palmetto Fellows Scholarship in the same academic year.

South Carolina Palmetto Fellows Scholarship

The Palmetto Fellows Scholarship is funded by the State of South Carolina and is a merit-based program recognizing the most academically talented high school seniors. Palmetto Fellows may receive up to $6,700 their freshman year and up to $7,500 for their sophomore, junior and senior years. Half of the scholarship is awarded in the fall term and half in the spring term. Student time-frame begins at the initial term of enrollment in any college after high school graduation. To continue eligibility as a Palmetto Fellows Scholarship recipient, students must maintain at least a 3.0 cumulative college GPA and earn at least 30 credit hours per academic year.

It is the sole responsibility of the high schools, home schools, home school associations, and district superintendents to contact CHE regarding the Palmetto Fellows Scholarship program including the application process. High school officials will identify students who meet the specified eligibility criteria by each established deadline.

The South Carolina Commission on Higher Education determines initial eligibility. You may view guidelines for the Palmetto Fellows Scholarship Program at www.che.sc.gov.

IMPORTANT: Students may use their Palmetto Fellows Scholarship award at a technical college, but they will not be eligible for lottery-funded tuition assistance or LIFE Scholarship in the same academic year.

EMPLOYMENT

Institutional Employment

Institutional employment allows students to work on campus without applying for financial aid. Limited jobs are available year-round and are listed online through the Human Resources Office located in room A-168.

Federal Work-Study Program (FWS)

The FWS program is a federal student aid program that allows the student an opportunity to work part-time on campus or at designated off-campus sites to help meet his/her educational expenses. Expected earnings cannot be used toward the student's institutional charges of tuition, fees and books. Since positions are limited, students should file the FAFSA early. Available positions are listed on the Human Resources - Student Employment page of the ATC website.

OTHER ASSISTANCE

Technical Scholars Program

Sponsorships cover all college tuition, fees, textbooks and provide paid part-time jobs for selected students. Students applying for these sponsorships must be fully accepted into a technical associate degree program, meet application criteria, and agree to complete all potential employer's interviews and required screenings.

Sponsoring employers make the final decision on who is offered a sponsorship based upon their needs and the applicant's qualifications. Students interested in the Technical Scholars Program should visit room C-114 or email TechScholars@atc.edu.

Vocational Rehabilitation Services

A student with a documented disability or impairment may be eligible for assistance through their county vocational rehabilitation office. The vocational rehabilitation office will require completion of a Form 135. In addition, the student must apply for federal financial aid by completing the FAFSA before being considered for this assistance. Residents of Aiken, Edgefield or Barnwell Counties in South Carolina may call (803) 641-7630 or visit the South Carolina web site at www.scvrd.net for more information. Residents of Burke, Columbia, Jefferson or Richmond Counties in Georgia, may call (706) 650-5600 or visit the Georgia web site at gvs.georgia.gov for more information.

Persons seeking accommodation in the classroom should contact the Student Wellness and Accessibility Manager. (803) 508-7410 | Room B-131D | studentwellness@atc.edu

VETERANS EDUCATION BENEFITS

Veterans Assistance

Aiken Technical College is approved for veterans' benefits by the South Carolina Commission on Higher Education Veteran's Education Division for training veterans, service members and dependents under Title 38 of the US Code of Federal Regulations and reservists under Title 10 of the US Code of Federal Regulations.

Free Tuition for Children of Certain South Carolina War Veterans

A child of a deceased or permanently disabled wartime veteran may be eligible for this benefit. The program waives tuition only and does not cover books and fees. Eligibility and application information may be obtained at scdva.sc.gov/education. For additional information, contact the South Carolina Division of Veterans Affairs Office at (803) 647-2434.

Veterans Education Benefits – Chapters 30, 31, 33, 35, 1606

Application for Benefits

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 Veteran's Affairs Specialist

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.

In accordance with Title 38 US Code 3679 subsection (e), this school adopts the following additional provisions for any students using U.S. Department of Veteran Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation and Employment (Ch. 31) benefits, while payment to the institution is pending from the VA. This school will not:

>> Prevent the student's enrollment;

>> Assess a late penalty fee to;

>> Require student secure alternative or additional funding;

>> Deny their access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students may be required to:

>> Provide Chapter 33 Certificate of Eligibility (or its equivalent} or for Chapter 31, VA VR&E's contract with the school on VA Form 28-1905 by the first day of class. *Note: Chapter 33 students can register at the VA Regional Office to use E-Benefits to get the equivalent of a Chapter 33 Certificate of Eligibility. Chapter 31 student cannot get a completed VA Form 28-1905 (or any equivalent) before the VA VR&E case-manager issues it to the school.*

>> Provide written request to be certified;

>> Provide additional information needed to properly certify the enrollment as described in other institutional policies.

Eligible Programs/Courses and Enrollment Status

Students receiving VA education benefits should enroll only for courses that satisfy requirements outlined for their program of study. The Department of Veterans Affairs will not pay for excessive free electives and courses outside of the student's required curriculum unless such courses have been pre-approved by the advisor for graduation and proper documentation is on file in the Enrollment Services Center.

Drops, Withdrawals and Course Load Changes

Drops: If a student registers for a class and decides not to remain enrolled, the student must officially drop the course by the end of the add/drop period to be eligible for a refund of tuition. The VA does not pay for classes that a student has dropped or failed to attend.

Withdrawals: Students enrolled past the add/drop period will be charged tuition and fees accordingly. A withdrawal from one or more classes could result in a reduction in benefits or no longer eligible for benefits and may create an overpayment with the VA and an outstanding balance with the College.

Course Load Changes: Students are required to notify the VA advisor/certifying official, and the Department of Veterans Affairs of any course load adjustments. The certifying official will adjust the course load accordingly with the VA. If a student fails to notify the Veteran's Affairs Specialist in a timely manner, they may result in an overpayment with the VA and may incur a debt with the College once the adjustment is made.

Transitional Studies Course Work

VA recipients may take a maximum of 10 transitional courses such as Reading (RDG 100).

Attendance Requirements

Attendance is required to receive monthly benefit and to be successful in class. Failure to attend classes could result in an administrative withdrawal. An administrative withdrawal can be imposed by the instructor if a student fails to attend class without a documented excuse or has exceeded the number of allowed absences.

Please be aware that a reduction in credit hours that have been certified for payment whether the drop or withdrawal is initiated, by the student or an instructor, will generate an overpayment with the VA.

For more information on attendance, see the Attendance Requirements for Satisfactory Progress section of the catalog.

Conditions for Interruption of Veterans Benefits

At the end of each semester, a student's academic record is evaluated to determine if the student is meeting the College's Standards of Progress. To remain in good standing, a student enrolled in regular curriculum classes must maintain a 2.0 grade point average (GPA) as outlined in the Standards of Progress – Satisfactory Academic Progress section of the College's catalog.

All students receiving VA education benefits must meet and maintain satisfactory progress towards graduation. Failure to do so will result in being placed on warning, probation, and eventually suspension or dismissal. Suspensions and dismissals will result in an interruption or termination of VA educational benefits. Unsatisfactory Progress such as suspensions and dismissals are reported to the Department of Veterans Affairs.

Veterans Change of Status

Students receiving VA benefits must notify the VA Certifying Official immediately of any changes that may affect his/her pay status. Such changes include a change of program, change of classes, and change of address. Students can obtain the necessary forms and instructions from the VA Certifying Official.

Additional information on VA benefits may be obtained by calling the Enrollment Services Center at (803) 508-7263 or the Department of Veterans Affairs at (888) 442-4551.

Tuition & Fees

Aiken Technical College provides students with quality education at an affordable cost. The current fee schedule may be found on the College's website Tuition and Fees page.

https://www.atc.edu/Offices/Bursar/Tuition-and-Fees

A student must pay all tuition and fees in full before the beginning of each semester, prior to the first day of the term. Deferred tuition payment plans are available. A copy of the terms and conditions may be obtained at the Cashier Office. Residents of Richmond, GA and Columbia, GA counties pay Aiken County tuition plus a $15 reciprocity fee. Tuition and fees for auditing a class are the same as for credit classes. A full-time student is enrolled in 12 or more credit hours per semester. Some classes require additional lab or testing fees in addition to tuition, technology, and enrollment fees. Tuition and fees may be subject to change upon approval of the Aiken County Commission for Technical and Comprehensive Education.

Non-Refundable Fees

- Enrollment / Activity Fee
- Late Registration Fee (begins first day of term)
- Exemption Exam
- Reprocessing Fee (reinstated in class(es) after being dropped for non-payment)

Any student presenting a check to ATC that is returned by the bank will be charged a $30 processing fee. The student must then pay all fees and collection charges to the 2nd Circuit Solicitor's Worthless Check Unit, located at 1930 University Parkway, Suite 1500, Aiken, S.C. 29801, phone (803) 648-8637.

For more information on tuition and fees, contact the Cashier's Office at (803) 508-7503 or stop by during the Cashier's Office business hours. Please visit the ATC website for the business hours.

Net Price Calculator

ATC provides a net price calculator to give students and families an estimated cost of attending college. These estimated costs include living expenses beyond the tuition, fees, books and supplies that students pay directly to Aiken Technical College to help with budgeting for students planning to attend college full-time.

Student Refund Policy

The College will provide a 100 percent tuition and fee refund (includes administrative fees) for students who delete classes before the term begins. In addition, the College will provide a 100 percent tuition refund (excludes administrative fees) for students who drop classes during the add/drop period (usually the first five instructional days for a full term and the first two instructional days for a mini-term). Once the add/drop period has expired, the College will not process a refund for students enrolled in classes. For more information, please contact the Enrollment Services Center at (803) 508-7263. To view our required disclosures and contract with BankMobile, a Division of Customer Bank, visit www.atc.edu/Offices/Bursar/Refunds.

TITLE IV STUDENT AID

A. A Title IV-sponsored student "earns" aid by successfully attending class. The aid is not fully earned until the ninth week of class is completed. Refunds are consistent with ordinary refund policies, but may result in a student owing the College or the federal government if they withdraw prior to the completion of the ninth week. A student who never attends a class is ineligible for aid for that class.

B. Should the College cancel a class, the College refunds the full tuition with no action required by the student.

C. A student who elects to request an exemption exam for course(s) after the add/drop date is not eligible for a refund since a grade will be issued.

D. When a withdrawal results in the student taking fewer credit hours, the College recalculates tuition based upon the remaining credit hours. The difference between the tuition after withdrawal and the original charge is the basis for calculating any refund.

E. The College refunds full tuition and fees for the current term to the beneficiary of any student who expires while enrolled as a credit student.

F. Should a specified calendar refund date fall on a Saturday, a Sunday or a holiday on which the College's administrative offices are closed, the applicable calendar day will be the first calendar day the administrative offices are open for business after the Saturday, Sunday or holiday.

CONTINUING EDUCATION FEES

Visit the Continuing Education page https://www.atc.edu/Study/Continuing-Education.

VETERANS ADMINISTRATION BENEFITS

Student Refund Policy for Veterans' Education Benefits
In compliance with federal regulations and institutional policies, Aiken Technical College ensures that students receiving Veterans' Education Benefits are subject to a fair and transparent refund policy.

Tuition and Fee Refunds
Students utilizing VA educational benefits who withdraw from courses may be eligible for refunds in accordance with federal, state, and institutional guidelines. Refunds will be processed as follows:

- If a student withdraws before the start of the term, a full refund of tuition and fees will be issued.
- If a student withdraws after the term begins, refunds will be calculated based on the institutional refund schedule and VA requirements.
- Any unearned tuition and fees covered by the VA will be refunded directly to the VA as required by federal regulations.

Housing and Other Allowances
Housing and other stipends paid directly to the student by the VA (such as Basic Allowance for Housing under the Post-9/11 GI Bill®) are not subject to institutional refund policies but may be adjusted by the VA based on the withdrawal date.

Return of VA Funds
If a student receiving VA benefits withdraws or reduces their enrollment, the institution will report the change to the VA, which may result in an overpayment. Students are responsible for any debt incurred due to overpayments of benefits.

REFUNDS DUE TO ACADEMIC SUSPENSION OR DISMISSAL

A student who has paid tuition and non-refundable fees for an upcoming term and is subsequently placed on academic suspension or dismissal for that term receives 100 percent refund of tuition and fees paid.

STUDENT REFUND POLICY FOR MILITARY ACTIVATION

The following became law June 24, 2002:

1. When any person is activated for full-time military service during a time of national crisis and, therefore, is required to cease attending a public institution of higher learning without completing and receiving a grade in one or more courses, the assistance provided in this section is required with regard to courses not completed. A complete refund of tuition and academic fees as are assessed against all students at the institution shall be granted to the student. The refund shall be distributed proportionately to the student after considering other resources received by the student for paying applicable tuition and fee charges. The proportionate distribution shall take into account appropriate federal and state regulations governing resources received by the student. Students must be offered the maximum price, based on condition, for the textbooks associated with the courses.
2. When a student is required to cease attendance because of such military activation without completing and receiving a grade in one or more courses, the institution shall provide a reasonable opportunity for completion of the courses after deactivation.

Student Support Services

General Information

ENGLISH FLUENCY REQUIREMENTS

ATC maintains procedures to ensure that all permanent and adjunct faculty possess adequate proficiency in both written and spoken English. The college will respond appropriately to student concerns regarding an instructor's English fluency. Students should address any concerns about English fluency to an Enrollment Advisor in the Enrollment Services Center.

GENERAL EDUCATIONAL DEVELOPMENT (GED)

Although the college does not provide testing for the GED or a program for GED students, a student who wishes to prepare to take the General Educational Development (GED) Test to receive a high school equivalency certificate may take classes in writing, reading and math. Day and evening classes are available. To receive a GED, the interested parties should contact the Adult Basic Education Office within their local public-school district.

HEALTH SERVICES AND FIRST AID

ATC is a commuter campus; therefore, the college provides only basic first aid for minor injuries.

STUDENT ACTIVITIES CENTER

The Gregg-Graniteville Student Activities Center (Building B) is the hub of student-life at ATC providing a dynamic and welcoming space for students to connect, relax, and engage in a variety of activities. Located in the heart of campus, the Student Activity Center is designed to meet the social and recreational needs of ATC students, with a number of amenities and services to make the most of students' time on campus - before, after, or between classes.

The Student Commons Area, within the Student Activity Center, is equipped with comfortable tables and seating, making it an ideal place for students to study, collaborate on projects, or enjoy a meal. Students can grab lunch from the HUB and unwind in a casual atmosphere, fostering both productivity and social interaction. There are microwaves located in the Student Commons, as well as free coffee Monday- Thursday. For those looking to unwind between classes, the Student Activity Center features a Game Center stocked with a variety of board games and card games to be checked out and available by request. Whether it's a quick game with friends or a more intense challenge, the Game Center offers a perfect break from academic routines. The Game Center is open Monday - Thursday with hours of operation posted each semester. The Wellness Center offers free weights and exercise equipment (an online waiver must be signed before use).

In addition to these amenities, ATC students have access to the gymnasium, where students can enjoy open basketball play on Monday - Thursday during business hours. Whether shooting hoops solo or engaging in pick-up games with peers, the gym is an excellent way to stay active and connect with others in a fun, informal setting. The Gym also is available for pick-up games and special sports-themed events. Gym hours and rules for use are posted throughout the space.

The ATC Blessing Box is available outside of the Student Activities Center near the quad area. The Blessing Box contains nonperishable food items and personal hygiene products. Items are available for free.

The Knights' Corner Food Pantry is a free, on-campus resource designed to support students, faculty, and staff facing food insecurity. Located in Building B, Room B-135, the pantry offers a variety of non-perishable items, grab-and-go snacks, canned goods, and meal-prep essentials. The Knights Corner Food Pantry hours are posted every semester. For more information about the Knights Corner Food Pantry, please visit https://www.atc.edu/StudentAssistance.

With its blend of study, dining, and recreational spaces, the Student Activity Center plays a vital role in supporting student success and well-being, making it an essential part of the campus experience.

STUDENT CONDUCT

The Student Handbook section of this catalog contains the Student Code and the Student Grievance Procedure. It is the responsibility of all students to be aware of their rights and responsibilities while attending ATC.

A student may be dismissed for aggravated or repeated violations of student regulations. A student dismissed because of

his/her conduct may be readmitted only upon the recommendation of the Chief Student Services Officer and the approval of the college President.

The ATC Student Honor Code represents a standard of conduct to which each student should aspire: “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.”

STUDENT EMERGENCY FUND

The Student Emergency Fund was created to help current students with financial assistance in a time of need (excludes expenses related to tuition and fees). This Fund is intended to be a supplemental financial resource when students cannot meet immediate and essential expenses due to unexpected, unforeseen, and unavoidable circumstances. A student may be awarded up to $400 in emergency funds, once per fiscal year (July 1-June 30).

The following needs will be considered for funding: food, housing, medical, utilities, technology. Other needs will be considered as deemed appropriate and necessary to help the student to continue their education at Aiken Technical College. The application can be found here https://www.atc.edu/Foundation/Scholarships/ Student Emergency Fund.

Minimum criteria: Must be enrolled in at least six credit hours at ATC and Must have at least a 2.0 GPA

STUDENT INSURANCE

A group policy paid by ATC from student fees provides accident insurance for all registered students. Students are insured while on college premises during scheduled class days and on college-sponsored activities and trips. Coverage does not extend to students attending events as spectators or attending other social activities.

STUDENT ORGANIZATIONS

Students are encouraged to get involved at Aiken Technical College by participating in student organizations. The following organizations are available:

>> ATC Campus Ambassadors

>> ATC Chapter of the American Welding Association

>> Christian Life Club

>> HOSA-Future Health Professionals

>> Intramural Sports Club

>> Lambda Nu National Honors Society for Radiologic and Imaging Sciences

>> National Association for the Advancement of Colored People (NAACP)

>> Phi Theta Kappa Honor Society

>> Student EMS Association

>> Student Government Association

>> Student Leadership Council

>> Student Medical Assisting Association

>> Student Nurses Association

>> Student Veterans Association

>> Chess Club

STUDENT PARKING

All vehicles on campus must display a current ATC parking permit. Parking permits are valid for the duration of the student’s stay at ATC. Students should obtain permits during registration or later through the Enrollment Services Center. Students must provide a valid student ID when requesting a parking permit. Permits must be clearly visible and may not be altered. At no time may an enrolled student park in visitor or faculty parking spaces. Unpaid traffic fines double five working days from issuance. Grades, transcripts and registration privileges will be withheld until all parking fines are paid. For all information on parking regulations and fines, refer to the Campus Safety page on the ATC website.

TOBACCO PRODUCTS

The use of tobacco products is prohibited on the ATC campus. Banned products include, but are not limited to: cigarettes, electronic cigarettes of all types, cigars, pipes and smokeless tobacco. (ATC policy 2-3-106 and 2-3-106.1)

DRUG FREE CAMPUS POLICY

The South Carolina Technical College System prohibits the unlawful manufacture, distribution, dispensation, possession or use of alcohol, narcotics, drugs or other controlled substances at the workplace and in the educational setting. Unlawful use for these purposes is defined as a violation of federal/state/local regulations, policy, procedures, rules and legal statutes.

Educational setting includes both institutional premises and approved educational sites off campus. Students may be suspended or dismissed from the college for violations of this policy. For the complete policy, see the Drug & Alcohol Policy in the Student Handbook section.

VISITORS

Visitors may not accompany students in class except with special administrative approval. Under no circumstances should children of students be allowed to enter classrooms or be left unattended on campus. No pets except service animals are allowed on campus. Students who wish to bring a service animal must make prior arrangements for their service animals to accompany them to class.

TELEPHONE CALLS

ATC cannot provide for the receipt or delivery of personal messages, flowers, etc. Classes will not be interrupted for this purpose. Should a family emergency occur such as death, serious illness or serious injury, Enrollment Services staff or Campus Security will attempt to notify the student of the situation

Academic Support Services

THE HUB

The Hub, also known as the ATC Bookstore, located in the Gregg-Graniteville Student Activities Center, carries supplies and materials to support all classes offered by the college. Required course material adopted by instructors will be provided to students by the first day of class through the Ready for Success program at $24.00 per credit hour upon registration. Digital course materials will be provided through the Ready for Success course material link in BlackBoard, and physical course materials are available for pick up in The Hub. Students who are unable to pick up in-store may request shipping through the atcbookstore.com website.

The Hub offers a variety of convenient products so you can get what you need without leaving campus. Items include school supplies, calculators, apparel, snacks and food items, hot and cold drinks, refill promos, office and presentation supplies, ATC logo items, backpacks, financial aid purchases, gifts, special orders and much more! When available, we provide educationally priced laptops and tablets.

The Hub also has gift certificates which can be purchased in store. The Hub offers year-round book buybacks.

Refund Policy

Textbooks, packages, & access codes: These items may be returned within 14 days from the first day of each term. Shrink-wrapped texts and packages are non-refundable for full value once the shrink wrap is broken or removed. Access codes cannot be returned once any seals have been broken, scratched off, or shrink-wrap removed. Any new books returned out of their original packaging or no longer in 'new' condition will be refunded at a used book value (subject to manager approval). Any returns falling outside of the above-stated return policy are ineligible for refunds may be sold back under the course material buyback policy. All refunds must be refunded back to the original payment method.

Merchandise and Gifts: These items may be refunded within 10 days or exchanged within 30 days of the original purchase date. All items must be in original/unopened packaging with the tags still attached.

Computer & Software: These items must be unopened and returned within 10 days of the original purchase date for a refund. All opened computers and software are non-returnable.

eBooks: These items must be returned within 10 days from the original purchase date. Cengage Unlimited and Courseware are NON-REFUNDABLE once the access code has been redeemed.
Shipping: Any shipping charges are non-refundable.

Print Credits

Print credits may be purchased in any dollar amount from the Cashier's Office and may be used for learning and classroom printing. Print credits may also be purchased online through the MyATC Portal using a credit card or debit card.

TYPES OF COURSE DELIVERY

Online:

***Synchronous*:** The course is online, but there are live, scheduled lessons that students must attend during a set time frame

Asynchronous: The course is online, but the course is self-guided with set due dates for course work

Hybrid:

A mixture of online and on-campus learning. Students are required to come to campus for a portion of the class time.

On-Campus:

All lectures, labs, and clinicals are held in-person

Enrollment procedures are usually, but not always, the same for online and hybrid learning courses as they are for traditional courses. Contact your advisor for information about distance learning courses offered in your program of study.

ONLINE LEARNING IMPORTANT NOTE:
Aiken Technical College offers a variety of online and hybrid courses. Courses considered to be online are 100% online with no face-to-face meetings, while those that are hybrid are a mix of online and face-to-face work, typically 50/50. While online courses are not place sensitive, assignments are time sensitive, those students have access to various instructional materials throughout the term. Because instructors and classmates are not physically present, students who take online classes must be strong, independent learners. Additionally, in some cases, online and hybrid courses may require proctored examinations on campus or at an appropriate in-person location with approved proctors.

LIBRARY

The ATC Library is located in the Learning Commons and serves students, faculty, staff and residents of the college's service area. It contains a collection of more than 55,000 items including books, magazines, journals, newspapers, DVDs, CDs, audiobooks, and online databases.

The Library supports the academic, technical, and job training programs of the college. The Library has areas for study and research, private group study rooms, computers, articulated and disarticulated skeletons, anatomy models. The Library also has the STEAM Room, a Makerspace available for students to use, learn, and create on their own.

Copiers are available in the Library, which are also used for printing.

Students must present a valid photo ID to check out materials in the Library. Students can check out materials from any other South Carolina college or university library through the PASCAL consortium.
A limited number of textbooks are available through the ATC Foundation PAGE program. These books are for Library Use Only.

Reference and Research Assistance

PASCAL Delivery and Interlibrary loan Instruction on library research skills

Self-service photocopying equipment

Full library services to Online and Dually enrolled students

Online databases available off campus Subject Guides for all credit programs

Computerized Library Technology

Computers with Internet access and Microsoft Office

Wireless internet access

(803) 508-7430 | Learning Commons, C-101 | library@atc.edu

TEACHING AND TECHNOLOGY CENTER

The Teaching and Technology Center (TTC) provides faculty with support for curriculum and instructional development, as well as course delivery in face-to-face, online, and hybrid learning environments. See the Online Learning section of the College's website for information on student support for online courses.

Test Center

The Test Center provides a quiet, supervised environment where students can take make-up tests. The testing coordinator administers make-up tests, placement tests and a variety of continuing education and skills certification tests. Students must present a current ATC student ID or a valid government issued picture ID. Appointments are not required for placement testing.

Please refer to the Test Center webpage https://www.atc.edu/Offices/Test-Center on the ATC site for current operational hours. For more information or to schedule an appointment, please contact the center at:

(803) 508-7488 | Learning Commons room C-101L | proctor@atc.edu

ACADEMIC TUTORING & COACHING SERVICES

The Student Success Center (SSC) offers free services to currently enrolled ATC students who need academic tutoring, writing assistance, college success skills training, or basic computer assistance. Our goal is to provide friendly, student-oriented support services to enhance learning.

Tutoring services are an integral part of the SSC. Peer tutors, faculty, and professionally qualified graduates provide tutorial assistance to students through open labs, individual and group tutoring, and in various classes.

The SSC offers daily walk-in tutoring for all levels of English and math. In person or online appointments are also available for these subjects as well as others such as Biology, Accounting, Chemistry, and Nursing. For a complete list of subjects offered or access online tutoring, please contact the SSC or refer to the My Success Services/Student Success Center tab in Blackboard for more information.

The SSC also offers academic coaching sessions for students. Student Success Coaches provide assistance to students in areas such as time management, note-taking, study skills, and overall college success strategies.

For more information on tutoring services or to schedule an appointment, please contact the SSC at:

(803) 508-7482 | Learning Commons room C-101 | success@atc.edu

EARLY INTERVENTION PROGRAM

The College's Early Intervention program is designed to support student success. Instructors will refer students who face academic or personal challenges in relation to class and/or program performance through the college's early alert process.

Students experiencing situations such as frequent absences, poor performance on assignments or tests, or weak college success skills (i.e., time management, note taking, etc.) will be referred to the Student Success Center (SSC) for tutoring or academic coaching services. Faculty and college staff may refer students to the SSC via the mail or by phone. A member of the SSC team will follow-up with the request and arrange the appropriate appointment with a coach and/or tutor. Further follow-up will be provided to the referring party (faculty, staff) as the student moves through the tutoring and/or coaching process.

Students experiencing personal and/ or behavioral issues will be referred to the Department of Student Wellness & Accessibility.

SERVICES FOR STUDENTS WITH DISABILITIES

ATC aims to improve the educational development of all students by offering an accessible and supportive campus environment. In this effort lies our goal to support students with short- or long-term disabilities by offering accommodation services through the Wellness and Accessibility department. Accommodation services are coordinated by the Student Wellness and Accessibility Manager and granted upon approval. For a student to receive an accommodation based on a disability, the student must submit signed documentation from a qualified professional and schedule an appointment with the Student Wellness and Accessibility Manager to discuss how the disability may impact learning. The Student Wellness and Accessibility Manager will review the documentation, determine the appropriate accommodation(s), and provide a Faculty Notification Form to the student. Students receiving reasonable accommodations will submit a Faculty Notification Form to their instructor(s) each academic term.

CAREER DEVELOPMENT AND EMPLOYMENT SERVICES

The College's Student Success Center (SSC) provides prospective and enrolled students with a range of career planning services designed to help students choose a career path. Utilizing various assessment instruments, career exploration resources, and educational program information, counselors help students establish career goals. ATC encourages all students to utilize career services resources.

Career services include consultation on résumé and cover letter development and job search strategies.

Student Success Center
(803) 508-7482 | Learning Commons room C-101| careerservices@atc.edu

COUNSELING SERVICES

A main part of the mission of the Wellness and Accessibility department is to provide Counseling Services. This service supports students by empowering them to address barriers to success. ATC maintains a staff of professional counselors who are available to counsel any student confidentially regarding academic, professional, personal, or social concerns. Counseling Services staff members also assist students affected by emergencies and crises by connecting them with campus and community resources. A student can meet with a counselor on a walk-in basis or by scheduling an appointment. Appointments are available by visiting the Wellness and Accessibility page in the MyATC Portal or by accessing the My Support Services tab in Blackboard.

Student Wellness and Accessibility Manager
(803) 508-7410 | Room B-131D | studentwellness@atc.edu

TimelyCare is a virtual health and well-being platform designed specifically to support students by providing convenient, on-demand access to care. Offered through Aiken Technical College at no additional cost to students, TimelyCare connects learners with licensed medical and mental health professionals for services such as mental health counseling, medical consultations, health coaching, basic needs support, and psychiatric care. Available 24/7 via a mobile app or web platform, TimelyCare helps reduce common barriers to care so students can get timely, confidential support wherever they are, supporting both their academic success and overall well-being. Students can register for TimelyCare by using the following link: https://app.timelycare.com/auth/login?campaign=vanitylink

ORIENTATION

There are several types of orientation available to a student entering ATC. Entering students meet with an enrollment advisor at the point of acceptance to the college. The meeting also provides students with basic information concerning getting started in college, including policies about transfer, conduct rules, refunds, advanced standing and academic standards. Information will also be provided about academic advising, financial aid opportunities, tutoring and campus safety and locations of key services. In addition, each semester ATC offers a credit course titled College Skills (COL 103 & COL 105). This class provides a student with the resources and skills needed to develop learning strategies, self-management skills, enhance test-taking skills and explore career opportunities. Finally, the college offers New Student Orientation sessions each semester called A.R.I.S.E. All freshman or transfer students are **required** to attend at least one ARISE New Student Information Session. These in-person sessions take place before each semester begins and are designed to help our newest Knights get ready for success!

The ARISE sessions cover the following topics:

- **A**cademic Support (Tutoring Services and Academic Coaching)
- **R**eadiness (Career Services)
- **I**nformation Technology (Tech Check)
- **S**tudent Services (Wellness and Accessibility)
- **E**ngagement (Student Activities)

ACADEMIC FRESH START

OVERVIEW

An Academic Fresh Start is available on a one-time basis for students re-enrolling at Aiken Technical College after a period of five (5) years. Students granted an Academic Fresh Start will have their GPA reset to zero; however, their previous courses will remain part of their transcript. Academic Fresh Start does not in any way alter financial aid policy, procedure, or awards. Students cannot have their financial aid adjusted (based on changes to GPA) as a result of the Academic Fresh Start policy.

ELIGIBILITY REQUIREMENTS AND LIMITATIONS:

- Academic Fresh Start is available only to a student upon re-enrollment at ATC after an absence of five (5) years from the end of the term in which the student was last in attendance to the term in which the student re-enrolls.
- Academic Fresh Start is available only one (1) time and is not available to a student who has previously been awarded a certificate, diploma or degree from ATC.
- Academic Fresh Start is available only to students who previously attended Aiken Technical College and have completed less than thirty (30) credits.
- Academic Fresh Start will only be granted to students who successfully complete their first semester of re-enrollment with a GPA of 2.0 or higher.
- A student must apply for Academic Fresh Start by the end of their second semester of re-enrollment.
- The student must meet all requirements for admission to the College and be enrolled in a program of study.
- Academic Fresh Start applies only to coursework taken prior to the term of re-enrollment.

ACADEMIC WORK

If an Academic Fresh Start petition is approved, all previous academic work at ATC prior to the term of re- enrollment will be disregarded with respect to graduation requirements and GPA at ATC. The prior academic record will remain a part of the student's transcript but will not be carried forward as part of a new program to which the student is admitted. The transcript will indicate "Academic Fresh Start." Subsequent college study will be entered under the current catalog with no credits attempted, no credits earned and no grade points earned.

APPLICATION PROCESS

A student who wishes to petition for Academic Fresh Start must schedule a meeting during their first term of re-enrollment with the Director of Enrollment Services or their designee, who will determine whether or not the student is eligible.

If a student does not meet one or more conditions of eligibility, the petition will be denied. A student may appeal within ten (10) days to the Chief Student Services Officer, whose decision is final.

If a student is granted Academic Fresh Start the Director of Enrollment Services or their designee will make the necessary adjustments to the transcript and the student will be notified.

The Director of Enrollment Services or their designee will notify a student's advisor and dean of the granting of an Academic Fresh Start.

ADVANCED STANDING

Advanced standing may be established at Aiken Technical College through the following:

- Transfer of credits from an institution accredited through an agency recognized by the U.S. Department of Education located at ope.ed.gov.
- Credit by examination or assessment of prior learning administered by Aiken Technical College
- Exemption by externally-administered examination, including College Level Examination Program (CLEP), DANTES (DSST), International Baccalaureate (IB), Advanced Placement (AP), Cambridge International
- Military education and training as recommended by American Council on Education (ACE)
- Technical Advanced Placement

The College allows students the opportunity to earn credit through transfer of courses from other post-secondary

institutions and through advanced standing opportunities. However, a student must earn a minimum of 25% of the credit hours required for a degree, diploma, or certificate through courses taken at the College. A student must successfully complete a minimum of three higher-level courses (as determined by the academic advisor) representative of the major program or discipline at Aiken Technical College.

TRANSFER CREDIT

The Enrollment Services Center evaluates "**official**" college transcripts for transfer of credit for applicants and students. Official transcripts are sent directly from one college to another, presented in a sealed envelope from the previous college or sent via electronic data exchange. If the transcript is opened or is sent electronically to the student, it will not be considered official. Students wishing to have courses evaluated that are not listed on our transfer guide should request an official transcript sent to the ATC Enrollment Services Center and send copies of course descriptions and course syllabus for courses they wish to have considered from the host college.
The Enrollment Services Center will post the approved course(s) to the student's transcript and notify the student which courses transfer. The following criteria are used to determine acceptability of prior college course work for advanced standing:

- The final grade for the course(s) must be "C" or better.
- The course(s) must have been completed at an *institution accredited through an agency recognized by the U.S. Department of Education located at ope.ed.gov.* If course(s) were completed from a foreign postsecondary institution, the courses must be recommended by the National Association of Credential Evaluation Services (NACES).
- The course(s) must be applicable to the AA/AS or technical program in which the student plans to enroll in order for the course to be considered for graduation.
- The course(s) must be college-level; no course that is remedial/developmental/transitional in nature will be accepted.
- A major consideration in the evaluation of a course for transfer of credit is the equivalency of that course and the equivalency of credit hours to an ATC course.

Appeals for transfer of credit should be made, in writing, to the Director of Enrollment Services or designee. Documentation such as course description and course syllabus will need to accompany the appeal.

CREDIT BY EXAMINATION OR ASSESSMENT OF PRIOR LEARNING

Exemption examinations (Institutional Credit by Examination) or assessment of prior learning may be available for any student who believes they have mastered course outcomes through work experience, industry certifications, ATC Continuing Education, or educational experiences and wishes to avoid repeating subject matter which has already been mastered. A student seeking to exempt courses for which they have not already registered must complete an Exemption Examination Request Form available through the MyATC Portal. Students may be asked to provide documentation of work experience, educational experience, and/or industry certification. If the examination request is approved by the department chair, a $30 fee will be charged for the examination or the assessment of prior learning. Upon the successful completion of the examination or the assessment of prior learning, a grade of "E" will be entered on the student's transcript for the course(s) exempted. If the student does not pass the exemption examination or if credit is not awarded through the assessment of prior learning, they must enroll through normal procedures in order to receive credit. Students already enrolled in a course are also eligible for possible course exemption. A student in this category must request and complete an Exemption Examination Form before the fifth day of the semester. If the instructor deems such an examination appropriate, they will establish a time, date, and location for the examination prior to the end of the add/drop period and report the results on the standard Course Exemption form. If the student successfully completes the exemption examination, a grade of "E" will be assigned. The grade of "E" is not calculated in the student's grade point average. No grade is assigned if the student fails the exemption examination. Students failing will be required to remain enrolled in the course for the regular semester length to receive credit for the course. Students who exempt a course or courses in which they have already enrolled and paid their fees and do not elect to add another course will not be eligible for a tuition refund and may have their financial aid award reduced accordingly. Students will still need to pay the $30 examination fee.

EXEMPTION BY EXTERNALLY ADMINISTERED EXAMINATION

Students may receive credit for courses by making an acceptable score on the College Level Examination (CLEP), DANTES (DSST), International Baccalaureate (IB), Advanced Placement (AP) examination, and/or Cambridge AICE. Students may contact the Enrollment Services Center for more information.

MILITARY EDUCATION AND TRAINING

Aiken Technical College awards credit based on American Council on Education recommendations. A student must have an official evaluation of their prior learning or workforce training sent directly to the Enrollment Services Center for our evaluation and posting of credit. The acceptance of credit will follow the same criteria as transferring credits from a previous college to Aiken Technical College.

TECHNICAL ADVANCED PLACEMENT

Qualified students in certain academic programs may receive Technical Advanced Placement (TAP) credit for approved courses completed in high school. Information about TAP credit is available through the Enrollment Services Center and academic program faculty.

COLLEGE SKILLS COURSE EXEMPTION

COL-103 and COL-105 requirement in a program may be exempted if 1) a student transfers in with COL credits or any similar course, 2) student transfers in to program with 12 or more credit hours and a 2.5 or better GPA, or 3) student changes programs and has already earned 12 or more credit hours with a 2.5 or better GPA, if the original program did not require COL course. However, students cannot bypass COL course if it was required by their original program.

The student must achieve the scores on the charts below to receive college credit.

INTERNATIONAL BACCALAUREATE TEST SCORES REQUIREMENTS

Test	*ATC Title*	*ATC Course*	*Score*
Biology	Biological Science I	BIO-101	4
Biology	Biological Science II	BIO-102	6
Business and Management	Principles of Management	MGT-101	4
Chemistry	College Chemistry I	CHM-110	4
Chemistry	College Chemistry II	CHM-111	6
Computer Science	Introduction to Computers	CPT-101	4
Economics	Macroeconomics	ECO-210	4
Economics	Microeconomics	ECO-211	6
English A1	English Composition I	ENG-101	4
English A1	English Composition II	ENG-102	6
Environmental Systems	Environmental Science	EVT-201	4
French B	Elementary French I	FRE-101	4
French B	Elementary French II	FRE-102	5
French B	Intermediate French I	FRE-201	6
French B	Intermediate French II	FRE-202	7
Geography	World Geography	GEO-102	4
German B	Elementary German I	GER-101	4
German B	Elementary German II	GER-102	5
German B	Intermediate German I	GER-201	6
German B	Intermediate German II	GER-202	7
History of Africa	Introduction to African History	HIS-106	4
History of the Americas	American History: Discovery to 1877	HIS-201	4
History of the Americas	American History: 1877 to Present	HIS-202	6
History of the East and	Introduction to East Asian Civilization	HIS-108	4
History of Europe	Western Civilization to 1689	HIS-101	4
History of Europe	Western Civilization Post 1689	HIS-102	6
History of West and South Asia	History Non-Equivalent Elective	HIS-001	4
Islamic History	History Non-Equivalent Elective	HIS-001	4
Languages B	Foreign Languages Non-Equivalent	FLG-001	4
Languages B	Foreign Languages Non-Equivalent	FLG-001	5
Languages B	Foreign Languages Non-Equivalent	FLG-001	6
Languages B	Foreign Languages Non-Equivalent	FLG-001	7
Mathematics	Probability and Statistics	MAT-120	4
Mathematics	Analytic Geometry and Calculus I	MAT-140	5
Mathematics	Analytic Geometry and Calculus II	MAT-141	6
Music	Music Appreciation	MUS-105	4
Philosophy	Introduction to Philosophy	PHI-101	4
Physics	University Physics I	PHY-221	4
Physics	University Physics II	PHY-222	6
Psychology	General Psychology	PSY-201	4
Social and Cultural	General Anthropology	ANT-101	4
Spanish B	Elementary Spanish I	SPA-101	4
Spanish B	Elementary Spanish II	SPA-102	5
Spanish B	Intermediate Spanish I	SPA-201	6
Spanish B	Intermediate Spanish II	SPA-202	7
Visual Arts	Art History and Appreciation	ART-101	4
World History	World History I	HIS-104	4
World History	World History II	HIS-105	6

The student must achieve the scores on the charts below to receive college credit.

ADVANCED PLACEMENT TEST SCORE REQUIREMENTS

Test	*ATC Title*	*ATC Course*	*Score*
American Government/Politics	American Government	PSC-201	3
Art History	Art History and Appreciation	ART-101	3
Business with Personal Finance	Personal Finance	BAF-101	3
Biology	Biological Science I	BIO-101	3
Calculus AB	Analytical Geometry/ Calculus I	MAT-140	3
Calculus BC	Analytical Geometry/ Calculus I and Analytical Geometry/ Calculus II	MAT-140 and MAT-141	3
Chemistry	College Chemistry I	CHM-110	3
Computer Science Principles	Introduction to Computers	CPT-101	3
Cybersecurity Course Framework	Fundamentals of Network Security	IST-291	3
English Language & Comp **OR** English Lit. & Comp.	English Composition I	ENG-101	3
English Language & Comp **OR** English Lit. & Comp.	English Composition I and II	ENG-101 and ENG-102	5
English Language & Comp **AND** English Lit. & Comp.	English Composition I and II	ENG-101 and ENG-102	3+ (on both)
European History	Western Civilization Post 1689	HIS-102	3
Government & Politics (US)	American Government	PSC-201	3
Human Geography	Introduction to Geography	GEO-101	3
Macroeconomics	Macroeconomics	ECO-210	3
Microeconomics	Microeconomics	ECO-211	3
Physics B	Physics I	PHY-201	3
Physics B	Physics I and II	PHY-201 and PHY 202	4+
Physics C: Elec. & Mag	Physics II	PHY-202	3
Physics C: Mechanics	Physics I	PHY-201	3
Psychology	General Psychology	PSY-201	3
Spanish Language **OR** Literature	Elementary Spanish I and II	SPA-101 and SPA-102	3
Spanish Language **OR** Literature	Elementary Spanish I and II, Intermediate Spanish I and II	SPA-101, SPA-102, SPA-201 and SPA-202	4+
Spanish Language **AND** Literature	Elementary Spanish I and II, Intermediate Spanish I and II	SPA-101, SPA-102, SPA-201 and SPA-202	3+ (on both)
Statistics	Probability & Statistics	MAT-120	3
United States History	American History: Discovery to 1877	HIS-201	3
United States History	American History: Discovery to 1877 and American History: 1877 to Present	HIS-201 and HIS 202	4+
World History	Western Civilization to 1689	HIS-101	3
World History	Western Civilization to 1689	HIS-101 and HIS-102	4+

The student must achieve the scores on the charts below to receive college credit.

CLEP TEST SCORE REQUIREMENTS

ATC Course	*CLEP Exam*	*Score*	*Credits*
CHM-110	Gen. Chemistry	50	4
CPT-101	Info. Systems & Computer Appl	50	3
ECO-210	Principles of Macroeconomics	50	3
ECO-211	Principles of Microeconomics	50	3
ENG-101	Freshman College Composition	50	3
ENG-102	Analysis & Inter. of Literature	50	3
ENG-205	English Lit.	50	3
FRE-101	Level I French Language	50	4
FRE-101 & 102	Level II French Language	52	8
GER-101	Level I German Language	50	4
GER-101 & 102	Level II German Language	52	8
HIS-101	Western Civ. I	50	3
HIS-102	Western Civ. II	50	3
HIS-201	History of U.S. I	50	3
HIS-202	History of the U.S. II	50	3
MAT-110	Algebra	50	3
MAT-111	Trigonometry	50	3
MAT-140	Calculus w/ Elem. Functions	50	4
MGT-101	Principles of Management	50	3
MKT-101	Principles of Marketing	50	3
PSC-201	American Gov't.	50	3
PSY-201	Intro. Psychology	50	3
PSY-203	Human Growth & Development	50	3
PSY-210	Educational Psychology	50	3
SOC-101	Intro. Sociology	50	3

The student must achieve the scores on the charts below to receive college credit.

DANTES (DSST) TEST SCORE REQUIREMENTS

ATC Course	*DSST Exam Title*	*Criterion-Referenced Cut Score*	*Norm-Referenced Cut Scores*	*Credits*
ACC-101	Principles of Financial Accounting	n/a	47	3
ART-101	Art of the Western World	400	n/a	3
AST-101	Astronomy	400	n/a	3
BUS-140	Business Math	400	48	3
BUS-225	Business Ethics & Society	400	n/a	3
CPT-101	Introduction to Computing	400	45	3
CRJ-101	Criminal Justice	400	49	3
CRJ-130	Introduction to Law Enforcement	400	n/a	3
ENG-160	Technical Writing	400	46	3
HIS-102	Western Europe Since 1945	n/a	45	3
MAT-110	Fundamentals of College Algebra	400	47	3
MAT-120	Principles of Statistics	400	48	3
MGT-150	Principles of Supervision	400	46	3
MGT-201	Human Resources Management	400	46	3
MGT-240	Organizational Behavior	400	48	3
PHI-110	Ethics in America	400	46	3
PSY-203	Lifespan Dev. Psychology	400	46	3
REL-103	Introduction to World Religions	400	48	3
SPC-205	Principles of Public Speaking	400	47	3

CAMBRIDGE AICE TEST SCORE REQUIREMENTS

Test	*ATC Title*	*ATC Course*	*Score*
Accounting – 9706	Accounting	ACC-101	E
English Language – 9093	English Composition I	ENG-101	E
English – Language and Literature (AS Level Only) - 8695	English Composition II	ENG-102	E
English Literature – 9695	English Composition II	ENG-102	E
French Language (AS Level only) – 8682	Elementary French I	FRE-101	E
French Language (AS Level only) – 8028	Elementary French II	FRE-102	E
Geography – 9696	Introduction to Geography	GEO-101	E
European History – 9981 New	Western Civ: Post 1689	HIS-102	E
US History to 1877 – 8101 New	American History: Discovery to 1877	HIS-201	E
US History since 1877 – 8102 New	American History: 1877 to Present	HIS-202	E
Sociology – 9699	Introduction to Sociology	SOC-101	E
Spanish Language & Literature (A Level only) – 9844 New	Elementary Spanish I	SPA-101	E
Spanish Language (AS Level only) – 8022 New	Elementary Spanish II	SPA-102	E

Advisement

Academic advisement is an essential component of each ATC student's achievement of his or her educational, career, and personal goals. This achievement is accomplished through the utilization of a full range of college and community resources. To be successful, each student must establish a positive rapport with his or her advisor. Together, the student and advisor will develop a program completion plan which will lead to graduation.

1. To successfully complete an academic program at ATC, each student should be aware that advisees (students) have a number of responsibilities. Advisees must:
2. State and explain personal goals, values, abilities, inabilities, and interests.
3. Contact the assigned advisor periodically to keep the lines of communication open and to keep the advisor aware of changes, problems, etc.
4. 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.
5. Become aware of the College's policies and procedures as outlined in the ATC Student Handbook.
6. Bring all essential documents and materials needed for advisement and scheduling.
7. Accept responsibility for all decisions regarding career, educational and personal goals.
8. Read and know the information in the College Catalog, as well as maintain knowledge about the policies, procedures, requirements, and deadlines.
9. Keep a record of program requirements and course work completed. Remember, the student is ultimately responsible for fulfilling the requirements necessary for graduation. Faculty, advisors, and support services are available to assist a student in obtaining this goal, but he/she needs to seek them out.

Attendance Requirements

It is the policy of Aiken Technical College to encourage and support student academic achievement and progress by adopting an 80 percent minimum attendance policy for all credit classes. The calculation of absences begins with the date of the first class meeting. (The only exception to this requirement is in those courses which permit enrollment on an ongoing basis.)

1. One absence is defined as failing to attend one hour of class or lab. For example, if a class meets two hours per day and a student misses one of those hours, then they are charged with one absence.
2. A student should attend all class and lab meetings. Individual faculty members are authorized to set attendance standards higher than the 80 percent minimum to reflect the needs and objectives of a given course. It is the student's responsibility to see the instructor about missed work.
3. A student who wishes to withdraw from one or more classes (to include all) must officially withdraw through their faculty member. If the withdrawal is submitted prior to mid-term the student will receive a grade of "W".
4. A student who stops attending classes but does not withdraw formally does so at the risk of jeopardizing their academic standing and financial aid eligibility.
5. Violation(s) of attendance requirements and withdrawals may change the eligibility of the student for financial aid or veteran's benefits.
6. When a student's absences exceed 20%, the instructor will initiate the student's withdrawal from the course and submit to the Enrollment Services Center, unless an exception has been granted by the instructor.
7. Some programs may have attendance policies that are more stringent and students are responsible for following the specific attendance requirements for the programs and courses in which they are enrolled, as outlined in the program handbook, application, and/or course syllabus.

Online Attendance Policy

The student is required to login to the course by 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 the student from the course if there is no evidence of activity from the student. Except in extenuating circumstances, and with the approval of the appropriate dean, instructors drop students from the class when 80% attendance is not maintained.

Attendance in an online course is defined by course participation as required by the instructor. After any three weeks (cumulative, not necessarily consecutive weeks) of no communication or non- participation, the student will be dropped from the course. The instructor will assign a grade of "W" based upon the student's academic standing as of the last date of attendance, which is the date of last academic activity.

Students wishing to withdraw from the course must follow the current ATC policy on withdrawals and refunds.

Administrative Withdrawals

In special circumstances, an “administrative withdrawal” may be processed on behalf of the student by the Chief Student Services Officer or designee.

Auditing Courses

A student who desires to attend classes regularly but does not wish to take examinations or receive grades or credit may register as an audit student. The decision to be an audit student must be made at the time of registration and approved by the faculty member. Once the class has started, the status cannot be changed.

Once a student has enrolled to audit a course, they cannot take the course for credit or vice versa within the same semester. An audit student may choose whether to participate in class discussions and take tests. An audit student must pay the same fees charged to students taking the class for credit. The student must notify the Director of Enrollment Services or designee via ATC email the decision to audit as soon as registration is complete.

Changing Schedules

A student may change schedules through the add/drop period each semester. To drop a course during the add/drop period, the student may use MyATC Portal. To add a course during the add/drop period, the student may need approval from the course instructor, Department Chair, or Dean.

Grade Point Average

A grade point average (GPA) is maintained for each credit student. The grade point average is determined by dividing the sum of the grade points earned for each course by the total number of credit hours attempted.

A program GPA of 2.0 is required for graduation. To determine GPA, numerical value grade points are assigned to final grades as follows:

A = 4 points

B = 3 points

C = 2 points

D = 1 point

F = 0 points

WF = 0 points

The following grades are not included in the cumulative GPA:

- “AU” (Audit)
- “E” (Exempt)
- “I” (Incomplete)
- “SC” (Satisfactory Completion)
- “TR” (Transfer)
- “U” (Unsatisfactory)
- “W” (Withdrawn)

To determine the GPA based on the four-point system used by ATC, use the following steps: Write down the courses taken and the grade achieved in each course. Multiply the number of credit hours by the points for each grade earned to determine the quality points for each class. (A = 4, B=3, C=2, D=1, F=0, WF=0) Total the quality points (grade points). Total the credit hours. Divide the quality points (grade points) by the number of credit hours.

EXAMPLE:

PSY 201	3 C(2)	=	6
ENG 101	3 B(3)	=	9
BIO 101	4 A(4)	=	16
HIS 202	3 D(1)	=	3
ECO 210	3 F(0)	=	0
	16		**34**

In this example, the student's GPA for the semester is 2.12 (34 divided by 16). The cumulative GPA represents the grade point average for all the credit hours the student has pursued. A student can calculate his or her cumulative GPA simply by totaling the number of courses and quality points (grade points) earned in all semesters at ATC, then dividing the total quality points by the total number of credits pursued *(See calculation above)*.

Repeating Courses

Aiken Technical College allows students to repeat credit courses. Whenever students repeat a course in which they receive a grade, only the higher grade and grade points earned will be used in calculating the GPA and credits earned. Other attempts are noted on the student transcript and an R is placed beside the grade to note that this course has been repeated and the higher grade has been calculated in the student's GPA. Students admitted/enrolled in selective admission programs may have limited opportunities to repeat a major course (consult the Academic Program Student Handbook).

Grades

Aiken Technical College students are awarded one of the following grades for each course in which they are officially enrolled based on the stated criteria:

A* Represents excellent work as demonstrated by ability to master course content. "A" is used in GPA calculations, earns credit hours, and carries a value of four grade points for each credit hour.

B* Represents above average work as demonstrated by mastery of a significant portion of course content. "B" is used in GPA calculations, earns credit hours, and carries a value of three grade points for each credit hour.

C* Represents satisfactory work as demonstrated by an average mastery of course content. "C" is used in GPA calculations, earns credit hours, and carries a value of two grade points for each credit hour.

D* Represents work that is below average and shows a minimum comprehension of course content. "D" is used in GPA calculations, earns credit hours, and carries a value of one grade point for each credit hour.

F* Represents a failure to meet minimum course objectives. "F" is used in GPA calculations, earns no credit hours, and carries zero grade points for each credit hour attempted.

I Represents "Incomplete" and is assigned at the discretion of the faculty member when a student is making satisfactory progress toward meeting the course requirements. If at the end of the semester during which the course is taken, the student has not: (a) satisfactorily completed a final project(s) or assignment(s); (b) does not take and/or pass all required tests and has been given the option to make up a test: or (c) misses the final exam for an acceptable reason and has not made it up by the time grades are due, an interim grade of "I" will be given. An "I" does not affect GPA calculations, earns no credit hours, generates no grade points and defaults to an "F" automatically after one semester or term unless the instructor denotes a different period of time. Upon assigning a grade of "I," the instructor is required to set a specific and timely deadline for the completion of the incomplete work and inform the student in writing.

E Represents "Exempt" and is used when a student passes an AP, CLEP, DANTES, IB or exemption exam for a particular course, or demonstrates proficiency in the skills or content to be mastered in that course through continuing education credits (CEUs), work experience, experiential or military experience training. "E" is not used in GPA calculations and does not generate grade points but does earn credit hours.

TR Represents "Transfer Credit" and is assigned for allowable equivalent credit earned at other colleges for which a minimum grade of "C" was earned. "TR" is not used in GPA calculations and generates no grade points but does earn credit hours.

AU Represents “Audit” and is not used in GPA calculations, earns no credit hours, and carries no grade points.

U Denotes unsatisfactory progress in a developmental or Continuing Education or non-credit course. “U” does not affect GPA calculations; earns no credit hours, or CEU's, and generates no grade points

NC Represents no credit (formerly "S" or "CF") does not affect GPA calculations; earns no credit hours or CEU's; and generates no grade points. A developmental or self-paced course in which a “NC” is received is not complete and must be followed by an “SC” or a letter grade in a later semester to show completion. A class in which “NC” was received requires another registration and payment for the course.

SC Represents satisfactory completion, denotes that a student has satisfactorily completed all requirements for a developmental, self-paced course, or ATC Continuing Education or non-credit course that has been articulated as meeting equivalent competencies as a credit course. “SC” earns credit hours, but does not affect GPA calculations and generates no grade points

S Represents satisfactory used only in Continuing Education or non-credit courses. “S” does not affect GPA.

W Represents withdrawn as used in either of the following cases: (a) a student withdraws after the end of the add/drop period but on or before the midterm date or (b) a student withdraws from classes after midterm because of extenuating circumstances and is passing those classes in which they are enrolled. “W” is not used in GPA calculations, earns no credit hours, and carries zero grade points for each credit attempted.

**Note: Grades awarded for transitional studies courses will not be used in GPA calculations. A guide to calculating GPA is in the Student Handbook.*

Review of Student Grades

It is the policy of Aiken Technical College to permit a student to request a grade review if contesting a final grade received in a course taken for credit at Aiken Technical College. A student filing a grade review must follow the steps as presented in ATC procedure 4-5-109.1. Below is a summary of the Final Grade Review steps:

1. Final Grade is awarded. Request review by faculty.
   Within ten business days after the final grade (*or grade change*) was awarded, the student must go to the faculty member to request a review of the assigned grade and to discuss the reasons that they feel that the grade should be changed. This review will include a review of the course syllabus, the points earned to determine the grade and the assignments, quizzes and tests taken during the course. The student must bring all relevant materials to the conference. The conference must take place within five instructional days of the request to review the assigned grade. An attempt will be made to resolve the matter equitably and informally at this level. The faculty member should document the decision.

2. Faculty upholds awarded final grade. Request review by Department Chair.
   In the event that the meeting with the faculty does not resolve the student’s complaint about the grading process or if the student is unable to meet with the faculty member, the student may meet with the Department Chair (supervisor) of the instructor. The meeting must take place within five business days of meeting with the instructor. The department chair should document the decision.

3. Department Chair upholds final grade. Request review by Dean.
   In the event that the meeting with the department chair does not resolve the student complaint about the grade or the grading process, the student may request a meeting with the supervising dean. The student must make an appointment and/or submit a written request within 5 business days after receiving the department chair’s response. The dean will review the written request for a grade review, talk with the student, discuss the situation with the faculty member and department chair, read the syllabus, review the grades earned during the course and determine whether or not the grades was correctly awarded. The dean must prepare a written decision and notify the student and the faculty member of the decision in writing within 5 business days.

4. Dean upholds final grade. Request review by Vice President.
   If the dean determines that the grade was fairly awarded, the student may appeal the dean’s decision to the Vice President of Academic Affairs and Workforce Innovation within 5 business days of the dean’s decision. The Vice President will review all materials including the written decision of the dean, the syllabus, and grades. The Vice President will notify the student and dean of their decision in writing within 5 business days. The decision of the Vice President is final.

Graduation Ceremony

Commencement exercises to award degrees, diplomas, and certificates are held annually. A student is eligible for graduation when he/she completes the requirements for a degree, diploma or certificate. The student must complete a Graduation Application and submit to the Enrollment Services Center by the deadline for the appropriate semester.

Aiken Technical College may administratively graduate students who have completed an academic program.

Graduation with Honors

Students who complete course work with an exemplary GPA will be distinguished from others by a difference in the standard academic regalia worn during the graduation ceremony and by the appropriate notation added to their transcripts. For purposes of determining regalia for the graduation ceremony, the cumulative GPA will be based upon the status as of the end of the prior Fall semester and designated as:

GPA of 3.50 to 3.70 will be designated Honors at graduation “Cum Laude.”

GPA of 3.75 to 3.99 will be designated High Honors at graduation “Magna Cum Laude.”

GPA of 4.0 will be designated Highest Honors at graduation “Summa Cum Laude.”

Dean’s List

Both full- and part-time students who are in a college credit degree, diploma or certificate program and who meet the specified criteria below are eligible for the Dean’s List.

Complete a minimum of nine (non-transitional) semester hours for credit courses;

Achieve a minimum 3.50 grade point average.

This notification comes from the Enrollment Services Office after grades are received each semester. *Note: A student who receives a final grade of “I”, “F”, or “W” in the semester is not eligible for the Dean’s List.*

Graduation Requirements

All students who expect to receive a degree, diploma or certificate from Aiken Technical College must complete a number of requirements. Specific course requirements for each major are defined later in this catalog. Regardless of the level of award, all students must meet the following requirements:

- The student or advisor has submitted an official graduation application to the Enrollment Services Center by the deadline for the term the student intends to graduate; and
- Complete all residency requirements (courses taken at ATC) as specified for each award.
    - A student must take and earn a minimum of 25 percent of credits required for graduation from a degree, diploma or certificate program of study at Aiken Technical College. Regardless of the comparability of courses and the number of courses successfully completed at other accredited post-secondary institutions, a student must successfully complete a minimum of three higher-level courses (as determined by the academic advisor) representative of the major program or discipline at Aiken Technical College.
    - The total of both courses accepted for transfer and courses exempted cannot exceed 75 percent of the credits required for completion of a program.
- The student has attained a 2.00 Grade Point Average or higher (cumulative or program).

Aiken Technical College may administratively graduate students who have completed an academic program.

A student who has not been enrolled at the College for the three consecutive semesters prior to the semester of anticipated graduation must meet the curriculum requirements of the catalog in effect at the time the student applies to graduate. An associate degree, diploma, or certificate will be awarded to each student who meets the above criteria and satisfactorily completes the required program of study for that student’s chose program/curriculum as stipulated by the catalog.

Standards of Progress

SATISFACTORY ACADEMIC PROGRESS

To remain in good academic standing, a student enrolled in regular curriculum classes must maintain a 2.0 grade point average (GPA). Financial aid students must also meet other Standards of Academic Progress as outlined in the "Award Terms and Conditions" document. A GPA of 2.00 is required to graduate from any degree, diploma, or certificate program.

A. **Career Development:** A student enrolled as Career Development (CD) is required to comply with the same standards of progress as described above.

B. **Transitional Study:** Aiken Technical College students enrolled in transitional courses are required to make satisfactory progress in each discipline in which they are enrolled. This requires a student to earn a grade of A, B, or C. Grades in transitional education courses are not computed in a student's GPA.

C. Grades of E, I, W, SC, NC, U, AU, and TR are not used in calculating a student's GPA. These grades are described and defined elsewhere in the ATC catalog.

To facilitate communication to students regarding their academic progress at ATC and to assist students in meeting their educational goals, the following intervention strategies will be employed when students do not meet Satisfactory Academic Progress as defined in ATC policy 4-5-101:

Academic Warning

The first time a student fails to meet the academic standards required (semester and/or overall GPA below the required cut-off hours attempted) they face the following actions:

a A warning email is sent to the student;

b The student is urged to seek support from the Student Success Center; and

c The student is restricted to taking no more than 12 semester hours in the following semester (9 semester hours in the summer term).

If a student raises their semester average over minimal standards, but their overall GPA remains below standards, the student will remain on Academic Warning status with the same limitations noted above. If both the semester and cumulative GPAs are still under a 2.0 GPA after one semester in academic warning status, the student faces the following actions:

Academic Probation

a A probation email is sent to the student and the student is referred to the Student Success Center for support. The student will be required to take any needed transitional course(s); and

b The student will be limited to 9 semester hours in Fall or Spring semesters (6 semester hours during summer term).

The student should note the potential for suspension following the "probation" semester if they do not maintain the required GPA for the term. In addition, if either the semester or cumulative GPA remains below standard, the student will remain on probation with all of its limitations.

Academic Suspension

If both the cumulative and semester GPAs are below a 2.0 GPA after one semester in academic probation status, the student will be suspended from taking courses for one semester. If the student has extenuating circumstances and wishes to appeal the one-semester suspension, they may appeal in writing to the Dean of Student Success and Retention or designee. A student is not immediately readmitted under normal circumstances.

a A suspension email will be sent to the student with the status and instructions for appeal.

b The student is prohibited from enrollment for one semester unless they successfully appeal (Summer term does not count as a suspended semester).

To appeal the suspension, the student must meet with the Director of Student Success or designee to develop a success plan. This plan along with the circumstances for the appeal will be submitted to the Dean of Student Success and Retention or designee for review. The Dean of Student Success and Retention or designee will contact the student via email with a decision. If the suspension is lifted, the student will be limited to 9 semester hours in Fall or Spring semesters (6 semester hours during summer term). In addition, students will be held to the success plan requirements initially established.

Examples of acceptable extenuating circumstances for appealing Academic Suspension (not all inclusive):

Hospitalization for an extended period of time (doctor's verification must be attached to appeal).

Divorce/separation/family crisis causing extreme hardship (Divorce Decree, Separation Agreement, or other verifiable documents must be attached to appeal).

Death or serious illness in the immediate family causing extreme hardship (a verifiable document must be attached to appeal).

Other verifiable circumstances causing hardship and significantly contributing to poor academic performance (a verifiable document must be attached to the appeal).

Examples of non-acceptable circumstances for appealing Academic Suspension (not all inclusive):

A low GPA
Transportation problem
Changes in employment schedule
Failure to withdraw officially from classes
Taking too many courses or taking the wrong courses
Minor illness in immediate family Childcare problems

If the Dean of Student Success and Retention or designee denies the success plan and appeal, the suspension may be further appealed to the Chief Student Services Officer or designee. The appeal should explain the reason(s) why the student is not meeting the minimum standards of academic progress, how the situation has changed, what steps will be taken to ensure that the standards will be met in the future and should include supporting documentation. After consultation with the student and evaluation of the circumstances, the Chief Student Services Officer or designee rules on the student's appeal. The decision of the Chief Student Services Officer or designee regarding suspension is final.

Academic Dismissal

If a student is readmitted to ATC and fails to maintain a 2.0 GPA during the readmission semester, they will be dismissed from the College.

a. A dismissal email will be sent to the student with the status and instructions for appeal.
b. The student is prohibited from further academic enrollment unless readmitted on probationary status after one full year of non-attendance. See "Readmission After Suspension or Dismissal" below.

READMISSION AFTER SUSPENSION OR DISMISSAL

Aiken Technical College recognizes that the circumstances of a student who has been academically suspended or dismissed may change. A student who has been academically suspended or dismissed may be readmitted after one full academic year of non-attendance.

To be readmitted, the student must appeal to the Chief Student Services Officer's designee, the Dean of Student Success and Retention, in writing, asking for an interview to explain how his/her circumstance has changed. After the student completes an interview, a decision will be made regarding the student's request to be readmitted.

Dean of Student Success and Retention
(803) 508-7484 I Office B-131C

If readmitted under this policy, the student is readmitted on probationary status and can take a maximum of nine credit hours. The student will be permanently dismissed from the College if they do not earn a 2.0 GPA for the semester of readmission. The student's cumulative GPA is not adjusted upon re-entry to the College.

Academic Schools

School of General Education & University Transfer includes the following program areas:

Office A-149 || (803) 508-7271

Education - The early years of a person's life are crucial for lifelong development. ATC education and training programs teach you important development techniques suited for teaching children before kindergarten.

General Studies - Begin earning credits towards a degree while determining your next step in our general studies program.

Public Safety - If you're interested in hands-on learning, our criminal justice program provides you scenario-based training using state-of-the art equipment and police supplies with classroom work.

University Transfer - If you think you want a four-year degree, but aren't quite ready to leave home, friends and family, or if you know you want a four-year degree but don't know how to afford it, then ATC is the place to start.

School of Health Sciences

Office D-209 || (803) 508-7363

With the growing need for health technicians and professionals within the CSRA and beyond, ATC's allied health programs prepare students for health-related careers using state-of-the-art instructional technology and scenario training. Select programs listed below to download an application packet.

School of Nursing

Office D-301 || (803) 508-7364

Nursing is a caring, collaborative, and independent/interdependent profession. Nursing requires critical thinking, a broad theoretical base of knowledge, an evidence-based approach to problem-solving, and adherence to the ethical and legal standards of the profession.

Utilizing the professional competencies as a framework, nursing promotes, maintains, supports and/or improves the health of individuals throughout the lifespan. Caring behaviors, therapeutic communication, and teaching/learning are inherent to the practice of nursing. Respect for that which is diverse in human nature creates the essence of a caring relationship, and provides the basis for successful communication.

School of Technical and Continuing Education includes the following program areas:

Office F-103 || (803) 508-7276

Manufacturing - Today's manufacturing industry seeks multi-trade technicians who are able to work in several industrial maintenance technology disciplines. ATC's programs incorporate new technologies with the development of reliable workmanship skills.

Nuclear - Aiken Technical College nuclear programs prepare students to enter a high-demand career in the energy and nuclear industry. Regionally situated between the Savannah River Site, V.C. Summer and Plant Vogtle, graduates of ATC's nuclear programs are highly sought after.

STEM - Science, Technology, Engineering, and Mathematics

Business, Marketing & Finance - Whether you plan to work in an established business or hope to start a company of your own, you can get the skills you need through ATC's business, management and administration programs.

Information Technology - ATC offers a wide variety of programs within the computer technology discipline. Learn the industry's latest hardware, software, programming, or explore your creative outlets through multimedia design.

Programs Of Study

DEGREE, MAJOR AND EMPHASIS OR CONCENTRATION

The following definitions are offered for clarification:

Degree: A broad area of study within a specialization
Major: A general area of study within a specialization
Emphasis or Concentration: A more specific area of study within a specialization

ACADEMIC MAPS

A semester-by-semester pathway to complete all degree, diploma, and certificate programs has been developed for your use and is available at Academic Maps.

ASSOCIATE IN ARTS

The Associate in Arts degree prepares the student to transfer to a four-year college or university to study in the areas of fine arts, education, humanities, social sciences, or business.

Admission to the Associate in Arts program is open to all students who have met the appropriate prerequisites or have acceptable placement scores. Students must successfully meet all applicable course prerequisites before enrolling in program courses.

General Education — 35 Credits

Communications	**9 credits**
ENG 101 English Composition I	3 credits
ENG 102 English Composition II	3 credits
SPC 205 Public Speaking	3 credits
Humanities/Fine Arts	**6 credits**
Select Humanities/Fine Arts courses totaling 6 credits from the course list.	6 credits
Physical Sciences, Natural Sciences and Mathematics	**14 credits**
MAT 110 College Algebra	3 credits
Select ONE course from: MAT 111 College Trigonometry MAT 120 Probability and Statistics MAT 122 Finite College Mathematics	3 credits
Select Physical Sciences and/or Natural Sciences courses totaling 8 credits from the course list.	8 credits
Social/Behavioral Sciences *Select courses totaling 6 credits from the Social/Behavioral Sciences course list.*	**6 credits**

Major Requirement — 16 Credits

Select ONE course from: 1 credit (Minimum)

COL 101 College Orientation (1 credit) (Traditional Dual Enrollment Offering)

COL 103 College Skills (3 credit)

COL 105 Freshman Seminar (3 credits)

COL 106 Skills for College Success (1 credit)

-AND_

Courses totaling 15 credit hours must be selected from those listed on the Transferable to Senior Institutions page. However, you should consult with your advisor to select courses that will meet your particular transfer objectives.

Electives 9 Credits

Courses must be selected from those listed on the Transferable to Senior Institutions page. However, you should consult with your advisor to select electives that will meet your particular transfer objectives.

Total Credits Required 60 Credits

Note: All courses taken toward this degree MUST be selected from the list of college transfer courses on the Transferable to Senior Institutions page. Other courses that are listed on an official articulation agreement may be considered on a case-by-case basis. For clarification on which courses count towards Humanities and Fine Arts, Social and Behavioral Sciences, or Physical and Natural Science credit requirements, please consult the Course Listings.

ASSOCIATE IN SCIENCE

The Associate in Science degree prepares a student to transfer to a four-year college or university to study in the areas of natural/physical sciences, mathematics, engineering or business. With the assistance of an academic advisor, a student may plan a program of study to meet the requirements of the college to which the student wishes to transfer using the guidelines below.

Admission to the Associate in Science program is open to all students who have met the appropriate prerequisites or have acceptable placement scores. Students must successfully meet all applicable course prerequisites before enrolling in program courses.

General Education — 39 Credits

Communications	**9 credits**
ENG 101 English Composition I	3 credits
ENG 102 English Composition II	3 credits
SPC 205 Public Speaking	3 credits
Humanities/Fine Arts	**6 credits**
Select Humanities/Fine Arts courses totaling 6 credits from the course list.	6 credits
Physical Sciences, Natural Sciences and Mathematics	**18 credits**
MAT 110 College Algebra	3 credits
MAT 111 College Trigonometry	3 credits
MAT 140 Analytical Geometry & Calculus I	4 credits
Select Biology courses totaling 8 credits from the course list.	8 credits
Social/Behavioral Sciences	**6 credits**
Select Social/Behavioral Sciences courses totaling 6 credits from the course list.	

Major Requirement — 15 Credits

Select ONE course from: — 1 credit (Minimum)

COL 101 College Orientation

COL 103 College Skills

COL 105 Freshman Seminar

COL 106 Skills for College Success

*-AND_*

Select Chemistry, Geology or Physics courses totaling 8 credit hours from the course list.

-AND-

Courses totaling 6 credit hours must be selected from those listed on the Transferable to Senior Institutions page. However, you should consult with your advisor to select courses that will meet your particular transfer objectives.

Electives 6 Credits

Courses totaling 6 credit hours must be selected from those listed on the Transferable to Senior Institutions page. However, you should consult with your advisor to select electives that will meet your particular transfer objectives.

Total Credits Required 60 Credits

Note: All courses taken toward this degree MUST be selected from the list of college transfer courses on the Transferable to Senior Institutions page. Other courses that are listed on an official articulation agreement may be considered on a case-by-case basis. For clarification on which courses count towards Humanities and Fine Arts, Social and Behavioral Sciences, or Physical and Natural Science credit requirements, please consult the Course Listings.

ASSOCIATE IN SCIENCE: MUSC TRANSFER

The Associate in Science - MUSC Transfer degree prepares a student to transfer to the Online Bachelor of Science in Healthcare Studies Program at the Medical University of South Carolina, located in Charleston, SC. There are pathways for pharmacy, physician assistant, medicine, dentistry, physical therapy, occupational therapy, health administration, and many others. The MUSC Transfer Program also provides opportunities for current working professionals or recent graduates of Associate in Applied Science programs to work towards completing a bachelors' degree.

General Education	32 Credits
Communications	**9 credits**
ENG 101 English Composition I	3 credits
ENG 102 English Composition II	3 credits
SPC 205 Public Speaking	3 credits
Humanities/Fine Arts	**6 credits**
HIS 201 American History: Discovery to 1877	3 credits
Select Humanities/Fine Arts courses totaling 3 credits from the course list.	3 credits
Physical Sciences, Natural Sciences and Mathematics	**11 credits**
BIO 101 Biological Sciences I	4 credits
BIO 102 Biological Sciences II	4 credits
MAT 110 College Algebra	3 credits
Social/Behavioral Sciences	**6 credits**
PSY 201 General Psychology	3 credits
Select Social/Behavioral Sciences courses totaling 3 credits from the course list.	3 credits

Major Requirement	15 Credits
CHM 110 College Chemistry I	4 credits
CHM 111 College Chemistry II	4 credits
BIO 210 Anatomy & Physiology	4 credits
MAT 120 Probability & Statistics	3 credits

Other Hours Required*	18-19 Credits
BIO 211 Anatomy & Physiology II	4 credits
BIO 225 Microbiology	4 credits
Directed Transfer Elective	4 credits
Directed Transfer Elective	3-4 credits
Directed Transfer Elective	3 credits

**Other courses required for graduation and advising model. Courses depend on advising model selected.*

Total Credits Required	65-66 Credits

Note: All courses taken toward this degree MUST be selected from the list of college transfer courses on the Transferable to Senior Institutions page. Other courses that are listed on an official articulation agreement may be considered on a case-by-case basis. For clarification on which courses count towards Humanities and Fine Arts, Social and Behavioral Sciences, or Physical and Natural Science credit requirements, please consult the Course Listings.

ASSOCIATE IN APPLIED SCIENCE MAJOR IN EARLY CARE AND EDUCATION

The Associate in Applied Science: Major in Early Care and Education degree is designed to prepare students for a variety of careers working with children and families in the field of early care and education. Academic, technical, and professional knowledge and skills are cultivated by learning opportunities based on best practices and current research in the field. The program offers a balance of developmental and educational theory and practice; a foundation in ethics, advocacy, and leadership skills; supervised hands-on experiences and general core coursework necessary for successful employment.

Program graduates are qualified for employment in early care and education settings including Head Start, childcare centers and 4K programs, elementary school paraprofessional positions, and other agencies serving children and families. The program is accredited by the National Association for the Education of Young Children (NAEYC).

The successful student in the Early Care and Education program must possess effective communication skills with adults and children, strong critical thinking and decision-making skills, as well as a well-grounded professional work ethic. These students must enjoy a variety of creative activities and be able to be actively involved with children for extended periods of time.

For all courses requiring off-site field work and the capstone field placement course leading to graduation, the Early Care and Education program requires the following prerequisites:

- Clear criminal background check
- Health assessment denoting good health Negative tuberculosis skin test
- Student liability insurance
- Current certification in First Aid and Infant,
- Child, and Adult CPR (EDU 243)

Admission to the Associate in Applied Science with a Major in Early Care and Education program is open to all students who have met the appropriate prerequisites or have acceptable placement scores. Students must successfully meet all applicable course prerequisites before enrolling in program courses.

A criminal record could make a student ineligible for enrollment or participation in a supervised field experience, creating an inability to graduate from the program. Persons who have been convicted of a felony offense are not employable in the early care and education field.

General Education	15 Credits
Communications	**6 credits**
ENG 101 English Composition I	3 credits
Select ONE course from the following:	
SPC 205 Public Speaking	3 credits
SPC 209 Interpersonal Communications	
Humanities/Fine Arts	**3 credits**
Select Humanities/Fine Arts courses from the course list.	3 credits
Physical Sciences, Natural Sciences and Mathematics	**3 credits**
Select ONE course from the following:	3 credits
MAT 102 Intermediate Algebra	
MAT 110 College Algebra	
Social/Behavioral Sciences	**3 credits**
PSY 201 General Psychology	3 credits

Major Requirements	45 Credits
ECD 101 Intro to Early Childhood	3 credits
ECD 102 Growth and Development I	3 credits
ECD 105 Guidance and Classroom Management	3 credits
ECD 106 Observation of Young Children	3 credits
ECD 107 Exceptional Children	3 credits
ECD 108 Family and Community Relations	3 credits
ECD 131 Language Arts	3 credits
ECD 132 Creative Experiences	3 credits
ECD 133 Science and Math Concepts	3 credits
ECD 135 Health, Safety, and Nutrition	3 credits
ECD 138 Movement and Music for Young Children	3 credits
ECD 201 Principles of Ethics and Leadership in Early Care and Education	3 credits
ECD 203 Growth and Development II	3 credits
ECD 237 Methods and Materials	3 credits
ECD 243 Supervised Field Placement	3 credits
Total Credits Required	**60 Credits**

Note: Every student must obtain certification in CPR and First Aid prior to graduation.

EARLY CHILDHOOD DEVELOPMENT CERTIFICATE

The Early Childhood Development Certificate provides the student with the skills to assume the role and responsibilities of a person employed in the early childhood profession, to assume the personal qualities necessary for effective care giving and to demonstrate an awareness of a curriculum which is developmentally appropriate for young children.

Note: All students must undergo an authorized records check, provide current TB test results and undergo a health assessment when entering the program. Every student must obtain certification in CPR and First Aid prior to graduation.

General Education	6 Credits
Communications	**3 credits**
ENG 101 English Composition I	3 credits
Physical Sciences, Natural Sciences and Mathematics	**3 credits**
MAT 101 Beginning Algebra	3 credits

Major Requirements	30 Credits
ECD 101 Intro to Early Childhood	3 credits
ECD 102 Growth and Development	3 credits
ECD 105 Guidance and Classroom Management	3 credits
ECD 107 Exceptional Children	3 credits
ECD 108 Family and Community Relations 3 credits	3 credits
ECD 131 Language Arts	3 credits
ECD 132 Creative Experiences	3 credits
ECD 133 Science and Math Concepts	3 credits
ECD 135 Health, Safety, and Nutrition	3 credits
ECD 203 Growth and Development II	3 credits
Total Credits Required	**36 Credits**

THE ASSOCIATE IN ARTS EARLY CHILDHOOD EDUCATION TRANSFER TRACK

The Associate in Arts – Early Childhood Education Transfer Track degree provides ATC transfer students with the first two years of undergraduate credit towards a degree in Early Childhood Education at the University of South Carolina - Aiken. All of the courses listed below, even those not found on the Technical College Courses Transferable to Senior Institutions list*, will transfer to the University of South Carolina at Aiken (USCA) under the ATC-USCA Early Childhood Education articulation agreement. AA-ECE transfer students must maintain a minimum 2.75 GPA and are expected to complete the Praxis Exam before transferring to USCA. *The 70 ATC credit hours listed will transfer to USCA's Department of Education as 65 hours of undergraduate credit. Transfer of any of the eight AA-ECE courses marked with an * above to any college other than USCA would require approval on a case-by-case basis*

General Education — 52 Credits

Communications	**17 credits**
ENG 101 English Composition I	3 credits
ENG 102 English Composition II	3 credits
SPC 205 Public Speaking	3 credits
Foreign Language I	4 credits
Foreign Language II	4 credits
Humanities/Fine Arts	**15 credits**
HIS 101 or HIS 102 (Western Civ.)	3 credits
HIS 201 or HIS 202 (U.S. History) or PSC 201	3 credits
MUS 105 Music Appreciation	3 credits
REL 103 Comparative Religion	3 credits
ENG 201, ENG 202, ENG 205, or ENG 206	3 credits
Social/Behavioral Sciences	**6 credits**
PSY 201 General Psychology	3 credits
SOC 101 Introduction to Sociology	3 credits
Physical Sciences, Natural Sciences and Mathematics	**14 credits**
Select ONE course from the following:	4 credits
BIO 101 Biological Science I OR BIO 105 Principles of Biology -AND-	
GLY 101 Physical Geology	4 credits
MAT 110 College Algebra	3 credits
MAT 120 Probability & Stats	3 credits

Major Requirements — 18 Credits

ECD 106 Observation of Young Children*	3 credits
ECD 107 Exceptional Children*	3 credits
ECD 108 Family and Community Relations*	3 credits
ECD 131 Language Arts*	3 credits
ECD 135 Health, Safety, and Nutrition*	3 credits
ECD 138 Movement and Music for Young Children*	3 credits

Total Credits Required — 70 Credits

GENERAL STUDIES CERTIFICATE

The General Studies certificate provides an integrated option for students who seek an introduction to a variety of academic disciplines but are unable to gain immediate degree-seeking admission into their desired four-year college or university. This certificate is ideal for students who plan to transfer before completing a degree program at ATC.
Courses in this certificate prepare students for the Associate in Arts degree or Associate in Science degree at ATC; however, students who plan to seek a degree from ATC and then transfer are encouraged to enroll first into the General Studies Certificate program.

All courses taken toward this certificate MUST be selected from the list of college transfer courses on the Transferable to Senior Institutions page. Other courses that are on an approved articulation agreement may be considered on a case-by-case basis. All courses that apply to the Associate in Arts and/or Associate in Science degrees may be applied to the General Studies Certificate.

General Education	**Credits 31**
Communications	**6 credits**
ENG 101 English Composition I	3 credits
Select ONE course from the following	
ENG 102 English Composition II	3 credits
SPC 205 Public Speaking	
Humanities/Fine Arts	**6 credits**
Select Humanities/Fine Arts courses totaling 6 credits from the course list.	6 credits
Social/Behavioral Sciences	**6 credits**
Select Social/Behavioral Sciences courses totaling 6 credits from the course list.	
Physical Sciences, Natural Sciences and Mathematics	**7 credits**
MAT 102 Intermediate Algebra	3 credits
-OR-	
MAT 110 College Algebra	3 credits
-AND-	
BIO 101 Biological Science I	4 credits
-OR-	
BIO 102 Biological Science II	4 credits
-OR-	
BIO 112 Basic Anatomy and Physiology	4 credits
-OR-	
BIO 210 Anatomy and Physiology I	4 credits
-OR-	
CHM 110 College Chemistry I	4 credits
-OR-	
PHY 201 Physics I	4 credits
-OR-	
GLY 101 Physical Geology	4 credits
General Education Electives	**6 Credits**
Select courses totaling 6 credits from the transferable course list.	6 credits
Total Credits Required	**31 Credits**

ASSOCIATE IN APPLIED SCIENCE MAJOR IN GENERAL TECHNOLOGY

The Associate in Applied Science with a Major in General Technology Program enables a student to acquire expertise in a minimum of two technical specialties and to become multi-skilled. The program core consists of a primary technical specialty requiring a minimum of 21 semester hours, a secondary technical specialty requiring a minimum of 12 semester hours and additional semester hours of any other courses as required to meet the 60-semester hour minimum to complete the degree program.

Admission to the Associate in Applied Science with a Major in General Technology program is open to all students who have met the appropriate prerequisites or have acceptable placement scores. Students must successfully meet all applicable course prerequisites before enrolling in program courses.

General Education — Credits 15

Communications — **3 credits**
Select ONE course from the following:
ENG 101 English Composition I
-OR-
ENG 160 Technical Communications

Humanities/Fine Arts — **3 credits**
Select course(s) as specified in your intended emphasis area

Physical Sciences, Natural Sciences and Mathematics — **3 credits**
Select course(s) as specified in your intended emphasis area

Social/Behavioral Sciences — **3 credits**
Select course(s) as specified in your intended emphasis area

General Education Elective — **3 credits**

Primary Specialty — 21 Credits minimum

Single Content Area

Secondary Specialty — 12 Credits minimum

Approved degree, diploma or technical certificate

Other Hours Required for Graduation — 12 Credits approximately

-Or choose one of these -

General Technology Emphasis Areas

Recommended plans of study for the following selected emphasis areas have been developed to assist students.

Associate in Applied Science: Major in General Technology: Emphasis in Healthcare Preparation and Clinical Studies
A recommended plan of study for this emphasis area has been developed to prepare students to enter a nursing program(s). See the School of Nursing Programs for requirements.

General Technology Emphasis Areas continued -

Associate in Applied Science: Major in General Technology: Emphasis in Heating, Ventilation, Air Conditioning
A recommended plan of study for this emphasis area has been developed to assist students. See the School of Technical Education programs for requirements.

Associate in Applied Science: Major in General Technology: Emphasis in Patient Care Technician and Mental Health Studies A recommended plan of study for this emphasis area has been developed to enter the Patient Care Technician (PCT) Certificate and serves as an Associate degree completion program for students that have completed the PCT Certificate. See the School of Nursing programs for requirements.

Associate in Applied Science: Major in General Technology: Emphasis in Welding Technology
A recommended plan of study for this emphasis area has been developed to assist students. See the School of Technical Education programs for requirements.

ASSOCIATE IN ARTS CRIMINAL JUSTICE TRANSFER

The Associate in Arts: Criminal Justice Track degree provides ATC transfer students with undergraduate credit towards a bachelor's degree in Criminal Justice. The coursework in the program is designed to transfer in accordance with established articulation agreements with other institutions. Students entering this program are encouraged to discuss their transfer plans with their advisor, to review the appropriate articulation agreement, and to review the requirements of the institution to which they plan to transfer.

General Education	41 Credits
Communications	**9 credits**
ENG 101 English Composition I	3 credits
ENG 102 English Composition II	3 credits
Select ONE course from the following: SPC 205 Public Speaking SPC 209 Interpersonal Communications	3 credits
Humanities/Fine Arts	**12 credits**
Select TWO courses from the following: ART 101 Art History and Appreciation ART 105 Film as Art ART 108 History of Western Art MUS 105 Music Appreciation PHI 101 Introduction to Philosophy PHI 110 Ethics PHI 115 Contemporary Moral Issues REL 103 Comparative Religion THE 101 Introduction to Theatre	6 credits
Select ONE sequence as follows: HIS 101 and HIS 102 (Western Civ.) - OR - HIS 201 and HIS 202 (U.S. History)	6 credits
Physical Sciences, Natural Sciences and Mathematics	**14 credits**
Select TWO courses from the following: MAT 110 College Algebra MAT 120 Probability and Statistics MAT 122 Finite College Math	6 credits
Select TWO courses from the following: BIO 101 Biological Science I BIO 102 Biological Science II CHM 110 College Chemistry I CHM 111 College Chemistry II PHY 201 Physics I PHY 202 Physics II	8 credits
Social/Behavioral Sciences	**6 credits**
Select TWO courses from the following: PSC 201 American Government PSY 201 General Psychology SOC 101 Introduction to Sociology	6 credits

Major Requirements	27 Credits
CPT 101 Intro to Computers	3 credits
CRJ 101 Intro to Criminal Justice	3 credits
CRJ 125 Criminology	3 credits
CRJ 224 Police Community Relations	3 credits
Select FIVE courses from the following:	15 credits
CRJ 120 Constitutional Law	
CRJ 202 Criminalistics	
CRJ 230 Criminal Investigations I	
CRJ 239 Terrorism & Homeland Security	
CRJ 242 Correctional Systems	
CRJ 250 Criminal Justice Internship I	
SOC 210 Juvenile Delinquency	
Total Credits Required	**68 Credits**

ASSOCIATE IN APPLIED SCIENCE MAJOR IN NURSING

The Associate in Applied Science with a Major in Nursing degree prepares graduates to provide direct patient care in a safe, effective manner across multiple settings and prepares students for licensure examination for registered nurses (NCLEX-RN). The course of study includes both theory presentation and supervised experience at affiliating health care agencies.

Students applying for any of the Health Science Programs must go through a separate application after being admitted to the college. There are additional requirements in order to qualify for admission to each of these programs. The competitive admissions criteria are updated annually and students should review the current information for changes in the admissions process. Information packets detailing the application process for each competitive admissions program are available on the ATC website.

Students will be required to participate in off-campus clinical facilities and therefore will need reliable transportation. It is the student's responsibility to maintain current health records while in the nursing program. The nursing program is accredited by the Accreditation Commission for Education in Nursing (ACEN).

General Education	30 Credits
Communications	**9 credits**
ENG 101 English Composition I	3 credits
SPC 205 Public Speaking	3 credits
Select Humanities/Fine Arts courses totaling 3 credits from the course list.	3 credits
Physical Science, Natural Science and Mathematics	**15 credits**
BIO 210 Anatomy & Physiology I	4 credits
BIO 211 Anatomy & Physiology II	4 credits
BIO 225 Microbiology	4 credits
MAT 120 Probability & Statistics	3 credits
Social/Behavioral Sciences	**6 credits**
PSY 201 General Psychology	3 credits
PSY 203 Human Growth & Development	3 credits
Major Requirements	**38 Credits**
NUR 101 Fundamentals of Nursing	6 credits
NUR 106 Pharmacologic Basics in Nursing Practice	2 credits
NUR 131 Introduction to Pharmacology	1 credit
NUR 162 Psychiatric & Mental Health Nursing I	3 credits
NUR 165 Nursing Concepts & Clinical Practice I	6 credits
NUR 211 Nursing Care of the Childbearing Family	4 credits
NUR 212 Nursing Care of Children	4 credits
NUR 265 Concepts Clinical Practice II	6 credits
NUR 267 Nursing Concepts & Clinical Practice IV	6 credits
Total Credits Required	**68 Credits**

ASSOCIATE IN APPLIED SCIENCE MAJOR IN GENERAL TECHNOLOGY EMPHASIS IN HEALTHCARE PREPARATION AND CLINICAL STUDIES

The Associate in Applied Science in General Technology Emphasis in Healthcare Preparation and Clinical Studies program prepares students to enter the Associate in Applied Science degree in Nursing, diploma in Licensed Practical Nursing, and other competitive admissions programs in the Health Sciences. Students will complete general education classes while earning certifications to help increase opportunities to enter the workforce. The curriculum provides classroom, clinical and laboratory experience for students preparing to apply to competitive entry programs at Aiken Technical College.

The primary specialty for this degree is Patient Care Technician, which includes the following certifications: Certified Nursing Assistant, Phlebotomy Technician, and Electrocardiography Technician. Students in this program will complete electives in natural sciences, social sciences, and humanities.

General Education	**23 Credits**
Communications	**6 credits**
ENG 101 English Composition I	3 credits
SPC 205 Public Speaking	3 credits
Select Humanities/Fine Arts courses totaling 3 credits as specified in your intended emphasis area.	3 credits
Humanities/Fine Arts	**3 credits**
Select Humanities/Fine Arts course totaling 3 credits	3 credits
Physical Science, Natural Science and Mathematics	**11 credits**
BIO 210 Anatomy & Physiology I	4 credits
BIO 211 Anatomy & Physiology II	4 credits
MAT 120 Probability & Statistics	3 credits
Social/Behavioral Sciences	**3 credits**
PSY 201 General Psychology	3 credits
Primary Specialty	**26 Credits**
AHS 102 Medical Terminology	3 credits
-OR-	
AHS 104 Medical Vocabulary/Anatomy	
AHS 106 Cardiopulmonary Resuscitation	1 credit
AHS 107 Math for Health Care Professionals	2 credits
AHS 141 Phlebotomy for the Health Care Provider	3 credits
AHS 151 Health Care Procedures I	5 credits
AHS 163 Long-Term Care	5 credits
-OR-	
AHS 155 Special Topics in Health Care and	
AHS 149 Health Care Skills I	
AHS 170 Fundamentals of Disease	3 credits
AHS 179 Cardiac Monitoring Practicum	4 credits
Secondary Specialty	**13 Credits**
BIO 225 Microbiology	4 credits
COL 105 Freshman Seminar	3 credits
-OR-	
COL 103 College Skills	
-OR-	

BIO 126 Career options for Health Professions -OR- AHS 119 Health Careers	
PSY 203 Human Growth and Development	3 credits
Electives	3 credits

Total Credits Required

62 Credits

ASSOCIATE IN APPLIED SCIENCE MAJOR IN GENERAL TECHNOLOGY EMPHASIS IN PATIENT CARE TECHNOLOGY AND CLINICAL STUDIES

The Associate in Applied Science in General Technology Emphasis in Patient Care Technology and Clinical Studies program prepares students to enter the Patient Care Technician (PCT) Certificate and serves as an Associate degree completion program for students that have completed the PCT Certificate. Students will complete general education classes while earning certifications to help increase opportunities to enter the workforce. The curriculum provides classroom, clinical and laboratory experience for students preparing to apply to competitive entry programs at Aiken Technical College.

The primary specialty for this degree is Patient Care Technician, which includes the following certifications: Certified Nursing Assistant, Phlebotomy Technician, and Electrocardiography Technician. Students in this program will complete electives in allied health, natural sciences, social sciences, and humanities.

General Education	22 Credits
Communications	**3 credits**
ENG 101 English Composition I	3 credits
Humanities/Fine Arts	**3 credits**
Select Humanities/Fine Arts courses totaling 3 credits as specified in your intended emphasis area.	
Physical Science, Natural Science and Mathematics	**7 credits**
BIO 112 Basic Anatomy & Physiology I or higher-level course	4 credits
MAT 102 Intermediate Algebra -OR- MAT 120 Probability & Statistics	3 credits
Social/Behavioral Sciences	**3 credits**
PSY 201 General Psychology	3 credits
General Education Electives	**6 credits**

Primary Specialty	26 Credits
AHS 102 Medical Terminology -OR- AHS 104 Medical Vocabulary/Anatomy	3 credits
AHS 106 Cardiopulmonary Resuscitation	1 credit
AHS 107 Math for Health Care Professionals	2 credits
AHS 141 Phlebotomy for the Health Care Provider	3 credits
AHS 151 Health Care Procedures I	5 credits
AHS 163 Long-Term Care -OR- AHS 155 Special Topics in Health Care and AHS 149 Health Care Skills I	5 credits
AHS 170 Fundamentals of Disease	3 credits
AHS 179 Cardiac Monitoring Practicum	4 credits

Secondary Specialty	12 Credits
COL 105 Freshman Seminar	3 credits
-OR-	
COL 103 College Skills	
-OR-	
BIO 126 Career options for Health Professions	
-OR-	
AHS 119 Health Careers	
Electives from MUSC Articulation Agreement	6 credits
Elective	3 credits
Total Credits Required	**60 Credits**

LICENSED PRACTICAL NURSE TO ASSOCIATE DEGREE NURSE TRANSITION

Licensed Practical Nurses (LPN) may also apply to continue their education by taking a transition course alongside six additional nursing courses within three semesters of the ADN program. This will lead to the awarding of the Associate Degree in Applied Science: Major in Nursing and prepares students for the licensure examination for registered nurses (NCLEX-RN).

Students applying for any of the Health Science Programs must go through a separate application process after being admitted to the college. There are additional requirements in order to qualify for admission to each of these programs. The competitive admissions criteria are updated annually and students should review the current information for changes in the admissions process. Information packets detailing the application process for each competitive admissions program are available on the ATC website.

Students will be required to participate in off-campus clinical facilities and therefore will need reliable transportation. It is the student's responsibility to maintain current health records while in the nursing program. The nursing program is accredited by the Accreditation Commission for Education in Nursing (ACEN).

General Education	30 Credits
Communications	**9 credits**
ENG 101 English Composition I	3 credits
SPC 205 Public Speaking	3 credits
Select Humanities/Fine Arts courses totaling 3 credits from the course list.	3 credits
Physical Science, Natural Science and Mathematics	**15 credits**
BIO 210 Anatomy & Physiology I	4 credits
BIO 211 Anatomy & Physiology II	4 credits
BIO 225 Microbiology	4 credits
MAT 120 Probability & Statistics	3 credits
Social/Behavioral Sciences	**6 credits**
PSY 201 General Psychology	3 credits
PSY 203 Human Growth & Development	3 credits
Major Requirements	**35 Credits**
NUR 101 Fundamentals of Nursing *Prior learning credit is awarded through exemption credit earned after successful completion of the transition semester	6 credits*
NUR 131 Introduction to Pharmacology	1 credit
NUR 162 Psychiatric & Mental Health Nursing I	3 credits
NUR 165 Nursing Concepts & Clinical Practice I	6 credits
NUR 201 Transition Nursing	3 credits
NUR 212 Nursing Care of Children	4 credits
NUR 265 Concepts Clinical Practice II	6 credits
NUR 267 Nursing Concepts & Clinical Practice IV	6 credits
Total Credits Required	**65 Credits**

DIPLOMA IN APPLIED SCIENCE MAJOR IN NURSING (PN)

The Diploma in Applied Science with a Major in Nursing (PN) prepares graduates to provide direct patient care in a safe, effective manner across multiple settings and prepares students for licensure examination for practical nurses (NCLEX-PN). The course of study includes both theory presentation and supervised clinical experience at affiliating health care agencies.

Students applying for any of the Health Science Programs must go through a separate application process after being admitted to the college. There are additional requirements in order to qualify for admission to each of these programs. The competitive admissions criteria are updated annually and students should review the current information for changes in the admissions process. Information packets detailing the application process for each competitive admissions program are available on the ATC website.

Students will be required to participate in off-campus training in working clinical facilities therefore students will need reliable transportation, since assigned clinical sites are off campus. The nursing program is accredited by the Accreditation Commission for Education in Nursing (ACEN).

General Education	17 Credits
Communications	**3 credits**
ENG 101 English Composition I	3 credits
Physical Science, Natural Science and Mathematics	**11 credits**
BIO 210 Anatomy & Physiology I	4 credits
BIO 211 Anatomy & Physiology II	4 credits
MAT 120 Probability and Statistics	3 credits
Social/Behavioral Sciences	**3 credits**
PSY 201 General Psychology	3 credits
Major Requirements	**29 Credits**
PNR 110 Fundamentals of Nursing	5 credits
PNR 121 Fundamentals of Pharmacology	2 credits
PNR 128 Medical-Surgical Nursing I	7 credits
PNR 138 Medical-Surgical Nursing II	7 credits
PNR 154 Maternal, Infant, and Child Nursing	5 credits
PNR 181 Special Topics in Nursing: Health Calculations	1 credit
PNR 182 Special Topics in Nursing: Geriatrics	2 credits
Total Credits Required	**46 Credits**

PATIENT CARE TECHNICIAN CERTIFICATE

The Patient Care Technician Certificate prepares students to work in hospitals, doctors' offices, medical clinics, skilled nursing facilities, as well as other short-term and long-term care facilities under the direction and supervision of a registered nurse.

Graduates of this program are eligible to apply to take the competency exams for state certification in Nurse Assisting through the South Carolina Department of Health and Human Services, and national certification in Patient Care Technician and Phlebotomy.

Applications are available on the ATC website.

Major Requirements	22 credits
AHS 107 Math for Health Care Professionals	2 credits
AHS 141 Phlebotomy for the Health Care Provider	3 credits
AHS 151 Health Care Procedures I	5 credits
AHS 163 Long-Term Care	5 credits
AHS 170 Fundamentals of Disease	3 credits
AHS 179 Cardiac Monitoring Practicum	4 credits

Additional Requirements	8 credits
AHS 102 Medical Terminology	3 credits
AHS 106 Cardiopulmonary Resuscitation	1 credit
BIO 112 Basic Anatomy and Physiology	4 credits

Total Credit Hours	30 Credits

Mandatory Requirements once accepted into the program:

Students must have evidence of valid AHA Healthcare Provider CPR certification, and preclinical orientation as applicable.

Completed health physical including required immunizations prior to starting the PCT program.

A criminal background check is required for clinical experiences.

Students must be able to attend all clinical experiences.

A negative 10-panel drug screen is required. Random screens can be performed throughout the program.

After registering for the PCT program, students are required to attend a scheduled mandatory orientation meeting.

PRE-ALLIED HEALTH CERTIFICATE

The Pre-Allied Health Certificate program provides students with the general academic background required to be successful in a variety of health care related fields. It is also designed to prepare students to meet prerequisites for admission into several health care specialty programs at ATC.

Students will earn credits that help meet specific program prerequisites and apply toward program completion should the student be admitted to a selected program. Students should work closely with academic advisors to select courses that will help confirm their career choices and strengthen their academic skills.

EMPHASIS: RADIOLOGIC TECHNOLOGY

General Education	23 Credits
Communications	**6 Credits**
ENG 101 English Composition I	3 credits
SPC 205 Public Speaking	3 credits
Humanities/Fine Arts	**3 credits**
Select Humanities/Fine Arts courses totaling 3 credits from the course list	3 credits
Social/Behavioral Sciences	**3 credits**
PSY 201 General Psychology	3 credits
Physical Science, Natural Science and Mathematics	**11 Credits**
BIO 210 Anatomy & Physiology I	4 credits
BIO 211 Anatomy & Physiology II	4 credits
RAD 107 Physics for Medical Imaging	3 credits
Additional Requirements	**3 credits**
AHS 102 Medical Terminology	3 credits
Total Credits Required	26 Credits

PRE-NURSING CERTIFICATE

The student who successfully completes the Pre-Nursing Certificate will also have the necessary requirements to apply to the DAS Nursing and/or AAS Nursing Programs. To receive points for competitive admission, the student must score “A’s” and “B’s” in all courses.

Students need to work closely with academic advisors to select courses that will help confirm their career choices and strengthen their academic skills.

General Education	**21 Credits**
Communications	**3 credits**
ENG 101 English Composition I	3 credits
Physical Science, Natural Science and Mathematics	**15 credits**
BIO 210 Anatomy and Physiology I	4 credits
BIO 211 Anatomy and Physiology II	4 credits
BIO 225 Microbiology	4 credits
MAT 120 Probability & Statistics	3 credits
Social/Behavioral Sciences	**3 credits**
PSY 201 General Psychology	3 credits
Additional Requirements	**12 Credits**
AHS 102 Medical Terminology	3 credits
-OR-	
AHS 104 Medical Vocabulary	
AHS 106 Cardiopulmonary Resuscitation	1 credit
AHS 163 Long-Term Care	5 credits
-OR-	
AHS 155 Special Topics in Healthcare and	
AHS 149 Health Care Skills	
AHS 170 Fundamentals of Disease	3 credits
Total Credits Required	**33 Credits**

ASSOCIATE IN APPLIED SCIENCE MAJOR IN RADIOLOGIC TECHNOLOGY

The Associate in Applied Science with a Major in Radiologic Technology degree prepares entry-level individuals to take and successfully pass the certification examination administered by the American Registry of Radiologic Technologists (ARRT) and to develop good communication and strong interpersonal skills to be able to competently perform within the healthcare environment.

Students applying for any of the Health Science Programs must go through a separate application process after being admitted to the college. There are additional requirements in order to qualify for admission to each of these programs. The competitive admissions criteria are updated annually and students should review the current information for changes in the admissions process. Information packets detailing the application process for each competitive admissions program are available on the ATC website. Students will be required to participate in off-campus training in working clinical facilities and therefore will need reliable transportation to get to these locations.

General Education	**20 Credits**
Communications	
ENG 101 English Composition I	**9 credits**
SPC 205 Public Speaking	3 credits
Select Humanities/Fine Arts courses totaling 3 credits from the course list.	3 credits
Physical Science, Natural Science and Mathematics	**8 credits**
BIO 210 Anatomy and Physiology I	4 credits
BIO 211 Anatomy and Physiology II	4 credits
Social/Behavioral Sciences	**3 credits**
PSY 201 General Psychology	3 credits
Major Requirements	**66 Credits**
RAD 101 Introduction to Radiography	2 credits
RAD 102 Radiology Patient Care Procedures	2 credits
RAD 107 Physics for Medical Imaging	3 credits
RAD 110 Radiographic Imaging I	3 credits
RAD 115 Radiographic Imaging II	3 credits
RAD 121 Radiographic Physics	4 credits
RAD 130 Radiographic Procedures I	3 credits
RAD 136 Radiographic Procedures II	3 credits
RAD 155 Applied Radiography I	5 credits
RAD 167 Applied Radiography II	7 credits
RAD 201 Radiation Biology	2 credits
RAD 205 Radiographic Pathology	2 credits
RAD 230 Radiographic Procedures III	3 credits
RAD 236 Radiography Seminar I	2 credits
RAD 256 Advanced Radiography I	6 credits
RAD 268 Advanced Radiography II	8 credits
RAD 278 Advanced Radiography III	8 credits
Additional Requirements	**3 Credits**
AHS 102 Medical Terminology	3 credits
Total Credits Required	**89 Credits**

The Joint Review Committee on Education in Radiologic Technology (JRCERT) promotes excellence in education and elevates the quality and safety of patient care through the accreditation of educational programs in radiography, radiation therapy, magnetic resonance, and medical dosimetry. The JRCERT is the only agency recognized by the United States Department of Education(USDE) and the Council for Higher Education Accreditation (CHEA), for the accreditation of traditional and distance delivery educational programs in radiography, radiation therapy, magnetic resonance, and medical dosimetry.

DIPLOMA IN APPLIED SCIENCE MAJOR IN EXPANDED-DUTY DENTAL ASSISTING

The Diploma in Applied Science with a Major in Expanded-Duty Dental Assisting prepares the student to work closely with the dentist as a chair-side assistant, office manager and laboratory assistant providing preventative and restorative care.

Students applying for any of the Health Science Programs must go through a separate application process after being admitted to the college. There are additional requirements in order to qualify for admission to each of these programs. The competitive admissions criteria are updated annually and students should review the current information for changes in the admissions process.

Information packets detailing the application process for each competitive admissions program are available on the ATC website.

The program in dental assisting is accredited by the Commission on Dental Accreditation and has been granted the accreditation status of “approval without reporting requirements.” The Commission is a specialized accrediting body recognized by the United States Department of Education. The Commission on Dental Accreditation can be contacted at (312) 440-4653 or at 211 East Chicago Avenue, Chicago, IL 60611.

Students will be required to participate in off-campus training in working clinical facilities and therefore will need reliable transportation to get to these locations. Students may be exposed to blood-borne pathogens or infectious diseases when in the clinical setting and are required to follow
written infection control protocol. Students may obtain a copy of policies associated with bloodborne pathogens and infectious disease by contacting the EDDA program director.

General Education	**13 Credits**
Communications	**3 credits**
ENG 160 Technical Communications or	3 credits
ENG 101 English Composition I	
Physical Science, Natural Science and Mathematics	**7 credits**
BIO 112 Basic Anatomy and Physiology or	4 credits
BIO 210 Anatomy and Physiology I	
MAT 101 Beginning Algebra	3 credits
Social/Behavioral Sciences	**3 credits**
PSY 105 Personal/Interpersonal Psychology or	3 credits
PSY 201 General Psychology	
Major Requirements	**37 Credits**
AHS 113 Head and Neck Anatomy	1 credit
DAT 113 Dental Materials	4 credits
DAT 115 Ethics and Professionalism	1 credit
DAT 118 Dental Morphology	2 credits
DAT 121 Dental Health Education	2 credits
DAT 122 Dental Office Management	2 credits
DAT 123 Oral Medicine/Oral Biology	3 credits
DAT 127 Dental Radiography	4 credits
DAT 154 Clinical Procedures I	4 credits
DAT 174 Office Rotations	4 credits
DAT 177 Dental Office Experience	7 credits
DAT 183 Specialty Functions	3 credits
Total Credits Required	**50 Credits**

ASSOCIATE IN APPLIED SCIENCE MAJOR IN SURGICAL TECHNOLOGY

The Associate in Applied Science with a Major in Surgical Technology will provide students with the surgical technology skills needed for employment in medical facilities. Upon successful completion, the student will be eligible to take the national certification exam administered through The National Board of Surgical Technology and Surgical Assisting (NBSTSA).

Students applying for any of the Health Science Programs must go through a separate application process after being admitted to the college. There are additional requirements in order to qualify for admission to each of these programs. The competitive admissions criteria are updated annually and students should review the current information for changes in the admissions process. Information packets detailing the application process for each competitive admissions program are available on the ATC website.

This program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), on recommendation of the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC-STSA). Graduates are eligible to take the national certification exam. Students will be required to participate in off-campus training in working clinical facilities therefore students will need reliable transportation, since assigned clinical sites are off campus.

General Education	**24 Credits**
Communications	**3 credits**
ENG 160 Technical Communications	3 credits
Humanities/Fine Arts	**3 credits**
Select Humanities/Fine Arts course totaling 3 credits	3 credits
Physical Science, Natural Science and Mathematics	**15 credits**
BIO 210 Anatomy & Physiology I	4 credits
BIO 211 Anatomy & Physiology II	4 credits
BIO 225 Microbiology	4 credits
MAT 101 Beginning Algebra or higher	3 credits
Social/Behavioral Sciences	**3 credits**
PSY 105 Personal/Interpersonal Psychology *-OR-* PSY 201 General Psychology	
Major Requirements	**51 Credits**
SUR 101 Introduction to Surgical Technology	5 credits
SUR 102 Applied Surgical Technology	5 credits
SUR 103 Surgical Procedures I	4 credits
SUR 107 Surgical Specialty Procedures	3 credits
SUR 110 Introduction to Surgical Practicum	5 credits
SUR 111 Basic Surgical Practicum	7 credits
SUR 113 Advanced Surgical Practicum	6 credits
SUR 115 Medical Terminology for Surgical Technology	2 credits
SUR 116 Basic Surgical Procedures	3 credits
SUR 120 Surgical Seminar	2 credits
SUR 123 Sterile Processing Technology	3 credits
SUR 125 Sterile Processing Practicum	5 credits
SUR 126 Principles of Surgical Pharmacology	1 credit
Total Credits Required	**75 Credits**

PRE-SURGICAL TECHNOLOGY CERTIFICATE

The Pre-Surgical Technology Certificate is tailored to prepare students for vital roles in the sterile processing department of healthcare facilities. This comprehensive program blends theoretical knowledge with hands-on laboratory participation, empowering students with the skills and expertise needed to excel in the sterile processing environment.

Our curriculum encompasses a rigorous study of sterile processing principles, infection control practices, and regulatory standards essential for maintaining the highest standards of patient safety and surgical care. Through engaging theory classes, and clinical rotations led by experienced instructors, students will gain a deep understanding of microbiology, sterilization techniques, instrument handling, and quality assurance protocols.

Upon successful completion of the program, graduates will be eligible to sit for the Healthcare Sterile Processing Association (HSPA) certification exam. This nationally recognized credential validates their proficiency in sterile processing and enhances their marketability in the competitive healthcare job market.

The certificate is also designed to prepare students to meet prerequisites for admission into The Surgical Technology Program at ATC.

General Education	**24 Credits**
Communications	**3 Credits**
ENG 160 Technical Communications	3 credits
Humanities/Fine Arts	**3 Credits**
Select a 3 Credit Course from Humanities/Fine Arts	3 credits
Social/Behavioral Sciences	**3 Credits**
PSY 105 Personal/Interpersonal Psychology	3 credits
-OR-	
PSY 201 General Psychology	3 credits
Physical Science, Natural Science and Mathematics	**15 Credits**
BIO 210 Anatomy and Physiology I	4 credits
BIO 211 Anatomy and Physiology II	4 credits
BIO 225 Microbiology	4 credits
MAT 101 Beginning Algebra or higher	3 credits
Major Requirements	**16 Credits**
SUR 111 Basic Surgical Practicum	7 credits
SUR 123 Sterile Processing Technology	3 credits
SUR 125 Sterile Processing Practicum	5 credits
SUR 126 Principles of Surgical Pharmacology	1 credit
Total Credits Required	**40 Credits**

ASSOCIATE IN APPLIED SCIENCE MAJOR IN EMERGENCY MEDICAL TECHNOLOGY

The Associate in Applied Science: Major in Emergency Medical Technology prepares the student to work in both pre-hospital and hospital settings. Students applying for any of the Health Science Programs must go through a separate application process after being admitted to the college. There are additional requirements in order to qualify for admission to each of these programs. The admissions criteria are updated annually and students should review the current information for changes in the admissions process. Information packets detailing the application process for each program are available on the ATC website.

Students will be required to participate in off-campus training in working clinical facilities and therefore will need reliable transportation to get to these locations. Students may be exposed to blood-borne pathogens or infectious diseases when in the clinical setting and are required to follow written infection control protocol. Students may obtain a copy of policies associated with blood-borne pathogens and infectious disease by contacting the Paramedic program director.

General Education	**16 Credits**
Communications	**3 credits**
ENG 160 Technical Communications	3 credits
Physical Science, Natural Science and Mathematics	**7 credits**
BIO 112 Basic Anatomy and Physiology	4 credits
MAT 155 Contemporary Mathematics	3 credits
Social/Behavioral Sciences	**3 credits**
PSY 201 General Psychology	3 credits
-OR-	
PSY 105 Personal/Interpersonal Psychology	
Humanities/Fine Arts	**3 credits**
PHI 110 Ethics	3 credits
Major Requirements	**58 credits**
Emergency Medical Technician: Basic	**12 credits**
EMS 110 Emergency Medical Technician	5 credits
EMS 114 Emergency Vehicle Operations Management	2 credits
EMS 119 EMS Operations	2 credits
EMS 120 Pharmacology	3 credits
Emergency Medical Technician: Advanced	**10 credits**
EMS 111 Advanced Emergency Care	5 credits
EMS 113 Advanced Management of the Trauma Patient	1 credit
EMS 212 EMS Field Internship	2 credits
EMS 217 Introduction to Electrocardiography	2 credits
Paramedic	**36 credits**
EMS 116 Advanced Cardiac Life Support	1 credit
EMS 117 Pediatric Advanced Life Support	1 credit
EMS 118 Advanced Medical Life Support	1 credit
EMS 151 Paramedic Clinical I	2 credits
EMS 210 Advanced Emergency Medical Care I	5 credits
EMS 213 Advanced Emergency Medical Care II	4 credits
EMS 216 Principles of Rescue	4 credits
EMS 231 Paramedic Clinical II	2 credits
EMS 232 Paramedic Internship I	2 credits
EMS 242 Paramedic Internship II	2 credits
EMS 270 NREMT Review	4 credits
EMS 271 Advanced Emergency Operations	4 credits
EMS 272 Paramedic Capstone	4 credits
Total Credits Required	**74 Credits**

The Aiken Technical College EMS-Paramedic program's accreditation by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) is currently voluntarily inactive due to the program's low enrollment. The College may reactivate when students enroll in the program.

To contact the CoAEMSP Executive Office:
8301 Lakeview Parkway Suite 111-312, Rowlett, TX 75088
Phone: (214) 703-8445 | Fax: (214) 703-8992
www.coaemsp.org

Admission to the Associate in Applied Science with a Major in Emergency Medical Technology program is open to all students who have met the appropriate prerequisites or have acceptable placement scores. Students must successfully meet all applicable course prerequisites before enrolling in program courses. Students will need to complete all prerequisite and program courses with a grade of "C" or better. Candidates entering into EMS 111 or EMS 210 must have a current South Carolina or National Registry EMT Basic certification and maintain the certification throughout the course. Students who hold current NREMT Certification may qualify for advanced placement.

EMERGENCY MEDICAL TECHNICIAN BASIC CERTIFICATE

This academic credit program provides instruction and practice in dealing with medical and traumatic emergencies. Topics include medical, legal and ethical issues, obtaining vital signs, airway management, oxygen administration, airway devices, CPR and AED operation, scene and patient assessments, physical examination, obtaining a medical history, pharmacology, medical emergencies such as heart attack, respiratory distress, strokes, diabetics and poisonings, traumatic injuries such as bleeding control, wound care, shock management, splinting fractures, motor vehicle collisions, and head and spine injuries. Also included are IV maintenance, obstetrics, childbirth, special patient populations, ambulance operations including communication, documentation, infection control, HAZMAT (Hazardous Materials), weapons of mass destruction, terrorism and mass casualty incidents and more. Use of diagnostic equipment, operation of stretchers and ambulances and skills related to prehospital emergency care will be covered in lab sessions and in internship on a 911 ambulance.

Graduates of the Emergency Medical Technician program may be eligible to participate in the National Registry of Emergency Medical Technicians' (NREMT) practical and written certification examinations and are immediately employable upon certification.

Emergency Medical Technician: Basic	13 credits
EMS 110 Emergency Medical Technician	5 credits
EMS 104 Emergency Care I	7 credits
EMS 208 EMS Field Internship	1 credit
Total Credits Required	**13 Credits**

EMERGENCY MEDICAL TECHNICIAN ADVANCED CERTIFICATE

This academic credit program provides instruction and practice in dealing with medical and traumatic emergencies. Topics include medical, legal and ethical issues, obtaining vital signs, airway management, oxygen administration, airway devices, CPR and AED operation, scene and patient assessments, physical examination, obtaining a medical history, pharmacology, medical emergencies such as heart attack, respiratory distress, strokes, diabetics and poisonings, traumatic injuries such as bleeding control, wound care, shock management, splinting fractures, motor vehicle collisions, and head and spine injuries. Also included are IV maintenance, obstetrics, childbirth, special patient populations, ambulance operations including communication, documentation, infection control, HAZMAT (Hazardous Materials), weapons of mass destruction, terrorism and mass casualty incidents and more. Use of diagnostic equipment, operation of stretchers and ambulances and skills related to prehospital emergency care will be covered in lab sessions and in internship on a 911 ambulance.

Graduates of the Advanced Emergency Medical Technician program may be eligible to participate in the National Registry of Emergency Medical Technicians' (NREMT) practical and written certification examinations and are immediately employable upon certification.

To be accepted into this program, candidate must have a current South Carolina or National Registry EMT Basic certification.

Prior to enrollment in the EMS pathway, students must place into MAT-155, BIO-112, and ENG-160.

General Education	**10 Credits**
Communications	**3 credits**
ENG 160 Technical Communications	3 credits
Physical Science, Natural Science and Mathematics	**7 credits**
BIO 112 Basic Anatomy and Physiology	4 credits
MAT 155 Contemporary Mathematics	3 credits
Emergency Medical Technician: Advanced	**13 credits**
EMS 111 Advanced Emergency Care	5 credits
EMS 113 Advanced Management of the Trauma Patient	1 credit
EMS 120 Pharmacology	3 credits
EMS 212 EMS Field Internship	2 credits
EMS 217 Introduction to Electrocardiography	2 credits
Total Credits Required	**23 Credits**

PHARMACY TECHNICIAN CERTIFICATE

The Pharmacy Technician Certificate provides comprehensive quality training to students desiring to work as pharmacy technicians under the supervision of a licensed pharmacist. Students learning outcomes will include interpersonal knowledge and skills, medications and medication orders, dosage calculations, sterile and non-sterile compounding concepts, billing reimbursement and inventory management, patient and medication safety, technology and informatics, regulatory issues, and quality assurance to pharmacy operations.

The admission criteria are updated annually and students should review the current information for changes in the admissions process. In addition, the student must provide proof of immunizations, pass a background check/ drug screening, complete a BLS course, purchase a uniform and ATC patch, obtain state boards of pharmacy licensure and have student liability insurance.

Students will be required to participate in off- campus training in clinical facilities. Therefore, students will need reliable transportation since assigned clinical sites are off campus. The Pharmacy Technician Certificate is accredited by the ASHP/ACPE Accredited: American Society for Health System Pharmacists/ Accreditation Council for Pharmacy Education.

General Education	3 Credits
Communications	**3 credits**
ENG 160 Technical Communications	3 credits
-OR -	
ENG 101 English Composition	3 credits
-AND -	
SPC 205 Public Speaking	3 credits

Major Requirements	33 Credits
PHM 101 Introduction to Pharmacy	3 credits
PHM 102 Computer Applications for Pharmacy	2 credits
PHM 110 Pharmacy Practice	4 credits
PHM 112 Pharmacy Math	2 credits
PHM 113 Pharmacy Technician Math	3 credits
PHM 114 Therapeutic Agents	3 credits
PHM 118 Community Pharmacy Seminar	1 credit
PHM 124 Therapeutic Agents II	3 credits
PHM 152 Pharmacy Technician Practicum I	2 credits
PHM 164 Pharmacy Technician Practicum II	4 credits
PHM 250 Special Topics in Pharmacy	3 credits
AHS 102 Medical Terminology	3 credits

Total Credits Required	36 Credits

MEDICAL CODING CERTIFICATE

The medical coder is a health information professional trained to assign diagnostic and procedural codes, applying classification systems for optimal reimbursement in a variety of health care settings. The medical coder will establish a familiarity with other coding and classification systems utilized in nontraditional health care settings as well as reimbursement-related issues and skills including DRG assignment/validation, federal reimbursement systems and operations of third-party payers and billing departments.

Students completing the program are encouraged to sit for the national certification examinations administered by the American Health Information Management Association (AHIMA) and/or the American Academy of Professional Coders (AAPC).

General Education	**13 Credits**
Communications	**3 Credits**
ENG 160 Technical Communications	3 credits
-OR-	
ENG 101 English Composition I	
-AND-	
SPC 205 Public Speaking	
Physical Science, Natural Science and Mathematics	**7 Credits**
BIO 112 Basic Anatomy & Physiology	4 credits
MAT 101 Beginning Algebra	3 credits
Other Requirements	**3 Credits**
AHS 102 Medical Terminology	3 credits
Major Requirements	**27 Credits**
HIM 102 Introduction to Coding and Classification Systems	1 credit
HIM 130 Billing and Reimbursement	3 credits
HIM 135 Medical Pathology	3 credits
HIM 138 Pharmacology for Medical Records Coding	2 credits
HIM 140 Current Procedural Terminology I	3 credits
HIM 141 Current Procedural Terminology II	3 credits
HIM 216 Coding and Classification I	3 credits
HIM 225 Coding and Classification II	3 credits
HIM 227 Senior Professional Competencies	3 credits
HIM 235 Law and Ethics in Health Informatics and Information Management	3 credits
Total Credits Required	**40 Credits**

MEDICAL ASSISTANT CERTIFICATE

The Medical Assistant Certificate Program prepares the student to assist the physician in performing selected diagnostic tests as well as business office procedures. Students applying for the Medical Assistant Program must go through a separate application process after being admitted to the college. There are additional requirements in order to qualify for admission to this program. Admission criteria is updated annually and students should review the current information for changes in the admissions process. Information packets detailing the application process for each admission program can be downloaded from the ATC website or are available on the ATC website. In addition, upon program admission, the student must complete a physical exam, provide proof of immunizations, pass a background check, pass a drug screen check and have student liability insurance. The Medical Assistant Program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep. org) upon the recommendation of the Medical Assisting Education Review Board (MAERB).

Students will be required to participate in off-campus training in working clinical facilities therefore, students will need reliable transportation, since assigned clinical sites are off campus.

General Education	**10 Credits**
Communications	**3 Credits**
ENG 160 Technical Communications	3 credits
Physical Science, Natural Science and Mathematics	**7 credits**
BIO 112 Basic Anatomy and Physiology	4 credits
MAT 155 Contemporary Mathematics	3 credits
Major Requirements	**27 Credits**
MED 103 Medical Assisting Introduction	3 credits
MED 105 Medical Assisting Office Skills I	5 credits
MED 107 Medical Office Management	4 credits
MED 108 Common Diseases of the Medical Office	3 credits
MED 112 Medical Assisting Pharmacology	2 credits
MED 114 Medical Assisting Clinical Procedures	4 credits
MED 156 Clinical Experience I	6 credits
Additional Requirements	**3 Credits**
AHS 102 Medical Terminology	3 credits
Total Credits Required	**40 Credits**

PRE-PHYSICAL THERAPY ASSISTANT CERTIFICATE

The Pre-Physical Therapist Assistant Certificate contains general education courses that are foundational for a Physical Therapist Assistant Associate Degree program. The College currently does not offer a Physical Therapist Assistant Associate Degree program. Students seeking to transfer should check program requirements at the destination college before enrolling.

General Education	**26 Credits**
Communications	**3 Credits**
ENG 101 English Composition I	3 credits
Humanities/Fine Arts	**6 credits**
PHI 110 Ethics	3 credits
SPC 205 Public Speaking	3 credits
Physical Science, Natural Science and Mathematics	**11 credits**
BIO 210 Anatomy & Physiology I	4 credits
BIO 211 Anatomy & Physiology II	4 credits
MAT 120 Probability and Statistics	3 credits
Social/Behavioral Sciences	**6 credits**
PSY 201 General Psychology	3 credits
PSY 203 Human Growth & Development	3 credits
Additional Requirements	**3 credits**
AHS 102 Medical Terminology	3 credits
Total Credits	**29 Credits**

The Business Department at Aiken Technical College (ATC) is committed to delivering top-tier education in Accounting and Management. Our mission is to empower students with the skills and knowledge needed for success in their chosen fields. Through innovative instruction and hands-on learning experiences, we prepare graduates to excel in the dynamic business environment and contribute meaningfully to their communities.

ASSOCIATE IN APPLIED SCIENCE MAJOR IN MANAGEMENT

The Associate in Applied Science with a Major in Management degree prepares the student to perform the basic functions of management including planning, organizing, staffing, directing and controlling. Students also develop skills enabling them to communicate effectively using both written and verbal formats; develop and apply business ethics in managerial decision making; analyze and perform accounting operations; recognize and apply legal principles as they relate to business crimes, torts, and contracts; apply the principles of economics to business; and apply the principles of human resource management to the development of a competent business staff. This program is accredited by the Accreditation Council for Business Schools and Programs (ACBSP).

Admission to the Associate in Applied Science with a Major in Management program is open to all students who have met the appropriate prerequisites or have acceptable placement scores. Students must successfully meet all applicable course prerequisites before enrolling in program courses.

General Education	15 Credits
Communications	**3 credits**
ENG 101 English Composition I or	3 credits
ENG 160 Technical Communication	
Humanities/Fine Arts	**3 credits**
Select Humanities/Fine Arts courses totaling 3 credits from the course list	3 credits
Physical Sciences, Natural Sciences and Mathematics	**3 credits**
MAT 102 Intermediate Algebra or higher	3 credits
Social/Behavioral Sciences	**3 credits**
Select Social/Behavioral Sciences courses totaling 3 credits from the course list	3 credits
Select General Education courses totaling 3 credits from the course list	3 credits

Major Requirements	42 Credits
ACC 101 Accounting Principles I	3 credits
ACC 102 Accounting Principles II	3 credits
BAF 201 Principles of Finance	3 credits
BUS 121 Business Law I	3 credits
BUS 130 Business Communications	3 credits
MGT 101 Principles of Management	3 credits
MGT 120 Small Business Management	3 credits
MGT 150 Fundamentals of Supervision	3 credits
MGT 201 Human Resource Management	3 credits
MGT 240 Managerial Decision-Making	3 credits
MKT 101 Marketing	3 credits

BUS 275 Business Internship or MKT 120 Sales Principles	3 credits
MGT 121 Small Business Operations	3 credits
MKT 110 Retailing	3 credits

Additional Requirements	3 Credits
CPT 101 Introduction to Computers	3 credits

Total Credits Required	60 Credits

ENTREPRENEURSHIP CERTIFICATE

Become your own boss with the Entrepreneurship Certificate program. Developed with the input of successful local entrepreneurs, this academic program will help you learn how to establish and operate a small business or strengthen an existing one. Students will receive a foundation in vital entrepreneurial areas such as accounting, supervision, computer skills, marketing, and the entrepreneurial mindset.

Major Requirements	15 credits
MGT 101 Principles of Management	3 credits
MGT 120 Small Business Management	3 credits
MGT 121 Small Business Operations	3 credits
MKT 101 Marketing	3 credits
MKT 120 Sales Principles	3 credits

Total Credits Required	15 credits

BUSINESS TRANSFER CERTIFICATE

The Business Transfer Certificate provides the student with the opportunity to take entry level courses necessary to transfer to a four-year Business program. Aiken Technical College has an articulation agreement with the University of South Carolina Aiken (USCA) that will allow a student who completes the Business Transfer Certificate to transfer all of the credits earned in the certificate to USCA.

To enter the Business Transfer Certificate, students must successfully complete MAT 102 or earn acceptable test scores to be directly placed into MAT 110.

General Education	**18 Credits**
Communications	**9 credits**
ENG 101 English Composition I	3 credits
ENG 102 English Composition II	3 credits
SPC 205 Public Speaking	3 credits
Physical Sciences, Natural Sciences and Mathematics	**3 credits**
MAT 120 Probability and Statistics	3 credits
Social/Behavioral Sciences	**6 credits**
ECO 210 Macroeconomics	3 credits
ECO 211 Microeconomics	3 credits
Major Requirements	**21 Credits**
ACC 101 Accounting Principles I	3 credits
ACC 102 Accounting Principles II	3 credits
CPT 101 Introduction to Computers	3 credits
ACC 201 Intermediate Accounting I	3 credits
ACC 202 Intermediate Accounting II	3 credits
ACC 265 Not-for-Profit Accounting	3 credits
BAF 101 Personal Finance	3 credits
BUS 130 Business Communications	3 credits
Total Credits Required	**42 Credits**

ASSOCIATE IN APPLIED SCIENCE MAJOR IN ACCOUNTING

The Associate in Applied Science with a Major in Accounting prepares the student to record and post transactions, prepare adjusting entries and financial statements, perform general accounting operations, process accounting information using a microcomputer to produce various accounting records and maintain books for municipalities, state and government agencies. A graduate will be prepared to work independently or as a team member with management.

This program is accredited by the Accreditation Council for Business Schools and Programs (ACBSP).

Admission to the Associate in Applied Science with a Major in Accounting program is open to all students who have met the appropriate prerequisites or have acceptable placement scores. Students must successfully meet all applicable course prerequisites before enrolling in program courses.

General Education	15 Credits
Communications ENG 101 English Composition I or ENG 160 Technical Communication	**3 credits** 3 credits
Humanities/Fine Arts *Select Humanities/Fine Arts courses totaling 3 credits from the course list.*	**3 credits** 3 credits
Physical Sciences, Natural Sciences and Mathematics MAT 160 Math for Business and Finance	**3 credits** 3 credits
Social/Behavioral Sciences *Select Social/Behavioral Sciences courses totaling 3 credits from the course list.*	**3 credits**
Select any General Education courses totaling 3 credits from course list	**3 credits**
Major Requirements	**48 Credits**
ACC 101 Accounting Principles I	3 credits
ACC 102 Accounting Principles II	3 credits
ACC 150 Payroll Accounting	3 credits
ACC 201 Intermediate Accounting I	3 credits
ACC 202 Intermediate Accounting II	3 credits
ACC 230 Cost Accounting I	3 credits
ACC 224 Business Taxation	3 credits
ACC 245 Accounting Applications	3 credits
ACC 246 Integrated Accounting Software	3 credits
ACC 265 Not-For-Profit Accounting	3 credits
BAF 201 Principles of Finance	3 credits
BAF 101 Personal Finance	3 credits
BUS 121 Business Law I	3 credits
BUS 130 Business Communications	3 credits
MGT 101 Principles of Management	3 credits
MKT 101 Marketing	3 credits
Total Credits Required	**63 Credits**

ASSOCIATE IN APPLIED SCIENCE MAJOR IN COMPUTER TECHNOLOGY

Students majoring in Computer Technology may select an emphasis in either Networking or Programming. The major requirements for both emphasis areas are the same and allow the student to study operating systems, computer hardware, programming languages, website creation, database management, full stack development, and system analysis and design.

The Networking emphasis provides students with the knowledge and skills in hardware and software-specific concepts needed to install, maintain and troubleshoot today's complex interconnected business systems. The Programming emphasis provides students with the knowledge and skills in desktop, mobile, game, and web programming languages and software applications needed to create, maintain, and troubleshoot software systems and web sites for today's businesses. Admission to the Associate in Applied Science with a Major in Computer Technology program is open to all students who have met the appropriate prerequisites or have acceptable placement scores. Students must successfully meet all applicable course prerequisites before enrolling in program courses. Students are required to complete the program capstone course for their major (IST 261 for networking major or CPT 265 for programming major) with a grade of "C" or better.

General Education — 15 Credits

Communications	**6 credits**
ENG 101 English Composition or ENG 160 Technical Communication	3 credits
SPC 205 Public Speaking	3 credits
Humanities/Fine Arts *Select Humanities/Fine Arts courses totaling 3 credits from the course list.*	**3 credits**
Physical Sciences, Natural Sciences and Mathematics	**3 credits**
MAT 102 Intermediate Algebra or Higher	3 credits
Social/Behavioral Sciences *Select Social/Behavioral science courses totaling 3 credits from the course list.*	**3 credits**

Major Requirements — 34 Credits

CPT 101 Introduction to Computers	3 credits
CPT 162 Web Page Publishing I	3 credits
CPT 208 Special Topics in Computer Technology	3 credits
CPT 209 Computer Systems Management	3 credits
CPT 212 Visual Basic Programming I	3 credits
CPT 232 C++ Programming I	3 credits
CPT 238 Internet Scripting	3 credits
CPT 242 Database	3 credits
CPT 257 Operating Systems	3 credits
IST 103 Security Awareness	1 credit
IST 201 Cisco Internetworking Concepts	3 credits
IST 202 Cisco Router Configuration	3 credits

Additional Requirements Must Be Selected from ONE Emphasis:

Networking Emphasis Additional Requirements	15 credits
IST 246 Integrated Digital Network	3 credits
IST 261 Advanced Network Management	3 credits
IST 291 Fundamentals of Network Security I	3 credits
IST 267 Network Vulnerability Assessment	3 credits
IST 268 Computer Forensic	3 credits

Programming Emphasis Additional Requirements	15 credits
CPT 230 C# Programming I	3 credits
CPT 233 C++ Programming II	3 credits
CPT 240 Internet Programming with Databases	3 credits
CPT 275 Computer Technology Senior Project	3 credits
IST 238 Advanced Tools for Website Design	3 credits

Total Credits Required	64 Credits

INTERNET PROGRAMMING CERTIFICATE

The Internet Programming Certificate prepares students with the skills and training in programming techniques to create, maintain, and troubleshoot web pages and web sites that contain complex programming for E-commerce, dynamic content delivery from databases, and continual updates of web page layout. Admission to the Internet Programming Certificate is open to all students who have met the appropriate prerequisites or have acceptable placement scores. Students must successfully meet all applicable course prerequisites before enrolling in program courses.

Major Requirements	21 Credits
CPT 162 Introduction to Web Page Publishing	3 credits
CPT 208 Special Topics in Computer Technology	3 credits
CPT 212 Visual Basic Programming	3 credits
CPT 232 C++ Programming I	3 credits
CPT 238 Internet Scripting	3 credits
CPT 240 Internet Programming with Databases	3 credits
CPT 242 Database	3 credits
Total Credits Required	**21 Credits**

CYBERSECURITY NETWORKING CERTIFICATE

Graduates who earn the Cyber Security Networking Certificate have the training and skills necessary to successfully prevent, troubleshoot and mitigate security issues on computing devices in a networked environment. Students will learn how to design secure networks as well as how to secure existing networks. Students will learn about threats to networks and the function and use of security tools to detect and remediate insecure networks.

Admission to the Cyber Security Networking Certificate program is open to all students who have met the appropriate prerequisites or have acceptable placement scores. Students must successfully meet all applicable course prerequisites before enrolling in program courses.

Major Requirements	24 Credits
CPT 209 Computer Systems Management	3 credits
CPT 257 Operating Systems	3 credits
IST 201 Cisco Internetworking Concepts	3 credits
IST 202 Cisco Router Configuration	3 credits
IST 246 Integrated Digital Network	3 credits
IST 267 Network Vulnerability Assessment	3 credits
IST 268 Computer Forensics	3 credits
IST 291 Fundamentals of Network Security I	3 credits
Total Credits Required	**24 Credits**

ASSOCIATE IN APPLIED SCIENCE MAJOR IN INDUSTRIAL MAINTENANCE TECHNOLOGY

The Associate in Applied Science with a Major in Industrial Maintenance Technology degree combines the detailed study of Industrial Electricity/ Electronics and Industrial Maintenance Mechanics to prepare the student to be an electromechanical technician capable of the installation, repair and calibration of both basic and contemporary types of industrial machinery. The program's goal is to produce a graduate with the workmanship, design and problem-solving capabilities to allow him/her to excel as a multi-trade technician.

Admission to the Associate in Applied Science with a Major in Industrial Maintenance program is open to all students who have met the appropriate prerequisites or have acceptable placement scores. Students must successfully meet all applicable course prerequisites before enrolling in program courses.

General Education	15 Credits
Communications	**3 credits**
ENG 101 English Composition I or ENG 160 Technical Communications	3 credits
Humanities/Fine Arts	**3 credits**
Select Humanities/Fine Arts courses totaling 3 credits from the course list.	3 credits
Physical Sciences, Natural Sciences and Mathematics	**3 credits**
MAT 102 Intermediate Algebra	3 credits
Social/Behavioral Sciences	**3 credits**
Select Social/Behavioral Sciences courses	
Select any General Education courses	3 credits

Major Requirements	40 Credits
EEM 145 Control Circuits	3 credits
EEM 162 Process Control	3 credits
EEM 166 Commercial/Industrial Wiring	4 credits
EEM 201 Electronics Devices I	3 credits
EEM 215 DC/AC Machines	3 credits
EEM 221 DC/AC Drives	3 credits
EEM 251 Programmable Controllers	3 credits
IMT 112 Hand Tools	3 credits
IMT 113 Power Tools Operations	2 credits
IMT 121 Drive Systems	2 credits
IMT 122 Couplings	2 credits
IMT 126 Introduction to Mechanical Installation	2 credits
IMT 131 Hydraulics and Pneumatics	4 credits
IMT 151 Piping Systems	3 credits

Additional Requirements	9 Credits
EGR 105 Safety in the Workplace	1 credit
EGT 123 Industrial Print Reading	2 credits
MTT 145 Machining of Metals	3 credits
WLD 130 Welding Fundamentals	3 credits

Total Credits Required	64 Credits

INDUSTRIAL MAINTENANCE TECHNOLOGY CERTIFICATE

This certificate program is a closed cohort exclusively available to industry-sponsored students, offers a focused curriculum derived from the Associate of Applied Science in Industrial Maintenance Technology degree. Students gain hands-on experience and theoretical knowledge in key areas such as control circuits, electronics devices, hydraulics and pneumatics, machining of metals, and welding fundamentals. Emphasis is placed on practical skills development, safety in the workplace, and preparing students for entry-level industrial maintenance positions. Upon completion, students are equipped with essential skills for success in industrial maintenance roles.

General Education — 3 Credits

Physical Sciences, Natural Sciences and Mathematics	**3 credits**
MAT 102 Intermediate Algebra	3 credits

Major Course Requirements — 4 Credits

EGR 105 Safety in the workplace	1 credit
IMT 112 Hand Tools Operations	3 credits

Secondary Course Requirements — 23 Credits

Select 23 credits from the courses below:

EEM 145 Control Circuits	3 credits
EEM 162 Process Control	3 credits
EEM 166 Commercial/Industrial Wiring	4 credits
EEM 201 Electronic Devices	3 credits
EEM 215 DC/AC Machines	3 credits
EEM 221 DC/AC Drives	3 credits
EEM 251 Programmable Controllers	3 credits
EGT 123 Industrial Print Reading	2 credits
IMT 113 Power Tools	2 credits
IMT 121 Drive Systems	2 credits
IMT 122 Couplings	2 credits
IMT 126 Introduction to Mechanical Installation	2 credits
IMT 131 Hydraulics & Pneumatics	4 credits
IMT 151 Piping Systems	3 credits
MTT 145 Machining of Metals	3 credits
WLD 130 Welding Fundamentals	3 credits

Total Credits Required — 30 credits

ELECTRICAL/MAINTENANCE CERTIFICATE

The Electrical/Maintenance Certificate develops competencies in electrical and mechanical areas as related to Maintenance Mechanics.

General Education	**6 Credits**
Communications	**3 credits**
ENG 160 Technical Communications	3 credits
Physical Sciences, Natural Sciences and Mathematics	**3 credits**
MAT 102 Intermediate Algebra	3 credits
Major Requirements	**27 Credits**
EEM 145 Control Circuits	3 credits
EEM 166 Commercial/Industrial Wiring	4 credits
EEM 201 Electronics Devices I	3 credits
EEM 215 DC/AC Machines	3 credits
IMT 112 Hand Tools Operator	3 Credits
IMT 113 Power Tools Operations	2 credits
IMT 121 Drive Systems	2 credits
IMT 122 Couplings	2 credits
IMT 126 Introduction to Mechanical Installation	2 credits
IMT 151 Piping Systems	3 credits
Total Credits Required	**33 Credits**

ASSOCIATE IN APPLIED SCIENCE MAJOR IN GENERAL TECHNOLOGY - EMPHASIS IN WELDING TECHNOLOGY

The Associate in Applied Science with a Major in General Technology with Emphasis in Welding Technology degree provides students with the practical skills necessary for welding practices, theories and techniques, metallurgy, quality assurance and welding design.

Admission to the Associate in Applied Science with a Major in General Technology Emphasis in Welding Technology program is open to all students who have met the appropriate prerequisites or have acceptable placement scores. Students must successfully meet all applicable course prerequisites before enrolling in program courses.

General Education	**15 Credits**
Communications	**3 credits**
ENG 101 English Composition I or	3 credits
ENG 160 Technical Communications	
Humanities/Fine Arts	**3 credits**
Select Humanities/Fine Arts courses total 3 credits from course list.	3 credits
Physical Sciences, Natural Sciences and Mathematics	**3 credits**
MAT 155 Contemporary Mathematics	3 credits
Social/Behavioral Sciences	**3 credits**
Select Social/Behavioral Sciences courses totaling 3 credits from course list	3 credits
Select any General Education courses totaling 3 credits from course list	**3 credits**
Major Requirements	**41 Credits**
WLD 108 Gas Metal Arc Welding	4 credits
WLD 111 Arc Welding I	4 credits
WLD 117 Specialized Arc Welding	4 credits
WLD 120 Flux Cored Arc Welding I	4 credits
WLD 130 Welding Fundamentals	3 credits
WLD 132 Inert Gas Welding Ferrous	4 credits
WLD 141 Weld Quality	2 credits
WLD 152 Tungsten Arc Welding	4 credits
WLD 170 Qualification Welding	4 credits
WLD 225 ARC Welding Pipe I	4 credits
Select ONE of the two following options:	
WLD 154 Pipefitting and Welding	4 credits
OR	
WLD 222 Advanced Fabrication Welding	
Secondary Requirements	**9 credits**
IMT 113 Power Tool Operations	2 credits
EGT 117 Welding Print Principles	2 credits
EGT 123 Industrial Print Reading	2 credits
MTT 145 Machining of Metals	3 credits
Other Courses	**5 credits**
WLD 201 Welding Metallurgy	2 credits
WLD 208 Advanced Pipe Welding	3 credits
Total Credits Required	**70 Credits**

ADVANCED WELDING CERTIFICATE

The Advanced Welding Certificate is a one year, “fast track”, program that starts with the same introductory welding processes and welding positions used in the Basic Welding Certificate and builds off those fundamental skill sets to train students on the more advanced welding joints and positions.

In the progression of this certificate program, students will be trained on how to successfully pass welder certification tests on carbon and stainless-steel plate and pipe, according to industry standards. Pipefitting or Advanced Fabrication are capstone options covered in the final semester.

Each welding course has an online lecture and an on-campus lab component, which will require the student to be in the welding lab for 6 hours each day.

Major Course Requirements	40 credits
EGT 117 Welding Print Principles	2 credits
EGT 123 Industrial Print Reading	2 credits
WLD 108 Gas Metal Arc Welding	4 credits
WLD 111 Arc Welding I	4 credits
WLD 120 Flux Cored Arc Welding	4 credits
WLD 130 Welding Fundamentals	3 credits
WLD 132 Gas Tungsten Arc Welding	4 credits
WLD 141 Weld Quality	2 credits
WLD 152 Tungsten Arc Welding	4 credits
WLD 208 Advanced Pipe Welding	3 credits
WLD 225 Arc Welding Pipe I	4 credits
WLD 154 Pipefitting and Welding	
OR	
WLD 222 Advanced Fabrication Welding	4 credits
Total Credits Required	**40 credits**

BASIC WELDING CERTIFICATE

The Basic Welding Certificate program introduces students to the four most common welding processes used in the welding industry. The certificate prepares students for an entry level position using the Shielded Metal Arc (“stick”), Gas Metal Arc (“mig”), Flux Cored Arc, and Gas Tungsten Arc (“tig”) welding processes.

Each of the included welding courses have a lecture and lab component. The online lecture component teaches the process theories as well as welding safety and identifying specific safety concerns within each welding process. The lab component will require the student to complete on campus, with “hand’s-on” welding exercises for 6 hours per day.

Major Course Requirements	17 credits
EGT 123 Industrial Print Reading	2 credits
WLD 108 Gas Metal Arc Welding	4 credits
WLD 120 Flux Cored Arc Welding	4 credits
WLD 130 Welding Fundamentals	3 credits
WLD 132 Gas Tungsten Arc Welding	4 credits
Total Credits Required	**17 credits**

ASSOCIATE IN APPLIED SCIENCE MAJOR IN GENERAL TECHNOLOGY - EMPHASIS IN HEATING, VENTILATION, AIR CONDITIONING

The Associate in Applied Science with a Major in General Technology with Emphasis in Heating, Ventilation, Air Conditioning degree provides students with the skills necessary for the installation, repair and calibration of air conditioning, refrigeration and heating systems.

Admission to the Associate in Applied Science with a Major in General Technology Emphasis in Heating, Ventilation, Air Conditioning program is open to all students who have met the appropriate prerequisites or have acceptable placement scores. Students must successfully meet all applicable course prerequisites before enrolling in program courses.

General Education	**15 Credits**
Communications	**3 credits**
ENG 160 Technical Communications or ENG 101 English Composition I	3 credits
Humanities/Fine Arts	**3 credits**
Select Humanities/Fine Arts courses totaling 3 credits	3 credits
Physical Sciences, Natural Sciences and Mathematics	**3 credits**
MAT 102 Intermediate Algebra or Higher	3 credits
Social/Behavioral Sciences	**3 credits**
Select Social/Behavioral Sciences courses totaling 3 credits	3 credits
Select any General Education Course totaling 3 credits from the course list	3 credits
Major Requirements	**33 Credits**
ACR 101 Fundamentals of Refrigeration	5 credits
ACR 102 Tools and Service Techniques	3 credits
ACR 106 Basic Electricity for HVAC/R	4 credits
ACR 107 Wiring Diagrams	2 credits
ACR 110 Heating Fundamentals	4 credits
ACR 120 Basic Air Conditioning	4 credits
ACR 131 Commercial Refrigeration	4 credits
ACR 140 Automatic Controls	3 credits
ACR 210 Heat Pumps	4 credits
Secondary Requirements	**9 credits**
EEM 145 Control Circuits	3 credits
EEM 215 DC/AC Machines	3 credits
EGR 105 Safety in the Workplace	1 credit
IMT 113 Power Tools Operations	2 credits
Additional Requirements	**7 credits**
CPT 101 Intro to Computers	3 credits
EGT 123 Industrial Print Reading	2 credits
IMT 121 Drive Systems	2 credits
Total Credits Required	**64 Credits**

HEATING, VENTILATION, AIR CONDITIONING AND REFRIGERATION CERTIFICATE

The Heating, Ventilation, Air Conditioning and Refrigeration Certificate provides students with the fundamental skills necessary for entry level employment in the heating, air conditioning, and refrigeration service industry.

General Education	**3 Credits**
Physical Sciences, Natural Sciences and Mathematics	**3 credits**
MAT 102 Intermediate Algebra	3 credits
Major Requirements	**33 Credits**
ACR 101 Fundamentals of Refrigeration	5 credits
ACR 102 Tools and Service Techniques	3 credits
ACR 106 Basic Electricity for HVAC/R	4 credits
ACR 107 Wiring Diagrams	2 credits
ACR 110 Heating Fundamentals	4 credits
ACR 120 Basic Air Conditioning	4 credits
ACR 131 Commercial Refrigeration	4 credits
ACR 140 Automatic Controls	3 credits
ACR 210 Heat Pumps	4 credits
Total Credits Required	**36 Credits**

MACHINE TOOL TECHNOLOGY PRE-APPRENTICESHIP CERTIFICATE

The Machine Tool Technology Pre-Apprenticeship certificate combines classroom and shop instruction with hands-on experiences. Students will learn machine shop skills such as workplace safety, housekeeping, basic blueprint reading, precision measuring, basic fundamentals of conventional machining and CNC operations. This certificate is offered in a single semester and is designed for students seeking entry-level employment in the metal- working industry.

Major Requirements	10 Credits
EGR 105 Safety in Workplace	1 credit
MTT 123 Machine Tool Theory II	3 credits
MTT 145 Machining of Metals	3 credits
MTT 250 Principles of CNC	3 credits
Total Credits Required	**10 Credits**

PRODUCTION OPERATOR CERTIFICATE

The Production Operator Certificate combines the detailed study of industrial electricity/ electronics and industrial maintenance mechanics to prepare the student to be an electromechanical technician capable of the installation, repair and calibration of both basic and contemporary types of industrial machinery. The program's goal is to produce a graduate with the workmanship, design and problem-solving capabilities to allow the graduate to excel as a multi-trade technician.

Admission to the Production Operator Certificate program is open to all students who have met the appropriate prerequisites or have acceptable placement scores. Students must successfully meet all applicable course prerequisites before enrolling in program courses.

Major Course Requirements	9 credits
IMT 171 Manufacturing Skills Standard Council Certification I	1 credit
IMT 172 Manufacturing Skills Standard Council Certification II	1 credit
IMT 173 Manufacturing Skills Standard Council Certification III	1 credit
IMT 174 Manufacturing Skills Standard Council Certification IV	1 credit
IMT 113 Power Tools Operations	2 credits
MFG 101 Introduction to Manufacturing	3 credits
Total Credits Required	**9 credits**

NUCLEAR FUNDAMENTALS CERTIFICATE

The Nuclear Fundamentals Certificate is a customized certificate developed in collaboration with Savannah River Nuclear Solutions (SRNS). This certificate prepares students for entry- level positions within the nuclear industry. Students earning this certificate will enhance their opportunities for employment in the nuclear field since the curriculum includes much of the training required for nuclear operators. The certificate is a blend of applied chemistry, physics and engineering coursework that was selected in collaboration with SRNS training personnel. This certificate was designed as a customized credential for students who have acceptable placement test scores and meet the associated prerequisites.

General Education	11 Credits
Physical Sciences, Natural Sciences and Mathematics	**11 credits**
CHM 115 Applied Chemistry for the Nuclear Industry I	4 credits
CHM 116 Applied Chemistry for the Nuclear Industry II	4 credits
PHY 181 Integrated Physics	3 credits
Major Requirements	**20 Credits**
EEM 161 Industrial Instruments	4 credits
EET 113 Electrical Circuits	4 credits
MET 224 Hydraulics and Pneumatics	3 credits
NET 113 Nuclear Physics	3 credits
MET 225 Fundamentals of Heath Transfer	3 credits
MET 214 Fluid Mechanics	3 credits
Total Credits Required	**31 Credits**

ASSOCIATE IN APPLIED SCIENCE MAJOR IN RADIATION PROTECTION TECHNOLOGY

The Associate in Applied Science with a Major in Radiation Protection Technology (RPT), also known as Radiological Control (RADCON), provides the student with the opportunity to develop the skills necessary to evaluate a work site requiring radiological controls. Students will be able to design a plan to minimize personnel exposure to radiation, perform required radiological surveys for radiation and radioactive contamination, and manage a radiation protection program at a nuclear or Department of Energy (DOE) facility within the boundaries of radiological protection standards. Additionally, students will examine radiological survey data to detect and resolve errors in equipment operations.

General Education	15 Credits
Communications ENG 101 English Composition I or ENG 160 Technical Communications	**3 credits**
Humanities/Fine Arts *Select Humanities/Fine Arts courses totaling 3 credits from the course list*	***3 credits***
Physical Sciences, Natural Sciences and Mathematics MAT 102 Intermediate Algebra or Higher	***3 credits*** 3 credits
Social/Behavioral Sciences *Select Social/Behavioral Sciences courses totaling 4 credits from the course list.*	***4 credits***
Select any General Education courses totaling 3 credit hours from the course list. .	***3 credits***

Major Requirements	31 Credits
NET 105 Reactor Components and Systems	3 credits
NET 130 Radiological Protection	3 credits
RPT 103 Radiation Fundamentals	4 credits
RPT 113 Radiation Monitoring	4 credits
RPT 120 Hazardous Waste Operations & Emergency Response	1 credit
RPT 223 Radiation Dosimetry	3 credits
RPT 233 Radioactive Materials Handling	3 credits
RPT 243 Radiological Safety and Response	4 credits
RPT 253 Radiation Protection	3 credits
RPT 290 RPT Internship or RPT 203 General Employee Training	3 credits

Additional Requirements	14 Credits
CPT 101 Intro to Computers	3 credits
EGR 105 Safety in the Workplace	1 credit
RPT 125 Nuclear Math and Theory	3 credits
CHM 115 Applied Chemistry for the Nuclear Industry I	4 credits
MAT 110 College Algebra	3 credits

Total Credits Required	60 Credits

Admission to the Associate in Applied Science with a Major in Radiation Protection Technology program is open to all students who have met the appropriate prerequisites or have acceptable placement scores. Students must successfully meet all applicable course prerequisites before enrolling in program courses.

RADIATION PROTECTION TECHNOLOGY CERTIFICATE

The Certificate in Radiation Protection Technology (RADCON) is meant for those students who possess an associate degree or higher in a science-related discipline. The certificate supplements the previous education by providing the student with the opportunity to develop the skills necessary to evaluate a work site requiring radiological controls. Students will be able to design a plan to minimize personnel exposure to radiation, perform required radiological surveys for radiation and radioactive contamination, and manage a radiation protection program at a nuclear or Department of Energy (DOE) facility within the boundaries of radiological protection standards. Additionally, students will examine radiological survey data to detect and resolve errors in equipment operations.

Admission to the Radiation Protection Technology Certificate is restricted to those who have met the prerequisite requirements. The Certificate in Radiation Protection Technology is designed to augment skills of those who already have a science-related Associate or Bachelor degree.

Major Requirements	28 Credits
NET 105 Reactor Components and Systems	3 credits
RPT 103 Radiation Fundamentals	4 credits
RPT 113 Radiation Monitoring	4 credits
RPT 120 Hazardous Waste Operations & Emergency Response	1 credit
RPT 125 Nuclear Math and Theory	3 credits
RPT 223 Radiation Dosimetry	3 credits
RPT 233 Radioactive Materials Handling	3 credits
RPT 243 Radiological Safety and Response	4 credits
RPT 253 Radiation Protection	3 credits
Total Credits Required	**28 Credits**

ASSOCIATE IN APPLIED SCIENCE MAJOR IN GENERAL TECHNOLOGY EMPHASIS IN TECHNICAL MANAGEMENT

The Associate in Applied Science Major in General Technology with Emphasis in Technical Management prepares graduates with skills required to perform the functions as nuclear operations and as managers including the functions of planning, organizing, staffing, directing and controlling.

General Education	**15 Credits**
Communications	**3 credits**
ENG 101 English Composition I	3 credits
ENG 160 Technical Communications	3 credits
Humanities/Fine Arts	**3 credits**
Select Humanities/Fine Arts courses totaling 3 credits from the course list	
Physical Science, Natural Science and Mathematics	**3 credits**
Select Physical Science, Natural Science and Mathematics courses totaling 3 credits from the course list	3 credits
Social/Behavioral Sciences	**3 credits**
Select Social/Behavioral Sciences courses totaling 3 credits from the course list.	
General Education	**3 credits**
Select any General Education courses totaling 3 credits from the course list.	3 credits
Major Course Requirements	**31 credits**
CHM 115 Applied Chemistry for the Nuclear Industry I	4 credits
CHM 116 Applied Chemistry for the Nuclear Industry II	4 credits
EEM 161 Industrial Instruments	4 credits
EET 113 Electrical Circuits I	4 credits
MET 214 Fluid Mechanics	3 credits
MET 224 Hydraulics Pneumatics	3 credits
MET 225 Fundamentals of Heat Transfer	3 credits
NET 113 Nuclear Physics	3 credits
PHY 181 Integrated Physics	3 credits
Secondary Requirements	**12 credits**
BUS 130 Business Communications	3 credits
MGT 101 Principles of Management	3 credits
MGT 150 Fundamentals of Supervision	3 credits
MGT 201 Human Resource Management	3 credits
Additional Requirements	**3 credits**
CPT 101 Introduction to Computers	3 credits
Total Credits Required	**61 credits**

Course Descriptions

GENERAL EDUCATION ELECTIVE COURSES

Students enrolled in the Associate in Arts, Associate in Science and General Studies Certificate MUST select courses from these official courses to fulfill degree and certificate requirements. Courses may be taken online or in the classroom. Students should consult with their advisors before enrolling in an online course.

Humanities/Fine Arts Courses

ART 101	History/Appreciation of Art
ART 105	Film As Art
ENG 201	American Literature I
ENG 202	American Literature II
ENG 205	English Literature I
ENG 206	English Literature II
ENG 208	World Literature I
ENG 209	World Literature II
ENG 236	African-American Literature
ENG 238	Creative Writing
ENG 260	Adv. Tech. Communication
HIS 101	Western Civilization to 1689
HIS 102	Western Civilization: Post 1689
HIS 115	African American History
HIS 201	American History: Discovery to 1877
HIS 202	American History: 1877 to Present
MUS 105	Music Appreciation
PHI 101	Introduction to Philosophy
PHI 105	Introduction to Logic
PHI 106	Logic II Inductive Reasoning
PHI 110	Ethics
PHI 115	Contemporary Moral Issues
REL 103	Comparative Religion
SPC 205	Public Speaking
THE 101	Introduction to Theatre

Social/Behavioral Sciences Courses

ANT 101	General Anthropology
ECO 210	Macroeconomics
ECO 211	Microeconomics
GEO 101	Introduction to Geography
GEO 102	World Geography
PSC 201	American Government
PSC 215	State and Local Government
PSY 105	Personal/Interpersonal Psychology
PSY 201	General Psychology
PSY 203	Human Growth and Development
PSY 208	Human Sexuality
PSY 212	Abnormal Psychology
SOC 101	Introduction to Sociology
SOC 102	Marriage and the Family
SOC 205	Social Problems
SOC 210	Juvenile Delinquency
SOC 235	Thanatology

Physical/Natural Sciences & Mathematics Courses

BIO 101	Biological Science I
BIO 102	Biological Science II
BIO 210	Anatomy and Physiology I
BIO 211	Anatomy and Physiology II
BIO 225	Microbiology
CHM 110	College Chemistry I
CHM 111	College Chemistry II
CHM 211	Organic Chemistry I
GLY 101	Physical Geology
MAT 102	Intermediate Algebra
MAT 110	College Algebra
MAT 111	College Trigonometry
MAT 120	Probability & Statistics
MAT 122	Finite College Mathematics
MAT 140	Analytical Geometry & Calculus I
MAT 141	Analytical Geometry & Calculus II
MAT 155	Contemporary Mathematics
MAT 160	Math for Business & Finance
MAT 240	Analytical Geometry & Calculus III
PHY 201	Physics I
PHY 202	Physics II
PHY 221	University Physics I
PHY 222	University Physics II

Special Note: *General Education elective courses listed here may be applied only once to satisfy curriculum requirements. They may NOT be applied to both categories at any time.*

TECHNICAL COLLEGE COURSES TRANSFERABLE TO SENIOR INSTITUTIONS

College transfer courses are widely accepted for academic credit in South Carolina and other states; however, the acceptance of transfer credits is strictly the responsibility of the receiving institution. Therefore, students are encouraged to contact the institution they wish to attend for guidance. Many of these institutions will accept transfer credits for official transfer courses as well as many other courses taught at Aiken Technical College.

NOTE: Students enrolled in the Associate in Arts, Associate in Science and General Studies Certificate Programs MUST select courses from the official college transfer courses listed below to fulfill degree and certificate requirements.

Course	Title	Credits
ACC 101	Accounting Principles I	3
ACC 102	Accounting Principles II	3
ANT 101	General Anthropology	3
ART 101	History & Appreciation of Art	3
ART 105	Film as Art	3
AST 101	Solar System Astronomy	4
AST 102	Stellar Astronomy	4
BIO 101	Biological Science I	4
BIO 102	Biological Science II	4
BIO 210	Anatomy & Physiology I	4
BIO 211	Anatomy & Physiology II	4
BIO 225	Microbiology	4
CHM 110	College Chemistry I	4
CHM 111	College Chemistry II	4
CHM 112	College Chemistry III	4
CHM 211	Organic Chemistry I	4
CHM 212	Organic Chemistry II	4
ECO 210	Macroeconomics	3
ECO 211	Microeconomics	3
ENG 101	English Composition I	3
ENG 102	English Composition II	3
ENG 201	American Literature I	3
ENG 202	American Literature II	3
ENG 203	American Literature Survey	3
ENG 205	English Literature I	3
ENG 206	English Literature II	3
ENG 208	World Literature I	3
ENG 209	World Literature II	3
ENG 214	Fiction	3
ENG 218	Drama	3
ENG 222	Poetry	3
ENG 230	Women in Literature	3
ENG 236	African-American Literature	3
ENG 238	Creative Writing	3
ENG 260	Adv. Tech. Communication(s)	3
FRE 101	Elementary French I	4
FRE 102	Elementary French II	4
FRE 201	Intermediate French I	3
FRE 202	Intermediate French II	3
GEO 101	Introduction to Geography	3
GEO 102	World Geography	3
GER 101	Elementary German I	4
GER 102	Elementary German II	4
GLY 101	Physical Geology	4
HIS 101	Western Civilization to 1689	3
HIS 102	Western Civilization Post 1689	3
HIS 201	American History: Discovery to 1877	3
HIS 202	American History: 1877 to Present	3
MAT 110	College Algebra	3
MAT 111	College Trigonometry	3
MAT 120	Probability & Statistics	3
MAT 122	Finite College Math	3
MAT 130	Elementary Calculus	3
MAT 140	Analytical Geometry/ Calculus I	4
MAT 141	Analytical Geometry/ Calculus II	4
MAT 240	Analytical Geometry/ Calculus III	4
MAT 242	Differential Equations	4
MUS 105	Music Appreciation	3
PHI 101	Introduction to Philosophy	3
PHI 105	Introduction to Logic	3
PHI 106	Logic II/Inductive Reasoning	3
PHI 110	Ethics	3
PHI 115	Contemporary Moral Issues	3
PHY 201	Physics I	4
PHY 202	Physics II	4
PHY 221	University Physics I	4
PHY 222	University Physics II	4
PHY 223	University Physics III	4
PSC 201	American Government	3
PSC 215	State & Local Government	3
PSY 201	Introduction to Psychology	3
PSY 203	Human Growth & Development	3
PSY 208	Human Sexuality	3
PSY 212	Abnormal Psychology	3
SOC 101	Introduction to Sociology	3
SOC 102	Marriage & the Family	3
SOC 205	Social Problems	3
SOC 206	Social Psychology	3
SOC 210	Juvenile Delinquency	3
SOC 220	Sociology & the Family	3
SOC 235	Thanatology	3
SPA 101	Beginning Spanish I	4
SPA 102	Beginning Spanish II	4
SPA 201	Intermediate Spanish I	3
SPA 202	Intermediate Spanish II	3
SPC 205	Public Speaking	3
SPC 210	Oral Interpretation of Literature	3
THE 101	Introduction to the Theatre	3

3.0-0.0-3.0 NUMBERING SYSTEM:

First number = Class hours per week

Second number = Lab hours per week

Third number = Credits earned for successful completion of class

ACCOUNTING

ACC-101 Accounting Principles I || CREDITS:3

This course introduces basic accounting procedures for analyzing, recording, and summarizing financial transactions, adjusting and closing the financial records at the end of the accounting cycle, and preparing financial statements. 3.0-0.0-3.0

PREREQUISITE(S): *MAT-101 or equivalent placement criteria*

ACC-102 Accounting Principles II || CREDITS:3

This course emphasizes managerial accounting theory and practice in basic accounting and procedures for cost accounting, budgeting, cost-volume analysis, and financial statement analysis. 3.0-0.0-3.0

PREREQUISITE(S): *ACC-101*

ACC-111 Accounting Concepts || CREDITS:3

This course is a study of the principles of basic accounting functions, collecting, recording, analyzing, and reporting information. 3.0-0.0-3.0

PREREQUISITE(S): *MAT-101 or equivalent placement criteria*

ACC-120 Federal Income Tax || CREDITS:3

This course is a study of the income tax structure from the standpoint of the individual, partnership, and corporation. 3.0-0.0-3.0

PREREQUISITE(S): *ACC-101 and CPT-101*

ACC-150 Payroll Accounting || CREDITS:3

This course introduces the major tasks of payroll accounting, employment practices, federal, state and local governmental laws and regulations, internal controls, and various forms and records. Computer simulation included. 3.0-0.0-3.0

PREREQUISITE(S): *ACC-101*

ACC-201 Intermediate Accounting I || CREDITS:3

This course explores the fundamental processes of accounting theory, including the preparation of financial statements. 3.0-0.0-3.0

PREREQUISITE(S): *ACC-102*
COREQUISITE(S): *ACC-202*

ACC-202 Intermediate Accounting II || CREDITS:3

This course covers the application of accounting principles and concepts in account evaluation and income determination, including special problems peculiar to corporations and the analysis of financial reports. 3.0-0.0-3.0

PREREQUISITE(S): *ACC-102*
COREQUISITE(S): *ACC-201*

ACC-224 Business Taxation || CREDITS:3

This course in an introduction to tax reporting requirements and taxation of the proprietorship, partnership, S Corporation, C Corporation, and limited liability company. Some form preparation is required. 3.0-0.0-3.0

PREREQUISITE(S): *ACC-101*

ACC-230 Cost Accounting I || CREDITS:3

This course is a study of the accounting principles involved in job order cost systems. 3.0-0.0-3.0

PREREQUISITE(S): *ACC-102*

ACC-245 Accounting Applications || CREDITS:3

This course introduces microcomputer accounting using database software and/or electronic spreadsheets. 3.0-0.0-3.0

PREREQUISITE(S): *ACC-101*

ACC-246 Integrated Accounting Software || CREDITS:3

This course includes the use of pre-designed integrated accounting software for accounting problems. 3.0-0.0-3.0

PREREQUISITE(S): *ACC-101*

ACC-265 Not-For-Profit Accounting || CREDITS:3

This course introduces the special accounting needs of municipalities, counties, states, the federal government and governmental agencies, and other not-for-profit organizations. 3.0-0.0-3.0

PREREQUISITE(S): *None*

COREQUISITE(S): *ACC-201*

AIR CONDITIONING AND REFRIGERATION

ACR-101 Fundamentals of Refrigeration || CREDITS:5

This course covers the refrigeration cycle, refrigerants, pressure/temperature relationship, and system components. 3.0-6.0-5.0

PREREQUISITE(S): *None*

ACR-102 Tools and Service Techniques || CREDITS:3

This course is a basic study of the uses of tools and service equipment used in the installation and repair of HVAC equipment. 2.0-3.0-3.0

PREREQUISITE(S): *MAT-101 or equivalent placement criteria.*

ACR-106 Basic Electricity for HVAC/R || CREDITS:4

This course includes a basic study of electricity, including Ohm's Law and series and parallel circuits as they relate to heating, ventilating, air conditioning and/or refrigeration systems. 3.0-3.0-4.0

PREREQUISITE(S): *None*

ACR-107 Wiring Diagrams || CREDITS:2

This course covers the basic requirements for interpretation of wiring diagrams used in air conditioning and refrigeration equipment. 2.0-0.0-2.0

PREREQUISITE(S): *ACR-106*

ACR-110 Heating Fundamentals || CREDITS:4

This course covers the basic concepts of oil, gas, and electric heat, their components and operations. 2.0-6.0-4.0

PREREQUISITE(S): *ACR-101 and ACR-106*

ACR-120 Basic Air Conditioning || CREDITS:4

This course is a study of various types of air conditioning equipment including electrical components, schematics. 2.0-6.0-4.0

PREREQUISITE(S): *ACR-101 and ACR-106*

ACR-131 Commercial Refrigeration || CREDITS:4

This course is a study of maintenance and repair of commercial refrigeration systems. 2.0-6.0-4.0

PREREQUISITE(S): *ACR-101 and ACR-106*

ACR-140 Automatic Controls || CREDITS:3

This course is a study of the adjustment, repair, and maintenance of a variety of pressure and temperature-sensitive automatic controls. 2.0-3.0-3.0

PREREQUISITE(S): *ACR-101 and ACR-106*

ACR-210 Heats Pumps || CREDITS:3

This course is a study of theory and operational principles of the heat pump. 3.0-3.0-4.0

PREREQUISITE(S): *ACR-101 and ACR-106*

ALLIED HEALTH SCIENCES

AHS-102 Medical Terminology || CREDITS:3

This course covers medical terms including roots, prefixes, and suffixes with emphasis on spelling, definition, and pronunciation. 3.0-0.0-3.0

PREREQUISITE(S): *None*

AHS-104 Medical Vocabulary || CREDITS:3

This course introduces the fundamental principles of medical terminology and includes a survey of human anatomy and physiology. 3.0-0.0-3.0

PREREQUISITE(S): *None*

AHS-106 Cardiopulmonary Resuscitation || CREDITS:1

This course provides a study of the principles of cardiopulmonary resuscitation.1-0-1

PREREQUISITE(S): *Acceptance in the PCT Program*

AHS-107 Math for Health Care Professionals || CREDITS:2

This course is a study of the principles and applications used in the clinical setting. 2.0-0.0-2.0

PREREQUISITE(S): *AHS-102, AHS-163 and AHS-170*

AHS-113 Head and Neck Anatomy and Physiology || CREDITS:1

This course provides a detailed study of the structure of the head and neck with emphasis on structure as it pertains to the study of dental science. 0.0-3.0-1.0

PREREQUISITE(S): *None*

AHS-119 Health Careers || CREDITS:3

This course provides information on various health careers to include job responsibility and personal and educational requirements as well as an overview of the health care system with its unique nomenclature and delivery of care. 3.0-0.0-3.0

PREREQUISITE(S): *None*

AHS-141 Phlebotomy for the Health Care Provider || CREDITS:3

This course contains the essential theory, skills, and special procedures required to meet the venipuncture needs in hospitals, clinics, and other health care settings. 2.0-3.0-3.0

PREREQUISITE(S): *AHS-102, AHS-106, AHS-163, and AHS-170*

AHS-149 Health Care Skills || CREDITS:3

This course includes basic skills needed to care for residents in a long-term care setting. 2.0-3.0-3.0

PREREQUISITE(S): *None*

AHS-151 Health Care Procedures I || CREDITS:5

This course includes a study of fundamental health skills related to the patient/client in all of life's stages. 3.0-6.0-5.0

PREREQUISITE(S): *AHS-141, BIO-112 or higher, and AHS 107*

AHS-155 Special Topics in Health Care || CREDITS:3

This course emphasizes specialized job-related education in health care. 3.0-0.0-3.0

PREREQUISITE(S): *None*

AHS-163 Long Term Care || CREDITS:5

This course emphasizes the basic skills needed to care for residents in the long-term care setting. Students will apply practical use of these skills through clinical experiences in a long-term care facility. 3.0-6.0-5.0

PREREQUISITE(S): *Acceptance in the PCT Program*

AHS-170 Fundamentals of Disease || CREDITS: 1

This course provides a study of general principles of disease and the disorders that affect the human body, with an emphasis on symptoms and signs routinely assessed in health care facilities. 1.0-0.0-1.0

PREREQUISITE(S): *Acceptance in the PCT Program*

AHS-179 Cardiac Monitoring Practicum || CREDITS: 4

This course provides a comprehensive cardiac monitoring experience in a clinical setting. This is a practicum experience designed to enhance student performance as a health unit coordinator. Students will also observe monitored patients for any type of cardiac involvement. 3.0-3.0-4.0

PREREQUISITE(S): *AHS-141, BIO-112 or higher, and AHS-107*

AHS-182 Introduction to the Mental Health Technician || CREDITS: 3

This course is a study of procedures for patient care or health professionals including vital signs, patient transport, patient care relations, and patient communications for the in-patient mental healthcare setting. 2.0-3.0-3.0

PREREQUISITE(S): *None*

AHS-183 Role of the Mental Health Technician in Practice || CREDITS: 3

This course facilitates the utilization of the human services support processes to assist in meeting the needs of patients with common mental health problems. Focus in on the dynamics of human behavior ranging from normal to extreme. 2.0-3.0-3.0

PREREQUISITE(S): *None*

ANTHROPOLOGY

ANT-101 General Anthropology || CREDITS: 3

This course is the study of physical and cultural anthropology. This course explores subfields of anthropology to examine primatology, human paleontology, human variation, archaeology, and ethnology. 3.0-0.0-3.0

PREREQUISITE(S): *None*

ART

ART-101 Art History and Appreciation || CREDITS: 3

This is an introductory course to the history and appreciation of art, including the elements and principles of the visual arts. 3.0-0.0-3.0

PREREQUISITE(S): *None*

ART-105 Film As Art || CREDITS: 3

This course provides an introduction to the appreciation of film and covers the elements and principles of cinema with historical and contemporary examples. 3.0-0.0-3.0

PREREQUISITE(S): *None*

ART-111 Basic Drawing I || CREDITS: 3

This course provides an introduction to the materials and basic techniques of drawing. 3.0-0.0-3.0

PREREQUISITE(S): *None*

BANKING AND FINANCE

BAF-101 Personal Finance || CREDITS: 3

This course includes the practical applications of concepts and techniques used in managing personal finances. Major areas of study include financial planning, budgeting, credit use, housing, insurance, investments, and retirement planning. 3.0-0.0-3.0

PREREQUISITE(S): *None*

BAF-201 Principles of Finance || CREDITS: 3

This is an introductory course to the field of finance. The monetary and credit system are examined along with how the demand for funds is met in both the public and private sector. Quantitative features include financial rations, the time value of money, capital budgeting and working capital budgeting. 3.0-0.0-3.0

PREREQUISITE(S): *ACC-101 and MAT-160*

BAF-230 Computers in Finance || CREDITS: 3

This course is a study of the operations of computers and available software. Spreadsheet software for financial applications, including amortization schedules, capital budgeting and times value problems is utilized. Quickbooks software application for the small business entrepreneur is utilized. 3.0-0.0-3.0

PREREQUISITE(S): *ACC-101*

BIOLOGY

BIO-101 Biological Science I || CREDITS: 4

This course is a study of the scientific method, basic biochemistry, cell structure and function, cell physiology, cell reproduction and development, Mendelian genetics, population genetics, natural selection, evolution, and ecology. Laboratory exercises supplement lectures. 3.0-3.0-4.0

PREREQUISITE(S): *RDG-100 with a "C" or better or equivalent placement criteria and ENG-012 with a "C" or better or equivalent placement criteria*

BIO-102 Biological Science II || CREDITS: 4

This course is a study of the classification of organisms and structural and functional considerations of all kingdoms (particularly major phyla as well as viruses). Vertebrate animals and vascular plants are emphasized. Laboratory exercises supplement lectures. 3.0-3.0-4.0

PREREQUISITE(S): *BIO-101*

BIO-112 Basic Anatomy and Physiology || CREDITS: 4

This course is a basic integrated study of the structure and function of the human body. Laboratory sessions relate closely to lecture material. 3.0-3.0-4.0

PREREQUISITE(S): *None.*

BIO-210 Anatomy and Physiology I || CREDITS: 4

This is the first in a sequence of courses, including an intensive coverage of the body as an integrated whole. All body systems are studied. Laboratory sessions emphasize microscopic studies and dissections. 3.0-3.0-4.0

PREREQUISITE(S): *None*

BIO-211 Anatomy and Physiology II || CREDITS: 4

This is a continuation of a sequence of courses, including intensive coverage of the body as an integrated whole. All body systems are studied.
Laboratory sessions emphasize microscopic studies and dissections. 3.0-3.0-4.0

PREREQUISITE(S): *BIO-210*

BIO-225 Microbiology || CREDITS: 4

This is a detailed study of microbiology as it relates to infection and the disease processes of the human body. Topics include immunity, epidemiology, medically important microorganisms, and diagnostic procedures for identification. 3.0-3.0-4.0

PREREQUISITE(S): *None*

BUSINESS

BUS-121 Business Law I || CREDITS: 3

This course is a study of legal procedures; law and society; classifications and systems of law; the tribunals administering justice and their actions; contracts; sales; transfer of title; rights and duties of the parties; and conditions and warranties. 3.0-0.0-3.0

PREREQUISITE(S): *MGT-101 and ENG-101*

BUS-130 Business Communications || CREDITS:3

This course covers the application of communications skills to situations routinely encountered in business environments. Specifically provides a foundation for these requirements within the business curriculum such as proper electronic business communications, report writing and APA format. 3.0-0.0-3.0

PREREQUISITE(S): *None*

BUS-135 Wage and Salary Administration || CREDITS:3

This course is a study of the proper recording and reporting of payroll with special emphasis on internal controls. Payroll computations - both manual and computer-generated - are included. 3.0-0.0-3.0

PREREQUISITE(S): *ACC-101*

BUS-210 Introduction to E-Commerce in Business || CREDITS:3

This course is the study of electronic commerce and the operations and applications from the business perspective. Emphasis is placed on business concepts and strategies and how they apply to the process of buying and selling goods and services online. 3.0-0.0-3.0

PREREQUISITE(S): *None*

BUS-275 Business Internship || CREDITS:3

This course includes practical experiences in an approved business setting in conjunction with regular class meetings. The Class sessions will be devoted to discussing topics that will enhance the student's employability skills. 1.0-8.0-3.0

PREREQUISITE(S): *ENG-101 and SPC-205 or SPC-209 and 75% of courses required for Accounting, Management, and Marketing degree.*

CHEMISTRY

CHM-105 General Organic and Biochemistry || CREDITS:4

This course is a study of fundamental principles of chemistry, including atomic and molecular structure, common substances and reactions, introduction to organic chemistry and biochemistry. 3.0-3.0-4.0

PREREQUISITE(S): *MAT-102 or equivalent placement criteria*

CHM-110 College Chemistry I || CREDITS:4

This is the first course in a sequence which includes the following topics: atomic and molecular structure, nomenclature and equations, properties, reactions and states of matter, stoichiometry, gas laws, solutions and equilibria. 3.0-3.0-4.0

PREREQUISITE(S): *MAT-102 or equivalent placement criteria*

CHM-111 College Chemistry II || CREDITS:4

This is a continuation of the study of atomic and molecular structure, nomenclature and equations, properties, reactions, and state of matter, stoichiometry, gas laws, solutions, and equilibria. Other topics included are kinetics, thermodynamics, and electrochemistry. 3.0-3.0-4.0

PREREQUISITE(S): *CHM-110*

CHM-115 Applied Chemistry for the Nuclear Industry I || CREDITS:4

This is a survey course in applied chemistry related to the nuclear industry. Topics include nomenclature, structure, and reaction of basic nuclear chemistry. Safety regarding corrosives, toxic compounds, compressed gases, and flammable and combustible liquids is discussed. 3.0-3.0- 4.0

PREREQUISITE(S): *None*

CHM-116 Applied Chemistry for the Nuclear Industry II || CREDITS:4

This is a survey course in the fundamentals of chemical technology with an emphasis on chemical industrial safety specifically within the nuclear industry. Topics include corrosion theory and water reactor chemistry. 3.0-3.0-4.0

PREREQUISITE(S): *None*

CHM-211 Organic Chemistry I || CREDITS:4

This is the first in a sequence of courses that includes nomenclature, structure and properties, and reaction mechanisms of basic organic chemistry. 3.0-3.0-4.0

PREREQUISITE(S): *CHM-111*

INDUSTRIAL CHEMISTRY

CHT-224 Current Topics in Industrial Chemistry || CREDITS:4

This course covers topics of current interest to industrial chemists. 3.0-3.0-4.0

PREREQUISITE(S): *None*

COMPUTER INTEGRATED MANUFACTURING

CIM-131 Computer Integrated Manufacturing || CREDITS:3

This course is a comprehensive review of the total manufacturing operation. This is the Project Lead the Way (PLTW) specialty course Computer Integrated Manufacturing. 2.0-3.0-3.0

PREREQUISITE(S): *MAT-155 or equivalent placement criteria*

COLLEGE SKILLS

COL-101 College Orientation || CREDITS:1

This course may include selected topics such as career planning, study skills, stress management, tutoring, group guidance, and other subjects to facilitate student success. Additional areas may include an overview of the College's processes, available resources, and instruction of various student technologies. 1.0-0.0-1.0

PREREQUISITE(S): *None*

COL-103 College Skills || CREDITS:3

This course may include selected topics such as career planning, study skills, stress management, tutoring, group guidance, and other subjects to facilitate student success. It is designed to help students gain confidence in their ability to learn and succeed in college. 3.0-0.0-3.0

PREREQUISITE(S): *None*

COL-105 Freshman Seminar || CREDITS:3

This course is a study of the purpose of higher education and provides a general orientation to the functions and resources of the college. The course is designed to help freshmen adjust to the college community, develop a better understanding of the learning process, and acquire essential academic survival skills. 3.0-0.0-3.0

PREREQUISITE(S): *None*

COL-106 Skills for College Success || CREDITS:1

This course is designed to enhance the skills of entering freshmen to facilitate their ability to succeed in the college environment. The course topics include student/ instructor expectations, time management, library/ computer orientation, listening/note-taking, studying for success, learning styles/personality types, and diversity and differences on campus. 1.0-0.0-1.0

PREREQUISITE(S): *None*

COMPUTER TECHNOLOGY

CPT-101 Introduction to Computers || CREDITS:3

This course covers basic computer history, theory and applications, including word processing, spreadsheets, data bases, and the operating system. Applications covered include MS Word, MS Access, MS Excel, email and the Windows operating system. 3.0-0.0-3.0

PREREQUISITE(S): *None*

CPT-162 Web Page Publishing I || CREDITS:3

This course is a study of the fundamentals of web page design and implementation. This course teaches the foundation concepts of the HTML language, and the use of Cascading Style Sheets to control the appearance of web pages. 2.0-3.0-3.0

PREREQUISITE(S): *None*

CPT-208 Special Topics in Computer Technology || CREDITS:3

This course focuses on changes in computer technology. 3.0-0.0-3.0

PREREQUISITE(S): *CPT-238*

CPT-209 Computer Systems Management || CREDITS:3

This course examines the methods and procedures used in maintaining microcomputer systems. Topics include hardware and software installation, configuration, operations, and troubleshooting. This course is applicable to the Associate in Applied Science: Major in Computer Technology and the Associate in Applied Science: Major in Telecommunications Systems Management degree: it is equivalent to A+ Certification. 2.0-3.0-3.0

PREREQUISITE(S): *None*

CPT-212 Visual Basic Programming I || CREDITS:3

This course focuses on Windows programming using Visual Basic to create graphical user interfaces. The course examines forms, controls, graphical controls, loops, control arrays, database and traditional file processing and application class scheduling. 2.0-3.0-3.0

PREREQUISITE(S): *CPT-162 with a grade "C" or better and CPT-232 with a grade "C" or better*

CPT-230 C# Programming I || CREDITS:3

This course introduces designing, coding, testing, and debugging C# programs. Topics include procedural, functional, and object-oriented techniques; programming; IDEs; .NET; processing data; data types; I/O; decision processing; control structures; modularized coding with methods; and arrays. 2.0-3.0-3.0

PREREQUISITE(S): *CPT-232 with a grade of "C" or better*

CPT-232 C++ Programming I || CREDITS:3

This introductory course in C++ Programming I emphasizes the designing, coding, testing, and debugging of C++ programs involving input/output operations, data types, storage classes, decision structures, looping, functions, arrays, simple pointers, and strings. The focus of instruction is the use of C++ for advanced game programming. 2.0-3.0-3.0

PREREQUISITE(S): *MAT-101 with a grade of "C" or better or equivalent placement criteria*

CPT-233 C++ Programming II || CREDITS:3

This course introduces object-oriented design techniques using C++. Topics include classes, friends, overloading operators, inheritance, and virtual functions. The focus of instruction is the use of C++ for advanced game programming. 2.0-3.0-3.0

PREREQUISITE(S): *CPT-232 with a grade "C" or better*

CPT-238 Internet Scripting || CREDITS:3

This course is a study of Internet programming including the syntax of scripting languages and Internet programming concepts and examines topics related to client-side scripting language programming as well as introducing topics related to server-side scripting. This course focuses on JavaScript, including the jQuery library. 2.0-3.0-3.0

PREREQUISITE(S): *CPT-162 with a grade "C" or better and CPT-232 with a grade "C" or better*

CPT-240 Internet Programming With Databases || CREDITS:3

This course is a study of the implementation of dynamic web pages focusing on the development of web sites that interact with databases utilizing current server- side technologies along with the databases to deliver dynamic content to the client browser. This course continues the study of web programming using PHP and MySQL. 2.0-3.0-3.0

PREREQUISITE(S): *CPT-208, CPT-212, and CPT-242*

CPT-242 Database || CREDITS:3

This course introduces data base models and the fundamentals of data base design. Topics include data base structure, database processing, and application programs which access a data base. The course content is implemented with MySQL Database Management System and MongoDB NoSQL Database. 2.0-3.0-3.0

PREREQUISITE(S): *CPT-232 with a grade "C" or better*

CPT-257 Operating Systems || CREDITS:3

This course examines the theory of operating systems and how the operation system theory is implemented in current operating systems. 2.0-3.0-3.0

PREREQUISITE(S): *None*

CPT-275 Computer Technology Senior Project || CREDITS:3

This course includes the design, development, testing, and implementation of an instructor approved project. 2.0-3.0-3.0

PREREQUISITE(S): *CPT-208, CPT-212, CPT-233, and CPT-242*

CRIMINAL JUSTICE

CRJ-101 Introduction to Criminal Justice || CREDITS:3

This course includes an overview of the functions and responsibilities of agencies involved in the administration of justice to include police organizations, court systems, correctional systems, and juvenile justice agencies. 3.0-0.0-3.0

PREREQUISITE(S): *None*

CRJ-110 Police Patrol || CREDITS:3

This course provides an understanding of the duties, extent of authority, and responsibilities of the uniformed patrolman. Special emphasis is placed on patrol function- line activities, including traffic control and investigation, community relations, vice control, tactical units, civil disturbances, and preventive control. 3.0-0.0-3.0

PREREQUISITE(S): *ENG-012 or ENG-160 or ENG-101 with a "C" or better and RDG-100 with a "C" or better or equivalent placement criteria*

CRJ-115 Criminal Law I || CREDITS:3

This course covers the development of criminal law in America. The basic elements of specific criminal offenses, criminal defenses, and various legal principles upon which criminal law is established are reviewed. 3.0-0.0-3.0

PREREQUISITE(S): *ENG-012 or ENG-160 or ENG-101 with a "C" or better and RDG-100 with a "C" or better or equivalent placement criteria*

CRJ-120 Constitutional Law || CREDITS:3

This course covers the analysis of the historical development of the U.S. Constitution and the relationship of rights contained therein to the State and the individual. The application of the Bill of Rights to federal and state systems is examined. 3.0-0.0-3.0

PREREQUISITE(S): *None*

CRJ-125 Criminology || CREDITS:3

This course is a study of the various theories of criminal causation and control, the identification of criminal typologies, and the reaction of society to crime and criminals. 3.0-0.0-3.0

PREREQUISITE(S): *None*

CRJ-130 Police Administration || CREDITS:3

This course is a study of the organization, administration, and management of law enforcement agencies. 3.0-0.0-3.0

PREREQUISITE(S): *None*

CRJ-202 Criminalistics || CREDITS:3

This course covers and introduction to investigative techniques which stress the examination of questioned documents, fingerprint techniques, polygraph examinations, firearms identifications, pathology, toxicology, ballistics and clandestine operations. 2.0-3.0-3.0

PREREQUISITE(S): *None*

CRJ-218 Crisis Intervention || CREDITS:3

This course is a study of the situational procedures and techniques necessary in defusing situations identified as crises. 3.0-0.0-3.0

PREREQUISITE(S): *CRJ-101*

CRJ-224 Police Community Relations || CREDITS: 3

This course is a study of the importance of two-way communication between the criminal justice system and the community to foster a working relationship to control crime. A variety of topics are studied, including citizen involvement in crime prevention and police officer interpersonal relations. Furthermore, different ethical systems that police officers may encounter and how behaviors are judged will be discussed. 3.0-0.0-3.0

PREREQUISITE(S): *CRJ-115 or CRJ-120*

CRJ-230 Criminal Investigation I || CREDITS: 3

This course is a study of the fundamentals of interviewing witnesses and interrogating suspects. Different methods of conducting crime scene searches and methods used in investigating various crimes are studied in this course. 2.0-3.0-3.0

PREREQUISITE(S): *CRJ-202*

CRJ-235 Practical Crime Scene Investigations || CREDITS: 3

This course is a study of practical, hand-on instruction in methodology and policies for the identification, interpretation, collection, packaging, preservation and chain of custody of crime scenes and evidence taken form the crime scenes. In addition, the science of fingerprints and the fingerprinting process at the jail will be studied. 2.0-3.0-3.0

PREREQUISITE(S): *CRJ-230*

CRJ-239 Terrorism & Homeland Security || CREDITS: 3

This course provides an overview of the problem of terrorism and homeland security efforts by drawing on several disciplines. An emphasis is placed on problems and countermeasures within an “all-hazards” approach to protecting people and assets. 3.0-0.0-3.0

PREREQUISITE(S): *CRJ-115 or CRJ-120*

CRJ-242 Correctional Systems || CREDITS: 3

This course is an introduction to aspects of correctional function in criminal justice, including organization, process, procedure, and clients incarcerated and on conditional release. 3.0-0.0-3.0

PREREQUISITE(S): *CRJ-115 or CRJ-120*

CRJ-246 Special Problems in Criminal Justice || CREDITS: 3

In this course issues are examined within the criminal justice community/profession which are of special concern to students and practitioners because of such elements as timeless, local concern, legalistic, and or other dynamic factors of such issues. 3.0-0.0-3.0

PREREQUISITE(S): *CRJ-115 or CRJ-120, CRJ-218 and CRJ-230*

CRJ-250 Criminal Justice Internship I || CREDITS: 3

This course includes practical experience in a criminal justice or private security setting. 0.0-9.0-3.0

PREREQUISITE(S): *CJR-115 or CRJ-120 and current certification in CPR and Basic First Aid (eight-hour course). This course requires a clear background check, and approval of the Department Chair.*

CRJ-281 Police Science || CREDITS: 3

Course topics include, but are not limited to: introduction to criminal law, courts, crimes, and procedures, first amendment, basic patrol operations, and traffic law. After successful completion of this course, students will be eligible to complete the SCCJA certification exam for these instructional blocks. 3.0-0.0-3.0

PREREQUISITE(S): *RDG-100 or equivalent placement criteria*

CRJ-282 Police Science II || CREDITS: 3

Course topics include, but are not limited to: domestic violence, juvenile procedures, and victimology. After successful completion of this course, students will be eligible to complete the SCCJA certification exam for these instructional blocks. 3.0-0.0-3.0

PREREQUISITE(S): *RDG-100 or equivalent placement criteria*

CRJ-283 Police Science III || CREDITS: 3

Course topics include, but are not limited to: report writing, interviewing, officer survival, drug enforcement, and crime scene and physical evidence. After successful completion of this course, students will be eligible to complete the SCCJA certification exam for these instructional blocks. 3.0-0.0-3.0

PREREQUISITE(S): *RDG-100 or equivalent placement criteria*

CRJ-284 Police Science IV || CREDITS: 3

Course topics include, but are not limited to: basic collision investigation, uniform traffic ticket, vehicle tactics, and mind armor. After successful completion of this course, students will be eligible to complete the SCCJA certification exam for these instructional blocks. 3.0-0.0-3.0

PREREQUISITE(S): *RDG-100 or equivalent placement criteria*

DENTAL ASSISTING

DAT-113 Dental Materials || CREDITS: 4

This course is a study of the physical and chemical properties of matter and identification, characteristics, and manipulation of dental materials. 3.0-3.0-4.0

PREREQUISITE(S): *ENG-160 or equivalent placement criteria or ENG-101 and SPC-205*

DAT-115 Ethics and Professionalism || CREDITS: 1

This course introduces a cursory history of dental assisting, professional associations, scope of service in dentistry, and ethical, legal and professional considerations. The state Dental Practice Act is reviewed. 1.0-0.0-1.0

PREREQUISITE(S): *ENG-160 or equivalent placement criteria or ENG-101 and SPC-205*

DAT-118 Dental Morphology || CREDITS: 2

This course emphasizes the development, eruption, and individual characteristics of each tooth and the surrounding structures. An overview of basic oral embryology and oral histology is also given. 1.0-3.0-2.0

PREREQUISITE(S): *BIO-112 or BIO-210 and BIO-211*

DAT-121 Dental Health Education || CREDITS: 2

This course defines the responsibilities of the dental assistant in individual and community dental health education with emphasis on the etiology of dental disease, methods for prevention, and principles of nutrition in relationship to oral health and preventive dentistry. 1.0-3.0-2.0

PREREQUISITE(S): *ENG-160 or equivalent placement criteria or ENG-101 and SPC-205*

DAT-122 Dental Office Management || CREDITS: 2

This course provides a study of the business aspects of a dental office. 2.0-0.0-2.0

PREREQUISITE(S): *AHS-113, DAT-113, DAT-115, DAT-118, DAT-121, and DAT-154*

DAT-123 Oral Medicine / Oral Biology || CREDITS: 3

This course presents a basic study of oral pathology, pharmacology, nutrition, and common emergencies as related to the role of the dental assistant. 3.0-0.0-3.0

PREREQUISITE(S): *AHS-113, DAT-113, DAT-115, DAT-118, DAT-121, and DAT-154*

DAT-127 Dental Radiology || CREDITS: 4

This course provides the fundamental back- ground and theory for the safe and effective use of x-radiation in dentistry. It encompasses the history of x-rays, production and use of radiation, radiographic film, exposure factors, interpretation of radiographs and radiation hygiene. 3.0-3.0-4.0

PREREQUISITE(S): *AHS-113, DAT-113, DAT-115, DAT-118, DAT-121, and DAT-154*

DAT-154 Clinical Procedures I || CREDITS: 4

This course includes preparation to assist dentist efficiently in four-handed dentistry. Emphasis is on the names and functions of all dental instruments, the principles involved in their use, and the dental assistants' role in dental instrumentation. 2.0-6.0-4.0

PREREQUISITE(S): *ENG-160 or ENG-101 and SPC-205 and BIO-112 or BIO-210 and BIO-211*

DAT-174 Office Rotation || CREDITS:4

This is an introductory course to a general office with emphasis placed on chairside assisting and office management. 0.0-12.0-4.0

PREREQUISITE(S): *AHS-113, DAT-113, DAT-115, DAT-118, DAT-121, and DAT-154*

DAT-177 Dental Office Experience || CREDITS:7

This course consists of practice in the dental office or clinic with rotation of assignments to encompass experiences in office management and clinical experience in all areas of dentistry. 0.0-21.0-7.0

PREREQUISITE(S): *DAT-122*

DAT-183 Specialty Functions || CREDITS:3

This course is an introduction to dental specialties, the refinement, the roles served by assistants in the dental specialties, and the expanded legal functions for qualified assistants. 1.0-6.0-3.0

PREREQUISITE(S): *AHS-113, DAT-113, DAT-115, DAT-118, and DAT-121*

EARLY CHILDHOOD DEVELOPMENT

ECD-101 Introduction to Early Childhood || CREDITS:3

This course includes an overview of the history, theories, and curriculum models of early education. Emphasis is on current trends/issues, with a review of state/national regulations. Characteristics of quality programs and professional teachers are explored in the course. 3.0-0.0-3.0

PREREQUISITE(S): *None*

ECD-102 Growth and Development I || CREDITS:3

This course is an extensive study of philosophies and theories of growth and development of infants/toddlers. Focus is on "total" development of the child, with emphasis on physical, social, emotional, cognitive, and nutritional areas. Developmental tasks and appropriate activities are explored in the course. 3.0-0.0-3.0

PREREQUISITE(S): *None*

ECD-105 Guidance-Classroom Management || CREDITS:3

This course is an overview of developmentally appropriate, effective guidance and classroom management techniques for the teacher of young children. A positive, proactive approach is stressed in the course. 3.0-0.0-3.0

PREREQUISITE(S): *None*

ECD-106 Observation of Young Children || CREDITS:3

This course includes a variety of observation skills and techniques for the purposes of achieving program goals and objectives, providing for individual needs, guiding children, and designing environments. Focus is on the practical and appropriate use of these skills and techniques. 2.0-3.0-3.0

PREREQUISITE(S): *None*

ECD-107 Exceptional Children || CREDITS:3

This course includes an overview of special needs children and their families. Emphasis is on prevalence of disorders, treatment modalities, community resources serving exceptional children, the teacher's role in mainstreaming and early identification, and federal legislation affecting exceptional children. 3.0-0.0-3.0

PREREQUISITE(S): *ECD-101 or approval of ECD instructor*

ECD-108 Family and Community Relations || CREDITS:3

This course is an overview of techniques and materials for promoting effective family/program partnerships to foster positive child development. Emphasis is on availability and accessibility of community resources and on developing appropriate communication skills. 3.0-0.0-3.0

PREREQUISITE(S): *None*

ECD-131 Language Arts || CREDITS: 3

This course is a study of methods and materials in age- appropriate language experiences. Opportunities are provided to develop listening, speaking, prereading, and pre-writing skills through planning, implementation, and evaluation of media, methods, techniques, and equipment. Methods of selection, evaluation, and presentation of children's literature are included. 2.0-3.0-3.0

PREREQUISITE(S): *ECD-101 or approval of the ECD instructor*

ECD-132 Creative Experiences || CREDITS: 3

This course stresses the importance of creativity and independence in creative expression. A variety of age-appropriate media, methods, techniques, and equipment are utilized. Students plan, implement, and evaluate instructional activities. 2.0-3.0-3.0

PREREQUISITE(S): *ECD-101*

ECD-133 Science and Math Concepts || CREDITS: 3

This course includes an overview of pre-number and science concepts developmentally appropriate for young children. Emphasis is on the planning, implementation, and evaluation of developmentally appropriate activities using a variety of methods and materials. 2.0-3.0-3.0

PREREQUISITE(S): *None*

ECD-135 Health, Safety, and Nutrition || CREDITS: 3

This course covers a review of health/safety practices recommended for childcare and includes information on common diseases and health problems. Certification preparation is provided in pediatric safety, CPR, and first aid. Guidelines and information on nutrition and developmentally appropriate activities are also studied in the course. 3.0-0.0-3.0

PREREQUISITE(S): *None*

ECD-138 Movement and Music for Children || CREDITS: 3

This course is a study of criteria for selecting and implementing appropriate experiences to support the physical and musical development of young children. Emphasis is on the selection of materials, equipment, and related design of indoor/outdoor environment. 2.0-3.0-3.0

PREREQUISITE(S): *ECD-101 or approval of ECD instructor*

ECD-201 Principles of Ethics and Leadership in Early Care and Education || CREDITS: 3

This course includes an overview of historical views on leadership and issues and challenges of leadership in early care and education. Emphasis is on current trends and issues. This course also reviews ethical principles as they relate to children, families, colleagues, and the community and society. 3.0-0.0-3.0

PREREQUISITE(S): *ECD-101*

ECD-203 Growth and Development II || CREDITS: 3

This course is in an in-depth study of preschool children growing and developing in today's world. Focus is on "total" development of the child, with emphasis on physical, social, emotional, cognitive, and nutritional areas of development. Developmental tasks and appropriate activities are explored in the course. 3.0-0.0-3.0

PREREQUISITE(S): *ECD-102*

ECD-237 Methods and Materials || CREDITS: 3

This course includes an overview of developmentally appropriate methods and materials for planning, implementing, and evaluating environments. Emphasis is on integrating divergent activities in each curriculum area. 2.0-3.0-3.0

PREREQUISITE(S): *ENG-101, ECD-107, ECD-131, ECD-132, ECD-133 and ECD-203*

ECD-243 Supervised Field Experience I || CREDITS: 3

This course includes emphasis on planning, implementing, and evaluating scheduled programs, age-appropriate methods, materials, activities, and environments of early childhood principles and practices. 1.0-8.0-3.0

PREREQUISITE(S): *ENG-101, ECD-107, ECD-131, ECD-132, ECD-133 and ECD-203*

ECONOMICS

ECO-210 Macroeconomics || CREDITS: 3

This course includes the study of fundamental principles and policies of a modern economy to include markets and prices, national income accounting, cycles, employment theory and fiscal policy, banking and monetary controls, and the government's role in economic decisions and growth. 3.0-0.0-3.0

PREREQUISITE(S): *None*

ECO-211 Microeconomics || CREDITS: 3

This course includes the study of the behavior of households and firms, including supply and demand, elasticity, price/input in different market structures, pricing of resources, regulations, and comparative advantage and trade. 3.0-0.0-3.0

PREREQUISITE(S): *None*

ELECTRICAL ENGINEERING MANUFACTURING

EEM-117 AC/DC Circuits I || CREDITS: 4

This course is a study of direct and alternating current and voltage in resistors, capacitors and inductors. Series, parallel, and complex circuits are covered. Circuits are constructed and tested. 3.0-3.0-4.0

PREREQUISITE(S): *MAT-101 or equivalent placement criteria and ENG-012 with a "C" or better or equivalent placement criteria*

EEM-145 Control Circuits || CREDITS: 3

This course covers the principles and applications of component circuits and methods of motor control. 2.0-3.0-3.0

PREREQUISITE(S): *None*

EEM-161 Industrial Instruments || CREDITS: 4

This course is a study of basic industrial instruments with particular emphasis on the devices utilized to control modern manufacturing processes. 3.0-3.0-4.0

PREREQUISITE(S): *None*

EEM-162 Introduction to Process Control || CREDITS: 3

This course is an introduction to control systems theory and process control characteristics. 2.0-3.0-3.0

PREREQUISITE(S): *EEM-201*

EEM-166 Commercial/Industrial Wiring || CREDITS: 4

This course is a study of wiring methods and practice in commercial and industrial applications. The installation of miscellaneous raceway, conductor, and cable systems with relative mechanical fittings and electrical devices.

3.0-3.0-4.0

PREREQUISITE(S): *None*

EEM-201 Electronic Devices I || CREDITS: 3

This course is a study of the fundamental principles of common electronic devices and circuits. Emphasis is placed on solid-state principles and applications. 2.0-3.0-3.0

PREREQUISITE(S): *MAT-102*

EEM-215 DC/AC Machines || CREDITS: 3

This course is a study of applications, operations, and construction of DC and AC machines. Generators, motors, and transformers are examined as energy converting power devices. 2.0-3.0-3.0

PREREQUISITE(S): *MAT-102 or MAT-155, and EEM-201 or EET-113 or EEM-117*

EEM-221 AC/DC Drives || CREDITS: 3

This course covers the principles of operation and application of DC drives and AC drives. 2.0-3.0-3.0

PREREQUISITE(S): *EEM-145, EEM-215, and EEM-251*

EEM-231 Digital Circuits I || CREDITS:3

This course is a study of the logic elements, mathematics, components, and circuits utilized in digital equipment. Emphasis is placed on the function and operation of digital integrated circuit devices. Students will predict and verify output logic based on input conditions. 2.0-3.0-3.0

PREREQUISITE(S): *None*

EEM-251 Programmable Controllers || CREDITS:3

This course is an introduction to programmable control systems with emphasis on basic programming techniques. A variety of input/output devices and their applications are covered. Programs are designed and tested in response to problem solving. 2.0-3.0-3.0

PREREQUISITE(S): *EET-201*

EEM-252 Programmable Controllers Applications || CREDITS:3

This course covers the application of programmable controller theories and operation procedures. Topics such as interfacing data manipulation and report generation are covered. Programmable controller projects are constructed, operated, and tested. 2.0-3.0-3.0

PREREQUISITE(S): *EEM-251*

EEM-275 Technical Troubleshooting || CREDITS:3

This course consists of a systematic approach to troubleshooting. Techniques used to analyze proper circuit operation and malfunctions are studied. 2.0-3.0-3.0

PREREQUISITE(S): *EEM-215, EEM-251, and IMT-126*

ELECTRONIC ENGINEERING TECHNOL OGY

EET-113 Electrical Circuits I || CREDITS:4

This course is a study of direct and alternating currents, covering resistance and impedance in series, parallel, and series-parallel circuits using Ohm's Law, Kirchhoff's Law, and basic circuit theorems. Circuits are analyzed using mathematics and verified using electrical instruments. 3.0-3.0-4.0

PREREQUISITE(S): *None*

EET-114 Electrical Circuits II ||CREDITS:4

This course is a continuation in electrical circuits, including advanced network theorems. Circuits are analyzed using mathematics and verified using electrical instruments. 3.0-3.0-4.0

PREREQUISITE(S): *EET-113 and MAT-110 or equivalent placement criteria*

EET-130 Network Devices || CREDITS:3

This course studies semiconductor theory and principles, diodes and diode circuits, transistors, transistor circuits, and other components. Circuits are modeled, constructed, and tested. 2.0-3.0-3.0

PREREQUISITE(S): *EET-113 and MAT-110 or equivalent placement criteria*

EET-140 Digital Electronics || CREDITS:3

This course is a study of the fundamentals of logic theory and circuits. Circuits and analyzed mathematically and tested using simulation software and electronic instruments. 2.0-3.0-3.0

PREREQUISITE(S): *MAT-101 or equivalent placement criteria*

EET-141 Electronic Circuits || CREDITS:4

This course is a study of electronic circuits using discrete and integrated devices, including analysis, construction, testing and trouble- shooting. 3.0-3.0-4.0

PREREQUISITE(S): *EET-113 and MAT-110 or equivalent placement criteria*

EET-227 Electrical Machinery || CREDITS:3

This course is a study of AC and DC electromechanical energy conversion devices, theory, applications and control. Devices are tested and verified using electrical instruments. 2.0-3.0-3.0

PREREQUISITE(S): *EET-114*

EET-231 Industrial Electronics || CREDITS: 4

This course is a survey of topics related to industrial application of electronic devices and circuits. The course covers switches, DC and AC motor controls, sensors and transducers, open and closed loop control circuits and voltage converting interfaces. Circuits are constructed and tested. 3.0-3.0-4.0

PREREQUISITE(S): *EET-113, MAT-110 and (EET-235 or EEM-251)*

EET-235 Programmable Controllers || CREDITS: 3

This course is a study of relay logic, ladder diagrams, theory of operations and applications. Loading ladder diagrams, debugging and troubleshooting techniques are applied to programmable controllers. 2.0-3.0-3.0

PREREQUISITE(S): *EET-140*

EET-241 Electronic Communications || CREDITS: 4

This course is a study of the theory of transmitters and receivers, with an emphasis on receivers, mixers, IF amplifiers, and detectors. Some basic FCC rules and regulations are also covered. In addition, modulation technique, wave theory, antennas, and transmission lines. The mathematical analysis of these topics is emphasized. The course also prepares students for FCC and Certified Electronics Technicians tests. 3.0-3.0-4.0

PREREQUISITE(S): *EET-114, EET-130, and MAT-110 or equivalent placement criteria*

EET-251 Microprocessor Fundamentals || CREDITS: 4

This course is study of binary numbers, microprocessor operation, architecture, instruction sets, and interfacing with operating systems, and applications in control, data acquisition, and data reduction and analysis. Programs are written and tested. 3.0-3.0-4.0

PREREQUISITE(S): *EET-140 and MAT-102 or equivalent placement criteria*

ENGINEERING

EGR-105 Safety in Workplace || CREDITS: 1

This course is a survey of safety regulations and personal safety. Emphasis is placed on industrial settings but will include general safety considerations such as eye protection, ergonomics, falls, general electrical hazards, bloodborne pathogens, MSDS, and OSHA requirements. 1.0-0.0-1.0

PREREQUISITE(S): *None*

EGR-130 Engineering Technical Applications & Programming || CREDITS: 3

This course covers the development and use of computer programs to solve engineering technology problems. 2.0-3.0-3.0

PREREQUISITE(S): *MAT-155 or MAT-110*

EGR-255 Engineering Technology Senior Systems Project || CREDITS: 2

This course includes an instructor approved project which is designed, specified, constructed and tested. 0.0-6.0-2.0

PREREQUISITE(S): *EET-130, EET-141, MAT-111 and EEM-251 or EET-251*

ENGINEERING GRAPHICS TECHNOLOGY

EGT-117 Welding Print Principles || CREDITS: 2

This course covers welding symbols and their application to pipe fabrication. 2.0-0.0-2.0

PREREQUISITE(S): *EGT-123*

EGT-123 Industrial Print Reading || CREDITS: 2

This course covers basic print reading and sketching for the industrial trades area. Sketching of geometric shapes and interpretation of working shop drawings are also included. 2.0-0.0-2.0

PREREQUISITE(S): *None*

EGT-130 Geometric Dimensioning & Tolerancing APS || CREDITS: 3

This course covers interpreting, calculating tolerancing, inspecting, computing geometrics of rejected parts, and analyzing the concepts of geometric control. 3.0-0.0-3.0

PREREQUISITE(S): *MAT-102 and EGT-123*

EGT-152 Fundamentals of CAD || CREDITS:3

This course includes a related series of problems and exercises utilizing the computer graphics station as a drafting tool. The student will interact with the computer terminal, digitizer, and plotter to produce engineering drawings. This is an introductory course to AutoCAD. 2.0-3.0-3.0

PREREQUISITE(S): *EGT-110*

EMERGENCY MEDICAL TECHNOLOGY

EMS-104 Emergency Care I || CREDITS:7

This course is a study of the preparatory, pharmacology, airway management, patient assessment, trauma and shock modules as it relates to the provision of pre-hospital emergency medical care to critically ill and injured patients. 6.0-3.0-7.0

PREREQUISITE(S): *None*

C O-REQUISITE(S): *EMS-110 and EMS-208*

EMS-110 Emergency Medical Technician || CREDITS:5

This is an introductory course to the health care system and the function, role, and responsibility of emergency medical providers within the system. Emphasis is placed on legal and ethical practices and stress management. A team approach is emphasized in the study of the initial assessment and management of illness and injury. 3.0-6.0-5.0

PREREQUISITE(S): *BIO-112 (or BIO-210 and BIO-211) with a "C" or better, ENG-160 with a "C" or better or equivalent placement criteria, and EMS-114 with a "C" or better*

CO-REQUISITE(S): *EMS-119 and EMS-120*

EMS-111 Advanced Emergency Care || CREDITS:5

This course is a study of the concepts and skills related to general patient assessment, initial management of life-threatening emergencies, airway management, pulmonary ventilation and oxygen administration, the pathophysiology of shock and treatment modalities for the shock syndrome, and pharmacological actions of groups of drugs and fluids. Emphasis is placed on administration of medication and fluid therapy, basic vehicle extrication, and rescue. 4.0-3.0-5.0

PREREQUISITE(S): *EMS-110 with a "C" or better and EMS-119 with a "C" or better*

CO-REQUISITE(S): *EMS-212 and EMS-217*

EMS-113 Advanced Management of the Trauma Patient || CREDITS:1

This course is the study of the knowledge and skills necessary to rapidly evaluate, stabilize, and transport a trauma patient including advanced patient management and best practice in pre-hospital trauma assessment and care. 0.5-1.5-1.0

PREREQUISITE(S): *None*

EMS-114 Emergency Vehicle Operations Management || CREDITS:2

This course covers the fundamental skills necessary for safe and effective management of an emergency vehicle including the use of lights and sirens, safe driving techniques, and vehicle maintenance. 1.0-3.0-2.0

PREREQUISITE(S): *None*

EMS-116 Advanced Cardiac Life Support || CREDITS:1

This course is designed to educate the experienced healthcare provider in dealing with critical cardiac patients in an acute, emergency setting. An understanding of cardiac equipment, basic pharmacology, and cardiovascular function is necessary. Current American Heart Association (AHA) guidelines will be followed. 0.5-1.5-1.0

PREREQUISITE(S): *None*

EMS-117 Pediatric Advanced Life Support || CREDITS:1

This course is designed to educate the experienced healthcare provider in dealing with critical pediatric patients suffering from acute cardiac and respiratory problems in the emergency setting. An understanding of cardiac equipment, basic pharmacology, and cardiovascular function is necessary. 0.5-1.5-1.0

PREREQUISITE(S): *None*

EMS-118 Advanced Medical Life Support || CREDITS:1

This course is designed to present students with a practical method for the management of adult patients suffering from various medical emergencies. Students will be provided with the practical knowledge and skills to effectively manage on-scene, adult medical emergencies. 0.5-1.5-1.0

PREREQUISITE(S): *None*

EMS-119 Emergency Medical Services Operations || CREDITS:2

This course is a multi-faceted approach to theory of EMS operations. Topics include expanded provider roles, EMS systems overview, medical/legal aspects, theory of ambulance operations, mass casualty incident management, rescue awareness, crime scenes, terrorism, and weapons of mass destruction. 1.0-3.0-2.0

PREREQUISITE(S): *None*

CO-REQUISITE(S): *EMS-110 and EMS-120*

EMS-120 Pharmacology || CREDITS:3

This course is a study of concepts related to the pharmacological actions of groups of drugs and includes the development of skills related to the administration of medications and intravenous therapy. Physiology of systems affected drug action is also included in the course. 2.0-3.0-3.0

PREREQUISITE(S): *MAT-155 with a "C" or better or equivalent placement criteria and BIO-112 (BIO-210 and BIO-211) with a "C" or better*

CO-REQUISITE(S): *EMS-110 and EMS-119*

EMS-151 Paramedic Clinical I || CREDITS:2

This course provides an introduction to hospital care in an emergency and trauma setting. Emphasis is placed on care for adult, obstetrical, pediatric and behavioral patients. 0.0-6.0-2.0

PREREQUISITE(S): *PHI-110 with a "C" or better and EMS-120 with a "C" or better*

CO-REQUISITE(S): *EMS-210*

EMS-208 EMS Field Internship I || CREDITS:1

This course provides field experience and hands-on training in applying theory to practice in the pre-hospital environment. Students will be given the opportunity to apply knowledge gained in the classroom during emergency medical care situations. 0.0-3.0-1.0

PREREQUISITE(S): *None*

CO-REQUISITE(S): *EMS-104 and EMS-110*

EMS-210 Advanced Emergency Care I || CREDITS:5

This course is a study of concepts related to EMS communications, trauma, obstetric/ gynecological emergencies, neonatal transport, psychiatric emergencies, central nervous system, GI/GU systems, anaphylaxis, toxicological emergencies, drug abuse, infectious diseases, geriatric and pediatric patients, and environmentally related emergencies. 3.0-6.0-5.0

PREREQUISITE(S): *BIO-112 or (BIO-210 and BIO-211) with a "C" or better, ENG-160 with a "C" or better or equivalent placement criteria, EMS-111 with a "C" or better, EMS-120 with a "C" or better, and EMS-217 with a "C" or better*

CO REQUISITE(S): *EMS-151 and EMS-232*

EMS-212 EMS Field Internship || CREDITS:2

This course includes experiences with advanced life support emergency medical services. 0.0-6.0-2.0

PREREQUISITE(S): *EMS-120 with a "C" or better*

CO-REQUISITE(S): *EMS-111*

EMS-213 Advanced Emergency Care II || CREDITS:4

This course is a study of the concepts and skills related to care of specific medical problems. Emphasis is placed on the pathophysiology and treatment modalities related to the respiratory system, cardiovascular system, and the endocrine system. Concepts related to the classification, therapeutic actions, and side effects of common chemotherapeutic agents are emphasized. 2.0-6.0-4.0

PREREQUISITE(S): *EMS-210 with a "C" or better*

CO-REQUISITE(S): *EMS-216*

EMS-216 Principles of Rescue || CREDITS:4

This course covers concepts and skills related to the access, stabilization, packaging and removal of patients trapped in wrecked vehicles, endangered by hazardous materials, trapped by structural members, and endangered due to location. Focus is on vehicle rescue, water rescue, remote slope rescue, rescue from hazardous situations, and rescues from mass casualty situations. 2.0-6.0-4.0

PREREQUISITE(S): *EMS-119 with a "C" or better*

CO-REQUISITE(S): *EMS-213*

EMS-217 Introduction to Electrocardiography || CREDITS:2

This course covers the basic principles of recognizing and interpreting EKG tracings. Laboratory emphasis is placed on the operation of electrocardiographic equipment. 1.0-3.0-2.0

PREREQUISITE(S): *None*

CO-REQUISITE(S): *EMS-111*

EMS-231 Paramedic Clinical II || CREDITS:2

This course provides application of the knowledge and skills learned in the classroom to patients in the emergency department setting and in other appropriate clinical facilities. 0.0-6.0-2.0

PREREQUISITE(S): *EMS-151 with a "C" or better*

CO-REQUISITE(S): *EMS-213*

EMS-232 Paramedic Internship I || CREDITS:2

This course provides application of the knowledge and skills learned in the classroom using the team approach to emergency medical patients in the pre-hospital environment. 0.0-3.0-2.0

PREREQUISITE(S): *PSY-201 with a "C" or better and EMS-120 with a "C" or better*

CO-REQUISITE(S): *EMS-210*

EMS-242 Paramedic Internship II || CREDITS:2

This course provides hands-on experience for initial patient care in the pre-hospital environment and focuses on the ability to assess, care for, and transport medical and trauma patients. 0.0-6.0-2.0

PREREQUISITE(S): *EMS-232 with a "C" or better*

CO-REQUISITE(S): *EMS-213*

EMS-270 NREMT Review || CREDITS: 4

This course provides the opportunity to practice and demonstrate proficiency in all of the required National Registry of Emergency Medical Technicians (NREMT) skill stations. 2.0-6.0-4.0

PREREQUISITE(S): *None*

CO-REQUISITE(S): *EMS-272*

EMS-271 Advanced Emergency Operations || CREDITS:4

This course introduces the concepts of EMS procedures including vehicle operations, hazardous materials response, and interaction with larger teams of emergency responders. 2.0-6.0-4.0

PREREQUISITE(S): *EMS-119 with a "C" or better and EMS-216 with a "C" or better*

EMS-272 Paramedic Capstone || CREDITS:4

This course provides the opportunity for the student to function as a team leader in a 911 response agency by managing and accounting for all aspects of the emergency room scene and patient care. 0.0-12.0-4.0

PREREQUISITE(S): *EMS-213 with a "C" or better, EMS-216 with a "C" or better, EMS-231 with a "C" or better, and EMS-242 with a "C" or better*

ENGLISH

ENG-101 English Composition I || CREDITS:3

This is a (college transfer) course in which the following topics are presented: a study of composition in conjunction with appropriate reading and multimedia selections, with frequent assignments to reinforce effective writing. A review of the basic techniques of research are also presented. 3.0-0.0-3.0

PREREQUISITE(S): *None*

ENG-102 English Composition II || CREDITS:3

This is a (college transfer) course in which the following topics are presented: development of writing skills through logical organization, effective style, critical reading, and research.
3.0-0.0-3.0

PREREQUISITE(S): *ENG-101*

ENG-160 Technical Communications || CREDITS:3

This course is a study of various technical communications such as definitions, processes, instructions, descriptions, and technical reports. Both oral and written communication essential to job effectiveness and professionalism are emphasized.
3.0-0.0-3.0

PREREQUISITE(S): *None*

ENG-201 American Literature I || CREDITS:3

This course is a study of American literature from the colonial period to the civil war. 3.0-0.0-3.0

PREREQUISITE(S): *ENG-101*

ENG-202 American Literature II || CREDITS:3

This course is a study of American literature from the civil war to the present. 3.0-0.0-3.0

PREREQUISITE(S): *ENG-101*

ENG-205 English Literature I || CREDITS:3

This is a college transfer course in which the following topics are presented: the study of English literature from the old English period to the Romantic period with emphasis on major writers and periods. 3.0-0.0-3.0

PREREQUISITE(S): *ENG-101*

ENG-206 English Literature II || CREDITS:3

This is a college transfer course in which the following topics are presented: the study of English Literature from the Romantic period to the present with emphasis on major writers and periods. 3.0-0.0-3.0

PREREQUISITE(S): *ENG-101*

ENG-208 World Literature I || CREDITS:3

This course is a study of masterpieces of world literature in translation from the ancient world to the sixteenth century. It includes literary analysis and research. 3.0-0.0-3.0

PREREQUISITE(S): *ENG-101*

ENG-209 World Literature II || CREDITS:3

This course is a study of masterpieces of world literature in translation from the seventeenth century to the present. 3.0-0.0-3.0

PREREQUISITE(S): *ENG-101*

ENG-236 African American Literature || CREDITS:3

This course is a critical study of African American literature examined from historical, social, and psychological perspectives. 3.0-0.0-3.0

PREREQUISITE(S): *ENG-101*

ENG-238 Creative Writing || CREDITS:3

This course presents an introduction to creative writing in various genres. 3.0-0.0-3.0

PREREQUISITE(S): *ENG-101*

ENG-260 Advanced Technical Communication || CREDITS: 3

This course develops skills in research techniques and increases proficiency in technical communications. 3.0-0.0-3.0

PREREQUISITE(S): *ENG-101 or ENG-160*

GEOGRAPHY

GEO-101 Introduction to Geography || CREDITS: 3

This course is an introduction to the principles and methods of geographic inquiry. 3.0-0.0-3.0

PREREQUISITE(S): *None*

GEO-102 World Geography || CREDITS: 3

This course includes a geographic analysis of the regions of the world, i.e., North and South America, Europe, Australia, Asia, and Africa. Diversity of each region is emphasized by examining its physical environment, natural resources, social, cultural, economic and political systems. 3.0-0.0-3.0

PREREQUISITE(S): *None*

GEOLOGY

GLY-101 Physical Geology || CREDITS: 4

This course is a study of the earth's surface, internal processes and the resulting rock products. Topics include plate tectonics, the rock cycle and uniformitarianism. 3.0-3.0-4.0

PREREQUISITE(S): *None*

HEALTH INFORMATION SYSTEMS

HIM-102 Introduction to Coding and Classification Systems || CREDITS: 1

This course provides an introduction to classification systems, the role of coding in reimbursement, indexing and statistics, and the beginning foundation of the study of disease. 1.0-0.0-1.0

PREREQUISITE(S): *ENG-160 with a "C" or better or equivalent placement criteria*

CO-REQUISITE(S): *HIM-135, HIM-138 and HIM-235*

HIM-130 Billing & Reimbursements || CREDITS: 3

This course provides an introduction to medical insurance billing and reimbursement practices with emphasis on the primary payers such as Medicare and Medicaid. 3.0-0.0-3.0

PREREQUISITE(S): *HIM-135, HIM-102, HIM-138, HIM-235 and MAT-101 with a "C" or better or equivalent placement criteria*

CO-REQUISITE(S): *HIM-140 and HIM-216*

HIM-135 Medical Pathology || CREDITS: 3

This course is a study of disease processes, general classification of disease including signs and symptoms, systems affected by disease, diagnostic measures, types of treatment including surgical and/or chemical interventions, and terminology. 3.0-0.0-3.0

PREREQUISITE(S): *BIO-112 and AHS-102 with a "C" or better*

CO-REQUISITE(S): *HIM-102, HIM-138, and HIM-235*

HIM-138 Pharmacology for Medical Records Coding || CREDITS: 2

This course is the study of therapeutic drug categories appropriate for medical insurance billing and reimbursement practices. 2.0-0.0-2.0

PREREQUISITE(S): *BIO-112 and AHS-102 with a "C" or better*

CO-REQUISITE(S): *HIM-102, HIM-135, and HIM-235*

HIM-140 Current Procedural Terminology I || CREDITS: 3

This course provides a basic study of the CPT and HCPCS coding and classification systems particular to the physician's office setting. Students will learn how to assign codes to capture the professional component of services provided. 2.0-3.0-3.0

PREREQUISITE(S): *HIM-102, HIM-135, HIM-138, and HIM-235 with a "C" or better*

CO-REQUISITE(S): *HIM-130 and HIM-216*

HIM-141 Current Procedural Terminology II || CREDITS: 3

This course provides an intermediate study of the CPT and HCPCS coding and classification systems with respect to surgical outpatient facilities and hospitals. 2.0-3.0-3.0

PREREQUISITE(S): *HIM-140, HIM-130 and HIM-216 with a "C" or better*

CO-REQUISITE(S): *HIM-227 and HIM-225*

HIM-216 Coding & Classifications I || CREDITS: 3

This course includes a study of disease, procedural coding and classification systems. 2.0-3.0-3.0

PREREQUISITE(S): *HIM-102, HIM-135, HIM-138 and HIM-235 with a "C" or better*

CO-REQUISITE(S): *HIM-130 and HIM-140*

HIM-225 Coding & Classifications II || CREDITS: 3

This course provides a study of advanced coding and classification systems. 2.0-3.0-3.0

PREREQUISITE(S): *HIM-130, HIM-140 and HIM-216 with a "C" or better*

CO-REQUISITE(S): *HIM-141, and HIM-227*

HIM-227 Senior Professional Competencies || CREDITS: 3

This capstone course is designed to promote interactive discussion related to the HIM profession to include career issues and opportunities. This course includes specific projects and capstone competencies in a mock testing environment. 0.0-9.0-3.0

PREREQUISITE(S): *HIM-130, HIM-140, and HIM-216 with a "C" or better.*

CO-REQUISITE(S): *HIM-141 and HIM-225*

HIM-235 Law and Ethics in Health Informatics and Information Management || CREDITS: 3

This course is a study of the legal and ethical implications of the electronic health record and health informatics. Emphasis is given to patient privacy, rights and advocacy, information security and data stewardship, and the integrity of the legal health record. 3.0-0.0-3.0

PREREQUISITE(S): *ENG-160 with a "C" or better or equivalent placement criteria*

CO-REQUISITE(S): *HIM-102, HIM-135, , and HIM-138*

HISTORY

HIS-101 Western Civilization to 1689 || CREDITS: 3

This course is a survey of western civilization from ancient times to 1689, including the major political, social, economic, and intellectual factors shaping western cultural tradition. 3.0-0.0-3.0

PREREQUISITE(S): *None*

HIS-102 Western Civilization: Post 1689 || CREDITS: 3

This course is a survey of western civilization from 1689 to the present, including the major political, social, economic, and intellectual factors which shape the modern western world. 3.0-0.0-3.0

PREREQUISITE(S): *None*

HIS-115 African American History || CREDITS: 3

This course is a study of the history of African Americans, including African heritage, American history, and significant contributions by individuals or groups. 3.0-0.0-3.0

PREREQUISITE(S): *None*

HIS-201 American History: Discovery to 1877 || CREDITS: 3

This course is a survey of U.S. history from European discovery to 1877. This course considers various developments during this time, such as the political, social, economic, cultural and intellectual. 3.0-0.0-3.0

PREREQUISITE(S): *None*

HIS-202 American History: 1877 to Present || CREDITS: 3

This course is a survey of U.S. history from 1877 to the present. This course includes political, social, economic, and intellectual developments during this period. 3.0-0.0-3.0

PREREQUISITE(S): *None*

HUMAN RESOURCES

HUS-102 Personal and Professional Development in Helping Professions || CREDITS:3

This course provides students with the opportunity to gain a greater awareness of "self" through values clarification activities, reflective writings, etc., and to understand how attitudes, values, and beliefs impact both their personal and professional lives. 3.0-0.0-3.0

PREREQUISITE(S): *None*

INDUSTRIAL MECHANICS TECHNOLOGY

IMT-101 Introduction to Industrial Maintenance || CREDITS:2

This course is an introduction to industrial maintenance. This course is for youth programs only. 1.0-3.0-2.0

PREREQUISITE(S): *None*

IMT-112 Hand Tools Operation || CREDITS:3

This course covers the use of hand tools and their applications in industrial and service areas. 2.0-3.0-3.0

PREREQUISITE(S): *None*

IMT-113 Power Tools Operations || CREDITS:2

This course covers the use of power tools and their applications in industrial and service areas. 1.0-3.0-2.0

PREREQUISITE(S): *None*

IMT-121 Drive Systems || CREDITS:2

This course covers drive systems consisting of belts and pulleys, chains and sprockets, and gear drives used to transmit power. 1.0-3.0-2.0

PREREQUISITE(S): *None*

IMT-122 Couplings || CREDITS:3

This course covers methods used to install various types of couplings, both flexible and rigid, used to transmit energy. 1.0-3.0-2.0

PREREQUISITE(S): *IMT-121*

IMT-126 Introduction to Mechanical Installation || CREDITS:2

This course includes and introduction to the skills required for rigging, installing, and repairing machinery. 1.0-3.0-2.0

PREREQUISITE(S): *IMT-112, IMT-121*

IMT-131 Hydraulics and Pneumatics || CREDITS:4

This course covers the basic technology and principles of hydraulics and pneumatics. Upon completion of this course, the student should understand basic terminology, symbols, and principles and be able to maintain a basic fluid power system. 3.0-3.0-4.0

PREREQUISITE(S): *MAT-101 or equivalent placement criteria*

IMT-151 Piping Systems || CREDITS:3

This course covers plumbing and piping systems used in industrial, commercial, and/or residential construction. Emphasis is placed on the reading and sketching of piping schematics as well as the fabrication and design of piping systems. The student learns to thread pipe, solder/flare copper tubing, and make up plastic pipe joints. 2.0-3.0-3.0

PREREQUISITE(S): *None*

IMT-171 Manufacturing Skills Standard Council Certification I || CREDITS:1

This course is a study of manufacturing safety as one of four key portable production skills associated with MSSC certification. Students will learn how to perform safety and environmental inspections, and how to offer procedural suggestions that support safety in the manufacturing work environment. 0.0-3.0-1.0

PREREQUISITE(S): *None*

IMT-172 Manufacturing Skills Standard Council Certification 2 || CREDITS:1

This course is a study of quality and continuous improvement as one of four key manufacturing portable production skills associated with MSSC certification. Students will learn how to inspect materials and processes, and take corrective actions to restore or maintain quality. 0.0-3.0-1.0

PREREQUISITE(S): *None*

IMT-173 Manufacturing Skills Standard Council Certification 3 || CREDITS:1

This course is a study of manufacturing processes and production as one of four key portable production skills associated with MSSC certification. Students will examine the entire production process cycle including resource availability, product specifications, and shipping/distribution. 0.0-3.0-1.0

PREREQUISITE(S): *None*

IMT-174 Manufacturing Skills Standard Council Certification 4 || CREDITS:1

This course is a study of maintenance awareness as one of four key manufacturing portable production skills associated with MSSC certification. Topics include potential maintenance issues with basic production systems, preventive maintenance, and routine repairs. 0.0-3.0-1.0

PREREQUISITE(S): *None*

IMT-219 Maintenance Welding || CREDITS:3

This course is designed to teach students the principles of basic welding safety, SMAW equipment and setup, electrodes and selection. 2.0-3.0-3.0

PREREQUISITE(S): *WLD-108, WLD-130, and EGT-123*

INFORMATION SYSTEMS TECHNOLOGY

IST-103 Security Awareness || CREDITS:1

This course provides an overview of information security issues including data confidentiality. This course will promote security awareness for organizations and individuals.1.0-0.0-1.0

PREREQUISITE(S): *CPT-232, CPT-257, and IST-201*

IST-201 Cisco Internetworking Concepts || CREDITS:3

This course is a study of current and emerging computer networking technology. Topics covered include safety, networking, network terminology and protocols, network standards, LANs, WANs, OSI models, cabling, cabling tools, Cisco routers, router programming, star topology, IP addressing and network standards. 2.0-3.0-3.0

PREREQUISITE(S): *None*

IST-202 Cisco Router Configuration || CREDITS:3

This course is a study of LANs, WANs, OSI models, Ethernet, token ring, fiber distributed data interface TCP/IP addressing protocol, dynamic routing, routing, and the network administrator's role and function. 2.0-3.0-3.0

PREREQUISITE(S): *IST-201 with a grade of "C" or better*

IST-203 Advanced Cisco Router Configuration || CREDITS:3

This course is a study of configuring Cisco Routers. Topics include LAN Switching, VLANs, LAN design, IGRP, Access Lists, Novell IP, and the use of numerous case studies. 2.0-3.0-3.0

PREREQUISITE(S): *IST-202*

IST-204 Cisco Troubleshooting || CREDITS:3

This course is a study troubleshooting network problems. Topics include WAN, WAN design, PPP, ISDN, Frame Relay and the use of numerous case studies. 2.0-3.0-3.0

PREREQUISITE(S): *IST-202*

IST-238 Advanced Tools for Website Design || CREDITS:3

This course is a study of an advanced (4th generation) web authoring tool (such as Dreamweaver) to develop increased efficiency and sophistication in website design and web project management. 2.0-3.0-3.0

PREREQUISITE(S): *CPT-162*

IST-246 Integrated Digital Network || CREDITS: 3

This course discusses the characteristics and operation of packet switching and networking technologies such as ISDN, Frame Relay, and ATM. The course includes fundamental Wide Area Networking technology. This course covers the theoretical and practical aspects of creating an Active Directory network, including various Active Directory components such as IntelliMirror, DNS, disk imaging, replication and troubleshooting. 2.0-3.0-3.0

PREREQUISITE(S): *CPT-257 or IST-201*

IST-261 Advanced Network Administration || CREDITS: 3

This course is an advanced study of the networking operating system. Topics include installation upgrades, IP services, internet infrastructure, advanced server management and security, NDS management and server optimization. 2.0-3.0-3.0

PREREQUISITE(S): *CPT-232 and IST-201*

CO-REQUISITE(S): *IST-246*

IST-263 Designing Windows Network Security || CREDITS: 3

This course is an advanced study of security features of networks including authentication protocol, public key infrastructure, IPsec, and Certificate servers. This course is specific to the Associate in Applied Science: Major in Network Systems Management degree and is equivalent to Server+ Certification. 2.0-3.0-3.0

PREREQUISITE(S): *IST-201 with a grade "C" or better*

IST-267 Network Vulnerability Assessment || CREDITS: 3

This course provides students with the knowledge and skills necessary to test network security using network vulnerability assessment tools and methods. Students will also learn how to improve network security based on the assessment results. This course will prepare students to take the Certified Ethical Hacker exam. 2.0-3.0-3.0

PREREQUISITE(S): *IST-201 with a grade "C" or higher*

IST-268 Computer Forensics || CREDITS: 3

This course provides students with a foundational knowledge in computer forensics investigation. Students are introduced to the skills, tools and methods used to gather, document, and handle electronic evidence. 2.0-3.0-3.0

PREREQUISITE(S): *IST-201 with a grade "C" or better*

IST-291 Fundamentals of Network Security I || CREDITS: 3

This course is the study of intro levels of security processes based on a security policy, emphasizing hands-on skills in the areas of secure perimeter, security connectivity, security management, identity services and intrusion detection. The course prepares students to manage network security. This course prepares students to manage network security. This course is applicable to the Associate in Applied Science: Major in Computer Technology and the Associate in Applied Science: Major in Network Systems Management degree; it is equivalent to Security+ Certification. 2.0-3.0-3.0

PREREQUISITE(S): *IST-201 with a grade "C" or better*

MATHEMATICS

MAT-101 Beginning Algebra || CREDITS: 3

This course includes the study of rational numbers and their applications, operations with algebraic expression, linear equations and applications, linear inequalities, graphs of linear equations and inequalities, operations with exponents and polynomials, and factoring. 2.0-3.0-3.0

PREREQUISITE(S): *None*

MAT-102 Intermediate Algebra || CREDITS: 3

This course includes the study of linear systems and applications; quadratic expressions, equations, functions and graphs; and rational and radical expressions and functions. 2.0-3.0-3.0

PREREQUISITE(S): *MAT-101 or equivalent placement criteria*

MAT-110 College Algebra || CREDITS: 3

This course includes the following topics: polynomial, rational, logarithmic, and exponential functions; inequalities; systems of equations and inequalities; matrices; and solutions of higher degree polynomials. A graphing calculator is required for this course. 3.0-0.0-3.0

PREREQUISITE(S): *MAT-102 or equivalent placement criteria*

MAT-111 College Trigonometry || CREDITS: 3

This course includes the following topics: trigonometric functions; trigonometric identities; solution of right and oblique triangles; solution of trigonometric equations; polar coordinates; complex numbers, including DeMoivre's Theorem; vectors; conic sections; and parametric equations. Graphing calculator is required. 3.0-0.0-3.0

PREREQUISITE(S): *MAT-110 or equivalent placement criteria*

MAT-120 Probability & Statistics || CREDITS: 3

This course is an introduction to probability and statistics. Topics include-organization of data, calculating probabilities, counting principles, binomial and normal distributions, central limit theorem, confidence intervals, hypotheses tests, linear regression and correlation. Graphing calculator is required. 3.0-0.0-3.0

PREREQUISITE(S): *MAT-101 or equivalent placement criteria*

MAT-122 Finite College Mathematics || CREDITS: 3

This course includes the following topics: logic; sets; Venn Diagrams; counting problems; probability; matrices; systems of equations; linear programming, including the simplex method and applications; graphs; and networks. Graphing calculator is required. 3.0-0.0-3.0

PREREQUISITE(S): *MAT-110 or equivalent placement criteria*

MAT-140 Analytical Geometry & Calculus I || CREDITS: 4

This course includes the following topics: derivatives and integrals of polynomials; rational, logarithmic, exponential, trigonometric, and inverse trigonometric functions; curve sketching; maxima and minima of functions; related rates; work; and analytic geometry. Graphing calculator is required. 4.0-0.0-4.0

PREREQUISITE(S): *MAT-111 or equivalent placement criteria*

MAT-141 Analytical Geometry & Calculus II || CREDITS: 4

This course includes the following topics: continuation of calculus of one variable, including analytic geometry, techniques of integration, volumes by integration, and other applications; infinite series, including Taylor series and improper integrals. Graphing calculator is required. 4.0-0.0-4.0

PREREQUISITE(S): *MAT-140 or equivalent placement criteria*

MAT-155 Contemporary Mathematics || CREDITS: 3

This course includes techniques and applications of the following topics: properties of and operations with real numbers, elementary algebra, consumer mathematics, applied geometry, measurement, graph sketching and interpretations, and descriptive statistics. 3.0-0.0-3.0

PREREQUISITE(S): *MAT-101 or equivalent placement criteria*

MAT-160 Math for Business & Finance || CREDITS: 3

This course includes the following topics: commissions, mark-on, depreciation, interest on unpaid balances, compound interest, payroll, taxes, and graphs. 3.0-0.0-3.0

PREREQUISITE(S): *MAT-101 or equivalent placement criteria*

MAT-240 Analytical Geometry & Calculus III || CREDITS: 4

This course includes the following topics: multivariable calculus, including vectors; partial derivatives and their applications to maximum and minimum problems with and without constraints; line integrals; multiple integrals in rectangular and other coordinates; and Stokes' and Green's theorems. 4.0-0.0-4.0

PREREQUISITE(S): *MAT-141*

MEDICAL

MED-103 Medical Assisting Introduction || CREDITS: 3

This course provides an introduction to the profession of medical assisting, including qualifications, duties, and the role of the medical assistant. This course will also cover medical terminology of the medical office. 3.0-0.0-3.0

PREREQUISITE(S): *BIO-112 with a "C" or better*

CO-REQUISITE(S): *MED-105*

MED-105 Medical Office Skills I || CREDITS:5

This course provides a study of receptionist duties, records maintenance, insurance form processing, and office machine use. 4.0-3.0-5.0

PREREQUISITE(S): *ENG-160 or ENG-101 and SPC-205 with a "C" or better*

CO-REQUISITE(S): *MED-103*

MED-107 Medical Office Management || CREDITS:4

This course provides a study of the principles and practices of banking and accounting procedures, billing methods, and office management. 4.0-0.0-4.0

PREREQUISITE(S): *MAT-155 or higher with a "C" or better or equivalent placement criteria*

MED-108 Common Diseases of the Medical Office || CREDITS:3

This course provides a study of most frequently encountered diseases of the patients seen in the medical office, their pathology and treatment. 3.0-0.0-3.0

PREREQUISITE(S): *MED-103 and MED-105 with a "C" or better*

CO-REQUISITE(S): *MED-112 and MED 114*

MED-112 Medical Assisting Pharmacology || CREDITS:2

This course provides a study of principles of pharmacology, drug therapy, and the administration of medication. 1.0-3.0-2.0

PREREQUISITE(S): *MAT-155, MED-103, and MED-105 with a "C" or better or equivalent placement criteria*

CO-REQUISITE(S): *MED-114*

MED-114 Medical Assisting Clinical Procedures || CREDITS:4

This course covers examination room techniques, including vital signs, specialty examination, minor surgical techniques and emergency procedures. 2.0-6.0-4.0

PREREQUISITE(S): *AHS-102, MED-103, and MED-105 with a "C" or better*

CO-REQUISITE(S): *MED-112*

MED-156 Clinical Experience || CREDITS:6

This course provides direct experience in a physician's office or other selected medical facilities. 1.0-15.0-6.0

PREREQUISITE(S): *MED-107, MED-112, and MED-114 with a "C" or better*

MECHANICAL ENGINEERING TECHNOLOGY

MET-214 Fluid Mechanics || CREDITS:3

This course is a study of the physical properties of fluids and includes hydrostatics, buoyancy, flow of incompressible fluids, orifices, venturis, and nozzles. 3.0-0.0-3.0

PREREQUISITE(S): *None*

MET-224 Hydraulics and Pneumatics || CREDITS:3

This course covers basic hydraulic and pneumatic principles and circuits. System components such as pumps, compressors, piping, valves, cylinders, fluid motors, accumulators and receivers are discussed. Also covered in the course are basic design and troubleshooting techniques for hydraulic and pneumatic systems. 2.0-3.0-3.0

PREREQUISITE(S): *None*

MET-225 Fundamentals of Heat Transfer || CREDITS:3

This course studies thermal energy transfer from hot to cold bodies by conduction, convection and radiation. Thermal equilibrium and the basic governing equations for the rate of thermal energy transfer will be emphasized. Applications will span a variety of materials, geometries and environments. 3.0-0.0-3.0

PREREQUISITE(S): *None*

MANUFACTURING

MFG-101 Introduction to Manufacturing || CREDITS: 3

In this course students will examine manufacturing processes and system, learn manufacturing terminology, assimilate workplace cultures, and identify requirements to work effectively in the manufacturing environment. 2.0-3.0-3.0

PREREQUISITE(S): *None*

MANAGEMENT

MGT-101 Principles of Management || CREDITS: 3

This course is a study of management theories, emphasizing the management functions of planning, decision making, organizing, leading, and controlling. 3.0-0.0-3.0

PREREQUISITE(S): *None*

MGT-120 Small Business Management || CREDITS: 3

This course is a study of small business management and organization, forms of ownership, and the process of starting a new business. 3.0-0.0-3.0

PREREQUISITE(S): *MGT-101*

MGT-121 Small Business Operations || CREDITS: 3

This course is a study of the daily operation of an established small business, emphasizing staffing, recordkeeping, inventory control, and marketing. 3.0-0.0-3.0

PREREQUISITE(S): *None*

MGT-150 Fundamentals of Supervision || CREDITS: 3

This course is a study of supervising principles and techniques required to effectively manage human resources in an organization. First-line management is emphasized. 3.0-0.0-3.0

PREREQUISITE(S): *MGT-101*

MGT-201 Human Resources Management || CREDITS: 3

This course is a study of personnel administration functions within a business organization. Major areas of study include job analysis; recruitment, selection and assessment of personnel; and wage, salary, and benefit administration. 3.0-0.0-3.0

PREREQUISITE(S): *MGT-101*

MGT-240 Management Decision Making || CREDITS: 3

This course is a study of various structured approaches to managerial decision making. 3.0-0.0-3.0

PREREQUISITE(S): *BUS-121, ACC-102, and MKT-101*

MARKETING

MKT-101 Marketing || CREDITS: 3

This course covers an introduction to the field of marketing with a detailed study of the marketing concept and the processes of product development, pricing, promotion and distribution. 3.0-0.0-3.0

PREREQUISITE(S): *None*

MKT-110 Retailing || CREDITS: 3

This course is a study of the importance of retailing in American business and covers the concepts of store location, layout, merchandising, display, pricing, inventory control, promotional programs and profit management. 3.0-0.0-3.0

PREREQUISITE(S): *MKT-101*

MKT-120 Sales Principles || CREDITS: 3

This course is a study of the personal selling process with special emphasis on determining customer needs and developing effective communication and presentation skills. 3.0-0.0-3.0

PREREQUISITE(S): *MKT-101*

MKT-140 E-Marketing || CREDITS:3
This course is a study of electronic marketing. In addition to traditional marketing topics, special emphasis will be placed on internet marketing fundamentals, strategies, and trends as well as the usage of specific internet tools such as email campaigns, social media, search and mobile marketing. 2.0-3.0-3.0

PREREQUISITE(S): *MKT-101 and CPT-101*

MKT-240 Advertising || CREDITS:3
This course is a study of the role of advertising in the marketing of goods and services, including types of advertising, media, how advertising is created, agency functions, and regulatory aspects of advertising. 2.0-3.0-3.0

PREREQUISITE(S): *MKT-110 and MKT-140*

MACHINE TOOL TECHNOLOGY

MTT-123 Machine Tool Theory II || CREDITS:3
This course covers the principles involved in machining parts using machine tools, including lathes, mills, drill presses, jig bores, and the attachments for each. 2.0-3.0-3.0

PREREQUISITE(S): *IMT-112 and EGR-105*

MTT-143 Precision Measurements || CREDITS:2
This course is a study of precision measuring instruments. Instruments related to the machine tool industry will be demonstrated along with hands-on use by the student to obtain accurate readings.1.0-3.0-2.0

PREREQUISITE(S): *MAT-101 or equivalent placement criteria*

MTT-145 Machining of Metals || CREDITS:3
This course covers theoretical and practical training in the physical properties of metals, their required stock removal/speeds/feeds/and depths of cut, and finish requirements. 2.0-3.0-3.0

PREREQUISITE(S): *IMT-112 and EGR-105*

MTT-171 Industrial Quality Control || CREDITS:2
This course covers the methods and procedures of quality control. 2.0-0.0-2.0

PREREQUISITE(S): *None*

MTT-247 Plastic Moldmaking II || CREDITS:3
This course is an advanced study of moldmaking and plastics. 2.0-3.0-3.0

PREREQUISITE(S): *None*

MTT-250 Principles of CNC || CREDITS:3
This course is an introduction to the coding used in CNC programming. The Cartesian Coordinate System, along with machine coordinates, will also be taught. The program Master CAM will be used. 2.0-3.0-3.0

PREREQUISITE(S): *IMT-112 and EGR-105*

MTT-254 CNC Programming I || CREDITS:3
This course is a study of CNC programming, including machine language and computer-aided programming. 2.0-3.0-3.0

PREREQUISITE(S): *MTT-250*

MUSIC

MUS-105 Music Appreciation || CREDITS:3
This course is an introduction to the study of music with focus on the elements of music and their relationships, the musical characteristics of representative works and composers, common musical forms and genres of various western and non-western historical style periods, and appropriate listening experiences. 3.0-0.0-3.0

PREREQUISITE(S): *None*

NUCLEAR ENGINEERING TECHNOLOGY

NET-105 Reactor Components and Systems || CREDITS:3

This course reviews nuclear power plant (NPP) operations, components and systems. Topics covered include reactor types, heat transfer/fluid flow, chemistry, properties of reactor plant materials and reactor plant protection and safety. 3.0-0.0-3.0

PREREQUISITE(S): *MAT-102 or equivalent placement criteria*

NET-113 Nuclear Physics || CREDITS:3

This course is an introduction to the fundamental concepts of atomic and nuclear structure, including energy-mass relationships, types and sources of radiation, interaction of radiation with matter, decay calculations, the chart of nuclides and induced nuclear reactions. 3.0-0.0-3.0

PREREQUISITE(S) *None*

NET-130 Radiological Protection || CREDITS:3

This course is a study of basic radiological protection principles. Topics include detectors, basic nuclear instrumentation, portable survey equipment and related topics in radiation protection protocols. 2.0-3.0-3.0

PREREQUISITE(S): *MAT-101 or equivalent placement criteria*

NURSING

NUR-101 Fundamentals of Nursing || CREDITS:6 This course facilitates the development of beginning technical competency in the application of the nursing process to assist in meeting the needs of selected patients of varying ages. 4.0-6.0-6.0

PREREQUISITE(S): *BIO-210, BIO-211, BIO-225, PSY-201, ENG-101 or equivalent placement criteria, and MAT-120 or equivalent placement criteria*

NUR-106 Pharmacologic Basic in Nursing Practice || CREDITS:2

This introductory course outlines the basic concepts of pharmaceutics, pharmacokinetics, pharmacodynamics, and pharmacotherapeutics. The process of clinical calculations is introduced, as well as the major drug classifications. 2.0-0.0-2.0

PREREQUISITE(S): *BIO-210, BIO-211, BIO-225, PSY-201, ENG-101 or equivalent placement criteria, and MAT-120 or equivalent placement criteria*

NUR-131 Introduction to Pharmacology || CREDITS:1

Improve student success rates and program completion by offering course that focuses on performance of health calculations during the foundational semester of the associate degree nursing program. 1.0-0.0-1.0

PREREQUISITE(S): *BIO-210, BIO-211, BIO-225, PSY-201, ENG-101 or equivalent placement criteria, and MAT-120 or equivalent placement criteria*

NUR-162 Psychiatric & Mental Health Nursing || CREDITS:3

This course covers application of critical thinking skills and nursing concepts in the care of adult clients with selected mental health problems in a variety of settings. The course includes the study of dynamics of human behavior ranging from normal to extreme. 2.0-3.0-3.0

PREREQUISITE(S): *NUR-212 and NUR-265*

NUR-165 Nursing Concepts & Clinical Practice I || CREDITS:6

This course covers applications of critical thinking skills and nursing concepts in the care of adult clients with selected health problems in a variety of settings. 4.0-6.0-6.0

PREREQUISITE(S): *Acceptance into the LPN to RN Transition Program or NUR 101, NUR 131, and NUR 106*

NUR-201 Transition Nursing || CREDITS:3

This course facilitates the transition of the practical nurse graduate to the role of the associate degree nursing student. 3.0-0.0-3.0

PREREQUISITE(S): *BIO-210, BIO-211, BIO-225, PSY-201, PSY-203, ENG-101 or equivalent placement criteria, and MAT-120 or equivalent placement criteria*

NUR-211 Care of the Childbearing Family || CREDITS:4

This course facilitates the application of the nursing process to assist in meeting the needs of the childbearing family. 2.0-6.0-4.0

PREREQUISITE(S): *NUR-101, NUR-106, and NUR-131*

NUR-212 Nursing Care of Children || CREDITS:4

This course facilitates the application of the nursing process to assist in meeting the needs of children with acute and chronic health problems. Focus is on growth and development and anticipatory guidance. 3.0-3.0-4.0

PREREQUISITE(S): *NUR-165 and NUR-201 (for LPN to RN transition students) or NUR 165 and NUR 211*

NUR-265 Nursing Concepts & Clinical Practice II || CREDITS:6

Continuation of the application of critical thinking skills and nursing concepts in the care of the adult clients with selected health problems in a variety of settings. 4.0-6.0-6.0

PREREQUISITE(S): *NUR-165 and NUR-201 (for LPN to RN transition students) or NUR 165 and NUR 211*

NUR-267 Nursing Concepts & Clinical Practice IV || CREDITS:6

This course is a continuation of the application of critical thinking skills and nursing concepts in the care of clients with complex, multi-system health problems in a variety of settings. This course covers concepts of leadership, management, and professional role development. 3.0-9.0-6.0

PREREQUISITE(S): *NUR-212 and NUR-265*

PHILOSOPHY

PHI-101 Introduction to Philosophy || CREDITS:3

This course includes a topical survey of the three main branches of philosophy - epistemology, metaphysics, and ethics - and the contemporary questions related to these fields. 3.0-0.0-3.0

PREREQUISITE(S): *None*

PHI-105 Introduction to Logic || CREDITS:3

This course is an introduction to the structure of argument, including symbolization, proofs, formal fallacies, deductions, and inductions. 3.0-0.0-3.0

PREREQUISITE(S): *None*

PHI-106 Logic II Inductive Reasoning || CREDITS:3

This elementary logic course is an introduction to inductive reasoning. Patterns of inductive reasoning including analogical reasoning, inductive generalizations, scientific reasoning, and casual reasoning will be examined. Probability theory, decision analysis, and the criteria for the acceptability of inductive arguments will be covered also. 3.0-0.0-3.0

PREREQUISITE(S): *None*

PHI-110 Ethics || CREDITS:3

This course is a study of the moral principles of conduct emphasizing ethical problems and modes of ethical reasoning. 3.0-0.0-3.0

PREREQUISITE(S): *None*

PHI-115 Contemporary Moral Issues || CREDITS:3

This course examines moral issues in contemporary society, including basic principles and applications of ethics.

3.0-0.0-3.0

PREREQUISITE(S): *None*

PHARMACY

PHM-101 Introduction to Pharmacy || CREDITS:3

This course provides a study of the and introduction to pharmacy and the role of the pharmacy in providing patient care services. 2.0-3.0-3.0

PREREQUISITE(S): *None*

PHM-102 Computer Applications for Pharmacy || CREDITS:2

This course provides a study of computer applications for pharmacy practice, including out-patient and in- patient medication dispensing, procurement record keeping, third-party billing and drug distribution systems. 0.0-6.0-2.0

PREREQUISITE(S): *None*

CO-REQUISITE(S): *PHM-110, PHM-113, and PHM-124*

PHM-110 Pharmacy Practice || CREDITS:4

This course provides a study of theory and practice in procuring, manipulating and preparing drugs for dispensing. 3.0-3.0-4.0

PREREQUISITE(S): *None*

PHM-112 Pharmacy Math || CREDITS:2

This course provides a study of mathematical manipulation and measurement systems as allied to pharmacy. 2.0-0.0-2.0

PREREQUISITE(S): *None*

PHM-113 Pharmacy Technician Math || CREDITS:3

This course includes a review of basic mathematics focusing on its application to common pharmaceutical calculations. 3.0-0.0-3.0

PREREQUISITE(S): *None*

PHM-114 Therapeutic Agents I || CREDITS:3

This course provides an introductory study of therapeutic drug categories. 3.0-0.0-3.0

PREREQUISITE(S): *None*

PHM-118 Community Pharmacy Seminar || CREDITS:1

This course is a study of the pharmacy issues related to the community pharmacy practice. 1.0-0.0-1.0

PREREQUISITE(S): *None*

PHM-124 Therapeutic Agents II || CREDITS:3

This course includes a study of therapeutic drug categories. 3.0-0.0-3.0

PREREQUISITE(S): *None*

PHM-152 Pharmacy Technician Practicum I || CREDITS:2

This course provides a practical introduction to the pharmacy environment. 0.0-6.0-2.0

PREREQUISITE(S): *None*

CO-REQUISITE(S): *PHM-118 and PHM-164*

PHM-164 Pharmacy Technician Practicum II || CREDITS:4

This course provides practical application of pharmacy skills in pharmacy environments. 0.0-12.0-4.0

PREREQUISITE(S): *None*

PHM-201 Pharmacy Management || CREDITS:2

This course will provide a study of managing personnel, materials and work flow in a pharmacy. 2.0-0.0-2.0

PREREQUISITE(S): *None*

PHM-250 Special Topics in Pharmacy || CREDITS:3

This course provides opportunities for specialized studies of unique topics in pharmacy, such as pediatric pharmacology, advanced chemotherapy and IV preparation, and advanced medication order entry and interpretation. 3.0-0.0-3.0

PREREQUISITE(S): *None*

CO-REQUISITE(S): *PHM-101, PHM-112, and PHM-114*

PHYSICS

PHY-181 Integrated Physics I || CREDITS:3

This problem-based course covers electrical theory and concepts that support engineering technology principles. The course includes concepts such as thermal, fluids, and optics. Mathematics, communications,

and technology are integrated throughout the course. 2.0-3.0-3.0

PREREQUISITE(S): *None*

PHY-201 Physics I || CREDITS:4

This is the first in a sequence of physics courses. Topics include mechanics, wave motion, sound, heat, electromagnetism, optics, and modern physics. Laboratory exercises are used to emphasize these topics. 3.0-3.0-4.0

PREREQUISITE(S): *MAT-111 or equivalent placement criteria*

PHY-202 Physics II || CREDITS:4

This course covers physics topics, including mechanics, wave motion, sound, heat, electromagnetism, optics, and modern physics. Laboratory exercises are used to emphasize these topics. 3.0-3.0-4.0

PREREQUISITE(S): *PHY-201*

PRACTICAL NURSING

PNR-110 Fundamentals of Nursing || CREDITS:5

This course provides an introduction to basic principles and beginning skills necessary to the nursing process. Concepts are intergraded relating to the physiological and psychosocial needs of the individual. Legal and ethical roles of the Practical Nurse are emphasized. 3.0-6.0-5.0

PREREQUISITE(S): *BIO-210, BIO-211, PSY-201, ENG-101 or equivalent placement criteria, and MAT-120 or equivalent criteria*

PNR-121 Fundamentals of Pharmacology || CREDITS:2

This course is an introduction to basic concepts of pharmacology. Dosage calculations, medication administration, and common drug classifications are among the concepts explored. 2.0-0.0-2.0

PREREQUISITE(S): *BIO-210, BIO-211, PSY-201, ENG-101 or equivalent placement criteria, and MAT-120 or equivalent criteria*

PNR-128 Medical/Surgical Nursing I || CREDITS:7

This course is a beginning study utilizing the nursing process. Concepts include the physiological, psychosocial, and health and safety needs of the adult. Pharmacology and nutrition are integrated. Clinical experiences address selected commonly occurring health problems having predictable outcomes. 5.0-6.0-7.0

PREREQUISITE(S): *PNR-110, PNR-121, AND PNR-181*

PNR-138 Medical/Surgical Nursing II || CREDITS:7

This course is a continuation of the study of the nursing process. Concepts include the physiological, psychosocial, and health and safety needs of the adult. Pharmacology and nutrition are integrated. Clinical experiences address selected commonly occurring health problems having predictable outcomes. 5.0-6.0-7.0

PREREQUISITE(S): *PNR-128 and PNR-182*

PNR-154 Maternal Infant & Child Nursing || CREDITS:5

This course is a study utilizing the nursing process, integrating pediatrics to meet the needs of the childbearing family. Clinical experiences address the care of the mother, newborn, and the care of the child with commonly occurring illnesses. 4.0-3.0-5.0

PREREQUISITE(S): *PNR-128 and PNR-182*

PNR-181 Special Topics in Practical Nursing || CREDITS:1

This course covers special topics in practical nursing. 1.0-0.0-1.0

PREREQUISITE(S): *BIO-210, BIO-211, PSY-201, ENG-101 or equivalent placement criteria, and MAT-120 or equivalent placement criteria*

PNR-182 Special Topics in Practical Nursing || CREDITS:2

This course covers special topics in practical nursing. 2.0-0.0-2.0

PREREQUISITE(S): *PNR-110, PNR-121 AND PNR-181*

POLITICAL SCIENCE

PSC-201 American Government || CREDITS:3
This course is a study of American federal governmental institutions with a focus on the Constitution and key founding documents; the functions of the executive, legislative and judicial branches, civil liberties and rights; and the role and influence of the electorate, interest groups, and the media. 3.0-0.0-3.0

PREREQUISITE(S): *None*

PSC-215 State and Local Government || CREDITS:3
This course is a study of state, county, and municipal government systems, including inter- relationships among these systems and within the federal government. 3.0-0.0-3.0

PREREQUISITE(S): *None*

PSYCHOLOGY

PSY-105 Personal/ Interpersonal Psychology || CREDITS:3
This course emphasizes the principles of psychology in the study of self-awareness and interpersonal adjustment and behavior in contemporary society. 3.0-0.0-3.0

PREREQUISITE(S): *None*

PSY-201 General Psychology || CREDITS:3
This course includes the following topics and concepts in the science of behavior: scientific method, biological bases for behavior, perception, motivation, learning, memory, development, personality, abnormal behavior, therapeutic techniques, and social psychology. 3.0-0.0-3.0

PREREQUISITE(S): *None*

PSY-203 Human Growth and Development || CREDITS:3
This course is a study of the physical, cognitive, and social factors affecting human growth, development, and potential. 3.0-0.0-3.0

PREREQUISITE(S): *None*

PSY-208 Human Sexuality || CREDITS:3
This course is a study of biological, psychological, and sociological perspectives of human sexuality. Historical, cross-cultural, and ethical issues are considered in the course. 3.0-0.0-3.0

PREREQUISITE(S): *None*

PSY-212 Abnormal Psychology || CREDITS:3
This course is the study of the nature and development of behavioral disorders, including the investigation of contemporary treatment procedures. 3.0-0.0-3.0

PREREQUISITE(S): *None*

RADIOLOGY

RAD-101 Introduction to Radiography || CREDITS:2
This course provides an introduction to radiologic technology with emphasis on orientation to the radiology department, ethics, and basic radiation protection. 2.0-0.0-2.0

PREREQUISITE(S): *None*

RAD-102 Radiology Patient Care Procedures || CREDITS:2
This course provides a study of the procedures and techniques used in the care of the diagnostic imaging patient. 1.0-3.0-2.0

PREREQUISITE(S): *None*

RAD-107 Physics for Medical Imaging || CREDITS:3

This course provides an overview of the mechanical concepts of distance, time, mass, force, energy, and power. Topics include mechanics, wave motion, sound, and electromagnetism. 3.0-0.0-3.0

PREREQUISITE(S): *MAT-101 or equivalent placement criteria*

RAD-110 Radiographic Imaging I || CREDITS:3

This course provides detailed study of the parameters controlling radiation quality and quantity for radiographic tube operation and image production. 3.0-0.0-3.0

PREREQUISITE(S): *RAD-101 with a "B" or better*

RAD-115 Radiographic Imaging II || CREDITS:3

This course continues a detailed study of primary and secondary influencing factors and accessory equipment related to imaging. 2.0-3.0-3.0

PREREQUISITE(S): *RAD-110 with a "B" or better*

RAD-121 Radiographic Physics || CREDITS:4

This course introduces the principles of Radiographic Physics, incorporating theory and application of basic principles underlying the operation and maintenance of x-ray equipment. 3.0-3.0-4.0

PREREQUISITE(S): *RAD-115 with a "B" or better*

RAD-130 Radiographic Procedures I || CREDITS:3

This course provides an introduction to radiographic procedures. Positioning of the chest, abdomen, and extremities will be included. 2.0-3.0-3.0

PREREQUISITE(S): *None*

RAD-136 Radiographic Procedures II || CREDITS:3

This course is a study of radiographic procedures for visualization of the structures of the body. 2.0-3.0-3.0

PREREQUISITE(S): *RAD-130 with a "B" or better*

RAD-155 Applied Radiography I || CREDITS:5

This course introduces the clinical environment of the hospital by provided basic use of radiographic equipment and routine radiographic procedures. 0.0-15.0-5.0

PREREQUISITE(S): *None*

RAD-167 Applied Radiography II || CREDITS:7

This course covers student supervision and instruction in the performance of radiographic procedures and proper use of radiographic and fluoroscopic equipment in the hospital. 0.0-21.0-7.0

PREREQUISITE(S): *RAD-155 with a "B" or better*

RAD-201 Radiation Biology || CREDITS:2

This course is a study of the principles of radiobiology and protection. It emphasizes procedures that keep radiation exposure to patients, personnel, and the population at large to a minimum. 2.0-0.0-2.0

PREREQUISITE(S): *RAD-115 with a "B" or better*

RAD-205 Radiographic Pathology || CREDITS:2

This course provides a survey of disease processes significant to the radiographer, including etiology, diagnosis, prognosis, and treatment. 1.0-3.0-2.0

PREREQUISITE(S): *RAD-121 with a "B" or better, RAD-201 with a "B" or better, RAD-268 with a "B" or better*

RAD-230 Radiographic Procedures III || CREDITS:3

This course is a study of special radiographic procedures. 2.0-3.0-3.0

PREREQUISITE(S): *RAD-136 with a "B" or better*

RAD-236 Radiology Seminar II || CREDITS:2

This course is a study of selected areas of radiography that are unique or new to the field. 1.5-1.5-2.0

PREREQUISITE(S): *RAD-121 with a "B" or better, RAD-201 with a "B" or better, RAD-268 with a "B" or better*

RAD-256 Advanced Radiography I || CREDITS:6 This course includes independently performing routine procedures in a radiology department, including involvement in advanced radiographic procedures. 0.0-18.0-6.0

PREREQUISITE(S): *RAD-167 with a "B" or better*

RAD-266 Advanced Radiography II || CREDITS:6
This course includes routing radiographic examinations, as well as advanced procedures, while continuing to build self-confidence in the clinical atmosphere. 0.0-18.0-6.0

PREREQUISITE(S): *RAD-256 with a "B" or better*

RAD-268 Advanced Radiography II || CREDITS:8
This course includes routine radiographic examinations, as well as advanced procedures, while continuing to build self-confidence in the clinical atmosphere. 0.0-24.0-8.0

PREREQUISITE(S): *RAD-256 with a "B" or better*

RAD-276 Advanced Radiography III || CREDITS:6
This course includes routine and advanced radiographic procedures in the clinical environment. 0.0-18.0-6.0

PREREQUISITE(S): *None*

RAD-278 Advanced Radiography III || CREDITS:8
This course includes routine and advanced radiographic procedures in the clinical environment. 0.0-24.0-8.0

PREREQUISITE(S): *RAD-256 with a "B" or better*

RELIGION

REL-103 Comparative Religion || CREDITS:3
This course is an analysis of the religious experience of various persons and groups, east and west, in traditional and contemporary settings. It includes indigenous religions, Hinduism, Buddhism, Confucianism, Taoism, Judaism, Christianity and Islam. 3.0-0.0-3.0

PREREQUISITE(S): *None*

RADIATION PROECTION

RPT-101 Introduction to Radiation Protection || CREDITS:1
This course provides a study of the radiation protection profession to include career paths, opportunities and challenges, roles and responsibilities of a radiation protection technician, and the culture of the nuclear industry. 1.0-0.0-1.0

PREREQUISITE(S): *None*

RPT-103 Radiation Fundamentals || CREDITS:4
This course presents an overview of the physics and chemistry of radiation and radioactive material, applications of radiation, associated radionuclides, context and rationale of use, interactions with matter, shielding and energies, decay products and their production in reactors or accelerators. 3.0-3.0-4.0

PREREQUISITE(S): *None*

RPT-113 Radiation Monitoring || CREDITS:4
This course is the study of the theory and operation of radiation monitors, maintenance and calibration of these systems, proper selection and use of various monitoring systems for evaluation of radioactive hazards, and the interpretation and reporting of such evaluations utilizing scenarios. 3.0-3.0-4.0

PREREQUISITE(S): *RPT-103*

RPT-120 Hazardous Waste Operations and Emergency || CREDITS:1
This course introduces hazardous waste operations and clean-up procedures for hazardous waste sites as required by Federal, state, local or other governments. This course also covers emergency response operations for hazardous substance releases. 1.0-0.0-1.0

PREREQUISITE(S): *RPT-103 and RPT-113*

RPT-125 Nuclear Math and Theory || CREDITS:3

This course will introduce basic nuclear concepts using mathematics, including dimensional analysis, algebra, geometry, and trigonometry. Additional topics include, nuclear reactions, half-life calculations, conversion, and industrial and science applications of radioactive processes and assessment. 3.0-0.0-3.0

PREREQUISITE(S): *MAT-102*

RPT-203 General Employee Training || CREDITS:3

This course includes basic requirements in nuclear, industrial, and radiological safety needed for gaining unescorted access to a nuclear facility. 3.0-0.0-3.0

PREREQUISITE(S): *RPT-243*

RPT-223 Radiation Dosimetry || CREDITS:3

This course presents scenarios in which RPTs monitor internal and external exposure of personnel to ionizing radiation. The course will address interpretation of these results and techniques for minimization of personnel dose. 3.0-0.0-3.0

PREREQUISITE(S): *RPT-113*

RPT-233 Radioactive Materials Handling || CREDITS:3

This course presents scenarios in which RPTs are required to provide safe control, movement, use, storage, transportation and disposal of radioactive materials. 3.0-0.0-3.0

PREREQUISITE(S): *RPT-113*

RPT-243 Radiological Safety and Response || CREDITS:4

This course presents scenarios in which RPTs are responsible for ensuring and maintaining doses ALARA (As Low As Reasonably Achievable) for the safety of individuals, the work environment, and the population, including response to abnormal and emergency radiological conditions. 3.0-3.0-4.0

PREREQUISITE(S): *RPT-113*

RPT-253 Radiation Protection || CREDITS:3

This course utilizes a problems-based approach that incorporates different radiation contexts such as providing radiological coverage of jobs, high-risk and low-risk activities, planning for protection from hazardous radiation, monitoring of activities in radioactive zones, and emergency response. 2.0-3.0-3.0

PREREQUISITE(S): *RPT-113, RPT-223, RPT-233, RPT-243, and ENG-260*

RPT-290 Radiation Protection Tech Internship || CREDITS:3

This course provides students with an internship experience with an industry, governmental, or educational institution that uses radioactive materials and requires radiation protection technicians. 1.0-6.0-3.0

PREREQUISITE(S): *RPT-103 and RPT-113*

SOCIOLOGY

SOC-101 Introduction to Sociology || CREDITS:3

This course emphasizes the fundamental concepts and principles of sociology, including culture, socialization, interaction, social groups and stratification, effects of population growth, and technology in society and social institutions. 3.0-0.0-3.0

PREREQUISITE(S): *None*

SOC-102 Marriage and the Family || CREDITS:3

This course introduces the institutions of marriage and the family from a sociological perspective. Significant forms and structures of family groups are studied in relation to current trends and social change. 3.0-0.0-3.0

PREREQUISITE(S): *None*

SOC-205 Social Problems || CREDITS:3
This course is a survey of current social problems in America, stressing the importance of social change and conflicts as they influence perceptions, definitions, etiology, and possible solutions. 3.0-0.0-3.0

PREREQUISITE(S): *None*

SOC-210 Juvenile Delinquency || CREDITS:3
This course presents the nature, extent, and causes of juvenile delinquency behavior, including strategies used in the prevention, intervention, and control of deviant behavior. 3.0-0.0-3.0

PREREQUISITE(S): *None*

SOC-235 Thanatology || CREDITS:3
This course is a study of dying, death, bereavement, and widow/widowerhood from a cross-cultural perspective with emphasis on the many legal and ethical issues in this field. 3.0-0.0-3.0

PREREQUISITE(S): *None*

SPANISH

SPA-101 Elementary Spanish I || CREDITS:4
This course is a study of the four basic language skills: listening, speaking, reading, and writing, including an introduction to the Hispanic cultures. 3.0-3.0-4.0

PREREQUISITE(S): *ENG-101*

SPA-102 Elementary Spanish II || CREDITS:4
This course continues development of the basic language skills and the study of the Hispanic cultures. 3.0-3.0-4.0

PREREQUISITE(S): *SPA-101*

SPEECH

SPC-205 Public Speaking || CREDITS:3
This course is an introduction to principles of public speaking with application of speaking skills. 3.0-0.0-3.0

PREREQUISITE(S): *ENG-101 or ENG-160 or ENG-102*

SPC-209 Interpersonal Communications || CREDITS:3
This course is an introduction to the principles of interpersonal communication with emphasis on interpersonal theory as applied to personal and professional relationships. Students will learn to observe and analyze how these principles operate in daily interaction with others. 3.0-0.0-3.0

PREREQUISITE(S): *ENG-101 or ENG-160 or ENG-102*

SURGICAL TECHNOLOGY

SUR-101 Introduction to Surgical Technology || CREDITS:3
This course includes a study of the surgical environment, team concepts, aseptic technique, hospital organization, basic instrumentation and supplies, sterilization, principles of infection control, and wound healing. 2.0-9.0-5.0

PREREQUISITE(S): *BIO-225, BIO- 210, and BIO-211 with a "C" or better*

SUR-102 Applied Surgical Technology || CREDITS:5
This course covers the principles and application of aseptic techniques, the perioperative role, and medical/ legal aspects. Students must be accepted into the Surgical Technology program before starting SUR 102. 2.0-9.0-5.0

PREREQUISITE(S): *BIO-225, BIO- 210, and BIO-211 with a "C" or better*

CO-REQUISITE(S): *SUR-101 and SUR-102*

SUR-103 Surgical Procedures I || CREDITS:4
This course is a study of a system-to-system approach to surgical procedures and relates regional anatomy, pathology, specialty equipment, and team responsibility. Patient safety, medical/ legal aspects, and drugs used in surgery are emphasized. 3.0-3.0-4.0

PREREQUISITE(S): *SUR-101, SUR-102, and SUR-116 with a "B" or better*

CO-REQUISITE(S): *SUR-101 and SUR-102*

SUR-107 Surgical Specialty Procedure || CREDITS: 3

This course is a study of the various surgical specialties. 2.0-3.0-3.0

PREREQUISITE(S): *SUR-101, SUR-102, and SUR-116 with a "B" or better*

SUR-110 Introduction to Surgical Practicum || CREDITS: 5

This course is an introduction to the application of surgical technique by assisting in the perioperative roles in various clinical affiliations. 0.0-15.0-5.0

PREREQUISITE(S): *SUR-101, SUR-102, and SUR-116 with a "B" or better*

CO-REQUISITE(S): *SUR-103 and SUR-107*

SUR-111 Basic Surgical Practicum || CREDITS: 7

This course includes the application of theory under supervision in the perioperative role in various clinical affiliations. Includes the applications of sterile processing theory in the clinical setting.
0.0-21.0-7.0

PREREQUISITE(S): *SUR-123, and SUR-125*

SUR-113 Advanced Surgical Practicum || CREDITS: 6

This course includes a supervised progression of surgical team responsibilities and duties of the perioperative role in various clinical affiliations. 0.0-18.0-6.0

PREREQUISITE(S): *SUR-103, SUR-107, and SUR-110 with a "B" or better*

CO-REQUISITE(S): *SUR-120*

SUR-115 Terminology for Surgical Technology || CREDITS: 2

This course is a study of commonly used medical terminology associated with the surgical technologist's profession. 2.0-0.0-2.0

PREREQUISITE(S): *None*

SUR-116 Basic Surgical Procedures || CREDITS: 3

This course is a study of basic surgical procedure. 1.0-6.0-3.0

PREREQUISITE(S): *BIO-225, BIO-210, and BIO-211 with a "C" or better*

CO-REQUISITE(S): *SUR-101 and SUR-102*

SUR-120 Surgical Seminar || CREDITS: 2

This course includes the comprehensive correlation of theory and practice in the perioperative role. 2.0-0.0-2.0

PREREQUISITE(S): *SUR-103, SUR-107, and SUR-110 with a "B" or better*

CO-REQUISITE(S): *SUR-113*

SUR-123 Sterile Processing Technology || CREDITS: 3

This course provides detailed study of the preparation and processing procedures of surgical instruments. 2.0-3.0-3.0

PREREQUISITE(S): *None*

SUR-125 Sterile Processing Practicum || CREDITS: 5

This course presents the application of sterile processing theory in the clinical setting. 0.0-15.0-5.0

PREREQUISITE(S): *SUR-123 with a "C" or better*

SUR-126 Principles of Surgical Pharmacology || CREDITS: 1

This course is a study of therapeutic agents and mathematical concepts in relation to the perioperative setting. 1.0-0.0-1.0

PREREQUISITE(S): *MAT-101 with a "C" or better*

THEATRE

THE-101 Introduction to Theatre || CREDITS: 3

This course includes the appreciation and analysis of theatrical literature, history, and production. 3.0-0.0-3.0

PREREQUISITE(S): *None*

WLD-108 Gas Metal ARC Welding I || CREDITS:4
This course covers equipment setup and the fundamental techniques for welding ferrous and nonferrous metals with GMAW on fillet weld. 2.0-6.0-4.0

PREREQUISITE(S): *None*

WLD-111 ARC Welding I || CREDITS:4
This course covers the safety, equipment, and skills used in the shielded metal ARC welding process. Fillet welds are made to visual criteria in several positions. 2.0-6.0-4.0

PREREQUISITE(S): *WLD-130 with a grade of "C" or better*

WLD-117 Specialized Arc Welding || CREDITS:4
This course covers ARC welding processes for industrial purposes. It will include testing on welding in unusual positions. 2.0-6.0-4.0

PREREQUISITE(S): *WLD-108 and WLD-132*

WLD-120 Flux Cored Arc Welding || CREDITS:4
This course covers the equipment set-up and fundamental techniques for flux cored arc welding. 2.0-6.0-4.0

PREREQUISITE(S): *None*

WLD-130 Welding Fundamentals || CREDITS:3
This course introduces students to the principles of cutting and welding, the identification of welding tools and equipment, and the process for setting up and repairing welding equipment. Safety procedures will be emphasized. 1.0-6.0-3.0

PREREQUISITE(S): *None*

WLD-132 Inert Gas Welding Ferrous || CREDITS:4
This course covers set up and adjustment of equipment and fundamental techniques for welding ferrous metals. 2.0-6.0-4.0

PREREQUISITE(S): *None*

WLD-141 Weld Quality || CREDITS:2
This is an introductory course in weld quality assurance. 2.0-0.0-2.0

PREREQUISITE(S): *WLD-108, WLD-120, WLD-130, and WLD-132*

WLD-152 Tungsten Arc Welding || CREDITS:4
This course covers gas tungsten arc welding of carbon steel filler metal and carbon steel metals with stainless steel filler metals. 2.0-6.0-4.0

PREREQUISITE(S): *WLD-108, WLD-120, WLD-130, and WLD-132 with a grade of "C" or better.*

WLD-154 Pipefitting and Welding I || CREDITS:4
This is a basic course in fitting and welding pipe joints, either ferrous or non-ferrous, using standard processes. 2.0-6.0-4.0

PREREQUISITE(S): *MAT-101 or equivalent placement criteria and WLD-132 with a grade of "C" or higher.*
CO-REQUISITE(S): *WLD-152, WLD-208, and WLD-225*

WLD-170 Qualification Welding || CREDITS:4
This course covers the procedures and practices used in taking welder qualifications tests. 2.0-6.0-4.0

PREREQUISITE(S): *WLD-108, WLD-111, WLD-120, WLD-130 with a grade of "C" or better, and WLD-132*

WLD-201 Welding Metallurgy || CREDITS:2
This course covers the weldability of metals, weld failure, and the affects of heat on chemical, physical, and mechanical properties. 2.0-0.0-2.0

PREREQUISITE(S): *WLD-130*

WLD-208 Advanced Pipe Welding || CREDITS: 3

This course is a study of advanced pipe welding. It also covers the processes to fit and weld ferrous and non-ferrous metals. 1.0-6.0-3.0

PREREQUISITE(S): *WLD-130 with a grade of "C" of better and WLD-132 with a grade of "C" or better.*
CO-REQUISITE(S): *WLD-152 and WLD 225*

WLD-222 Advanced Fabrication Welding || CREDITS: 4

This course covers the layout, construction, and assembly of metal projects using metal working and welding equipment. 2.0-6.0-4.0

PREREQUISITE(S): *WLD-108, WLD-120, WLD-130, WLD-132, and MAT-101 or equivalent placement Criteria*
CO-REQUISITE(S): *EGT-117*

WLD-225 Arc Welding Pipe 1 || CREDITS: 4

This course covers the techniques used in Shielded Metal Arc Welding of groove welds on pipe. 2.0-6.0-4.0

PREREQUISITE(S): *WLD-130 with a grade of "C" or better, WLD-108, WLD-120, and WLD-132.*

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B.A., Malone University
M.A.O.L, Malone University
D.S.L., Liberty University

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Instructor, Reading, Writing, & Reasoning
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M.A., Michigan State University M.Ed., University of South Carolina

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Instructor, Nursing
A.S.N., Georgia Regents University
B.S.N., Chamberlain College of Nursing
L.V.N., Central Texas College
M.S.N., Chamberlain College of Nursing
D.N.P., Chamberlain University

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Instructor, Pharmacy Technician
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B.S., University of Phoenix
M.H.A., University of Phoenix
Ed.S., North Central University

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B.S., South Carolina State University
M.A., Webster University

Mark T. King, MCSE, Security+
Instructor, Computer Technology
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Department Chair, Business & Computer Technology
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B.S.N., Aspen University
M.S.N., Aspen University

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B.A., Armstrong Atlantic State University
M.A., Argosy University
Ed.D., Argosy University

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M.S.N., University of Phoenix
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Dean, Health Sciences
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D.C., Life University

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A.S., Virginia College

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Dean, General Education & University Transfer
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M.A., University of South Carolina

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B.S.N., University of South Carolina
M.B.A., University of Phoenix
M.S.N., University of Phoenix

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Director, Library
B.A., University of Oklahoma
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Instructor, Engineering Technology
B.S., University of Maryland
M.S., The John Hopkins University

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M.S., University of South Alabama

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B.F.A., York University
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Brent Zachow
Trades Specialist IV

Student Handbook

General Information

Bulletin Boards
Bulletin boards, located throughout the campus, are available for posting college-related information. Students must have written permission from the Department of Student Engagement (Room B-131) to post or distribute information. Official college announcements will be sent via e-mail and/or posted online to the MyATC portal. It is the responsibility of each student to stay informed of college issues.

Change of Program/Major
A change of program/major often has implications for financial aid. Students who are considering a change of program/major are encouraged to discuss their plans with an advisor and possibly a career counselor so that all options will be considered and the student can make a well-informed decision. Additional information and resources are available in the Enrollment Services Center.

Children on Campus
Children may not accompany their parents/guardians to class or be left in any area of the campus unattended or in the care of an on-campus baby-sitter.

Class Interruptions
ATC cannot provide delivery of personal messages, flowers, etc., nor interrupt classes for such purposes. Should a family emergency such as a death, serious illness, or serious injury occur, Enrollment Services staff or Campus Security will attempt to notify the student of the situation. The phone number for Enrollment Services is (803) 508-7263.

Closing of the College
If weather conditions or other emergencies require the closing of ATC, the college will issue appropriate announcements for both day and evening classes. The MyATC Portal is the primary messaging system for enrolled students. Announcements will also be provided from the college to local radio and television stations and will be posted on the ATC website and ATC official social media pages.

Complaints
Students have an opportunity to present both formal and informal complaints regarding their experience at the college. In order to submit a formal complaint, students should talk with a counselor and/or contact the Office of the Chief Student Services Officer. If they wish to proceed with the complaint, they must follow the process outlined in the Student Code and Student Grievance Procedure. Students are then provided with information regarding the procedure that will be followed in determining the concern they have asked to be addressed.

Students wishing to provide suggestions to enhance the student experience should use the Suggestion Box tool in the MyATC Portal.

Cooperative Education Programs
Aiken Technical College has a variety of different programs that allow students to gain work experience while continuing their education. One example is the Technical Scholars Initiative, which is open to students in certain technical programs. Students attend ATC full-time and work part- time, and the participating companies pay tuition and book costs. Program-specific work experience and internship opportunities are also available on a limited basis through academic departments. Interested students should contact their respective academic department for more information.

Computer Use Statement
Student computer workstations are reserved for the express purpose of providing access to computer programs and the Internet, and are not to be used to store a student's personal or course work information. Unless an instructor has given specific instructions, a student's personal or class work files must be stored on portable media such as a USB storage device or cloud storage. Unauthorized stored files, including those saved on a hard drive, may be deleted without prior notice. The college assumes no liability for the loss of unauthorized stored files. According to ATC Acceptable Use Procedure (2-7-101.10), the college reserves the right to monitor, manage, and control the usage of computer resources and to make changes in these procedures without prior notice to users. The following is a partial list of the kinds of uses that could subject users to penalties by the college or an outside authority:

>> Harassment (unwanted communication)

>> Sexual harassment (including accessing pornographic sites offensive to others)

>> Violation of another's privacy

>> Destruction of equipment or software

>> Violation of computer security system

>> Unauthorized use of accounts or access codes

>> Attempts to capture or break passwords

>> Violation of copyright or software agreements (especially downloading multimedia or other documents)

>> Academic dishonesty (plagiarizing or purchasing online assignments)

>> Violation of college policy or local, state or federal law

>> Criminal, unethical, or dishonest usage:
"spamming," "spoofing," etc.

>> Using computing facilities for personal gain without contractual agreement with the college

>> Changing computer settings, such as removing, altering, or installing software, wall paper or screen savers unless instructed to do so as a part of a class, etc.

Student violation of the above may result in the following disciplinary actions initiated by the Chief Student Services Officer:

Verbal warning (usually first offense);

The assignment of ten (10) hours of Community Service completed within two weeks; or

Immediate suspension from ATC classes (administrative withdrawal without refund) if the disciplinary action is not completed or the offense warrants immediate action by the college.

Consumer Information

Federal mandates require the release of certain consumer information to our students and the public including graduation and placement rates, campus drug policies, and the frequency of crime on campus. This information is distributed in student literature and informational packets and by request. Any student who does not receive such information or who desires further information should direct a request for information to the Office of the Chief Student Services Officer. Access to individual student records is limited by the Privacy Act of 1974.

Copy Machines

Copy machines are available for student use on a fee basis in multiple locations on campus.

Dress Code

Appropriate attire is left to the discretion of the individual and is expected not to disrupt the educational process of the college. All students must wear shirts and have on shoes that cover the length of the bottom of the foot. The College may require students to wear personal protective equipment for health and safety reasons. Individual programs may require students to wear scrubs, uniforms, or other personal protective equipment.

Electronic Devices in Classrooms

Instructors may reasonably restrict the use of electronic devices during class and lab time. On-call emergency personnel who must maintain electronic devices in "active" mode in the interest of public safety must notify the instructor of their need for an exception to this procedure at the beginning of classes for the term. Faculty may request documentation from these students verifying employment. Students may not leave a test, communicate with or through electronic devices, and return to complete the test. Students who, by necessity, must take such messages will be required to make arrangements for re-testing.

Emergency Alerts

The college utilizes an emergency alert messaging system that may use any, or all, of the following methods to notify students and employees in emergencies: text, email, and phone call. All students and employees are automatically enrolled to receive emergency alerts and may "opt-out."

Field Trips
Students participating in college-sponsored field trips, or representing the college, must adhere to the Student Code.

Fire Drills
The college periodically conducts fire drills without advance notice. Fire alarm boxes are strategically located throughout campus. If you hear the fire alarm or are informed that a fire alarm is active, you should:

- Calmly leave the building single file by the nearest exit.
- Move to the right in the hallways.
- Walk. Do not run or shove when exiting.
- Do not return to the building until directed to do so by a college official.

Food Services
Vending machines are available in the Student Commons, located in the Gregg-Graniteville Student Activities Center, and on a limited basis in other campus buildings. The Hub also sells a variety of food and beverages.

Grade Point Average (GPA) Calculation
The Grade Point Average (GPA) is used in determining a student's academic standing. Each course a student completes earns a credit and a quality point (grade point) value. To determine the GPA based on the four- point system used by ATC, use the following steps:

Write down the courses taken and the grade achieved in each course. Multiply the number of credit hours by the points for each grade earned to determine the quality points for each class. (A = 4, B=3, C=2, D=1, F=0, WF=0) Total the quality points (grade points). Total the credit hours. Divide the quality points (grade points) by the number of credit hours.

EXAMPLE *Course*	*Credit Hours*	*Grade =*	*Quality Points*
PSY 201	3	C(2) =	6
ENG 101	3	B(3) =	9
BIO 101	4	A(4) =	16
HIS 202	3	D(1) =	3
ECO 210	3	F(0) =	0
Total	**16**		**34**

In this example, the student's GPA for the semester is 2.12 (34 divided by 16). The cumulative GPA represents the grade point average for all the credit hours the student has pursued. A student can calculate his or her cumulative GPA simply by totaling the number of courses and quality points (grade points) earned in all semesters at ATC, then dividing the total quality points by the total number of credits pursued. (See calculation above.)

Honor Code
The ATC Student Honor Code represents a standard of conduct to which each student should aspire: "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."

Intellectual Property
In accordance with ATC Policy 1-3-109 (Intellectual Property Rights), the efforts of students in class projects that become marketable are subject to the same regulations as those in place for faculty and staff. For a more detailed description, please feel free to visit with a counselor.

Lost and Found
Students who have lost or found items should contact Campus Security, Building S, (803) 508-7911.

Pets
No pets are allowed on campus. This does not include service animals for students with documented disabilities requiring their use.

Physical Access to Buildings for Students with Disabilities
Each building on the ATC campus has an accessible entrance for students with physical disabilities and has an elevator in each building that contains multiple levels.

Printing
Print credits may be purchased in any dollar amount from the Cashier's Office and may be used for library and classroom printing. Print credits may also be purchased online through the MyATC portal using a credit card.

Service Animals
As part of its commitment to provide equal access to employment and educational opportunities for persons with disabilities, service animals are permitted on campus for persons with disabilities in accordance with relevant state and federal laws and the requirements of the Service Animals Procedure. Per the Service Animals Procedure, emotional support animals are not allowed on campus. Students who wish to bring a service animal to campus are encouraged to contact the Department of Student Wellness and Accessibility, especially if academic accommodations are required. For more details, please review the Service Animals Procedure available on the ATC website or contact the Student Wellness and Accessibility Manager at (803) 508-7484 or Office B-131D.

Smoking Policy
The use of tobacco, tobacco-related, and electronic cigarettes is prohibited on the Aiken Technical College campus. Banned products include, but are not limited to: cigarettes, electronic cigarettes of all types, cigars, pipes, and smokeless tobacco.

Solicitation/Canvassing and Fund Raising on Campus
The Student Engagement Manager must provide prior written permission for anyone to distribute or present political, social, religious, or other promotional material on campus. In general, solicitation or canvassing on campus is forbidden with the exception of Student Government Association (SGA)-sponsored events and activities such as blood drives, relief efforts, and SGA elections.

Student Intellectual Property Rights
ATC has developed policies regarding the ownership of materials, compensation, copyright issues and the use of revenue derived from the creation and production of intellectual property developed by faculty, staff and students.

Student Responsibilities
Students are responsible for actively engaging in the learning process. It is critical that students read and understand the procedures and information provided in the Catalog and the Student Handbook, the semester course schedules and other notices sent to students. All students are provided with a free e-mail account and are expected to check this account frequently. The college will use this e-mail system for official college news and announcements. Orientation sessions assist students with this information, but it is the responsibility of the student to ask for additional information as needed.

Student Suggestions
Students wishing to provide suggestions to enhance the student experience should use the Suggestion Box tool in the MyATC Portal.

Transportation
Students attending ATC must make their own arrangements for transportation to and from the campus. The college is on the route of Aiken County's public bus system, the Best Friend Express. Contact the Best Friend Express at (803) 648-6493 for a schedule. Bus passes are available for purchase at the Cashier's Office in room A-133.

Weapons
Weapons of any kind (guns, knives, etc.) are not allowed on the ATC campus under any circumstances.

Student Code

In situations where South Carolina Technical/ Community Colleges have shared programs, the Chief Student Services Officer where the alleged violation of the Student Code for the South Carolina Technical General Provisions.

PURPOSE

The Student Code for South Carolina Technical College System sets forth the rights and responsibilities of the individual student, identifies behaviors that are not consistent with the values of college communities, and describes the procedures that will be followed to adjudicate cases of alleged misconduct, except cases of alleged acts of sexual violence and sexual harassment. Cases of alleged acts of sexual violence and sexual harassment will be adjudicated through SBTCE procedure 3-2-106.2 or SBTCE procedure 8-5-101.1. This Code applies to behavior on college property, at college-sponsored activities and events, and to off-campus behavior that adversely affects the college and/or the college community. The Code applies to all “students”.

PRINCIPLES

Technical/community college students are members of both the community and the academic community. As members of the academic community, students are subject to the obligations that accrue to them by virtue of this membership.

As members of a larger community, students are entitled to all rights and protections accorded them by the laws of that community, the enforcement of which is the responsibility of duly constituted authorities. If a student’s alleged behavior simultaneously violates college regulations and the law, the college may take disciplinary action independent of that taken by legal authorities.

When it has been determined that a student violated a federal, state, or local law, college disciplinary action may be initiated only when the presence of the student on campus will disrupt the educational process of the college.

When a student’s alleged violation of the law, whether occurring on campus or off campus, may adversely affect the college’s pursuit of its educational objectives or activities, the college may enforce its own regulations through this Student Code.

SOLUTIONS OF PROBLEMS

The college will first seek to solve problems through internal review procedures. When necessary, off- campus law enforcement and judicial authorities may be involved. In situations where South Carolina Technical/Community Colleges have shared programs, the Chief Student Services Officer where the alleged violation of the Student Code for the South Carolina Technical College System occurred will handle the charges. A change of venue to the other college may be granted, based on the nature of the offense, provided it is agreed to by the Chief Student Services Officers of both colleges. Any sanctions imposed will apply across both colleges.

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

DEFINITIONS

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

A “College” means any college in the South Carolina Technical College System.

B “President” means the chief executive officer of the college.

C “Administrative Officer” means anyone designated at the college as being on the administrative staff such as President, Vice President, Dean of Students or Student Services, Chief Academic Officer, Dean of Instruction, or Business Manager.

D “Chief Student Services Officer” means the Administrative Officer at the College who has overall management responsibility for student services, or his/her designee.

E “Chief Academic Officer” means the Administrative Officer at the College who has overall management responsibility for academic programs and services, or his/her designee.

F “Student” means an individual currently enrolled in a program and/or registered for the current or upcoming academic term.

G “Instructor” means any person employed by the college to conduct classes.

H “Staff” means any person employed by the college for reasons other than conducting classes.

I “SGA’’ means the Student Government Association of the college or other group of students convened for the purpose of representing student interests
to the college’s administration or in the college’s governance system.

J “Campus” means any place where the college conducts or sponsors educational, public service, or research activities.

K “Violation of Law” means a violation of a law of the United States or any law or ordinance of a state or political subdivision which has jurisdiction over the place in which the violation occurs.

L “Instructional Days” means any weekday (M-F) in which classes are in session.

M “Close of Business” means the time that the administrative offices of the college close on that specific workday.

N “Approved Method of Notification” means any communication from college personnel through a communication channel to which the student has consented or which confirms receipt of the communication by the student, such as a hand- delivered letter, restricted mail delivery services, or e-mail. A student who communicates with the college via e-mail or otherwise provides an e-mail address in connection with communications relating to a grievance thereby consents to the service of documents and all other correspondence associated with the grievance by e-mail, and the date and time of such e-mail(s) shall be deemed the date and time of service.

STUDENT RIGHTS

A **Freedom from Discrimination**: There shall be no discrimination in any respect by the college against a student or applicant for admission as a student on the basis of race, color, religion, sex, sexual orientation, national origin, age, disability, genetic information, gender, veteran status, pregnancy, childbirth or other categories protected by applicable law.

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 developed and approved by the college.

In the classroom and in other instructional settings, 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.

C **Freedom of the Press**: In official student 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 SGA, faculty, and administration. Each college has the responsibility of defining the selection process for its editorial board. The primary responsibility of the board shall be to establish and safeguard editorial policies.

D **Freedom from Unreasonable Searches and Seizures**: Students are entitled to the constitutional right to be secure in their persons, dwellings, papers, and effects against unreasonable searches and seizures. College security officers or administrative officers may conduct searches and seizures only as authorized by law.

E **Right to Participate in College Governance**: Students should have the opportunity to participate on college committees that formulate policies directly affecting students, such as in the areas of student activities and student conduct. This participation may be coordinated through a Student Government Association whose constitution or bylaws have been approved by the college’s area commission.

F **Right to Know Academic and Grading Standards**: Instructors will develop, distribute, explain, and follow the standards that will be used in evaluating student assignments and determining student grades.

Grades are awarded for student academic performance. No grade will be reduced as a disciplinary action for student action or behavior unrelated to academic conduct.

G **Right to Privacy**: Information about individual student views, beliefs, and political associations acquired by instructors, counselors, or administrators in the course of their work is confidential. It can be disclosed to others only with prior written consent of the student involved or under legal compulsion.

H **Right to Confidentiality of Student Records**: All official student records are private and confidential and shall be preserved by the college. Separate record files may be maintained for the following categories: (l) academic, (2) medical, psychiatric and counseling, (3) placement, (4) financial aid, (5) disciplinary, (6) financial, and (7) veteran’s affairs. In addition, disciplinary records are maintained by the Chief Student Services Officer.

Student education records will be maintained and administered in accordance with the Family Educational Rights

and Privacy Act of 1974, the guidelines for the implementation of this act, and other applicable federal and state statutes and regulations.

I **Right to Due Process**: At a minimum, any student charged with misconduct under this code is guaranteed the following: 1) the right to receive adequate notice of the charge(s); 2) the right to see and/or hear information and evidence relating to the charge(s), and 3) the right to present information and evidence relating to the charge(s). Additional due process requirements will be identified in other sections of this Code.

STUDENT RESPONSIBILITIES

A Students are expected to conduct themselves in a manner that is civil, that is respectful of the rights of others, and that is compatible with the college's educational mission.

B Students are expected to comply with all of the college's duly established rules and regulations regarding student behavior while on campus, while participating in off-campus college sponsored activities, and while participating in off-campus clinical, field, internship, or in-service experiences.

C Students are expected to comply with all course requirements as specified by instructors in course syllabi and to meet the standards of acceptable classroom behavior set by instructors. Instructors will announce these standards during the first week of classes. Ordinarily, if a student's behavior disrupts class, the instructor will provide a warning about said behavior. However, if the unacceptable conduct/disruption jeopardizes the health, safety, or well-being of the student or others, or is otherwise severe or pervasive, the instructor may immediately dismiss the student for the remainder of the class. Any disruption may result in a written referral to the Chief Student Services Officer. This written referral may result in the initiation of disciplinary action against the student. The college reserves the right to review syllabi in connection with this provision.

STUDENT CONDUCT REGULATIONS

The following list identifies violations for which students may be subject to disciplinary action.

The list is not all inclusive, but it reflects the categories of inappropriate behavior and provides examples of prohibited behaviors.

A **Academic Misconduct**

All forms of academic misconduct including, but not limited to, cheating on tests, plagiarism, collusion, and falsification of information may call for disciplinary action.

1 Cheating on tests is defined to include the following:

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

2 "Plagiarism" is defined as (1) the appropriation of any other person's work and the unacknowledged incorporation of that work in one's own work or (2) submitting content for academic purposes that are created by artificial intelligence, technology platforms, or writing services and representing that such content is the person's own worm product.

3 "Collusion" is defined as 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.

B **Abuse of Privilege of Freedom of Speech or Assembly**

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

C Falsification of Information and other Acts Intended to Deceive

Falsification of information and other acts intended to deceive include, but are not limited to the following:

1. Forging, altering, or misusing college documents, records, or identification cards.
2. Falsifying information on college records.
3. Providing false information for the purpose of obtaining a service.

D Actions which Endanger Students and the College Community

Actions which endanger students and the college community include, but are not limited to the following:

1. Possessing or using on campus a firearm or other dangerous or potentially dangerous weapon unless such possession or use has been authorized by the college.
2. Possessing, using, or threatening to use any incendiary device or explosive unless such possession or use has been authorized by the college.
3. Setting fires or misusing or damaging fire safety equipment.
4. Using, or threatening to use, physical force to restrict the freedom of action or movement of others or to harm others.
5. Endangering the health, safety, or wellbeing of others through the use of physical, written, or verbal abuse, threats, intimidation, harassment, and coercion.
6. Sexual violence, which refers to physical sexual acts perpetuated against a person's will or when a person is incapable of giving consent. Cases of alleged acts of sexual violence will be adjudicated through SBTCE procedure 3-2-106.2.
7. Retaliating, or threatening to retaliate, against any person for filing a complaint, providing information relating to a complaint, or participating as a witness in any hearing or administrative process.

E Infringement of Rights of Others

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

1. Stealing, destroying, damaging, or misusing college property or the property of others on campus or off campus during any college activity.
2. Sexually harassing another person. In addition to sexual violence, sexual harassment can include unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature, when submission to such conduct is made a term or condition of a student's education, a basis for academic conditions affecting the student, or the conduct is sufficiently serious to interfere with the student's academic performance or otherwise deny or limit the student's ability to participate in any aspect of the college's program, thereby creating an intimidating or hostile learning environment. Cases of alleged acts of sexual harassment will be adjudicated through SBTCE procedure 3-2-106.2 or SBTCE procedure 8- 5-101.1.
3. Stalking, which is defined as engaging in a course of conduct, through physical, electronic, or other means, that would place a reasonable person in fear for his/her safety, or that has, in fact, placed an individual in such fear. Where the stalking is based on sex, race, national origin, color, age, religion or disability, it may constitute harassment under other provisions of this Code.
4. Bullying or harassing conduct, including verbal acts and name calling; graphic and written statements, which may include the use of cell phones, the internet, or other electronic devices; and other conduct that may be physically harmful, threatening, or humiliating. Bullying or harassment based on race, color, religion, sex, sexual orientation, national origin, age, disability, genetic information, gender, veteran status, pregnancy, childbirth or other categories protected by applicable law, will be a violation of the Code when it is a basis for academic decisions affecting the student or the conduct is sufficiently serious to interfere with the student's academic performance or otherwise deny or limit the student's ability to participate in any aspect of the college's program, thereby creating an intimidating or hostile learning environment.
5. Engaging in any activity that disrupts the educational process of the college, interferes with the rights of others, or adversely interferes with other normal functions and services.

F Other Acts Which Call for Discipline

Other acts which call for discipline include, but are not limited to the following:

1. Possessing, using, or distributing any narcotics or other unlawful drugs as defined by the laws of the United States or the State of South Carolina.
2. Possessing, using, or distributing on campus any beverage containing alcohol.

3 Violating institutional policies while on campus or off campus when participating in a college sponsored activity or event.

4 Violating any South Carolina and/or federal laws while on campus or off campus.

STUDENT DISCIPLINARY PROCEDURES

The procedures and sanctions that follow are designed to channel faculty, staff or student complaints against students, except for those complaints alleging acts of sexual violence or sexual harassment which are processed under SBTCE procedure 3-2-106.2 or SBTCE procedure 8-5-101.1. Because due process is essential in dealing with infractions of college regulations, any disciplinary actions taken and sanctions imposed on a student or student organization will follow the provisions of this code.

A **Interim Suspension**

In certain situations, the President, or President's designee, may temporarily suspend a student before the initiation of disciplinary procedures. Interim suspension may only be imposed when there is reason to believe that the continued presence of the accused student at the college poses a substantial and immediate threat to the student or to others or poses a serious threat of disruption of, or interference with, the normal operations of the college.

The interim suspension process is as follows:

1 When the Chief Student Services Officer, or designee, becomes aware of a situation which may warrant interim suspension, the Chief Student Services Officer, or designee, will consult with the President, or President's designee, to confirm the imposition of interim suspension. This consultation includes providing the President, or President's designee, with the nature of the alleged infraction, a brief description of the incident(s) and the student's name. The decision to impose interim suspension should occur by the close of business within two instructional days.

2 The Chief Student Services Officer, or designee, will inform the student through an approved method of notification about the decision to impose an interim suspension. This notification must be sent within five (5) instructional days of receiving the information from the President, or designee. The notification must include the following
information:

a the reason(s) for the interim suspension;

b notice that the interim suspension does not replace the regular hearing process;

c information about requesting a hearing before the Hearing Committee; and

d notice that the student is denied access to the campus during the period of suspension without prior approval of the Chief Student Services Officer.

B **Academic Misconduct**

1 An instructor who has reason to believe that a student enrolled in his/her class has committed an act of academic misconduct must 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.

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

a 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.

f Egregious or repeat offenders may be referred to the College's conduct officer for a review of the matter. Such referrals will follow the Student Misconduct procedures and the sanctions that accompany it.

3 If the student is found responsible for the academic misconduct, within five (5) instructional days of the meeting with the student, the instructor, or designee, will submit a written report about the incident and the sanction imposed to the Chief Academic Officer.

4. The Chief Academic Officer, or designee, will send a notification to the student summarizing the incident, the finding, the terms of the imposed sanction, and informing the student that he/she may appeal the decision and/or the sanction by submitting a written request to the Chief Academic Officer within seven (7) instructional days of the date of the Chief Academic Officer's notification.
5. If the student requests an appeal, the Chief Academic Officer, or designee, will send an approved method of notification to the student's address of record. The notification must contain the following information:
    a. a restatement of the charge(s);
    b. the time, place, and location of the appeal;
    c. a list of witnesses that may be called; and
    d. a list of the student's basic procedural rights. These rights follow:
        1. The right to consult with counsel. The role of the person acting as counsel is solely to advise the student. Counsel may not participate in any of the questioning or make any statements on behalf of the student. However, where a student faces sanctions for academic/ student misconduct as a result of a criminal charge, the student has a right to retain counsel to provide full legal representation in all proceedings including, but not limited to, allowing counsel to appear on behalf of the student, speak on behalf of the student, question witnesses, protect the statutory and constitutional rights of the student, and to otherwise full participate in all proceedings on behalf of the student. The student will be responsible for paying any fees charged by his/her counsel.
        2. The right to present witnesses on one's behalf.
        3. The right to present evidence and notice that the Chief Academic Officer, or designee, may determine what evidence is admissible.
        4. The right to know the identity of the person(s) bringing the charge(s).
        5. The right to hear witnesses on behalf of the person bringing the charges.
        6. The right to testify or to refuse to testify without such refusal being detrimental to the student.
        7. The right to appeal the decision of the Chief Academic Officer to the President.
    e. A statement informing the student that the sanction imposed by the instructor will be held in abeyance pending the outcome of the appeal.
6. On the basis of the information presented at the appeal, the Chief Academic Officer, or designee, will render one of the following decisions:
    a. Accept the decision and the sanction imposed by the instructor.
    b. Accept the instructor's decision but impose a less severe sanction.
    c. Overturn the instructor's decision.

    Within two (2) instructional days of the meeting with the student, the Chief Academic Officer, or designee, will notify the student of the decision through an approved method of notification. The notification must also inform the student that the decision may be appealed to the College's President and that any appeal request must be written and must detail the reason(s) for the appeal. The student seeking the appeal must provide reasons for the appeal which sets forth a statement that specifies the issues that further review is sought and any evidence which supports the issue(s) on appeal.

    The written appeal must be sent to the President within five (5) instructional days of the receipt of the Chief Academic Officer's decision.

    After receiving the student's request, the President will review all written materials, non-written materials, and evidence relating to this incident and render one of the following decisions:

        a. Accept the decision and the sanction imposed
        b. Accept the decision, but impose a less severe sanction
        c. Overturn the decision
        d. Remand the case to the Student Hearing Committee to be re-heard. The decision of the hearing committee is final.

    The President's decision is final and cannot be appealed further.

C STUDENT MISCONDUCT

Any member of the college community may file charges alleging a violation of the Code. A charge, that includes a description of the alleged violation, must be submitted in writing to the Chief Student Services Officer as soon as possible after the incident occurs, but no later than ten (10) instructional days after the incident, unless the person filing the charge demonstrates that exceptional circumstances prevented filing the charge within this time period. The Chief Student Services Officer, or designee, will determine whether the circumstances merit an extension of the deadline.

1 Preliminary Investigation

Within seven (7) instructional days after the charge has been filed, the Chief Student Services Officer, or designee, shall complete a preliminary investigation of the charge and schedule a meeting with the student. After discussing the alleged infraction with the student and reviewing available information, the Chief Student Services Officer, or designee will decide whether the information presented during the meeting indicates that the violation occurred as alleged. When the student cannot be reached to schedule an appointment, or when the student fails to attend the meeting, the Chief Student Services Officer, or designee, will base the decision upon the available information.

If the available information indicates that the violation occurred as alleged, then one of the following sanctions will be imposed:

a **Reprimand**: A written warning documenting that the student violated a student conduct regulation and indicating that subsequent violations could result in more serious disciplinary sanctions.

b **Restitution**: Compensation for loss or damage to college property or the property of others while on the campus or at a college event or activity including but not limited to field trips, internships, and clinicals.

c **Special Conditions**: Completion of a variety of educational activities, relating to the nature of the offense may be imposed. Examples include, but are not limited to, the following: a formal apology, an essay or paper on a designated topic, or participation in a special project or activity.

d **Disciplinary Probation**: A written reprimand documenting that the student violated a student conduct regulation. Probation is for a specified period of time and it serves as a warning that subsequent violations could most likely result in more serious disciplinary sanctions.

e **Loss of Privileges**: Suspension or termination of particular student privileges.

f **Suspension from the College**: Separation from the college for a specified period of time. Suspended students will not receive academic credit for the semester in which the suspension was imposed. During the suspension period, the student may not return to the campus unless prior permission by the Chief Student Services Officer, or designee, has been granted.

g **Expulsion from the college**: Permanent separation from the college. An expelled student may not return to the campus unless prior permission by the Chief Student Services Officer, or designee, has been granted. An expelled student will not receive academic credit for the semester in which the expulsion was imposed.

h **Any combination of the above.**

Within five (5) instructional days of the preliminary investigation, the Chief Student Services Officer, or designee, will send an approved method of notification to the student. This notification will confirm the date of the investigation, identify the specific regulation(s) that the student allegedly violated, identify the decision, summarize the rationale, and, if the student violated the regulation(s), state the sanction that was imposed. This notification must also state that if the student disagrees with the decision or the sanction, the student may request a hearing before the Hearing Committee, that the student must submit this request no later than five (5) instructional days after receiving the decision unless a request is made and approved by the Chief Student Services Officer, or designee, for an extension, and that any decision made and sanction imposed after the preliminary investigation may be held in abeyance should the student decide to go before the Hearing Committee.

2 Hearing Committee

a The Hearing Committee shall be composed of the following:

1 Two faculty members appointed by the Chief Academic Officer and approved by the President.

2 Two student members appointed by the appropriate student governing body and approved by the President.

3 One member of the Student Services staff appointed by the Chief Student Services Officer and approved by the President.

4 The Chief Student Services Officer, or designee, who serves as an ex officio non-voting

member of the Committee and who presents the case.

b The Hearing Committee shall perform the following functions:

1 Hear cases of alleged violations of the Code of Student Conduct.

2 Insure that the student's procedural rights are met.

3 Make decisions based only on evidence and information presented at the hearing.

4 Provide the student with a statement of the committee's decision including findings of fact and, if applicable, impose one or more of the following sanctions:

a Academic Misconduct Sanctions Refer to Student Code; IV. Disciplinary Procedures; Academic Misconduct; Section 2

b Student Misconduct Sanctions Refer to Student Code; IV. Disciplinary Procedures; C. Student Misconduct; Section 1

c Hearing Committee Procedures

The Chief Student Services Officer, or designee, shall refer the matter to the Hearing Committee together with a report of the nature of the alleged misconduct, the name of the person(s) filing the complaint(s), the name of the student against whom the charge(s) has (have) been filed, and a summary of the findings from the preliminary investigation.

At least seven (7) instructional days before the date set for the Hearing meeting, the Chief Student Services Officer, or designee, shall send an approved method of notification to the student's address of record. The notification must contain the following information:

i A statement of the charge(s).

ii A brief description of the incident that led to the charge (s). The right to know the identity of the person(s) bringing the charge(s).

iii The name of the person(s) submitting the incident report.

iv The date, time, and place of the scheduled hearing.

v A list of all witnesses who might be called to testify.

vi A statement of the student's procedural rights. These rights follow:

a The right to consult counsel. This role of the person acting as counsel is solely to advise the student. Counsel may not address the Hearing Committee or participate in any of the questioning. The student has the responsibility for paying any of the counsel's fees and any other of the counsel's charges.

b The right to present witnesses on one's behalf.

c The right to know the names of any witnesses who may be called to testify at the hearing.

d The right to review all available evidence, documents, exhibits, etc., that may be presented at the hearing.

e The right to present evidence; however, the Hearing Committee will determine what evidence is admissible.

f The right to know the identity of the person(s) bringing the charge(s).

g The right to hear witnesses on behalf of the person bringing the charges.

h The right to testify or to refuse to testify without such refusal being detrimental to the student.

i The right to a fair and impartial decision.

j The right to appeal the Hearing Committee's decision.

On written request of the student, the hearing may be held prior to the expiration of the seven (7) day advance notification period if the Chief Student Services Officer, or designee, concurs with this change.

The Chief Student Services Officer, or designee, may postpone the hearing due to circumstances beyond the control of the parties.

d Hearing Committee Meetings

1 The Chair shall be appointed by the College's President from among the membership of the Committee. Ex officio members of the Committee may not serve as its Chair.

2 Committee hearings shall be closed to all persons except the student ("Student") accused of the violation(s), the person(s) initiating the charge(s), respective counsel for the Student and the College, witnesses authorized by the Committee to participate in the hearing, and one or more persons designated by the Committee to be responsible for making an official written record or audio recording of the hearing.

3 The Committee will arrange for an official audio recording or written record of the hearing (not including deliberations) to be made, and only the person(s) designated by the Committee may make any kind of record of the proceedings. No record of the Committee's deliberations shall be permitted to be made by any means. The official audio recording or written record of the hearing is the property of the College and will be maintained in the office of the Chief Student Services Officer. The Student may review the official audio recording or written record of the hearing (as applicable) under the supervision of the Chief Student Services Officer or designee, but the student is not entitled to a copy of the audio recording or written record. Notes made by Committee members for use as a personal memory aid shall not be made a part of the written record and are not subject to review by the Student.

4 Witnesses shall be called in one at a time to make a statement and to respond to questions, as permitted by the Chair.

5 After the portion of the hearing concludes in which all pertinent information has been received, everyone other than the Committee will be excused and its deliberations will begin. The "preponderance of the evidence" standard shall apply to the deliberations, which means that the Committee members must determine if the information presented at the hearing leads them to conclude that it is more likely than not that the violation(s) occurred as alleged. The Committee members will determine by majority vote whether the violation(s) occurred as alleged. The Committee members will determine by majority vote whether the violation(s) occurred and, if so, the Committee members will decide upon the appropriate sanction(s) by majority vote.

6 The Chair of the Committee will send an approved method of notification to the Student's address of record within two (2) instructional weekdays of the Committee's decision. The letter shall inform the Student of the Committee's decision, the date of the decision, any sanction(s) imposed, and the appeal process.

3 Appeal

If the student disagrees with either the decision or the sanction, the student may submit a written appeal to the College's President. This letter must be submitted within seven (7) instructional days of the date on which the Hearing Committee made its decision. The written appeal must include a statement indicating why the student disagrees with the Hearing Committee's findings.

The President, or designee, shall review the Hearing Committee's findings, conduct whatever additional inquires as deemed necessary, and render a decision within ten (10) instructional days of receiving the appeal. The President, whose decision is final, shall have the authority to approve, modify or overturn the Hearing Committee's decisions and, if needed, void the process and reconvene another Hearing committee. The President's decision regarding disciplinary actions under the Student Code 3-2-106.1 is not grievable.

The President, or designee, will inform the student about the outcome of the appeal in a certified letter sent to the student's address on record.

ATC Hazing Policy

Purpose
Aiken Technical College is committed to maintaining a safe and respectful environment for all students. Hazing in any form is strictly prohibited. This policy outlines the definitions, prohibitions, procedures, and consequences related to hazing activities. This policy includes all student organizations recognized by Aiken Technical College as well as any unofficial student group of two or more people operating as clubs, societies, associations, etc., fraternities, sororities, band, SGA, club sports teams, and athletic teams. Student groups and individual students should not condone or engage in any hazing activity.

Definition of Hazing
"Hazing" means the wrongful striking, laying open hand upon, threatening with violence, or offering to do bodily harm by a superior student to a subordinate student with intent to punish or injure the subordinate student, or other unauthorized treatment by the superior student of a subordinate student of a tyrannical, abusive, shameful, insulting, or humiliating nature.
(Code of Laws - Title 59 - Chapter 101 - Colleges And Institutions Of Higher Learning Generally (Section 59-101-200)).

Reporting Procedures
Students, faculty, and staff are encouraged to report any suspected hazing activities immediately. Reports can be made to the following individuals:

Mr. Gregory Wearing – Coordinator, Student Engagement
(803) 508-7380 | Room B-131B | wearingg@atc.edu

Ms. Crystal Edwards – Dean, Student Success and Retention
(803) 508-7484 | Room B-131E | edwardsc3@atc.edu

Mrs. Melinda Rodgers – Vice President, Enrollment Management and Student Affairs
(803) 508-7336 | Room A-167B | rodgersm2@atc.edu

Investigation and Adjudication
Upon receiving a report of hazing, Aiken Technical College will conduct a prompt, thorough, and impartial investigation in compliance with the disciplinary procedures outlined in the Aiken Technical College Academic Catalog and Student Handbook or in accordance with SBTCE 3-2-106.1, the Student Code for the SC Technical College System.

If the investigation determines that hazing has occurred, the responsible individuals or groups will be subject to disciplinary action, which may include:

- Warning or reprimand
- Probation
- Loss of privileges
- Suspension or expulsion from the college
- Revocation of organizational recognition or privileges

Support and Resources
Aiken Technical College is committed to providing support to victims of hazing. If you are a victim of hazing and seek supportive services, our Wellness and Accessibility Manager is available to provide counseling and other supportive services.
(803) 508-7410 | Room B-131D | studentwellness@atc.edu

Hazing Prevention Policy
Aiken Technical College is committed to maintaining a safe and respectful environment for all students. Aiken Technical College's hazing policy outlines the definitions, prohibitions, procedures, and consequences related to hazing activities. The policy applies to all student organizations recognized by Aiken Technical College as well as any unofficial student group of two or more people operating as clubs, societies, associations, etc., fraternities, sororities, band, SGA, club sports teams, and athletic teams. Hazing in any form will not be tolerated, and appropriate disciplinary actions will be taken in accordance with the Student Code found in the Aiken Technical College Academic Catalog and Student Handbook against any individuals or groups found in violation of this policy.

The College provides research-based hazing prevention programming that includes primary prevention strategies intended to stop hazing before it occurs. Below is a list of college resources related to hazing prevention.

Training
Campus Ambassador Program – This Program is designed for students who desire to gain valuable experience, develop leadership skills, impact their campus community, and expand personal and professional growth and development. Students selected for this program are trained each semester on the college's hazing policy, common examples of hazing, and how to recognize, prevent, and report hazing.

Student Leadership Council (SLC) – The Student Leadership Council is comprised of officers and representatives from each of the College's student organizations. The SLC helps prepare student officers to lead their various organizations through special training and leadership development activities. Encouraging collaboration among the various student organizations is also a key goal of the SLC. Officers of each student organization are trained each semester on the college's hazing policy, common examples of hazing, and how to recognize, prevent, and report hazing.

Student Government Association (SGA) - The Student Government Association is the leadership organization of Aiken Technical College's student body. SGA organizes a variety of activities each semester and also leads a community service project each year. Its officers are the voice and advocates for students and their needs. The SGA officers are trained each semester on the college's hazing policy, common examples of hazing, and how to recognize, prevent, and report hazing.

Procedural Overview

Under Title IX of the Education Amendments of 1972 (20 U.S.C. 1681) and its implementing regulations (34 C.F.R. 106), sexual harassment is a form of prohibited sex discrimination. Title IX provides that, “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving Federal financial assistance.” The South Carolina Technical College System is committed to fostering an environment that is free from unlawful discrimination on the basis of sex, including sexual harassment and sexual assault.

Any questions regarding Title IX may be referred to the college’s Title IX coordinator. Each college must prominently display the contact information required for the Title IX coordinator (name or title, telephone number, e-mail address, and office address) on its website, if any, and in each handbook, catalog, or publication that it makes available to persons entitled to a notification. In addition, colleges should include contact information for the U.S. Department of Education’s Office of Civil Rights.

The Student Code for the South Carolina Technical College System (SBTCE Procedure 3-2-106.1) sets forth the rights and responsibilities of the individual student, identifies behaviors that are not consistent with the values of college communities, and describes the procedures that will be followed to adjudicate cases of alleged misconduct. The Student Code for Addressing Alleged Acts of Sexual Harassment (SBTCE Procedure 3-2-106.2) applies to behavior or complaints alleging acts of sexual harassment on college property, or in an education program or activity. This Code does not apply to persons outside of the United States. In order to proceed through the sexual harassment grievance process detailed herein, a formal complaint must be filed with or by a Title IX coordinator and meet the following elements:

A The alleged activity falls within the definition of sexual harassment as defined in Section II (CC.);

B The alleged activity occurred within a college’s education program or activity; and

C The alleged activity occurred against a person physically located in the United States.

Complaints reported to the college’s Title IX coordinator which do not meet the above elements shall be adjudicated under the grievance process outlined in the Student Code for the South Carolina Technical College System (SBTCE Procedure 3-2-106.1). The Non-Discrimination, Anti-Harassment, and Sexual Misconduct procedure of the South Carolina Technical College System (SBTCE Procedure 8-5-101.1) shall apply in situations where complaints are made against employees of a college.

Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment) to the Title IX Coordinator at any time, including non- business hours, via the phone number, e-mail address or office mailing address listed for the Title IX coordinator.

TITLE IX COORDINATOR

The following procedure references the Title IX coordinator. The name, office location, and contact information for the Title Coordinator is as follows:

Melinda Rodgers,
Office A-167B, (Building A)
(803) 508-7336
rodgersm2@atc.edu

Irrespective of whether a report of sexual harassment is anonymous, a college with actual knowledge of sexual harassment or allegations of sexual harassment in the college’s education program or activity against a person in the United States must respond promptly in a manner that is not deliberately indifferent, meaning not clearly unreasonable in light of the known circumstances.

In some cases, campus authorities may become aware of allegations of sexual harassment via local law enforcement. These allegations may also be addressed by this Procedure. The State Board for Technical and Comprehensive Education and its member colleges encourage the prompt reporting of sexual harassment to campus security and local law enforcement. The complainant may also file a criminal report regarding the alleged conduct. However, Title IX investigations are separate from criminal investigations. In some cases, colleges may need to

temporarily delay the fact-finding portion of a Title IX investigation while law enforcement gathers evidence. Contact information for local law enforcement and campus security is available on the colleges' websites.

Retaliatory acts, which may include giving students failing grades, preventing students from participating in school activities, and threatening expulsion against any individual who exercises his or her rights under Title IX are considered to be discrimination and are unlawful. Colleges are prohibited from intimidating, threatening, coercing, or discriminating against any individual for the purpose of interfering with any right or privilege secured by Title IX.

Definitions

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

A "**Actual Knowledge**" means notice of sexual harassment or allegations of sexual harassment to a college's Title IX coordinator or any official of the college who has authority to institute corrective measures on behalf of the college.

B An "**Advisor**" is someone who is present to help the complainant or respondent understand the proceedings and to conduct cross-examination on behalf of the party during a live hearing.

C An "**Appeals Officer**" is a person designated by a college to hear an appeal of a dismissal of a formal complaint or a decision-maker determination.

D An "**Approved Method of Notification**" means any communication from college personnel through a communication channel to which the student has consented or which confirms receipt of the communication by the student, such as a hand- delivered letter, restricted mail delivery services, or e-mail. A student who communicates with the college via e-mail or otherwise provides an e-mail address in connection with communications relating to a grievance thereby consents to the service of documents and all other correspondence associated with the grievance by e-mail, and the date and time of such e-mail(s) shall be deemed the date and time of service.

E "**Chief Student Services Officer**" means the Administrative Officer at the college who has overall management responsibility for student services, or his/her designee.

F "**Close of Business**" means the time that the administrative offices of the college close on that specific workday.

G "**College**" means any college in the South Carolina Technical College System.

H "**Complainant**" means an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

I "**Consent**" is clear, knowing, and voluntary agreement. Consent is active, not passive. Silence, in and of itself, cannot be interpreted as consent. Consent can be given by words or actions, as long as those words or actions create mutually understandable clear permission regarding willingness to engage in (and the conditions of) sexual activity. Consent to any one form of sexual activity cannot automatically imply consent to any other forms of sexual activity. Previous relationships or prior consent cannot imply consent to future sexual acts.

J "**Dating Violence**" means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim, where the existence of such a relationship shall be determined based on a consideration of the following factors: the length of the relationship; the type of relationship; and the frequency of interaction between the persons involved in the relationship.

K A "**Decision-Maker**" is someone (who cannot be the same person as the Title IX coordinator or the investigator) who issues a written determination with findings of fact, conclusions about whether the alleged conduct occurred, rationale for the result as to each allegation, any disciplinary sanctions imposed on the respondent, and whether remedies will be provided to the complainant.

L "**Domestic Violence**" includes felony or misdemeanor crimes of violence committed by a person who is a current or former spouse or intimate partner of the victim, or person similarly situated to a spouse of the victim; is cohabitating or has cohabitated with the victim as a spouse or intimate partner; shares a child in common with the victim; or commits acts against youth or adult victim who is protected from those acts under the family or domestic violence laws of the jurisdiction. Such acts may include the use or attempted use of physical abuse or sexual abuse, or a pattern of any other coercive behavior committed, enabled, or solicited to gain or maintain power and control over a victim, including verbal, psychological, economic, or technological abuse that may or may not constitute criminal behavior.

M "**Education Program or Activity**" includes locations, events, or circumstances over which the college exercised

substantial control over both the respondent and the context in which the sexual harassment occurs, and also includes any building owned or controlled by a student organization that is officially recognized by the college.

N "**Exculpatory Evidence**" is evidence that creates a reasonable doubt that a respondent engaged in the conduct alleged in a complaint.

O "**Fondling**" is the touching of the private parts of another person for the purpose of sexual gratification without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because his/her temporary or permanent mental incapacity.

P "**Formal Complaint**" means a document filed by a complainant with the Title IX coordinator or signed by the Title IX coordinator alleging sexual harassment against a respondent and requesting that the college investigate the allegation of sexual harassment. A report of behavior to the Title IX coordinator or other college official does not constitute a formal complaint.

Q "**Incest**" is sexual intercourse between persons who are related to each other within degrees wherein marriage is prohibited by law (see S.C. Code Ann. § 16-15-20).

R "**Inculpatory Evidence**" is evidence indicating that a respondent engaged in the conduct alleged in the complaint.

S "**Instructional Days**" means any weekday (M-F) in which classes are in session.

T "**Instructor**" means any person employed by the college to conduct classes.

U An "**Investigator**" is someone who acts as a neutral party in the investigation and provides a detailed, unbiased report regarding the findings of the investigation.

V "**Official with Authority**" means an official of the college with authority to institute corrective measures. Officials with authority are those personnel designated by a college who would be considered to have actual knowledge upon receiving notice of alleged sexual harassment.

W "**Preponderance of the Evidence**" is the standard used to evaluate the evidence for purposes of making findings and drawing conclusions for an investigation or hearing conducted under this Procedure. The preponderance of evidence standard means it is more likely than not that the conduct complained of occurred.

X A "**Report**" is notice from a complainant of alleged sexual harassment, other than a formal complaint, made to the Title IX coordinator or an official with authority.

Y "**Rape**" is the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

Z "**Respondent**" means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

AA "**Retaliation**" is adverse action taken against an individual for engaging in protected activity. No college or other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by 34 C.F.R. Part 106 (Title IX), or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under Title IX. Intimidation, threats, coercion, or discrimination, including charges against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or formal complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX, constitutes retaliation.

BB "**Sexual Assault**" is defined as rape, fondling, incest, and statutory rape as defined herein.

CC "**Sexual Harassment**" means conduct on the basis of sex that satisfies one or more of the following: (1) An employee of the college conditioning the provision of an aid, benefit, or service of the college on an individual's participation in unwelcome sexual conduct (i.e., quid pro quo); (2) Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the college's education program or activity; or (3) sexual assault, dating violence, domestic violence, or stalking as defined herein.

DD "**Staff**" means any person employed by the college for reasons other than conducting classes.

EE "**Stalking**" means engaging in a course of conduct directed at a specific person that would cause a reasonable person to (1) fear for his or her safety or the safety of others; or (2) suffer substantial emotional distress. For the purposes of this definition: "Course of conduct" means two or more acts, including, but not limited to, acts

which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person's property; "reasonable person" means a person of ordinary prudence and action under the circumstances in which the course of conduct occurs; and "substantial emotional distress" means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

FF "**Statutory rape**" is sexual intercourse with a person who is under the statutory age of consent (see S.C. Code Ann. § 16-3-655)

GG "**Student**" means an individual currently enrolled in a program and/or registered for the current or upcoming academic term.

HH "**Supportive Measures**" are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent. Supportive Measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures.

II A "**Third-Party Reporter**" is an individual who files a complaint on behalf of another individual alleging violation of this policy.

JJ A "**Title IX Coordinator**" is an employee designated by the college to coordinate its efforts to comply with and carry out its responsibilities under 34 C.F.R. Part 106 (Title IX), including any investigation of any complaint communicated to such college alleging its noncompliance with Title IX or alleging any actions which would be prohibited by Title IX.

Receipt of Reports and Formal Complaints

A **Reports**
A report of alleged sexual harassment to a Title IX coordinator or any official of the college who has authority constitutes actual knowledge. The college must maintain a list of college personnel who are considered officials with authority to institute corrective measures and may name additional responsible employees who must report sexual harassment to the Title IX coordinator. An official with authority who receives a report of alleged sexual harassment must promptly notify the Title IX coordinator of the report. A report is not considered to be a formal complaint but initiates the offering of supportive measures.

B **Formal Complaints**
A Title IX coordinator may receive a formal
complaint alleging sexual harassment by phone, mail, e-mail, or any other approved method of notification. Receipt of a formal complaint must be acknowledged in writing by the Title IX coordinator to the complainant within three (3) instructional days of submission of the complaint. Formal complaints may be initiated by a complainant or the Title IX coordinator. Upon determining a formal complaint meets the elements set forth in Section I of this Procedure, the college's sexual harassment grievance process is initiated.

Supportive Measures

Upon receiving or being made aware of a report alleging sexual harassment, regardless of whether a formal complaint has been filed, the Title IX coordinator must provide supportive measures to both the complainant and the respondent. The Title IX coordinator is responsible for coordinating the effective implementation of supportive measures and must consider a complainant's wishes with respect to measures provided. Measures provided shall be kept confidential unless disclosure is necessary to provide the measures, such as in the case of a no- contact order. Such measures should restore or preserve equal access to the education program or activity without unreasonably burdening the other party.
Interim suspension or expulsion of a respondent is not included in the list of supportive measures. Emergency removal of a respondent from an educational program or activity is allowable only after conducting a safety and risk analysis and determining there is an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment that justifies removal. The respondent must be provided with notice of the removal and an opportunity to challenge the decision immediately following the removal. Such a challenge must be made to the Title IX coordinator in writing through an approved method of notification within two (2) instructional days of the removal and include a rationale for why the emergency removal should be rescinded. A respondent may not be subject to an emergency removal without full and appropriate consideration of applicable disability laws, such as Section 504 of the Rehabilitation Act and the Americans with Disabilities Act, in order to preserve equal education access.

Sexual Harassment Grievance Process

The sexual harassment grievance process must include reasonably prompt time frames determined by the college and written into policy for conclusion of the grievance process (from the filing of a formal complaint to the written determination by the decision- maker), informal resolutions, and appeals. The college's policy must also include an explanation and examples of time extensions beyond the published policy, and such extensions must be temporary and justified by good cause.

A **Dismissal of a Formal Complaint**

The college must dismiss formal complaints alleging sexual harassment if the conduct in the alleged complaint does not meet the definition of sexual harassment as contained herein; if the conduct did not occur in the college's education program or activity; or if the conduct did not occur against a person in the United States. However, the complaint may be investigated under the Student Code for the South Carolina Technical College System (SBTCE Procedure 3-2-106.1) if it violates a college's student code of conduct.

A college may dismiss a formal complaint under this Procedure if, at any time, a complainant notifies the Title IX coordinator that the he or she wishes to withdraw the complaint; if the respondent is no longer enrolled at the college; or if specific circumstances prevent the college from gathering evidence sufficient to reach a determination. If a formal complaint is dismissed, written notice containing reason(s) for the dismissal must be made by an approved method of notification and provided to both parties. Dismissal of a formal complaint can be appealed.

B **Notice of Allegations**

Upon receiving a formal complaint alleging sexual harassment, written notice of the allegation(s) ("Notice of Allegations") must be provided within seven (7) instructional days to both the complainant and the respondent. The written notice must be made by an approved method of notification and include:

1. The identities of the parties involved in the incident;
2. The conduct allegedly constituting sexual harassment;
3. The date and location of the alleged incident;
4. Notice of the college's sexual harassment grievance process, to include information regarding its informal resolution process, if available; A statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility will be made upon conclusion of the grievance process;
5. Notice as to whether the college's code of conduct prohibits knowingly making or submitting false information during the grievance process, and;
6. Notice that the parties may have an advisor of their choice.

Such notice of allegations must be provided at least three (3) instructional days prior to any initial interviews or meetings to allow the respondent sufficient time to respond to the allegations. Notice of additional allegations added after the initial notice must also be provided in writing through an approved method of notification.

C **Advisors**

Both the complainant and respondent may have an advisor of their choosing to be present during meetings with college officials (such as the Title IX coordinator or investigator), interviews, and review of materials related to the complaint. Both the complainant and respondent must have an advisor present at the hearing whose sole purpose is to conduct cross-examination on behalf of the party. A party who does not bring an advisor of their choosing to the hearing shall be assigned an advisor by the college. In the event that neither a party nor their advisor appears at the hearing, the college must provide an advisor to appear on behalf of the non-appearing party. An assigned advisor may or may not be an employee of the college.

D **Investigation**

1 INVESTIGATIVE PROCESS

Upon receipt of a formal complaint of allegations of sexual harassment, the college must initiate an investigation led by an impartial investigator whose purpose is to collect and summarize evidence. The person(s) investigating may not also serve as the Title IX coordinator or decision- maker. The college must ensure that the burden of proof and burden of gathering evidence sufficient to reach a determination lies on the college and not the parties involved. Parties must receive equal opportunity to present witnesses and evidence. Such evidence must be submitted to the investigator within ten (10) instructional days upon receipt of the Notice of Allegations. Written notice must be provided to a party when the party's participation in a meeting with the investigator is invited or expected. The notice must include the date, time, and location of

the meeting; the expected participants; the meeting's purpose; and must allow up to three (3) instructional days, although this period may be shortened if mutually agreed upon by the parties.

Investigators may record interviews with parties and witnesses. Such recordings may be included in the investigative report if relevant, either by transcription with irrelevant information redacted or by recording with irrelevant audio removed.

The investigative process should be completed within approximately thirty (30) to forty-five (45) instructional days from receipt of the formal complaint. Circumstances may warrant additional time to complete the investigative process.

2 REVIEW OF EVIDENCE

Before an investigator issues a report, both parties must be allowed at least ten instructional days to (1) review evidence gathered during the investigation that is directly related to the allegations raised in the formal complaint and (2) submit a written response to the evidence. Investigators may but are not required to share such responses to the other party. Should the college discover additional evidence resulting from further investigation prompted by a party's initial response to evidence, the required time of ten (10) instructional days must again be provided for a party to review and respond to the evidence. Notification of any such additional evidence for review shall be made to the parties in writing by an approved method of notification. Upon conclusion of the investigation, the investigator shall generate a written report within seven (7) instructional days unless this time period is extended for an additional five (5) instructional days upon written notice to the parties with an explanation for the extension. Privileged information will not be provided, and treatment records of a party may only be provided to the other party with written consent.

3 INVESTIGATIVE REPORT

The investigator(s) must create a report that fairly summarizes all relevant inculpatory and exculpatory evidence and distribute the report to the parties and their advisors at least ten (10) instructional days prior to the scheduled hearing. The investigative report should include a description of procedural steps taken during the investigation and a summary of evidence. Only evidence relevant to the allegations of sexual harassment shall be included in the investigative report. Prior sexual history is not deemed relevant (1) unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or (2) if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent.

Parties may provide written responses to the investigative report, which shall be provided to the decision-maker at least one instructional day in advance of the hearing.

E **Hearings**

A college's sexual harassment grievance process must provide for a live hearing with cross- examination of parties and witnesses. The parties may bring an advisor of their choice to conduct the cross-examination. Should a party not have an advisor, the college must provide an advisor at no cost. Parties must be notified of a scheduled hearing at least ten (10) instructional days prior to the hearing through an approved method of notification that shall include the date, time, and location of the hearing.

At the live hearing, advisors of the parties shall cross-examine parties and witnesses who have provided information relevant to the complaint or response thereto. The decision-maker does not have to allow witnesses who are solely character witnesses. The decision-maker must allow the advisor for each party to ask the other party and any witnesses relevant questions and follow-up questions. Such cross-examination must be conducted directly, orally, and in real time by the party's advisor of choice and may occur with the parties in separate rooms using technology that enables participants to simultaneously see and hear the person answering questions. Only relevant cross-examination and other questions may be asked of a party or witness. Before a complainant, respondent, or witness answers a question while under cross-examination or otherwise, the decision- maker must first determine whether the question is relevant and explain any decision to exclude a question as not relevant. Should a party or witness refuse to participate in cross-examination, either in whole or by refusing to answer certain questions during cross-examination, no statements provided by the party or witness may be used in reaching a determination. Questions for cross-examination may be presented in advance to the decision-maker so that relevancy may be determined prior to the hearing. However, providing cross-examination questions in advance does not preclude the advisor(s) from asking additional questions not provided in advance to the decision-maker.

Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent. At the request of either party, the college must provide for the live hearing to occur with the parties located in separate rooms with technology enabling the

decision-maker and parties to simultaneously see and hear the party or the witness answering questions. An audio or visual recording or a transcript of the hearing must be created and made available for review and inspection.

F **Determinations**

Determinations must be made using the Preponderance of the Evidence standard. Determinations may be made at the conclusion of the live hearing or within three (3) instructional days of the live hearing's conclusion and shall be provided in writing by an approved method of notification simultaneously to both parties. A written determination shall include:

1. Identification of the allegation(s) of sexual harassment;
2. A description of the process of investigation, from receipt of the complaint through the determination, to include any notifications to the parties, interviews, site visits, methods used to gather evidence, and hearings held;
3. Findings of fact supporting the determination;
4. Conclusions regarding the application of any of the college's policies to the facts
5. A statement of, and rationale for, the determination regarding each allegation, to include:
   a. Disciplinary sanctions for the respondent
   b. Remedies provided to the complainant to restore the complainant's equal access to the college's education program or activity; and
6. Information regarding the opportunity to appeal the determination.

A determination is considered final either on the date that the college provides the parties with the written determination or upon expiration of the option to file an appeal.

G **Appeals**

Both parties must be afforded the opportunity to appeal dismissal of a formal complaint as well as a final determination on the following grounds:

1. A procedural irregularity affecting the outcome;
2. New evidence not available at the time of the determination that could affect the outcome; or

   Conflict of interest or bias on the part of the Title IX coordinator, investigator(s), or decision-maker which affected the outcome.

If a party wishes to appeal, an appeal must be made within ten (10) instructional days of dismissal of a formal complaint or delivery of a written determination. If a party files an appeal, the other party must be notified by an approved method of notification. A party wishing to appeal must do so by submitting an appeal in writing to the Title IX coordinator, who will assign review of the appeal to an appeals officer within three (3) instructional days of receipt. The appeal must include a statement indicating why the appealing party disagrees with dismissal of the complaint or the determination, and specify on which ground(s) the appeal is being made. The college must ensure that the appeals officer is not the Title IX coordinator, investigator(s), or decision-maker who reached the original determination. A decision by an appeals officer must be rendered within three (3) instructional days of receipt by the appeals officer and provided in writing to both parties simultaneously through an approved method of notification. Should an extension be necessary, the appeals officer may provide the parties with written notice extending determination of the appeal for five (5) instructional days with an explanation for the extension. The results of an appeal and the rationale for the determination must be provided in writing simultaneously to both parties.

Informal Resolution

Upon receipt of a formal complaint, a college may choose to introduce the option of a voluntary informal resolution process. Informal resolution may include a range of conflict resolution strategies to include arbitration, mediation, or restorative justice. Informal resolution is a voluntary process that must be agreed upon in writing by both parties, and the documented agreement must notify the parties of their right to withdraw at any time from the informal resolution process. Colleges may not offer or facilitate an informal resolution process to resolve complaints of sexual harassment where the complainant is a student and the respondent is an employee. The informal resolution process may result in sanctions for a respondent.

Colleges may not, under any circumstance, require a party to waive the right to an investigation and adjudication of formal complaints under Title IX. Similarly, a college may not require the parties to participate in the informal resolution of a formal complaint or offer an informal resolution process unless a formal complaint is filed.

Informal resolution, which does not involve a full investigation and adjudication, may be offered at any time prior to reaching a final determination as long as:

A. Colleges do not require informal resolution participation as a condition of enrollment or continuing enrollment or enjoyment of any other right, waiver of the right to an investigation and adjudication of formal complaints of sexual harassment consistent with this section; and

B. The parties receive a written notice that includes the following:
    1. The allegations;
    2. The requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations;
    3. That at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint;
    4. Any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared; and
    5. Signature blocks for the parties' voluntary, written consent to the informal resolution process.

The complainant and respondent both have the right to terminate the informal resolution process at any time and proceed with the formal grievance process. Furthermore, the Title IX coordinator or designee may, where appropriate, terminate or decline to initiate informal resolution and proceed with formal resolution instead. In such cases, statements or disclosures made by the parties in the course of the informal resolution process may be considered in any subsequent formal proceedings.

Sanctions

Following an investigation of allegations presented before the decision-maker, the following sanctions may be imposed if the available information indicates that a violation has occurred:

A. **Reprimand**: A written warning documenting that the student violated a student conduct procedure and indicating that subsequent violations could result in more serious disciplinary sanctions.

B. **Special Conditions**: Completion of a variety of educational activities relating to the nature of the offense may be imposed. Examples include, but are not limited to, the following: a formal apology, an essay or paper on a designated topic, or participation in a special project or activity.

C. **Disciplinary Probation**: A written reprimand documenting that the student violated a student conduct procedure. Probation is for a specified period of time and it serves as a warning that subsequent violations could most likely result in more serious disciplinary sanctions.

D. **Loss of Privileges**: Suspension or termination of particular student privileges.

E. **Suspension from the college**: Separation from the college for a specified period of time. Suspended students will not receive academic credit for the semester in which the suspension was imposed. During the suspension period, the student may not return to the campus unless prior permission by the Chief Student Services Officer, or designee, has been granted.

F. **Expulsion from the college**: Permanent separation from the college. An expelled student may not return to

the campus unless prior permission by the Chief Student Services Officer, or designee, has been granted. An expelled student will not receive academic credit for the semester in which the expulsion was imposed.

G **Additional Measures**: Minimizing contact between complainant and respondent. This may include but is not limited to: change in academic and extracurricular activities, living arrangements, transportation, dining, and college-related work assignments, as appropriate.

H Any combination of the above

Recordkeeping

A college must maintain for seven (7) years from the initial report or formal complaint of sexual harassment, records of:

A Any sexual harassment investigation, including any final determination thereof, any required recording or transcript, any sanctions imposed on the respondent, and any remedies provided to the complainant.

B Any appeal and its result.

C Any informal resolution and its result.

D Records of any action, including any supportive measures, taken in response to an informal or formal complaint of sexual harassment.

The college must also maintain for a period of seven (7) years all materials used to train Title IX coordinators, investigators, decision-makers, and those who conduct the informal resolution process with regard to sexual harassment. This requirement applies only to complaints (informal or formal) received on or after August 14, 2020.

Confidentiality and Privacy

The college must keep confidential the identity of complainants, respondents, third-party reporters and witnesses involved in the grievance process, except as may be permitted by FERPA, as required by law, or as necessary to carry out a Title IX proceeding. The college must maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the college to provide the supportive measures. If a formal complaint is made to a Title IX coordinator, confidentiality of the complainant may not be maintained. However, both parties and their advisors may be required to sign non-disclosure or privacy notices requesting that information shared as part of the sexual harassment grievance process not be disclosed.

Amnesty for Drug and Alcohol Possession and Consumption Violations

Students are encouraged to report instances of sex- based discrimination, sexual harassment, or sexual assault. Therefore, students who report information about sex-based discrimination, sexual harassment, or sexual assault will not be disciplined by the college for any violation of the college's drug or alcohol possession or consumption policies in connection with making the report.

General Provisions

I PURPOSE

The purpose of the student grievance procedure is to provide a system to channel and resolve student complaints against a college employee concerning decisions made or actions taken. A decision or action can be grieved only if it involves a misapplication of a college's policies, procedures, or regulations, or violation of a state or federal law. This procedure may not be used in the following instances: (1) to grieve a claim against a college employee for any matter unrelated to the employee's role or position at the college; (2) for complaints or appeals of grades awarded in a class or for an assignment, unless the complaint is based upon alleged discrimination on the basis of race, color, religion, sex, sexual orientation, national origin, age, disability, genetic information, gender, veteran status, pregnancy, childbirth, other categories protected by applicable law or on the basis of alleged sexual harassment/violence; or (3) to grieve a decision for which other grievance or appeal procedures exist (e.g., appeal of a disciplinary case, a residency appeal, a financial aid appeal, FERPA grievances, transfer credit evaluations).

The student filing the grievance must meet the definition of a "student" at the time of the decision or action being grieved and must be the victim of the alleged mistreatment. A grievance cannot be filed on behalf of another person.

I DEFINITIONS

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

A "College" means any college in the South Carolina Technical College System.

B "President" means the chief executive officer of the college.

C "Administrative Officer" means anyone designated at the college as being on the administrative staff, such as the President, Chief Academic Officer, Chief Student Services Officer, etc."

D Chief Student Services Officer" means the Administrative Officer at the College who has overall management responsibility for student services or his/her designee.

E "Chief Academic Officer" means the Administrative Officer at the College who has overall management responsibility for academic programs and services or his/her designee.

F "Grievable Act or Decision" means a misapplication of a college's policies, procedures, or regulations, or a violation of a state or federal law.

G "Instructional Days" means any weekday (M-F) in which classes are in session.

H "Student" means an individual currently enrolled in a program and/or registered for the current or upcoming academic term.

I "Instructor" means any person employed by the college to conduct classes.

J "Staff" means any person employed by the college for reasons other than conducting classes.

K "Campus" means any place where the college conducts or sponsors educational, public service, or research activities.

L "Approved Method of Notification" means any communication from college personnel through a communication channel to which the student has consented or which confirms receipt of the communication by the student, such as a hand- delivered letter, restricted mail delivery services, or e-mail. A student who communicates with the college via e-mail or otherwise provides an e-mail address in connection with communications relating to a grievance thereby consents to the service of documents and all other correspondence associated with the grievance by e-mail, and the date and time of such e-mail(s) shall be deemed the date and time of service.

M "Close of Business" means the time that the administrative offices of the college close on that specific workday.

I GRIEVANCE PROCESS

A Filing a Complaint

This procedure must be initiated by the student within fifteen (15) instructional days of becoming aware of the decision, action, or event giving rise to the grievance. This time limit may be extended by the President or his/her designee, if the student requests an extension within the fifteen (15) instructional day period.

Before initiating the Student Grievance process, a student may go to the college employee who originated the alleged problem and attempt to resolve the matter informally. In instances alleging discrimination or harassment, including sexual harassment and violence, the student is not required to initially try to resolve the matter with the person alleged to have committed the violation under this procedure. Where applicable, if the student is not satisfied with the outcome of this meeting or if the student prefers to ignore this step, then the student may file a written complaint and initiate the grievance process. This written complaint should describe the decision or action that is being grieved, the date of the decision or action, and the college employee(s) involved in the decision or action.

1. Written complaints about alleged discrimination or harassment on the basis of race, color, religion, sex, sexual orientation, national origin, age, disability, genetic information, gender, veteran status, pregnancy, childbirth, other categories protected by applicable law and written complaints about alleged sexual harassment or violence shall be submitted to the employee(s) designated in the college's Statement of Nondiscrimination to coordinate Section 504, Title II, and Title IX compliance.
2. Written complaints about decisions and actions not related to discrimination on the basis of race, color, religion, sex, sexual orientation, national origin, age, disability, genetic information, gender, veteran status, pregnancy, childbirth, other categories protected by applicable law or sexual harassment shall be submitted to the college's Chief Student Services Officer.
3. Any written complaint naming the College's President as the person whose alleged action or decision originated the problem shall be submitted to the President of the South Carolina Technical College System.

B Preliminary Investigation and Findings

The person receiving the student's written complaint will send a written acknowledgment to the student no later than two (2) instructional days after receiving the written complaint.

1. **When the complaint is against anyone other than the President of a College:**

   The person receiving the complaint will forward the complaint to the immediate supervisor of the employee named in the complaint no later than two (2) instructional days after it has been received.

   As a part of the effort to resolve the matter, the supervisor, or designee, will consult, as needed, with the employee named in the complaint, the student filing the complaint (collectively, the "Parties"), the Chief Administrative Officer of the division or component concerned, and any others relevant to the resolution of the complaint.

   The supervisor, or designee, shall respond in writing to the student within ten (10) instructional days of receipt of the complaint. The response, sent through an approved method of notification, shall include a summary of the findings and propose the steps that shall be taken to resolve the complaint. If the student does not agree with the proposed resolution, the student may request to have the complaint heard by the Student Grievance Committee (*see Section III.C.2.a)*.

2. **When the complaint is against the President of a College:**

   The South Carolina Technical College System's Executive Vice President, or designee, will be responsible for the preliminary investigation and findings.

   As a part of the effort to resolve the matter, the South Carolina Technical College System's Executive Vice President, or designee, will consult, as needed, with the College President named in the complaint, the student filing the complaint, the Chief Administrative Officer of the division or component concerned, and any others relevant to the resolution of the complaint.

   The South Carolina Technical College System's Executive Vice President, or designee, shall respond in writing to the student within ten (10) instructional days of receipt of the complaint. The response, sent through an approved method of notification, shall include a summary of the findings and propose the steps that shall be taken to resolve the complaint. If the student does not agree with the proposed resolution, the student may request to have the complaint heard by an ad hoc committee.

   The President of the South Carolina Technical College System will convene a three-person ad hoc committee consisting of College Presidents or a three-person ad hoc committee from within the System to hear the student's complaint.

C **Student Grievance Hearing**

1 **Requesting a Hearing**

a When the complaint is against anyone other than the President of a College:

1 The student must submit a written request for a Grievance Hearing to the Chief Student Services Officer within seven (7) instructional days after receiving the supervisor's written response. The request must be related to the original complaint, and include a statement describing why the supervisor's response was unsatisfactory.

2 If the student does not submit the written hearing request within seven (7) instructional days after receiving the supervisor's written response, but the student can demonstrate that extenuating circumstances resulted in the failure to meet this deadline, the Chief Student Services Officer may allow the hearing to take place.

3 Within two (2) instructional days of receiving the hearing request, the Chief Student Services Officer shall notify the College President about the need to convene a Student Grievance Committee. These committees shall be formed to hear specific complaints and a new committee may be formed each time a grievance covered by this procedure is filed.

b When the complaint is against the President of a College:

1 The student must submit a written request for a Grievance Hearing to the South Carolina Technical College System's Executive Vice President, or designee, within seven (7) instructional days after receiving the Executive Vice President's written response. The request must be related to the original complaint, and include a statement describing why the Executive Vice President's response was unsatisfactory.

2 If the student does not submit the written hearing request within seven (7) instructional days after receiving the Executive Vice President's written response, but the student can demonstrate that extenuating circumstances resulted in the failure to meet this deadline, the Executive Vice President may allow the hearing to take place.

3 Within two (2) instructional days of receiving the hearing request, the Executive Vice President shall notify the South Carolina Technical College System President about the need to convene an ad hoc committee of College Presidents or a three-person ad hoc committee from within the System to hear the student's complaint. These committees shall be formed to hear specific complaints and a new committee may be formed each time a grievance covered by this procedure is filed.

Hearings may be held in person or by means of electronic equipment.

2 **Grievance Committees**

a When the complaint is against anyone other than the President of a College:

1 Student Grievance Committee- The College President must approve all recommended members. The committee shall be composed of the following:

a Two students recommended by the governing body of the student body;

b One faculty member recommended by the Chief Academic Officer;

c One Student Services staff member recommended by the Chief Student Services Officer;

d One administrator, other than the Chief Student Services Officer, to serve as the Committee's chairperson; and

e The Chief Student Services Officer, or designee, who serves as ex- officio, nonvoting member of the committee.

2 The Chief Student Services Officer, or designee, will send copies of the student's hearing request to the committee members, the employee, and the employee's supervisor. The employee against whom the grievance was filed has an opportunity to submit his/her response to the hearing request to the Committee prior to the hearing.

3 The Student Grievance Committee's hearing shall be conducted within twenty- one (21) instructional days following the date of the request. The chairperson may grant a postponement if either party submits a written request no later than five (5) instructional days prior to the scheduled hearing. The chairperson of the Student Grievance Committee, in his/her discretion, may postpone the hearing due to circumstances beyond the control of the parties. The re-scheduled hearing must take place within ten (10) instructional days of the date of the previously scheduled hearing.

b When the complaint is against the President of a College:

1 Ad hoc committee: The President of the South Carolina Technical College System will select three College Presidents from the System to serve on this committee and identify one of the three College Presidents to serve as the chairperson for the hearing. The President of the South Carolina Technical College System may also choose to select a three-person ad hoc committee from within the System to hear the student's complaint.

2 The President of the South Carolina Technical College System, or designee, will send copies of the student's hearing request to the committee members and the President at that college. The President against whom the grievance was filed has an opportunity to submit his/her response to the hearing request to the Committee prior to the hearing.

3 The ad hoc committee hearing shall be conducted within twenty-one (21) instructional days following the date of the request. The chairperson may grant a postponement if either party submits a written request no later than five (5) instructional days prior to the scheduled hearing. The chairperson of the ad hoc committee, in his/her discretion, may postpone the hearing due to circumstances beyond the control of the parties. The re-scheduled hearing must take place within ten (10) instructional days of the date of the previously scheduled hearing.

3 **Hearing Procedures**

a When the complaint is against anyone other than the President of a College:

1 The Chief Student Services Officer, or designee, shall send an approved method of notification to the student filing the complaint and to the employee(s) named in the complaint at least fifteen (15) instructional days before the scheduled hearing. This notification shall include:

a a brief description of the complaint, including the name of the person filing the complaint;

b the date, time, and location of the hearing; and

c a list of the student's procedural rights.

i The right to review all available evidence, documents or exhibits that each party may present at the hearing. This review must take place under the supervision of the Chief Student Services Officer or designee.

ii The right to appear before the Hearing Committee and to present information and additional evidence, subject to the Committee's judgment that the evidence is relevant to the hearing.

iii The right to consult with counsel. This person serving as counsel may not address the committee, question the employee(s) named in the complaint, or examine any witnesses. The student will be responsible for paying any fees charged by the student's counsel.

iv The right to present witnesses who have information relating to the complaint. Witnesses will be dismissed after presenting the information and responding to questions posed by the committee, the student filing the complaint, and the employee(s) named in the complaint.

v The right to submit evidence relevant to the complaint.

2 At least ten (10) instructional days before the scheduled hearing the Parties must submit the names of persons that the parties anticipate calling as witnesses as well as any evidence that the Parties intend to introduce at the hearing.

3 At least five (5) days prior to the hearing, the Chief Student Services Officer shall provide the list of witnesses and evidence to the Parties involved in the hearing and shall send hearing information to the witnesses to include, at minimum, the date, time, and location of the hearing.

4 Committee hearings shall be closed to all persons except the student filing the complaint, the employee(s) named in the complaint, respective counsel for the student and the employee(s), witnesses authorized by the Committee to participate in the hearing, committee members, and one or more persons designated by the Committee to be responsible for making an official written record or audio recording of the hearing.

5 The Committee will arrange for an official audio recording or written record of the hearing (not including deliberations) to be made, and only the person(s) designated by the Committee may make any kind of record of the proceedings. No record of the Committee's deliberations shall be permitted to be made by any means. The official audio recording or written record of the hearing is the property of the College and will be maintained in the office of the Chief Student Services Officer. The Student or employee(s) named in the complaint may review the official audio recording or written record of the hearing (as applicable) under the supervision of the Chief Student Services Officer or designee, but neither are entitled to a copy of the audio recording or written record. Notes made by Committee members for use as a personal memory aid shall not

be made a part of the written record and are not subject to review by the Student or employee(s).

6. Witnesses shall be called in one at a time to make a statement and to respond to questions, as permitted by the Chair.

7. After the portion of the hearing concludes in which all pertinent information has been received, everyone other than the Committee will be excused and its deliberations will begin. The “preponderance of the evidence” standard shall apply to the deliberations, which means that the Committee members must determine if the information presented at the hearing leads them to conclude that it is more likely than not that the violation(s) occurred as alleged. The Committee members will determine by majority vote whether the violation(s) occurred and, if so, the Committee members will decide upon the appropriate sanction(s) by majority vote.

8. The Chair of the Committee will send an approved method of notification to the Student and College President’s address of record within two (2) instructional weekdays of the Committee’s decision. The letter shall inform both parties of the Committee’s decision, the date of the decision, any sanction(s) imposed, and the appeal process.

a. When the complaint is against the President of a College:

1. The South Carolina Technical College System President, or designee, shall send notice through an approved method of notification to the student filing the complaint and to the College President named in the complaint at least fifteen (15) instructional days before the scheduled hearing. This notification shall include:

   a. a brief description of the complaint, including the name of the person filing the complaint;

   b. the date, time, and location of the hearing;

   c. a list of the student’s procedural rights:

      i. The right to review all available evidence, documents or exhibits that each party may present at the hearing. This review must take place under the supervision of the South Carolina Technical College System President or designee.

      ii. The right to appear before the ad hoc committee and to present information and additional evidence, subject to the Committee’s judgment that the evidence is relevant to the hearing.

      iii. The right to consult with counsel. This person serving as counsel may not address the committee, question the College President named in the complaint, or any witnesses. The student will be responsible for paying any fees charged by the counsel.

      iv. The right to present witnesses who have information relating to the complaint. Witnesses will be dismissed after presenting the information and responding to questions posed by the Committee, the student filing the complaint, and the College President named in the complaint.

      v. The right to submit evidence relevant to the complaint.

2. At least ten (10) instructional days before the scheduled hearing the parties must submit the names of persons that the parties anticipate calling as witnesses as well as any evidence that the parties intend to introduce at the hearing.

3. At least five (5) days prior to the hearing, the Chief Student Services Officer shall provide the list of witnesses and evidence to the Parties involved in the hearing and shall send hearing information to the witnesses to include, at minimum, the date, time, and location of the hearing.

4. Committee hearings shall be closed to all persons except the student filing the complaint, the College President named in the complaint, respective counsel for the student and the employee(s), witnesses authorized by the Committee to participate in the hearing, committee members, and one or more persons designated by the Committee to be responsible for making an official written record or audio recording of the hearing.

5. The Committee will arrange for an official audio recording or written record of the hearing (not including deliberations) to be made, and only the person(s) designated by the Committee may make any kind of record of the proceedings. No record of the Committee's deliberations shall be permitted to be made by any means. The official audio recording or written record of the hearing is the property of the College and will be maintained in the office of the President of the South Carolina Technical College System. The student or College President named in the complaint may review the official audio recording or written record of the hearing (as applicable) under the supervision of the System

President or designee, but neither are entitled to a copy of the audio recording or written record. Notes made by Committee members for use as a personal memory aid shall not be made a part of the written record and are not subject to review by the student or College President.

6. Witnesses shall be called in one at a time to make a statement and to respond to questions, as permitted by the Chair.

7. After the portion of the hearing concludes in which all pertinent information has been received, everyone other than the Committee will be excused and its deliberations will begin. The "preponderance of the evidence" standard shall apply to the deliberations, which means that the Committee members must determine if the information presented at the hearing leads them to conclude that it is more likely than not that the violation(s) occurred as alleged. The Committee members will determine by majority vote whether the violation(s) occurred and, if so, the Committee members will decide upon the appropriate sanction(s) by majority vote.

8. The Chair of the Committee will send an approved method of notification to the student and College President's address of record within two (2) instructional days of the Committee's decision. The letter shall inform both parties of the Committee's decision, the date of the decision, any sanction(s) imposed, and the appeal process.

The internal timeline periods contained in Section III.C.3 ("Hearing Procedures") may be waived upon the mutual written agreement of the Parties.

V APPEAL PROCESS

A. **When the complaint is against anyone other than the President of a College**:

If either party is not satisfied with the Student Grievance Committee's decision, that person may submit a written appeal to the President of the College within ten (10) instructional days of the Committee's decision. The written appeal must include a statement indicating why the person was not satisfied with the Committee's decision. The College President shall review the Committee's findings, conduct whatever additional inquiries are deemed necessary and render a decision within ten (10) instructional days of receipt of the appeal. The College President will notify both parties of his/her decision through an approved method of notification. The President's decision is final and this decision cannot be the sole reason for filing a grievance against the President.

B. **When the complaint is against the President of a College:**

If either party is not satisfied with the ad hoc committee's decision, that person may submit a written appeal to the President of the South Carolina Technical College System within ten (10) instructional days of the Committee's decision. The written appeal must include a statement indicating why the person was not satisfied with the Committee's decision. The System President shall review the Committee's findings, conduct whatever additional inquiries are deemed necessary and render a decision within ten (10) instructional days of receipt of the appeal. The System President will notify both parties of his/her decision through an approved method of notification. The System President's decision is final.

Definitions of Online, Hybrid, and Supplemental Courses

ONLINE

The course is 100 percent online. Students taking an online class must have reliable access to a computer with an internet connection to take the course because the entire grade will depend on work that can only be completed online. Students may choose to come to campus to utilize college resources.

***Synchronous*:** The course is online, but there are live, scheduled lessons that students must attend during a set time frame.

Asynchronous: The course is online, but the course is self-guided with set due dates for course work.

HYBRID

This is considered a blended course. A hybrid class trades a significant percentage of its traditional campus contact hours for online work. Students must have reliable access to a computer with an internet connection because a percentage of the grade will depend on work that can only be completed online.

SUPPLEMENTAL

Instructors teaching scheduled on-campus classes have the option to use the college's course management system as a supplement to their class. At a minimum, these instructors provide a syllabus addendum, course information, and instructor contact information online. The course itself is delivered in a traditional face-to-face setting with no reduction in the usual face-to-face meeting time or number of meetings.

Online Opportunities

Aiken Technical College offers a variety of online and hybrid courses. In addition, many face-to-face courses are supplemented with online materials through the College's course management system.

Online Attendance Policy

The student is required to login to the course by 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 the student from the course if there is no evidence of activity from the student. Except in extenuating circumstances, and with the approval of the appropriate dean, instructors drop students from the class when 80% attendance is not maintained.

Attendance in an online course is defined by course participation as required by the instructor. After any three weeks (cumulative, not necessarily consecutive weeks) of no communication or non- participation, the student will be dropped from the course. The instructor will assign a grade of "W".

Students wishing to withdraw from the course must follow the current ATC policy on withdrawals and refunds.

Quality Standards for Online Learning

Aiken Technical College is committed to providing quality online teaching and learning. The Quality Standards for Online Learning outlines standards for students including course expectations, communication, assessment and support services.

QUALITY STANDARDS FOR ONLINE LEARNING

1 Course Overview

1.1 Students are able to evaluate their readiness for online learning.

1.2 The course master syllabus is available in an ADA-compliant electronic format within the Student Portal.

1.3 The course syllabus addendum is available in an ADA-compliant electronic format and easily located within the online shell.

1.4 Contact information for the instructors is made available to all students.

1.5 Content is sequenced and structured clearly.

1.6 Technical expertise and equipment required is communicated with students.

1.7 Students are expected to follow the College's Attendance Procedure for Online Courses, outlined in Procedure 4-4-110.2.

2 Interaction and Communication

2.1 Regular and substantive interaction, which the College defines as at least weekly instructor- initiated formative interaction via methods such as, but not limited to, synchronous learning sessions, comments in online discussion boards, summative overviews of assignment/exam results, and/or detailed responses to specific elements of assignments, is required.

2.2 The student is able to interact with the course content in a variety of ways. (Podcasts, simulations, and practice tests are examples.)

2.3 The student is able to interact with the course content in a variety of ways. (Podcasts, simulations, and practice tests are examples.)

2.4 The instructor responds to student questions in a clear, concise and timely manner.

2.5 Communication and collaboration between students are encouraged.

2.6 Communication between the instructor and individual students is kept private and remains confidential.

2.7 Connections are made between course content and current events and workplace skills.

3 Assessment

3.1 Students have access to information about their progress in the course.

3.2 All course activities and evaluations are directly related to the learning outcomes of the course.

3.3 Assignments are graded and returned promptly with constructive feedback.

3.4 Graded assignments and exams will be returned in a timely manner.

3.5 Students are given opportunity to assess the class and the instructors and that feedback is used to make improvements to the course for the next semester.

3.6 Online students follow the College's procedures for resolving grading or other academic concerns.

3.7 Students must take their final exam on campus or at an approved testing site.

4 Support

4.1 Students are given information about obtaining assistance in using the technology employed, including orientations, and E-learning support.

4.2 Students have access to appropriate library resources and are given opportunities to learn how to use them effectively.

4.3 Accommodations for students with disabilities are confidentially documented by student services, and the students are provided with reasonable accommodations as outline in College policies.

4.4 Appropriate facilities, tutoring and student services are made available to all students.

4.5 The technology used is appropriate to the learning outcomes of the course and expectations concerning the use of technology is clearly communicated with the students.

Alcohol and Other Drug Use

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 and the use of 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. For purposes of this policy, “workplace” means either on agency premises or while conducting agency or college business away from the agency or college 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 will also 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 judgment, 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. Alcohol and other drug abuse can also 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.
2. Employees must report any personal conviction under a criminal drug statute, for conduct at the workplace, to their human resource officer within five days. Management must report to granting agencies, any employee conviction for conduct in the work place within ten days of receiving notice.
3. 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 provisions 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 continued employment or enrollment.
4. Use of employee assistance programs (EAP) or drug/alcohol rehabilitation services is encouraged.

SC Alcohol Laws

Purchase On Behalf Of One Who Cannot Lawfully Buy It is against the law to buy or give beer, wine, and/or alcohol to anyone who cannot buy it for themselves.

PENALTY: Fine up to $200 or confinement up to 30 days and mandatory driver’s license suspension of 90 days - 6 months.

(Code 61-9-60)

Purchase/Possession By A Minor/Misrepresenting Age It is against the law to drink or possess any form of alcoholic beverage if you are under the age of 21.
It is also against the law to lie or furnish false information concerning age in order to obtain any form of alcoholic beverage.

PENALTY: Fine up $200 for first offense and mandatory driver’s license suspension of 90 days - 6 months.

(Code 20-7-370/380, 61-9-50)

Transference Of Beer Or Wine

It is against the law to give or transfer beer or wine to anyone under the age of 21. This includes serving anyone in your home except your child or spouse.

PENALTY: Fine up to $200 or confinement up to 30 days.

(Code 61-13-287)

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)

Possession Of Beer, Wine, Or Liquor

It is against the law to possess beer, wine, or liquor if you are under the age of 21. This includes opened or unopened containers of alcoholic beverage in actual possession or in your immediate surroundings.

PENALTY: Fine up to $100 or confinement up to 30 days and mandatory driver's license suspension of 90 days - 6 months.

(Code 61-9-87, 20-7-370/380)

Sale To Person Under Age

It is against the law to sell beer, ale, or wine to anyone under 21 years old.

PENALTY: Fine up to $200 or confinement up to 60 days.

(Code 61-9-40)

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 - 6 months.

(Code 56-1-510/515, 61-9 -50)

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 5 years; driver license suspension 6 months - permanent.

(Code 56-1-1330,56-5-2930/2940/2990)

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: 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 drives 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 56-1-1330, 56-5-2930/294012950/2990)

SC Other Drug Laws

Possession And Distribution Of Drugs

It is illegal to have, to make, or to 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 for 6 months - 1 year.

(Code 44-53-370)

Distribution Of Controlled Substance Close To A 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 dentists to clip bibs around the necks of patients.

"Bong" - Pipe that may or may not use water. "Carburetor" - Circulating tube with holes at each end. Tube may be made out of glass or metal.

PENALTY: Fine up to $500

(Code 44-53-391)

ALCOHOL EFFECTS AND HEALTH RISKS

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described.

Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life-threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver.

Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than other youngsters of becoming alcoholics.

To learn more about the impact and potential health risks associated with alcohol, please contact Student Wellness & Accessibility at (803) 508-7410 or studentwellness@atc.edu.

Controlled Substances - Effects & Health Risks

Drug	Some Trade Or Other Names	Dependence		Possible Effects	Effects Of Overdose	Withdrawal Syndrome
		Physical	Psychological			
NARCOTICS						
Opium	Dover's Powder, Paregoric, Parapectolin	High	High	Euphoria, drowsiness, respiratory depression, constricted pupils, nausea	Slow and shallow breathing, clammy skin, convulsions, coma, possible death	Watery eyes, runny nose, yawning, loss of appetite, irritability, tremors, panic, cramps, nausea, chills and sweating
Morphine	Morphine MS-Contin Roxanol, Roxanol-SR	High	High			
Codeine	Tylenol/Empirin/Florinal w/Codeine	Moderate	Moderate			
Heroin	Diacetylmorphine, Horse, Smack	High	High			
Hydromorphone	Dilaudid	High	High			
Meperidine (Pethidine)	Demerol, Mepergan	High	High			
Methadone	Dolophone, Methadone, Methadose	High	High-Low			
Other Narcotics	Numorphan, Percodan, Percocet, Tylox. Tussionex, Fentanyl, Darvon, Lomotil, Talwin	High-Low	High-Low			
DEPRESSANTS						
Chloral Hydrate	Noctec	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
Barbituates	Amytal, Butisol, Florinal, Lotusate, Nembutal, Seconal, Tyinal, Phenobarbital	High-Moderate	High-Moderate			
Benzodiazepines	Ativan, Dalmane, Diazepam, Librium, Xanax, Valium, Tranxexe, Verstran, Halcion, Cerax, Paxipam	Low	Low			
Methaqualone	Quaalude	High	High			
Glutethimide	Doriden	High	Moderate			
Other Depressants	Equanil, Miltown, Noludar, Placidyl, Valmid	Moderate	Moderate			
STIMULANTS						
Cocaine	Coke, Flake, Snow, Crack	Possible	High	Increases alertness, excitation, euphoria, increased pulse rate & blood pressure, insomnia, loss of appetite	Agitation, increase in body temperature, hallucinations, possible death	Apathy, long periods of sleep irritability, depression, disorientation
Amphetamines	Biphetamine, Delcobese, Desoxyn, Dexedrine, Obetrol	Possible	High			
Phenmetrazine	Preludin	Possible	High			
Methylphenidate	Ritalin	Possible	Moderate			
Other Stimulants	Adipex, Cylert, Didrex, Ionamin, Melfiat, Plegine, Sanorex, Tenuate, Tepanil, Prelu-2	Possible	High			
HALLUCINOGENS						
LSD	Acid, Microdot	None	Unknown			
Mescaline and Peyote	Mexc, Buttons, Cactus	None	Unknown			
Amphetamine Variants	25-DMA, PMA, STP, MDA, MDMA, TMA, DOM, DOB	Unknown	Unknown			
Phencyclidine	PCP, Angel Dust, Hog	Unknown	High			
Phencyclidine Analogues	PCE, PCPy, TCP	Unknown	High			
Other Hallucinogens	Bufotenine, Ibogaine, DMT, DET, Psilocybin, Psilocyn	None	Unknown			
CANNABIS						
Marijuana						
Tetrahydro-cannabinol						
Hashish						
Hashish Oil						

U N I Q U E L Y P O W E R F U L