Student Handbook
2017 - 2018

NJCAA Region X Champions - Baseball Division I

Florence-Darlington Technical College
## Contents

**A Message from the President, Dr. Ben Dillard**

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Dear Students,

I would like to welcome you to Florence-Darlington Technical College (FDTC).

I am excited that you are furthering your education with us. It has been more than fifty years since FDTC first began serving the needs of the residents of Florence, Darlington, and Marion Counties by offering quality educational programs that support economic development. Our degree, diploma, and certificate programs (more than 75 of them) lead to careers in business, engineering technology, health care, human services, manufacturing, and more. FDTC also offers the College Transfer Program for students with aspirations of transferring to a four-year institution. Our Online College gives you the flexibility to attend classes when it is convenient for you.

Our modern 240-acre campus between Florence and Darlington boasts state-of-the-art technology that mirrors what students will find in the workplace. The Health Sciences Campus in downtown Florence supports area hospitals and other healthcare businesses with a steady stream of qualified workers. Our satellite sites in Hartsville, Lake City, and Mullins provide access to education for students living on the fringes of our service area.

FDTC’s enrollment now exceeds 6,000 students with an additional 30,000 individuals being served through our continuing education program. “We are pleased and gratified that you see FDTC as a part of your future success.”

Dr. Ben P. Dillard, III

President
Vision Statement

Florence-Darlington Technical College will provide the highest quality comprehensive and advanced technical education available with an emphasis on workforce development and nurturing entrepreneurs.

Statement of Mission

Florence-Darlington Technical College will provide a high quality education that furthers the regional economic development, enhances the quality of life in the region we serve and supports students’ marketability in the global economy.

Policy on Non-Discrimination

Florence-Darlington Technical College is an equal opportunity institution and Florence-Darlington Technical College does not discriminate on the basis of race, color, religion, national or ethnic origin, creed, marital status, veteran status, disability, sex, or age in its admission policies, programs, activities or employment practices. In compliance with Title IX of the Educational amendments of 1972 and section 504 of the Rehabilitation Act of 1973, Florence-Darlington Technical College offers access and equal opportunity in its admissions policies, its academic programs and services, and its employment to disabled individuals in that no otherwise qualified person will be denied these provisions on the basis of a disability. The College’s Title IX coordinator is Chantelle Moreno (843-661-8150). The Section 504 Coordinator is the AVP of Internal Relations (843-661-8321).

They can be reached at the following location:
Florence-Darlington Technical College
2715 West Lucas Street
P. O. Box 100548
Florence, South Carolina 29502-0548
843-661-TECH (8324)

Florence-Darlington Technical College operates under an “open door” policy that welcomes all students without regard to race, color, religion, national or ethnic origin, creed, marital status, veteran status, disability, sex, or age. Admission to the College, however, does not mean students will be admitted immediately to a program with specialized admission requirements. This information is provided in compliance with the Student Right-to-Know and Campus Security Act of 1991 and the Crime Awareness and Campus Security Act of 1990.

Disclaimer

Although every reasonable effort has been made to attain factual accuracy throughout this publication, no responsibility is assumed for editorial, clerical or publishing errors or errors occasioned by mistakes. In addition, this handbook does not constitute a contract between Florence-Darlington Technical College and its students, or applicants for admission or with any other person. Florence-Darlington Technical College reserves the right to add or to drop programs and
courses, to increase fees, to change the calendar that has been published, and to institute requirements when such changes appear desirable. Every effort will be made to minimize the inconvenience such changes might create for students.

**Tobacco-Free Policy**

It is the policy of Florence-Darlington Technical College (FDTC) to prohibit smoking in buildings and is only allowed in “designated” smoking areas where signs are posted.

Smoking is defined as the lighting, burning, use of tobacco or any other material in any type of smoking device or equipment.

Tobacco products are defined as any product made of tobacco including but not limited to cigarettes, cigars, cigarillos, pipes, bidis, all chewing tobacco products, and electronic cigarettes, cigars, or related products.

**Title IX**

**Title IX: Discrimination & Sexual Assault**

Members of the Florence-Darlington Technical College community, guests, and visitors have the right to be free from all forms of gender and sex-based discrimination. Additionally, all members of the campus community are expected to conduct themselves in a manner that does not infringe upon the rights of others.

Florence-Darlington Technical College complies with the provisions of Title IX and all other applicable non-discrimination laws and regulations.

**What Is Title IX?**

Title IX of the Education Amendments of 1972 protects students, employees, applicants for admission and employment, and other persons from all forms of sex discrimination, including discrimination based on gender identity or failure to conform to stereotypical notions of masculinity or femininity.

Specifically Title IX states 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 education program or activity receiving federal financial assistance. Sex discrimination prohibited by Title IX includes sexual harassment, sexual assault, sexual violence, and sexual misconduct. Title IX also prohibits retaliation against an individual who, in good faith, asserts his or her rights under Title IX or other applicable federal laws and state laws prohibiting illegal discrimination.

All students (as well as other persons) at Florence-Darlington Technical College are protected by Title IX—regardless of their sex, sexual orientation, gender identity, part- or full-time status, disability, race, or national origin—in all aspects of educational programs and activities.

**All-Gender Restrooms**

All-Gender Restrooms allow the use of single occupant restrooms by any person, regardless of sex or gender identity, and prevents those restrooms from being restricted to a specific sex or gender identity. All-Gender Restrooms on campus will be designated with signage and will be located in various buildings on campus.
02 - College Administrators and Associate Vice Presidents

Ben Dillard  
President  
843-661-8000  5206

Suresh Tiwari  
Vice President, Academic Affairs  
843-661-8101  5210B

Douglas Lange  
Vice President, Business Affairs  
843-661-8300  5204B

Jill Lewis  
Vice President, Institutional Advancement & Development  
843-661-8003  5207B

Mark Roth  
Senior Vice President, Southeastern Institute of Manufacturing & Technology (SiMT)  
843-413-2740  S226

Ed Bethea  
Vice President, Marketing/Public Relations  
843-661-8060  5208D

Dan Averette  
Associate Vice President, Technical Education Division  
843-661-8161  S243

Marc David  
Associate Vice President, Arts & Sciences Division  
843-661-8265  7220B

Maureen Dever-Bumba  
Associate Vice President, Nursing/Allied Health Division  
843-661-8141  F364

Terry Dingle  
Associate Vice President, Internal Relations, EEO Officer, Title IX Coordinator  
Internal Relations  
843-661-8321  5215B

Tressa Gardner  
Associate Vice President,  
Southeastern Institute of Manufacturing and Technology (SiMT)  
843-413-2767  S262

Mamie Harris  
Associate Vice President, Enrollment Management and Student Services  
843-661-8209  5316

Lauren Holland  
Associate Vice President, Continuing Education  
843-413-2739  S223

Tyron Jones  
Associate Vice President, Information Technology, CIO  
843-413-2803  S187

Connie Morris  
Associate Vice President, Finance  
843-661-8315  5203
Assessment/Testing Center

The Assessment Center administers entrance tests needed for admission to the College. The initial testing on the college placement test is free and the cost to retest is ten dollars ($10.00). Other services provided include Independent Study testing, Distance Learning testing, and Internet testing.

IMPORTANT NOTICE: A PICTURE IDENTIFICATION, FOR EXAMPLE, A DRIVER’S LICENSE OR STUDENT IDENTIFICATION MUST BE PRESENTED BEFORE TAKING TESTS. FOR TESTS WITH FEES, ALL STUDENTS MUST PRESENT APPROPRIATE RECEIPTS AND A PICTURE IDENTIFICATION BEFORE BEING PERMITTED TO TAKE A TEST.

Testing

Main Campus: 843-661-8293/843-661-8352 - Assessment Center, 100 Building, Room 112 (No appointment necessary)

Appointments are necessary at the following Sites:
  Hartsville Site: 843-676-8570
  Lake City Site: 843-676-8590
  Mullins Site: 843-676-8567

Hours of Operation:
  Monday and Thursday 8:00 am – 8:00 pm*
  Tuesday and Wednesday 8:00 am – 7:00 pm*
  Friday 8:00 am - 11:30 am*

*Testing must be completed by closing time.

Students will not be allowed to begin a test within an hour of closing time.

• Students must show a photo ID prior to taking any test.**
• Student should allow sufficient time to complete testing within the hours of operation.
• Students who are taking TEAS tests are required to have an appointment.
• Students are discouraged from bringing cell phones and electronic devices into the Assessment Center.

** Acceptable Forms of ID
  • Current High School ID
  • Florence-Darlington Technical College ID
  • High School Transcript with picture
  • Passport
  • State Issued ID including the following: Beginner’s Permit, Commercial Driver’s License (CDL), Concealed Weapons Permit, Driver’s License, Employee Identification Card, Identification Card, or Military ID
04 - Student Responsibilities

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. If a student’s behavior disrupts class or jeopardizes the health, safety, or well-being of the student or others, the instructor will speak with the student regarding the disruption. If the unacceptable conduct or disruption continues, the instructor may dismiss the student for the remainder of the class period.

Further disruption(s) by the student may result in a second dismissal and a written referral to the Dean of Student Services. This written referral may result in the initiation of disciplinary action against the student.

05 - Financial Aid

Financial Aid

The Financial Aid Office is located on the third floor of the 5000 Building, Room 5302.

Hours
Monday-Thursday  8:00am - 5:30pm
Friday            8:00am - 11:30am

Contact Information:
Phone: 843-661-8085
Fax: 843-661-8122
FinancialAid@fdtc.edu

It is the Policy of FDTC that programs of financial aid involving grants, loans, and employment will be established within Federal guidelines in order that no qualified student will be denied an education because of lack of funds.

Florence-Darlington Technical College does not discriminate in financial aid participation or benefit, employment, admission, race, color, religion, national or ethnic origin, disability, sex or age.
Resources

Useful financial aid related websites and tips are located on our website and can be accessed by visiting: www.fdtc.edu/admissions/financial-aid/resources.

Financial Aid Forms

In order to complete ALL financial aid forms, visit: https://forms.fdtc.edu/
You will need to log in using your WebAdvisor credentials in order to access the forms.

Financial Aid Available

A. Federal Pell Grant
B. Federal Supplemental Educational Opportunity Grant Program (SEOG)
C. Federal Perkins Loan Program
D. Federal Work-Study Program (FWS)
E. Federal Plus Loans
F. Stafford Students Loans
G. South Carolina Needs Based Grant
H. South Carolina LIFE Scholarship
I. South Carolina Education Lottery Tuition Assistance

Free Application for Federal Student Aid (FAFSA)

How to apply:
• Apply to the College and be admitted to an eligible program of study
• Complete the FAFSA application for the correct Aid Year at
  www.fafsa.ed.gov and enter FDTC as your school or use the school code “003990”

The financial aid office will review your FAFSA information in order to determine eligibility. Federal regulations limit the amount of required remedial courses paid by financial aid to one year or 30 semester hours.

The following are brief descriptions of the financial aid sources available to the students through the College.

Federal Pell Grant

1. All students are eligible to apply. There is no cost for processing an application.
2. Pell Grant is an ENTITLEMENT for all eligible U.S. Citizens and Non-citizens to help with postsecondary education expenses at the school of their choice.
3. Pell Grants do not have to be repaid.
4. Undergraduates must reapply each year.
5. Applications may be completed at http://www.fafsa.ed.gov. The Success Center located in the 300 building provides assistance in completing applications.

Return of Federal Funds is required by Federal Regulation for students, who completely withdraw or drop all eligible classes prior to completing 60% of the term. The student will also be responsible for repaying any institutional charges
that Florence-Darlington Technical College is required to return on their behalf. Students that have questions concerning this regulation should contact: FinancialAid@fdtc.edu

Federal Supplemental Educational Opportunity Grant Program (FSEOG)

Funds are awarded to students on the basis of need. Federal Regulations require that preference be given to the neediest students.

Federal Perkins Loan

The Perkins Loan Program is for students who need a loan to pay their educational expenses. Repayment at five percent interest begins nine (9) months after students graduate or leave school for other reasons.

Federal Work-Study Program (FWS)

1. Must complete the Free Application for Federal Student Aid (FAFSA) to determine eligibility. No processing fee is required. FAFSA can be obtained from Financial Aid Center or on the Internet at www.fafsa.ed.gov.
2. Jobs are available on campus and are assigned by the Financial Aid Center.
3. Depending upon the financial “need” of the student, he or she may work up to 20 hours per week while classes are in session and 40 hours per week during breaks and holidays.
4. Federal Work-Study Employees are paid monthly.
5. Advantages of a Work-Study job:
   (a) Assignments are in a student’s area of study when possible.
   (b) One daily trip to campus to attend classes and earn from part-time employment.

If the student withdraws or drops out of school during the semester, the student is required to notify the Financial Aid Center. If the work-study supervisor has knowledge of this, he/she must notify the Financial Aid Center.

If a student withdraws or drops out and continues to turn in time sheets and is paid, this is a violation of Federal Regulations. The student will not receive further funds from any of the Federal programs until the amount received has been repaid. However, Federal regulations limit the amount of required remedial courses paid by financial aid to one year or 30 semester hours.

Federal Plus Loan

Federal loan available to parents of dependent students to assist with educational costs. This loan must be repaid by the parent and accrues interest. Student must complete the FAFSA and have a completed file to receive a student loan. Student must be registered in 6 or more credit hours in an eligible program of study.
Stafford Student Loan

Federal loan available to students to assist with educational costs. This loan must be repaid by the student and accrues interest. Student must complete the FAFSA and have a completed file to receive a student loan. Student must be registered in 6 or more credit hours in an eligible program of study.

South Carolina Need Based Grant

Facts:
- Be enrolled in a diploma, certificate, or associate degree program
- Make Satisfactory Academic Progress.
- Be enrolled at least 6 credit hours.
- Maintain a minimum 2.0 cumulative GPA (once attempted 24 credit hours).
- NOT be in default on a loan under the Federal Perkins Loan or Federal Stafford Loan Programs.
- NOT owe a refund or repayment of a state grant, Pell grant, or a Supplemental Educational Grant or have a criminal record or drug-related conviction.
- Must be a SC resident.
- Must not have an Associates or Bachelor’s degree

How to Apply:
- Apply to the College and be admitted to an eligible program of study.
- Complete the FAFSA application for the correct Aid Year.
- Submit the Need Based request form and the financial aid office will review your FAFSA information in order to determine eligibility.

South Carolina LIFE Scholarship

Facts:
- Be a South Carolina resident and a South Carolina High School graduate.
- Have a 3.0 High School grade point average on a 4.0 scale.
- Be enrolled in a diploma, certificate, or associate degree program.
- Be enrolled at least 12 credit hours for awarded terms of fall and spring.
- To maintain eligibility for the second year, you must have a minimum 3.0 cumulative GPA and complete 30 credit hours or more.

How to Apply:
- Apply to the College and be admitted to an eligible program of study.
- Submit the Life Affidavit form to the financial aid office.
Lottery Grant

Facts:
- South Carolina State Grant
- Awards are subject to change as the state determines the dollar amount per credit hour available each semester.
- Based on the number of credit hours enrolled
- Funds are applied to tuition only, not books.
- Funds are adjusted based on the total credit hours per semester and other aid awarded.
- You may be eligible for loans and lottery funding at the same time. Other aid awarded is applied first.
- Also available to eligible students with a Bachelor’s degree.

Requirements:
A student must . . .
- Be a SC resident
- Be enrolled in a diploma, certificate, or associate degree program
- Make Satisfactory Academic Progress
- Be enrolled at least 6 credit hours
- Maintain a minimum 2.0 cumulative GPA (once attempted 24 credit hours)
- NOT be in default on a loan under the Federal Perkins Loan or Federal Stafford Loan Programs
- NOT owe a refund or repayment of a state grant, Pell grant, or a Supplemental Educational Grant
- NOT be a LIFE Scholarship eligible student
- Complete Free Applications for Federal Student Aid (FAFSA) at www.fafsa.ed.gov

Scholarships

It is the policy of Florence-Darlington Technical College to award scholarships to students on the basis of academic potential and need.

Application Procedures
Scholarships are made available to students through donations from individuals, businesses, industry, foundations, and private sources. Applicants must have a minimum 2.50 cumulative grade point average to apply for a scholarship. All applicants must submit a FDTC Online Scholarship Essay no later than the deadline dates for priority consideration. Essays received after the deadlines will be held and consideration will be given when, or if, additional funds become available.

To submit an essay visit: www.fdtc.edu/admissions/financial-aid/scholarships/general-academic and click on FDTC Online Scholarship Application by the following deadlines:

Fall Semester - April 30th
Spring Semester - November 3rd
Scholarship recipients must complete all admissions requirements to Florence-Darlington Technical College. Students must be pursuing a certificate, degree, or diploma unless otherwise specified by the donor. To be considered for scholarships administered by the Florence-Darlington Technical College Foundation, students must have appropriate test scores, high school records, and show potential for academic and personal growth. Scholarship recipients will be notified in writing of their award. Recipients of scholarships are requested to respond in writing to the donor of the scholarship. The FDTC Foundation will provide each recipient a FDTC thank you card, and the name and address of the donor of the scholarship.

Administration of Scholarships
The President appoints the Scholarship Committee. The Scholarship Committee will meet within two weeks after the scholarship application deadlines to select scholarship recipients.

The Scholarship Committee will adhere to stipulations set forth by the individual donor. Scholarships will be an amount not to exceed the amount allocated by the donor for one academic year. When selecting scholarship recipients, preference will be given to applicants residing in the county where the donor is located. Scholarship information will be presented to the faculty at a faculty meeting each year. The faculty will be asked to help identify potential scholarship applicants.

Ability to Benefit
A student, who has not received a high school diploma or a recognized equivalent, may qualify for federal financial aid under the Ability to Benefit regulations. The student must be enrolled in two components: a component that enables the student to attain a high school diploma or its equivalent, and a Career Pathway Program at FDTC that meets the eligibility requirements set by the Department of Education as defined under 34 CFR 668.8.

06 - Business Office

The Business Office is located on the second floor of the 5000 Building, Room 5203.

Methods of Tuition Payment
Debit or Credit Card (VISA, MasterCard, Discover)
Credit or debit card payments may be made online through WebAdvisor or by telephone. Credit or debit cards are also accepted at the Business Office located in Building 5000, Room 5203 and at our satellite sites in Hartsville and Lake City.
Cash or Check
The College accepts cash and check payments at the Business Office located in the 5000 building and at our satellite sites in Hartsville, Lake City, and Mullins. Checks may also be mailed to the Business Office.

Tuition Payment Plan
FDTC's payment plan requires a $30.00 non-refundable handling fee in advance. The payment plan balance is payable in two equal payments on dates determined according to the academic calendar and included in the contract by the Business Office.

A $25.00 late fee will be applied for each payment not received by the due date listed on the payment plan agreement signed by the student. The student's account will be frozen for any further activity until the account is brought current and any future registrations will be cancelled and all transcripts will be held.

Sponsorships
Tuition may be paid by sponsoring businesses and/or individuals. These arrangements vary according to the sponsor. Generally the student will deliver a letter of guarantee from the sponsor to the FDTC Business Office.

Financial Aid
Awarded financial aid may be applied to the tuition cost. In the event there is not enough financial aid to cover the tuition cost, the student must pay the balance by the due date. Any balance of award not used for tuition may be used in the FDTC bookstore to purchase books and supplies. Funds not used to offset book and tuition charges will be disbursed to the student. Disbursements are made to students approximately five weeks after the term begins.

Free Tuition Available for Senior Citizens
By South Carolina law, state-supported colleges and universities are authorized to permit legal residents of South Carolina who are 60 years of age or older when the term begins, to attend classes for credit on a space available basis without the required payment of tuition.

Outstanding Obligations
Any student who has an outstanding obligation (financial or other) to Florence-Darlington Technical College will not be allowed to register for an additional term. The student is responsible for clearing the obligation. All academic records will be frozen and will not be completed or released until all obligations are fulfilled. After the student has received three bills, the account may be placed with a collection agency and the SC Tax Commission for collection. The debtor will be assessed the cost of collection incurred in addition to the already outstanding amount.
Refund Policy

I. It is the policy of the State Board for Technical and Comprehensive Education that students or appropriate sponsoring agencies receive a fair and equitable refund of tuition and other institutional charges upon the student’s withdrawal from the College or net reduction of hours. Institutional charges are defined as tuition; room and/or board; equipment and/or books and supplies, if costs are separately identified or the College requires students to purchase items from a college affiliated vendor; and fees, required of all students, or categories of students, and are related to the student’s program of study, excluding items of a pass through nature.

II. Except as provided in Section I, institutional charges for a semester term will be refunded during the drop/add period specified each term. Search for “tuition” on the FDTC website; the current term’s refund dates are at the bottom of the page.

Students who never attend a class for which they are enrolled will be considered to have constructively withdrawn before the start of term.

A student’s official withdrawal date is the date the student initiates the withdrawal process with the Registrar's Office.

Refunds for terms that vary in length from the semester term will be in proportion to the semester term refund schedule delineated in I and II.

07 - Bookstore

The Lamplighter Bookstore

The Lamplighter Bookstore, located on the first floor of the 5000 Building, offers students everything needed in the way of required textbooks and supplies.

Also offered for sale is an assortment of popular items such as laptops, tablets, computer and phone accessories, program uniforms, trades tool kits, collegiate apparel, gifts, and an assortment of drinks and snacks.

The Bookstore accepts Visa, MasterCard, and Discover as well as personal checks (for the amount of purchase) with proper identification. Financial Aid is also available to those who qualify. Sorry, the store does not cash checks.

Website: https://bookstore.fdtc.edu

Hours
- Monday-Thursday: 8:00am - 5:30pm
- Friday: 8:00am - 11:30am

Contact Info
- Bookstore Main Line 843-661-8325
Food Service

Subway

The college has a full service Subway franchise that provides an extensive breakfast and lunch menu.

Hours

Monday — Thursday    8am to 3pm
(Hours may vary during the summer term and student breaks.)
Phone 843-407-0234    Fax 843-661-8305

Catering is available: 843-407-0234

Vending

Vending areas are conveniently placed on the first floor of most campus buildings. In the event that a problem occurs with a vending transaction, refunds may be obtained at the following locations:

100 Building, Room 112        Health Science Building, Room F362
5000 Building, Bookstore      SIMT/Continuing Education, Front Desk
7000 Building, Room 7220-A

Any refund over $2.00 must be obtained through the Campus Bookstore. A Student ID is required. Assistance is available through the Bookstore.

Student Pay to Print Cards

FDTC has placed over 25 student pay-to-print stations (requiring a specific print card with funds loaded to it) throughout most of the buildings on campus. The bookstore sells pre-loaded cards, or you may purchase one through one of the print stations located at multiple sites around campus. Any issues with the print cards or printing hardware should be addressed with bookstore staff in-store or by calling 843-661-8325.

Bookstore Return Policy

The last day to return books is as follows (book must be returned in perfect condition):

All 15 week semesters

• Books must be returned within the first 10 days of the semester in order to receive 100% refund, or within 5 days of the purchase receipt. Within 11-20 days the text may be returned for a 75% refund. After 20+ days no refunds.

All Other Semesters

• Books must be returned within the first 5 days of the semester in order to receive 100% refund, or within 5 days of the purchase receipt; within 6-10 days the text may be returned for a 75% refund. After 10+ days no refunds.
• No return of bundled textbook packages in which the shrink wrap is broken, damaged, or missing. (The publisher will not issue credit unless the book is in its’ original shrink wrap with the publishers’ label on it.)
• No refund without the original sales receipt
• No refunds on reference books
• No refunds on exposed/damaged access codes or CDs
• Refunds will be issued in the same method used for payment. If paid with cash the bookstore reserves the right to issue a mail check or apply credit to your campus card.

Book Buyback
The Lamplighter Bookstore processes book buyback every day during regular business hours with the exception of the first week of class during the Fall and Spring semesters. The bookstore processes the buyback for a national wholesaler, using its database, so it solely up to the wholesaler as to whether or not a title qualifies for buyback. Using wholesaler guidelines, it is the discretion of the Bookstore employees in determining if the condition of a text qualifies it for buyback. A current Tech ID or valid driver’s license is required.

Graduation Caps and Gowns
Student graduation regalia and invitations can be picked up in the bookstore starting in the month of March each year. The bookstore pre-orders all of the gown sizes so the student simply comes into the store, tries on a sample gown, and leaves with his/her regalia in hand. Invitations are pre-printed and are available for sale at this time as well.

PDRTA Bus Passes
PDRTA Bus Passes can be purchased through the bookstore starting one week prior to each term. The short term summer pass costs $65 and includes unlimited rides during the 10 week period. The long term Fall/Spring 15 week pass costs $95 and includes unlimited rides throughout that period. Simply come into the bookstore to make the purchase, then present your receipt to the personnel in the Student Affairs ID room located adjacent to the bookstore to receive your PDRTA ID card. The cards expire on the last day of exams each term and a new one must be purchased each term.

Bus route information can be obtained in the bookstore and student ID room on campus, or by clicking on the routing information tab at www.pdrt.org

08 - Academics

Academic/Student Honors

Student Honors
Student honors and admission to any Honor Society shall be based upon the student’s cumulative GPA, in addition to any other program requirements. However, the cumulative GPA would continue to be used to calculate academic honors.
Graduation Honors

- Cum Laude     3.50 - 3.75
- Magna Cum Laude     3.76 - 3.95
- Summa Cum Laude     3.96 - 4.00

Dean’s List

Students who complete 12 or more credit hours and attain a 3.50 GPA or above for the semester with no remedial courses will be placed on the Dean’s List. Students are not eligible for the Dean’s List if they are repeating courses or receive a “D” or “F” grade during the current semester.

President's List

Students who complete 12 or more credit hours and attain a 4.0 GPA for the semester with no remedial courses will be placed on the President’s List. Students are not eligible for the President’s List if they are repeating courses or receive a “D” or “F” grade during the current semester.

Student Marshals

Student Marshals are chosen from the current student body based upon their scholastic records and demonstrated qualities of leadership and commitment to the College to assist with the annual commencement ceremony. Their assistance with respect to the graduation event provides a valuable service to the College and, at the same time, affords the College the opportunity to recognize these students for their outstanding qualities.

Class Cancellations

A course may be cancelled if a minimum of ten students do not enroll in a section. If one of your courses is cancelled, you will be notified so that you can add another section or course during the Drop/Add period.

Academic Renewal Policy

Academic Renewal is only available to students who meet the following criteria:

- At least 2 year must have elapsed since the end of the semesters in which the student received grades that are to be renewed

1) Academic Renewal can only be awarded once.
2) Academic Renewal will only be awarded after the student has successfully completed at least 16 non-developmental credit hours with a 2.0 GPA
3) The prior academic record will remain a part of the student’s transcript, but it is not carried forward as part of a new program to which the student is admitted.
4) Students with Academic Renewal are not guaranteed acceptance into a specific program. Students will not be eligible for Academic Renewal if any of the courses taken during the semesters under review have been used to meet the requirements for graduation from any other program.
5) Granting Academic Renewal does not change a student’s financial aid status unless specific governmental or agency laws or regulation prohibit such awards.

Drop/No-Show

A student who does not login and/or does not complete their first week assignments prior to the drop date will be dropped as a No-Show.

Drop/Add

A student may add a course during the “Add” period. Drop/Add dates and deadlines, including the last day to drop without academic penalty are published on the FDTC website and all Course Syllabi. Courses may not be added or sections changed after the published Drop/Add period.

A student may drop/add courses via WebAdvisor (online) or in-person through the Registrars Office Office (located in the 100 Building on the main campus) during the designated drop/add periods. Drop/Add forms are available from your Academic Advisor or Registrar Services and are required for drops/withdrawals after the academic penalty date and/or for adds after the published add dates.

It is the student’s responsibility to initiate and complete the process to drop or withdraw from courses. Failure to attend a course does not constitute proper procedure for dropping or withdrawing from a course. However, you will be submitted as a No Show from a course if you have never attended. Failure to pay for a course may result in additional late charges. For additional information, please contact the Register Services Office located in the 100 Building on the main campus.

Drop/Add Period:

For 15/16-week, 12-week, and 10-week courses students may ADD/DROP classes the first 6 days of the term without penalty

For 8-week, 5-week, 3-week, and Holiday Term courses students may ADD/DROP classes the first 3 days of the term without penalty.

Withdrawals after the DROP period deadline are the student’s responsibility and full tuition is charged.

Withdrawal Policy

A student wishing to withdraw from a course should first consult with his/her advisor and the Financial Aid Center. If he/she withdraws from a course prior
to the completion of the designated instructional day of the course, the grade recorded shall be “W”.

**Fall or Spring Semester:** Must withdraw prior to the completion of the 46th instructional day.

**12-week Session:** Must withdraw prior to the completion of the 37th instructional day.

**10-week Session:** Must withdraw prior to the completion of the 32nd instructional day.

**8-week Session:** Must withdraw prior to the completion of the 25th instructional day.

**5-week Session:** Must withdraw prior to the completion of the 16th instructional day.

**3-week Session:** Must withdraw prior to the completion of the 12th instructional day.

Withdrew- “W” Indicates that a course was officially (after filling appropriate form) dropped BEFORE the last day for withdrawal without academic penalty. [15-week semester-46th day; 10-week session-32nd day; 8-week session-26th day; 5-week session-16th day; 3-week session-12th day]. No quality points are earned and it is not included as semester hours taken in computing the grade point average.

Withdrew Failing- “WF” Assigned AFTER the last day for withdrawal without academic penalty. [15-week semester-46th day; 10-week session-32nd day; 8-week session-26th day; 5-week session-16th day; 3-week session-12th day]. The semester hours attempted will be used in computing the grade point average.

An instructor may withdraw a student from the class if the student is absent for more than 10% of the total hours that the course meets in a semester. A grade of “WF” maybe assigned for students who fail to withdraw before the deadline.

All students on Financial Aid should contact the Financial Aid Center (located in the 5000 Building) prior to withdrawal regarding repayment of debt. ID cards must be returned to Registrar Services when a student completely withdraws from the college.

**Grade Change**

Change of grade must occur with the Instructor. A change of grade can only be challenged by a student within two semesters of the semester in which the grade was assigned. After one year has lapsed, grade changes from the previous term will not be allowed. The following grade changes may NOT be made: “W” or “WF” to any letter grade or “I”.

1. Grade changes are initiated by the instructor and must include a brief written explanation and justification for the change.

2. The instructor and the appropriate Department Head must sign the grade change form. All changes after one year will require the approval of the appropriate AVP.

3. After the form is signed, it is sent to Registrar Services for electronic processing and filing in the student’s permanent record.
Change of Academic Major

Students desiring to change their program of study after enrolling should follow these steps:

1. Meet with the new advisor only (advisors are listed on the website). Advisor will determine if the student is eligible for desired program.

2. Once approved for a program change, the student must complete a Change of Curriculum form. The new program advisor must sign the form. These forms can be obtained from the advisor or from the Registrar’s Office located in the 100 Building on the main campus.

3. The completed form should be given to the new program divisional secretary for data entry.

4. Change of programs are effective at the beginning of terms or at the end of a term.

Intellectual Property Rights Policy (Policy 40-08)

40-08 - Intellectual Property Rights
Reference
SCSB
Policy: #8-0-107

Policy Description

Except as specifically and expressly exempted herein or in the Procedures developed under this Policy, it is the policy of Florence-Darlington Technical College that copyrights, patents, and all other forms of intellectual property developed by any employee or student using College resources, while engaged in activity for which he/she is compensated or receiving academic credit, or which is developed under contract is exclusive property of the College. No transfer of ownership rights in copyrights, patents, or other forms of intellectual property shall occur unless the College expressly and specifically transfers the ownership rights, in whole or in part, to the employee or other party or parties. No sharing of proceeds shall be expected by the creator unless specifically agreed to by the College and in accordance with the South Carolina Ethics, Government Accountability, and Campaign Reform Act of 1991 and subsequent amendments, and in accordance with SBTCE Policy and Procedure. Where there are conflicts or inconsistencies between this policy and the Ethics Act of 1991, the provisions of the Ethics Act will take precedence.

Intellectual Property Rights Procedure (Procedure 54-07)

54-07 - Intellectual Property Rights
Reference
Purpose

Florence-Darlington Technical College encourages creativity among its faculty, staff, and students. The College contributes to this activity by making available its facilities, equipment, personnel, and information resources, and by providing a procedure whereby the creator may participate in potential proceeds of his/her creation.
The intent of this procedure is to:

• encourage and recognize the creative efforts of its faculty, staff, and students, reflecting the spirit of the traditional rights of scholars with respect to the products of their intellectual endeavors.

• protect the interests of the College and the State Board for Technical and Comprehensive Education with respect to the sharing of intellectual property among the colleges and the SBTCE.

• protect the interests of the College and the State Board for Technical and Comprehensive Education with respect to the use of College resources in manners consistent with the College and SBTCE missions and the public good.

• provide for the sharing of proceeds from the commercial exploitation of intellectual property among the College, the State Board for Technical and Comprehensive Education, and the creator(s), in a manner consistent with SBTCE procedure; and in accordance with the South Carolina Ethics, Government Accountability, and Campaign Reform Act of 1991 and subsequent amendments.

• Definition: Intellectual Property - any potentially copyrightable or patentable creation (pursuant to Title 17 or Title 35 of the U.S. Code of Laws), including but not limited to written, audio, or visual creations, inventions, or processes, whether tangible or electronic.

• Agreement: Faculty, staff, and students who use College resources, engage in activity for which they are compensated or receive academic credit, or create work under contract, accept that the intellectual property which may result from such endeavors is owned by the College.

• In limited circumstances and by prior written agreement only, Florence-Darlington Technical College may provide the creator a portion of the net proceeds from the commercial exploitation of specifically designated intellectual property. Any agreement entered into must adhere to the following terms:
  
  • Such agreement will waive the institution’s copyright to no more than class lectures, notes, or course syllabi, or to scholarly works which are not created within the scope of employment or class activities, or to scholarly works which are not created using agency resources.

  • Under no circumstances will such agreement provide for a portion of the net proceeds from the commercial exploitation of intellectual property to be awarded to an employee(s) or student(s) who created the work on the institution’s behalf if the material was created within the scope of his or her employment or class activities, or if the material was created by using any agency resources.

  • Such agreement is fully compliant with the provisions of the State Ethics Act, Policy 8-0-102: Personal Benefit from Projects or Written Materials, and Policy 8-0-105: Ethics Requirements for Employees.

  • Such agreement will not violate the provisions of the Federal Copyright Act, or any other federal law or regulation.
Intellectual property developed by a non-employee third-party consultant pursuant to the terms of a written and signed contract will generally be considered to be owned by the college, unless otherwise provided in the consulting contract. Nothing in this procedure precludes a college from entering into such a consulting contract where the parties have agreed that the non-employee consultant will own the materials upon creation.

Although the College will endeavor to observe the spirit of the traditional rights of scholars with respect to the products of their intellectual endeavors, the above decisions are at the discretion of the College.

Florence-Darlington Technical College, as a state agency, has 11th Amendment immunity from Title 17 lawsuits; however, 11th Amendment immunity does not extend to lawsuits against state employees in their individual capacities.

09 - Computer Usage

Acceptable Use of Computer Resources

Purpose
This procedure governs faculty, staff, and student use of computer resources owned by Florence-Darlington Technical College (FDTC).

Procedure
1. User agreement – Faculty, staff, and students who use FDTC computer resources must abide by this procedure. Failure to comply may result in College disciplinary action, including suspension, termination, or legal action.
2. Definitions:
   b. Unauthorized access (1) any attempt to gain access to another user’s password; (2) any attempt to gain access to another user’s programs, account, personal information – e.g., social security number, date of birth, etc. – without that user’s express permission, unless access is needed for authorized college business purposes.
3. Philosophy – First and foremost, the Internet for FDTC is a business tool, provided to you at significant cost. That means we expect you to use your Internet access only for business-related purposes. FDTC is committed to providing a wide range of computer resources to support the needs of students, faculty, and staff. The College provides access to local, national and international sources of information in an atmosphere that nurtures academic freedom, encourages sharing of knowledge, promotes the creative process, and supports collaboration in support of the College mission.
4. Responsibility – The use of FDTC computer resources by students, faculty, and staff is a privilege. It is the responsibility of the each faculty member, staff member and student to comply with this procedure. Failure
to follow this procedure will result in appropriate disciplinary action and may lead to limited or total restriction of the use of computer resources. Users are responsible for safeguarding assigned passwords and for using them only for their intended purposes. Users are responsible to not share their passwords with any other individual. The only exception is when a member of IRM needs a user’s password to work on his or her account. The user must immediately change his or her password as soon as the work has been completed.

5. Appropriate Use – Computer resources are provided for the use of the College’s students, faculty and staff. Appropriate use of computer resources by students includes instruction, study assignments, research, and class-related communication. Appropriate use of computer resources by faculty and staff is limited to uses directly related to their work. Other appropriate uses of computer resources include approved use by alumni, student employees, consultants, part-time employees, and members of the local community for the purpose of accessing college information resources.

6. Illegal use of software – All computer programs and files, unless they have been explicitly placed in the public domain, are private property and may not be copied or distributed without authorization. It is the policy of FDTC to conform to all copyright laws relating to computer software. The use or distribution of unlicensed or pirated software is prohibited and will be subject to disciplinary action. Students may not load any software on FDTC computers. Software not acquired by Florence-Darlington Technical College may not be installed on FDTC computers without prior, written authorization by the appropriate supervisor and the Director of Information Technology. Any installation or use of such software without approval shall constitute misuse and will subject the employee to disciplinary action. Any software that is installed on an FDTC computer becomes the property of FDTC.

7. Changing settings on college computers – Altering system software or hardware configurations without authorization, or disrupting or interfering with the delivery or administration of computer resources is prohibited. Failure to follow this procedure will result in appropriate disciplinary action and may lead to limited or total restriction of the use of computer resources.

8. Electronic Mail – E-mail is not to be used for personal use or gain. Use of e-mail for personal profit, commerce, chain letters, pyramid schemes, or for political or religious use is prohibited.

9. Other Prohibited Activities – Any of the following constitute unauthorized use of computer resources and are expressly prohibited. Failure to comply will result in appropriate disciplinary action and may lead to limited or total restriction of the use of computer resources.
   a. Unauthorized access (as defined in 2b)
   b. Game playing – Unauthorized playing or downloading of games on FDTC computer resources is prohibited.
   c. E-commerce – The College’s computer resources are reserved for instructional purposes and the professional or scholastic activities of its faculty, staff, and students.
d. The use of computer resources for personal, business, or commercial use or gain, such as posting of commercial web pages and the distribution of unsolicited advertising, is prohibited.

e. Harassment – Users of college computing resources shall not use these resources to harass or annoy others, or prevent them from legitimately using the facilities. Use of electronic mail to send other users an unsolicited obscene, demeaning, and/or menacing email message constitutes harassment and is prohibited.

f. Pornography – The display of any kind of sexually explicit image or document or any FDTC computer is a violation of our policy on sexual harassment. In addition, sexually explicit material may not be archived, stored, distributed, edited or recorded using our network or computing resources.

g. Tampering/viruses/worms. – Any deliberate attempt to tamper with, disrupt, delay, or endanger the operation of the college’s computer resources is prohibited. The creation or propagation of computer worms, or viruses, or the distribution of electronic mail or software intended to replicate or do damage to another user’s account, hardware, software, or data is prohibited.

h. Failure to comply with staff directives – Academic use of computing facilities has precedence over recreational use, such as use of chat rooms or bulletin boards. Failure by a student who is using computer resources for recreational use to give way to those who must do required work will result in appropriate disciplinary action and may lead to limited or total restriction of the use of computer resources.

i. Other illegal activities – No individual shall use college computer resources in any activity that violates federal, state, or local laws. Using, duplicating, or transmitting material without first obtaining the owner’s permission, including peer-to-peer sharing of music or video, is specifically prohibited.

10. Monitoring of Accounts – Use of computing resources provided by FDTC is subject to monitoring for security and/or network management reasons. FDTC’s computer security systems are capable of recording each World Wide Web site visit, each chat, newsgroup or email message, and each file transfer into and out of our internal networks, and we reserve the right to engage in such monitoring at any time. No FDTC computer user should have any expectation of privacy to his or her Internet usage. FDTC reserves the right to inspect any and all files stored in private areas of our network in order to assure compliance with policy.

11. Copyright – Users who violate any copyright declarations are acting outside the course and scope of their employment or other authority and FDTC is relieved of any legal responsibility. Users will be personally responsible and liable for such infringing activities.
The Online College offers you the flexibility of taking classes from your personal computer. Internet courses provide the same quality as on-campus courses without having to travel to campus. You will need access to a personal computer, and you should be familiar with e-mail, downloading files, and word processing. For an updated listing of our Internet courses, check out the college web site at http://www.fdtc.edu.

If your personal situation, such as your job, health, or family obligations, prevent you from attending college on campus, the Online College provides you the opportunity to receive a certificate or degree and reach your educational goals. Remember, you may also take online courses even if you attend on-campus classes in other curriculums.

Online classes require almost no regular class attendance. (Students will be required, at a minimum, to come to FDTC or other approved location for a supervised exam.) Students register for online classes just as they would for on-campus classes - see an advisor or contact the Enrollment Center for assistance. However, students “attend” by logging into their courses from a computer at home or work. Assignments are displayed in the Desire2Learn (D2L) learning management system, as are instructor’s lectures, study notes, and other course materials, such as multimedia and self-assessments. Students submit assignments via the electronic drop box, they participate in online discussion groups, and take assessments within the Learning Management System. Although students must follow a schedule of assignment submission, they work at a time and a place convenient to them. Generally, students attend campus only for supervised testing or labs. Students living out of the FDTC service area may obtain a local proctor for their supervised testing. You must have a GPA of 2.0 or better in order to take online classes. Approval of the academic division Associate Vice-president is required for exception to this policy.

The policy of the Online College is to offer students educational opportunities which may otherwise not be possible in on-campus programs. Online courses are not an easy way to get college credit without working. Online courses are designed to be comparable to on-campus courses in terms of subject-matter covered, course objectives, and competency testing. Although regular, on-campus attendance is not required, the student can expect to spend as much, if not more, time on course work as he/she would in an on-campus course. Success in an online course requires a high degree of self-discipline and communication skills. Online College teachers carefully monitor all students’ progress. Students who are not keeping up with assignments may be withdrawn from the course.

Ask yourself the following question: “Am I a self-motivated, serious student who is willing to keep up with my assignments without letting up, and who is willing to communicate frequently with my teacher and ask for help whenever I need it?” If your answer is “Yes,” Online College courses are for you, and the chances are very good that you will succeed.
* Some online classes require students to come to FDTC or other approved locations for supervised testing, labs, or other activities.

** For D2L instructions refer to the Student Technologies section.

FDTC has been approved by South Carolina to participate in the National Council for State Authorization Reciprocity Agreements. NC-SARA is a voluntary, regional approach to state oversight of postsecondary distance education.

For more information, please navigate to the following page: www.nc-sara.org

# 11 - Family Educational Rights and Privacy Act (FERPA)

**FERPA Privacy Act**

*(Family Educational Rights and Privacy Act)*

The Family Educational Rights and Privacy Act of 1974, also known as FERPA or the Buckley Amendment, protect the privacy of student education records while allowing colleges to maintain campus safety.

FERPA requires colleges to keep education records confidential. The education records of students and formerly enrolled students consist of those records, files, documents and other materials directly related to a student that the college maintains, including digital records.

Colleges may disclose records with the consent of the student, if the disclosure meets one of the statutory exemptions, or if the disclosure is directory information and the student has not placed a hold on release of directory information. Directory information includes: name of student, address (both local, including e-mail address and permanent), telephone number (both local and permanent), dates of registered attendance, enrollment status (e.g. full-time or part-time), school or division of enrollment, major field of study, nature and dates of degrees and awards received, height and related information of athletic team member.

a. In accordance with The Family Educational Rights and Privacy Act of 1974 (FERPA), Florence-Darlington Technical College restricts the disclosure of information from student education records to third parties and provides students the right to review their education records. FDTC is required to notify students annually concerning their rights under FERPA. A. The rights to request the amendment of the student's education records that the student believes are inaccurate. Student should write the College official responsible for the records, clearly identifying the part of the record they he/she feels is misleading or inaccurate, and specify why it is inaccurate or misleading. B. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing re-
garding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing. C. The right to file a complaint with the U.S. Department of Education concerning alleged failures by FDTC 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 20202-4606

b. Forms

Release Consent Form: Under the Family Educational Rights and Privacy Act of 1974 (FERPA), FDTC is restricted as to the release of certain educational records information without the written consent of the student. The College can release certain information categorized as “Directory Information” However, students are required to fill out a release consent form if he/she wish any information other than directory information to be released.

For more information on the FERPA please see links below:
http://www.fdtc.edu/human-resources/policies-and-procedures/ferpa
www.fdtc.edu

12 - Student Concern Resolution

The Florence-Darlington Technical College faculty and staff serve as a resource for students seeking assistance in resolving campus community matters. Our FDTC Student Complaint Resolution Chart is posted in all classrooms and around campus. The chart details the initial area for assistance referral and the subsequent contact areas as one moves forward toward issue resolution.

You can also locate the Commission on Higher Education’s (CHE) Student Complaint Procedures and Form at website: www.che.sc.gov

13 - Registrar

Contact Information

Email registrar@fdtc.edu
Visit 100 Building, Room 117
2715 W. Lucas Street, Florence, SC 29501
Mail PO Box 100548 Florence, SC 29502
Phone 843-661-8090
Fax 843-661-8386

Hours of Operation

Monday-Thursday 8:00am - 5:30pm
Friday 8:00am - 11:30am
The Registrar’s Office is your resource for:
1. Academic records and registration
2. Official grades
3. Transfer and advanced placement credits
4. Graduation course substitutions

Student Records

The Office of Registrar Services maintains student records on all actively enrolled students. These records consist of, but are not limited to the following documents:

- Admissions and/or Readmit Applications;
- High School Transcripts (if applicable), College Transcripts (if applicable), Placement Test Scores;
- Change of Curriculum Forms, Change of Name and Address Forms, Change of Grade Forms;
- Transfer Credit Evaluations for Academic Advanced Standing (if applicable); and General Admissions and Registrar Services Correspondence.

The responsibility for the protection of the privacy of student educational records rests primarily with the Registrar. Florence-Darlington Technical College complies with the Family Educational Rights and Privacy Act (FERPA) of 1974 and coordinates the disposition of student records with the South Carolina Department of Archives and History.

Information retained in the student’s permanent academic record housed in the vault located in the Registrar Services Office may include the following:

- academic transcripts from high school or GED certificate
- transcript requests
- add/drop withdrawal form
- change of curriculum form
- proficiency test scores
- change of grade form
- graduation checklists
- student disciplinary files

Florence-Darlington Technical College must maintain a master academic record (transcript) for all former and current students for 75 years as noted in the Records Retention Schedule regarding this procedure.

The Registrar Services and Admissions personnel are the only staff authorized to access student records in the vault. Once a file has entered the vault from the Admissions acceptance files, it becomes a permanent student record. A file is only removed from the vault when appropriate written requests are filed with the Registrar or for the purpose of re-admitting a student to the College. Students have the right to request to review their permanent FDTC student records. A student can also request to review Financial Aid Records, Admissions Records (applies only to applicant or student with an incomplete record),
and/or Program Accessibility Committee Records (Related to Student Disabilities/Accommodations). These request forms can be picked up and submitted in the Registrar’s office for processing.

Transcripts and Enrollment Verification

Request a Transcript

1. The National Student Clearinghouse (Official Transcripts)

   When a transcript request is made via the National Student Clearinghouse an official transcript of the student’s academic record will be issued to the person or institution designated, provided that all the student’s obligations to the College have been satisfactorily settled. In accordance with the Family Rights and Privacy Act of 1974, transcripts may not be released to a third party without the written consent of the student.

   To request an official transcript through the National Student Clearinghouse, please go to the National Student Clearinghouse and follow the prompts. You do not need to know your student ID number to order transcripts. Transcripts can be held for pick up, mailed electronically, and mailed via USPS. Order updates are available via mobile text message and will also be emailed to you. You may also track your order online using your email address and order number.

2. WebAdvisor

   To request an unofficial transcript through WebAdvisor, please log in to WebAdvisor. Once logged in, under Academic Profile, click on the Unofficial Transcript link.

Verification of Enrollment

All enrollment verifications are provided by the National Student Clearinghouse. To obtain an enrollment verification please log in to WebAdvisor, locate Academic Profile, and select Enroll Verify. You will now be able to view and print your official enrollment verification.

Change of Name or Address

Change of Address - Students can make updates by logging into WebAdvisor and making changes under student’s profile.

Change of Name – A student can only change their name by coming to the Registrar’s Office (located in the 100 Building on the main campus) providing a legal name change document.

Student Code & Grievance Procedures

It is the policy of Florence-Darlington Technical College to provide due process procedures for students in matters relating to student discipline. Please refer to the Student Code Manual located on the FDTC website at https://www.fdtc.edu/student code of conduct.
Graduation

1. Requirements
   All candidates for graduation must meet the following requirements:
   1. Complete all required courses specified in the curriculum.
   2. Fulfill all financial obligations to the College.
   3. Achieve a cumulative final GPA of 2.0.
   4. Earn at least 25 percent of the total credit hours of his/her curriculum at FDTC. Exceptions can be made only by the Vice President for Academic Affairs.

2. Graduation Application
   1. Complete the student information portion of the application.
      (Application can be printed from Registrar’s page at http://www.fdtc.edu/academics/registrar/graduation)
   2. Obtain the required signatures.
   3. Pay the $25 per degree graduation fee in the Business Office.
   4. Submit the completed Graduation Application to Registrar Services (100 Building, Room 100H).

Candidates for graduation must complete an application for graduation with the Registrar’s Office at the beginning of the semester in which curriculum requirements will be completed. A $25 fee is required when the application is filed. If more than one degree, diploma, or certificate is earned by a student in any one semester, a separate application must be filed for each. All students who wish to participate in the May Commencement Ceremony must submit a Graduation Application to Registrar Services by the first Friday in March.

3. Exercises
   Commencement
   Exercises are held at the end of each Spring Semester. Fall graduates and potential Summer graduates (with 12 hours or less to complete) may participate in the May exercise. A rehearsal is scheduled prior to the Graduation Ceremony. All candidates for graduation are expected to attend both the rehearsal and the commencement ceremony. The Registrar Services Office should be notified if a student does not plan to attend Commencement.

Invitations, Caps and Gowns
   Graduation invitations can be ordered through the College Bookstore. Although the cost of a cap and gown is included in the graduation fee, students must report to the bookstore to be fitted during the month of February.

College Rings
   Information for ordering College rings may be obtained through the bookstore at any time. Twice a year (generally October and February) a ring vendor representative is on campus to show rings and
take orders. A deposit is required to order a ring, and a payment plan may be offered. Rings will be delivered to the students’ home, C.O.D., within 10-12 weeks after the order is placed.

### 14 - ADA and Health Services

#### Health Services

Medical Emergency 8:00am - 11:00pm

1. All students are provided with accident insurance coverage while on college property and/or during college sponsored and supervised activities. The maximum benefit is $5000 per accident.

2. To report a medical emergency during normal business hours (accidental injury or sudden illness), call Security at Ext. 8210 on the main campus, Ext. 8510 at the Health Science Campus, or Ext. 2810 at SiMT or dial “0” and request assistance in locating either the appropriate Security or Student Services personnel. After 4:30pm contact the Security number(s) listed above.

3. Stay with the individual until assistance arrives, collecting information for the Accident Report as needed.

4. The Human Resources Office files claim forms. Emergency medical services are available at McLeod Regional Medical Center and emergency transportation is provided by Florence County EMS.

#### AIDS and Related Conditions

It is the policy of Florence-Darlington Technical College to ensure that employees and students with AIDS, AIDS Related Complex (ARC) and Human Immunodeficiency Virus Infection (HIV) continue their active employment or enrollment as long as they are able to meet acceptable academic and work performance standards.

Supervisors, employees and students will be sensitive to the special needs and concerns of employees and students with such conditions, but generally should ensure that they are treated no differently than other employees or students. Strict confidentiality of information and communication will be maintained regarding any aspect of actual or suspected AIDS, ARC, or HIV situations.

In each situation involving known cases of AIDS or related conditions, consultation with appropriate public health officials will take place.

#### Services for Students with Disabilities

Florence-Darlington Technical College will make every effort to meet the needs of students with disabilities by providing reasonable accommodations for an equal access education.

After admission to FDTC, students requesting assistance must self-identify and provide current medical documentation (within the last three years). Medical documentation should include a diagnosis, prognosis, restrictions or limitations that the disability might dictate, as well as specified reasonable accommodations.
A qualified individual with a disability is an individual who has a physical, mental, or sensory impairment that substantially limits one or more major life activities, has a record of such impairment, or is perceived to have such impairment. It is recommended that students notify ADA Office of Student Disability Services of special accommodation needs at least 30 working days prior to the first day of class. This notification will help ensure quality, availability, and provision of the services needed in a timely manner. For more information contact the ADA Office of Student Disability Services at (843) 661-8124. Additional information concerning students with disabilities as well as other information pertaining to ADA can be found on the National ADA site www.ada.com.

Students have the right to:
1. Expect all disability-related information to be treated confidentially.
2. Receive appropriate accommodations in a timely manner from faculty and ADA Student Disability Services. Students should have the opportunity to meet privately with faculty to discuss needed accommodations and any other concerns. Please keep in mind that ADA Services is the only office designated to review disability documentation and determine eligibility for appropriate accommodations.
3. Appeal decisions regarding accommodations and auxiliary aids.

Students have the responsibility to:
1. Provide ADA Student Disability Services with appropriate documentation of the disability.
2. Go to the instructor’s office hours or make an appointment with the instructor to facilitate privacy when requesting accommodations.
3. Initiate requests for specific accommodations in a timely manner, preferably early in the semester.
4. Follow procedures with faculty and ADA Student Disability Services in order to get the appropriate accommodations.
5. Inform ADA Student Disability Services of the materials you need in the alternate format as soon as possible.
6. Notify faculty/ADA Student Disability Services immediately (preferably within 48 hours) when an accommodation is not being provided completely or correctly.
7. Notify faculty/ADA Student Disability Services immediately when a decision has been made to not use an accommodation or the accommodation is no longer needed.
8. Act as your own advocate. Use resources on campus to assist with developing advocacy skills and communicating your specific needs and accommodations to faculty.

Testing Students with Special Needs or Disabilities

Special testing services may be provided for individuals with identifiable special needs. With acceptable documentation, the Assessment Center may accommodate students with disabilities such as vision, hearing, speech, mobility, and learning. If you are interested in these services, contact the Assessment Center or the ADA Office of Student Disabilities.
Service Dogs

In compliance with the Americans with Disabilities Act “ADA” Title II and Section 504, Florence-Darlington Technical College, as a place of higher education allows and supports students with service dogs as long as the laws and regulations are followed as outlined by the ADA.

By law, service dogs assisting individuals with disabilities are permitted anywhere on campus that the student needs to go. Students with service dogs do not have to have permission to be on campus but it is highly encouraged that they register through the ADA Office of Student Disabilities.

Service Dog defined: a dog that is individually trained to do work or perform tasks for a person with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability, and meets the definition of “service dog” under the Americans with Disabilities Act, regulations at 28 CFR 35.136 (i). The work or tasks performed must be directly related to the individual’s disability. South Carolina Law Code 1976 & 47-3-920.

The Handler’s Responsibility: ADA guidelines state that the handler is responsible for the care and supervision of his/her service animal. If a service animal behaves in an unacceptable way and the person with the disability does not control the animal, the college does not have to allow the animal onto its premises. Uncontrolled barking, jumping on other people, or running away from the handler are examples of unacceptable behavior for a service animal.

The college may not permit the service dog if the dog poses a substantial and/or direct threat to another person, the dog is disruptive to the classroom environment, library, lecture hall, or other quiet place. However, if a dog barks just once, or barks because someone has provoked it, this would not mean that the dog is out of control.

The ADA requires the animal to be under the control of the handler. This can occur using a harness, leash, or other tether. However, in cases where either the handler is unable to hold a tether because of a disability or its use would interfere with the service animal’s safe, effective performance of work or tasks, the service animal must be under the handler’s control by some other means, such as voice control. 28 C.F.R. 36.302( c )(4)

The animal must be housebroken. 28 C.F.R. 36.302( c )(2)

The ADA does not require the college to provide for the care or supervision of a service animal, including cleaning up after the animal. This is the responsibility of the handler.

The animal should be vaccinated in accordance with South Carolina Laws. A copy of the Rabies Certificate should be turned in annually to the ADA Office of Student Disabilities.
15 - Student Life

The Student Life Office is located on the first floor of the 5000 Building, Room 5101A.

**Hours**
Monday-Thursday  8:00am - 5:30pm  
Friday             8:00am - 11:30am

**Contact Information:**
Phone: 843-661-8282  
Fax: 843-662-8013

**Student Life**

The College believes that the provision of a viable and effective student activities program serves to complement academic instruction, which ultimately facilitates the development of the total student.

The Office of Student Life is intended to provide leadership opportunities, establish supplemental learning experiences, and encourage group interaction among on-campus and distance learning students. This is accomplished through student governance, student organizations, planned activities, and appointments to College committees.

**Student Lounge**

The Student Lounge, located on the first floor of the 5000 Building, provides facilities for activities as well as space for the administrative Office of Student Life and the Student Government Association. The Lamplighter Bookstore, Lounge, Cafeteria and TV Room are all located on the first floor. The Student Lounge is under the supervision of the Director of Student Life.

Food and beverages are allowed in designated areas of the Student Lounge. Full meals should be eaten in the vending area, cafeteria or on the patio. If gross abuse of this privilege occurs, it can be revoked.

**Student Ambassadors**

Orientation is the process of assisting new students through the transition necessary for a successful college experience. Student Ambassadors help implement this process by providing new students with an introduction to the Florence-Darlington Technical College (FDTC) campus and its resources. Student Ambassadors also assist with a variety of activities as well as fundraising projects and special events, which include:

- Registration
- Fall Festival
- Spring Fling
- American Heart Walk
- Red Cross Fundraiser
- Special Events hosts and other events as needed
Identification (ID) Cards

All students are required to obtain and carry a Florence-Darlington Technical College student identification card when on campus. College officials may request the card for identification purposes. In the event a card is taken from a student, the college official must turn the card over to the Registrar within 24 hours with reason for questioning the student. General identification checks may be made at any time. ID cards can be obtained from the Student Life Office. A paid slip for the present semester’s tuition must be presented to obtain an ID. If one’s first ID is lost, a replacement fee of $10.00 is required for a new ID. The $10.00 should be paid at the Business Office, and the receipt must be presented in the Student Life Office.

Lost and Found

1. Student Life will only manage property found on FDTC’s main and extended facilities. Student Life has no legal right or obligation to manage property found outside its facilities.
2. All property found will be documented, safeguarded and a reasonable attempt will be made to return items of found property to the rightful owners. All items determined to be a valuable item and money, will be registered and reported to the Director of Student Life immediately. All money found will be counted and recorded and will be held for a period of 72 hours.
3. All found items will be registered and tagged for identification purposes and stored in the Student Life Storage Room. All information regarding the storage and disposal will be maintained.
4. Any dangerous goods received will be immediately reported to campus security. For example, a pocket knife is not considered dangerous; however, it will be handled with care to prevent injury.

Claims for property

1. When a claim is made for lost property, the claimant will be required to provide photo identification and evidence of ownership and/or a description of the lost item. Decisions to release items (except for money) to claimants will be made by the Director of Student Life.
2. Details of claimants and staff authorizing the release of property will be recorded and items will only be released upon signature of the claimant. Note: A superficial description of the property is not sufficient. Claimants must be able to provide a deeper level of proof of ownership, such as a description of the item being held. Where this level of description cannot be provided, claimants will be asked to wait for the Director of Student Life.
3. When a claim is made for an item of money, the claimant will be referred directly to the Director of Student Life, who will make a decision regarding the release of it.
4. Items deemed to be of zero value may be disposed of immediately.
5. Any perishable, liquids and medication (over the counter and prescription) will be disposed of immediately.
6. Any street drugs, drug paraphernalia, weapons, or illegal items will be documented and handed over to campus security.
Retention and disposal
1. Retention of unclaimed items will be held for three days (72hrs).
2. Retention of valuable items and crucial items will be for three days (72 hours). After holding the item for three days, the item will be destroyed and documented.
3. Unclaimed monies will be held by the Student Life Department for three days (72 hours). At the end of this period, all unclaimed monies will be put to the college’s use.
4. At the end of the retention period, items will be disposed of/sold/or otherwise put to the college’s use.

Student Organizations on Campus
There are a variety of student organizations on campus available to students. Many organizations are open to all students while others are program specific. Students interested in becoming involved in a student organization should contact the Student Life Office.

Organizations open to all students
- Alpha Chi Pi Chapter of Phi Theta Kappa (National Honor Society)
- Baptist Collegiate Ministries Club
- Technically Dramatic (Drama Club)
- The Swarm

Organizations open to students by program
- Alpha Beta Gamma (Radiology)
- Southern Organization of Human Services Education
- Student American Dental Assistants Association
- Student American Dental Hygienists Association
- Student Nurses Association

a. Student Organization Charter Approval
The College encourages participation by students, both on campus, on-line and through distance learning, in a broad array of organizations on campus. Students wishing to form an organization on campus must have formal approval by the College. Pending official approval, a proposed organization is permitted to meet on campus but only for the purpose of organizing. The request for charter approval may be obtained from the Student Life Office and on the Student Life Web page.

The following information is required of organizations seeking to be chartered by Florence-Darlington Technical College:

b. Guidelines for College Organizations
1. The faculty advisor initiates the request form. The forms may be obtained from the Student Life Office.
2. The Request Form is returned to the Student Life Staff.
3. Upon approval by the Student Life Staff the Request Form is forwarded to the Dean of Student Services for approval.

4. The Request Form is then forwarded to the President of the College for final approval.

5. The Request Form is then returned to the Student Life Office.

6. The Student Life Program will allocate $75.00 to each chartered student organization at the beginning of the fall semester to assist with programming. A written request must be submitted to the Student Life Office to be considered for funding. Organizations must be chartered prior to fall semester to qualify for funding.

7. The financial records of any student organization must be available to members of the organization at all times.

8. All funds for student organizations will be held in the bank depository by the College. Requests for expenditures of funds will require the signature of the advisor and an officer of the organization.

9. The Business Office adheres to Tuesday and Thursday check writing days with the exception of holidays and month-end closing. Requests for a check to be written should be authorized and in Business Office one day prior to the Tuesday and Thursday check writing dates. Only in extreme emergencies will a check be written otherwise.

c. Student Fundraising Project

If the organization wishes to conduct a fund-raising activity, a Fund Raising Request form must be submitted to the Student Life Office for approval prior to conducting the activity. This will provide a uniform record keeping method for student fundraising activities.

Procedure

1. Students representing the organization seeking to sponsor a fundraising activity may obtain appropriate forms from the Student Life Office as well as the Student Life Web Page.

2. The fundraising request form will be completed by designated members of the student organization and the advisor. The fundraising request form must be submitted to the Student Life Office.

3. Following approval by the Student Life Office, the form is forwarded to the Dean of Student Services for final approval.

4. Notification of the final approval will be forwarded to the Student Life Office and organization advisor.
Athletics

Florence-Darlington Technical College fields twoJunior College Athletic Association Teams, men's baseball and women's fast pitch softball. Both will play an abbreviated fall scrimmage schedule as well as a full spring season. Tryout participation is open to all students through regularly scheduled tryout camps usually held in the late spring and summer months. Both teams compete in Division I, District X of the NJCAA.

Florence-Darlington Technical College is committed to the development of our student athletes both in the classroom and on the field. For further information about FDTC Athletics visit www.stingerathletics.com, or contact the Athletics Office, 843.661.8292 for softball and 843.661.8291 for baseball.

16 - Security and Parking Services

Normal Hours of Operation
Monday - Friday 7:00am – 11:00pm

Contact Campus Security at:
(843) 661-8210 or ext. 8210 – Main Campus
(843) 413-2810 or ext. 2810 – SiMT
(843) 676-8510 or ext. 8510 – HSC

Florence-Darlington Technical College’s Campus Safety Department provides a 24-hour-a-day, year-round security and safety program.

Members of the department are under the guidance and control of the Director of Physical Facilities. Officers work eight-hour shifts to perform their duties, which include:

- Preventative patrol of grounds and buildings
- Emergency medical assistance
- Incident investigation and reporting
- Hazard control
- Crime prevention
- Parking and traffic management
- Special services including lockout assistance, noise and nuisance control, security escorts, and any other needs associated with the quality of life, safety, and security of those on campus.

Parking

Every vehicle brought on campus is required to have either a parking decal or temporary permit. Students are permitted to park in the areas designated as Student Parking only. Students who park in areas outside of their assigned area will be cited with a parking violation and fined.
Parking Decals

- Student vehicles may be registered during Orientation/Registration days at the station set up for that purpose. After classes begin, students may obtain their parking decals from Security at the Guard Station located at the entrance to the campus (Monday to Friday during normal hours of operation).
- Parking decals/stickers must be clearly visible from the outside rear, and must be permanently displayed on the left rear bumper or bottom left corner of rear glass of the cars.

Temporary Parking Permits

Students who must drive an alternate vehicle (not registered with FDTC) onto the FDTC campus are required to obtain a temporary parking permit (valid for up to 10 days) from the Security Guard Station prior to parking their vehicles on campus.

Parking Appeals

Appeal forms can be obtained from Physical Facilities and the Security Guard Station, and once completed sent to Director of Physical Facilities (Shipping and Receiving building). Even though an appeal is pending, the ticket must be paid within five (5) working days or the pending fine will double. Reimbursement will be made by the Business Office if the appeal is upheld.

17 - Career Services

The Career Services Office is located in the 100 Building, Room 110A.

Hours:
- Monday-Thursday 8:00am - 5:30pm
- Friday 8:00am - 11:30am

Contact Information:
- Phone: 843-661-8075
- Avery.Darby@fdtc.edu

Career Services (Student Employment Services)

It is the policy of Florence-Darlington Technical College to provide job placement services designed to meet the needs of students, graduates/alumni, and employers.

Purpose

The Career Services Department at Florence-Darlington Technical College assists students in securing employment upon graduation from their certificate, diploma or degree program, as well as assists employers in their search for new and qualified employees.
Procedure
Student employment services are offered to graduates and currently enrolled students in the following order of priority:

1. First Priority is given to those most recently completing a diploma or degree program to the satisfaction of the institution.
2. Second Priority is given to graduates of the institution who are unemployed or are seeking a change in employment.

Students presently enrolled and interested in part-time jobs or internships are assisted in obtaining employment as long as they remain enrolled and are making satisfactory progress towards a certificate, diploma or degree. General employment opportunities are posted on the college website. For program specific employment the student and/or graduate would need to contact the counselor assigned to their curriculum as well as the Career Services Specialist.

Services offered to graduating diploma, degree and certificate students include:

1. Placement Credential File includes application for placement, release form, resume and confidential student appraisals. The student is responsible for filing the necessary credentials with their counselor when seeking full-time employment assistance.
2. Job Notifications are placed on the College’s website at: www.fdtc.edu. Once the website is accessed, students should select Student Resource Services http://fdtc.edu/student-life/student-resources/application. Employment opportunities are listed by major. The student must register with the Career Services Specialist in order to be referred to a job opening.
3. On-Campus Interviews are arranged for representatives of government, industry and business. Students that have registered for student employment assistance will be notified of on-campus interviews.
4. Resume, Cover Letter Preparation, and Interview Techniques are provided to students by the counselor assigned to their program of study.
5. Job Fair is held during the fall/spring of each year. All graduates registered to receive employment assistance, as well as students currently attending Florence-Darlington Technical College, are invited to attend.
6. Reciprocal Agreement is extended to graduates of any credited program from any South Carolina Technical College. Applicants must abide by the regulations of the receiving college and meet eligibility requirement and/or proof of graduation.

Although employment cannot be guaranteed, efforts are made to assist students in obtaining employment and helping to make their search for employment a success. It is the responsibility of the prospective graduate to see that credentials are filed with the appropriate counselor, if the prospective graduate desires employment assistance.
The Veterans' Resources Office is located in the 100 Building, Room 106.

**Hours**
- Monday-Thursday: 8:00am - 5:30pm
- Friday: 8:00am - 11:30am

**Contact Information:**
- Phone: 843-413-2706 or 843-661-8098
- Max.Welch@fdtc.edu
- or Kimberly.Tringali@fdtc.edu

**Veteran's Affairs Tuition Assistance Program**
All students receiving V.A. educational payments must follow certain regulations. These regulations are included in a handout entitled “V.A. Educational Assistance” now available in the Veterans Services Office.

**Veterans Affairs Educational Assistance**
FDTC is approved for training under Title 38 of the U.S. Code for Chapter 30 Montgomery GI Bill - Active Duty Educational Assistance, Chapter 1606 Montgomery GI Bill - Selected Reserve Educational Assistance, Chapter 31 Vocational Rehabilitation, Chapter 33 Post 9-11, Chapter 35 Survivors' and Dependents' Educational Assistance.

In order to register for classes, all veterans must provide the school with complete admission information. The veteran assumes full responsibility when registering for courses which he or she may have previously taken. All students receiving VA Educational Assistance from VA Regional Processing Office are responsible for immediately notifying the School Certifying Official of any changes in their curriculum and/or their credit hour load during a semester. Generally, the VA Regional Processing Office will not allow payment for courses not counted toward graduation requirements. The student will be responsible for reimbursing the VA Regional Processing Office if an overpayment situation occurs.

Certification of a class schedule, by the School Certifying Official, is necessary every semester in order for eligible veterans, service persons, reservists, and dependents to receive educational assistance from the Regional Veterans Affairs Processing Office.

To determine Veterans Affairs Educational Assistance eligibility, call the VA Regional Processing Office at 1-888-442-4551. Additional information may be found at the VA website, [http://www.gibill.va.gov](http://www.gibill.va.gov). If you have any questions, please email them to [VeteranServices@fdtc.edu](mailto:VeteranServices@fdtc.edu), call 843-661-8144, or visit fdtc.edu/veterans.

**Refund Policy for Veterans and Eligible**
Non-Degree Persons Under Title 38 U.S. Code
Advance payment of fees and other charges by eligible persons under
Title 38 U. S. Code who fail to enter, withdraw, or who are discontinued prior to completion of the course, will be refunded in an amount which does not vary more than 10% from the exact pro-rata portion of such fees and other charges that the length of the completed portion of the course bears to its total length. The exact pro-rata will be determined by the ratio of number of days of instruction completed by the veteran to the total number of instructional days in the period for which advance payments have been made.

Veterans Administration Certification for Online Courses
In order to meet V.A. certification requirements for off-campus courses such as Practica, Internships/Externships and residencies, as well as courses offered via the Internet or other modes of distance learning Florence-Darlington Technical College acknowledges that these courses are part of the college’s approved curriculum, are directly supervised by the college, are measured by the same unit as other courses, are required for graduation, and are part of a program of study approved by the State Approving Agency. The college requires that the faculty teaching these courses use a grading system similar to the grading system used in resident courses and include statements in the course syllabus that indicate that appropriate assignments are needed for the completion of the course and that the student is expected to demonstrate, at least once a week, that he/she is actively involved in the class. Examples of activities that can be used to demonstrate this involvement include, but are not limited to, the following: posting/receiving e-mails, participating in online class discussions and class chat rooms, and completing and submitting course assignments. Further, the college requires that these courses have schedules of time for training and instruction which demonstrate that students shall spend at least as much time in preparation, instruction, and training as is normally required by the college for its resident courses.

19 - Resources

Library
The Libraries are located on the Main Campus (200 Building) and the Health Sciences Campus (HSC) (2nd Floor – Room 211).

Hours
Main Campus - Mon. - Thur. 7:30 AM – 9:00 PM Friday 7:30 AM – 11:30 AM Sunday 2:00 PM – 6:00 PM

Contact
Main Campus - Wellman, Inc. Library - 200 Building
Phone: 843-661-8034 or 843-661-8032
Fax: 843-661-8266
Email: FDTCLibrary@fdtc.edu
Florence-Darlington Technical College Libraries provide students with access to information resources, assistance with research, and comfortable environments where students can meet with others, study, learn, and also relax. The libraries are located on the main campus (200 Building) and the Health Sciences Campus (2nd Floor – Room 211). Remote sites’ library services are available via electronic access. The libraries’ collections include print and digital resources, laptops, calculators, and cameras that support the information needs of students, faculty, and staff. Printing services are provided in the libraries.

The FDTC Libraries are a member of PASCAL, a lending and borrowing service which enables students, faculty, and staff at South Carolina’s institutions of higher learning to request and receive books from any academic library within the state in just a few business days. The FDTC Libraries’ website (http://fdtc.edu/academics/library/) provides online access to a wide variety of information resources including electronic books and journals, research databases, streaming media, and selected internet resources.

Library staff members are available to assist users in accessing and effectively using our resources and equipment. Individual and class instruction are available to enable all library users to become more knowledgeable about our ever-expanding and extensive collection of electronic resources so that they may become more information literate.

A current and valid FDTC identification card is required to check out circulating items and equipment from the FDTC Libraries. Items that are eligible may be renewed online by using the My Account (https://libcat.fdtc.edu/patroninfo) feature on the libraries’ website. The normal loan period for books is three weeks and one week for audiovisuals. Reserve items are checked out for shorter lengths of time, ranging from building use only to 1-week.

For additional information on library services and hours, go to http://fdtc.edu/academics/library/.

**Perkins Grant Program**

The Perkins Grant Program is a student support service program funded by the Carl D. Perkins Vocational Technical Education Act. It is designed to provide supplemental academic and enrichment services for Florence-Darlington Technical College students in the vocational and technical curriculum program.
areas. This will increase emphasis on the enrollment and retention of students in non-traditional program areas and special populations. The following services are provided to Perkins IV Grant participants:

- Limited Academic & Personal Counseling
- Tutorial assistance (Online and Individual)
- Career Planning assistance and referrals
- Financial Aid Information & Planning referrals
- Individual Needs Assessment
- Workshops/ Seminars (based on student need)
- Use of Success Center Services

For more information, you may contact the Perkins IV Grant Program Specialist at 843-661-8075. You may also visit the Success Center in Room 300 of the 300 Building or call them at 843-661-8281.

**Student Support Services Program (TRIO)**

Student Support Services (SSS) is a TRIO Program funded by the U.S. Department of Education and administered through Florence-Darlington Technical College (FDTC).

The purpose of Student Support Services is to help students achieve their educational and career goals by graduating from FDTC with a certificate, diploma, or associate’s degree, and/or transferring to a four-year school. Students interested in applying to the SSS Program must be enrolled at FDTC. Additionally, applicants must meet federal educational or income level guidelines, and/or have a diagnosed, documented disability.

To support its participants, Student Support Services offers the following programs and services:

- Summer Bridge Program for first year students at FDTC
- Academic and Personal Counseling
- Academic Advising/Tutorial Support
- Book and Technology Loan Assistance
- Career Assessments
- Financial Aid Counseling and Assistance
- Supplemental Grant Aid
- Cultural Enrichment Opportunities
- College Admissions Information and Transfer Assistance
- Workshops/Seminars (academic success, student empowerment, life skills, time-management, study/test-taking skills, financial aid, financial literacy)

**How can I become a Student Support Services Participant?**

Students are eligible to apply for participation in the Student Support Services (SSS) program once they are enrolled at Florence-Darlington Technical College (FDTC). For more information call the SSS program at 843-661-8367 or visit the program in the 5000 Building, Rm. 5313.
Removing Underserved Student Hurdles (RUSH)

Removing Underserved Student Hurdles (RUSH) is a PBI program funded by the U.S. Department of Education. The RUSH Program serves first-time freshmen seeking degrees and/or certificates in STEM (Science, Technology, Engineering, and Mathematics) or the Healthcare field. This program also serves eligible dual enrollment students at Lake City High School and Timmonsville High School.

The following support services are offered to RUSH participants:
- Career Counseling
- Tutoring/Academic Assistance
- Access to specialized learning HUBS (Biology, English, Mathematics)
- Student Learning Communities (SLC)
- Educational Field Trips
- Textbook Loan Program
- Workshops (financial aid, soft skills, employability skills)
- Job Site Visits/Shadowing
- Opportunities for hands-on engagement with advanced technology

For more information on participating in the RUSH Program, contact 843-661-8080 or visit the RUSH Center located in Room 5313 of the 5000 building.

Scholarships

Refer to the Financial Aid section on page 10.

Will G. Dailey Fund

5000 Building, Room 5207A
(843) 661-8002

Hours

Monday-Thursday  8:00am - 5:30pm
Friday           8:00am - 11:30am

The Will G. Dailey Fund, which was established by a generous donation by Mr. and Mrs. William Dailey, is a short term emergency loan to help students to overcome financial setbacks and stay in school. This is a stop-gap measure to allow students to purchase needed classroom materials or pay bills that are overdue (that would keep them from attending school) until their FAFSA is processed and they receive their school grants/loans – this amount will be deducted from their check and repaid to the Fund before students receive their refunds.

Forms for Students to fill out:
- Student application
- Financial Aid Funds Release Form
- Will G. Dailey Fund Demand Promissory Note
Process:
• Student obtains a quote from the Bookstore for needed books/materials
• Student fills out forms and brings back to office No. 5207A
• Student is informed that this is a loan and it MUST be paid back
• Student meets with the committee at a scheduled date and time
• If the committee allows to student to obtain a loan, the committee sets up
  a payment schedule with the student
• A 4% fee added to the balance: a 2% origination fee is due at the meeting
  and 2% is added to the balance
• Student signs necessary paperwork and pays the 2% origination fee
• Student is given a voucher to be used in the Bookstore for books/materials

Billing Process:
Payments are due each month until the loan balance is paid in full. The mini-
mum monthly payment is $50.00. If the student fails to pay his/her monthly
payment, a $25.00 late fee is added to their loan balance. The students will
receive three (3) notices, as reminder to make timely payments. If students
fail to do so, they will be sent to a collection agency. Failure to pay back these
loans may prevent students from registering for classes, obtaining transcripts,
and/or graduating.

Online Tutoring Service
Tutor.com is a fully online tutoring service that is available 24/7. You can ac-
cess Tutor.com by simply logging into D2L and locating the Tutor.com folder
in the content browser on the homepage. Additional, Tutor.com can also be
accessed in every D2L classroom where the link is also located in the content
browser. Each tutoring session is conducted in a one-to-one format that takes
place in an easy-to-use online classroom, which runs in your web browser. You
can connect with a tutor in real-time and get help in over 40 subjects including
Math, Science, Social Studies, English, and Foreign Languages just to name
a few. Tutor.com’s philosophy is to help students understand the concepts
behind what they are working on, so that our students can learn how to solve
the problem and reach the answer on their own. Tutor.com is not an answer-
giving service. Please contact your course instructor for further details on how
to access this service.

Success Center
The Success Center provides academic support and preparation services to
all FDTC Students. These services include: individual (Career and Technical
Education [CTE] students) and on-line tutoring in core and advanced courses,
counseling, and academic needs workshops. Students also have access to
computers, anatomy models, printers, Internet sites, instructional resources,
and other supplemental tools and instruction. For more information, call the
Success Center at 843-661-8281 or visit the Center in Room 300 in the 300
Building.
Child Care

FDTC's Child Development Center is located in the 900 Building at the rear of the campus. The Center offers the Head Start Program for children ages 3 – 4, Monday through Thursday 7:30am – 5:00pm. Students must be enrolled in a minimum of 6 credit hours to take advantage of this program.

Eligibility for the Head Start program is based on age and income guidelines. For more information on the Head Start Program, contact the Family Advocate at 843-676-8520.

All children must have the following documentation submitted before being approved to receive childcare services on campus: birth certificate, social security card, SC immunization certificate, proof of family income, proof of insurance and birthdates/social security numbers of all household members.

Stingers Nest Food Bank

The mission of the Stingers Nest Food Bank is to help provide for the needs of our students by gathering and sharing quality food with dignity and compassion. The Stingers Nest Food Bank began in 2016 as the result of a shared vision of the FDTC community after recognizing the need in this area for our students. The food bank is located on the first floor of the 5000 Building and offers free food and groceries to all students.

Process:
Students must complete a brief application in the Office of Student Life to help determine the amount of groceries each student can receive monthly. Students will be given a Request Form prior to making their selection. Limitations may vary. This is a pro-choice Food Bank and every student is eligible to utilize it. Contact the Office of Student Life at 843-661-8282 for additional information.

Hours of Operation:
Mon – Thurs: 10:00AM – 4:00PM

20 - Student Technologies

Student Email:
Our primary method of communication with you is through your FDTC email account. Your college supplied email account also provides you with free access to student versions of Microsoft Word, Excel, PowerPoint, Outlook, and OneDrive to save documents, pictures and music.
WebAdvisor:

Your WebAdvisor account can be used to:
- register for classes,
- check financial aid status,
- check admission status,
- review your billing account,
- check your schedule, or
- review your degree plan.
- pay your bill with a credit card
- request a transcript

Stay informed with your
FDTC Email and WebAdvisor accounts.

Student Email And WebAdvisor Instructions

Step 1 - Set Up Your Password With PassChange

PassChange access is located under the Quick links and Students sections at www.fdtc.edu

Setting Up Your Account

1. Enter your Student ID and click Next
2. Answer the 3 demographic questions and click Next. (This step is only for first time use. If you receive an error that you attempted too many times, call 843-661-8123 ext. 1)
3. You will now setup your security questions. Click Continue.
4. Choose 3 questions and provide an answer for each. Click Submit Answers (The answers will not be case sensitive)
5. Enter a new password and click Reset Password
   a. Please allow up to 10 minutes for your password to be set, then you will be able to login into campus computers, WebAdvisor, Student Email, and Desire2Learn using your new password.

Using PassChange After Initial Setup

1. Enter your Student ID and Click Next
2. Enter the answer for your security question displayed and Click Next
3. Enter a new password and click Reset Password
   a. Please allow up to 10 minutes for your password to be set then you will be able to login into campus computers, WebAdvisor, Student Email, and Desire2Learn using your new password.

Step 2 - Set Up Your Email

Go to www.fdtc.edu and click on the Student Email link under Quick Links section or the Students section.
Enter username (for email login, your username is your full email address) and password. Please use the following format:
   Firstname.Lastname1@email.fdtc.edu
Fill out any information requested by Microsoft.
View or send emails. Check your college email account daily. It is the college’s primary method of communicating important information to you.

**Step 3 - Access Your WebAdvisor Account**
1. Click on WebAdvisor (under the Quick Links section at www.fdtc.edu).
2. Log in with your username (Firstname.Lastname1) and password.

Follow the steps below to sync your FDTC Student email to your Smart Phone.

**Android Steps**

1) Unlock the Android device and select the Settings application. Every Android phone looks different. You may need to search for the Settings application.
2) Click the Accounts and Sync option. If one cannot be found, skip to the next step.
3) Select Add Account to begin the set up process.
4) Select the Microsoft Exchange account option.
5) Input your FDTC email address and password (that you use to log on to any FDTC computer). Your email address will look something like “joe.smith1@email.fdtc.edu”. When finished, click Next.
6) Reenter your FDTC email address. The server address is “outlook.office365.com” and the domain can be left blank. Input your FDTC email address as the username and then enter your password. When finished, click Next.
7) A message will pop up regarding the authenticity of the certificate. Click Continue.
8) Once the account information has been verified, choose if you would like your contacts, calendars, reminders, and notes synced with your email account, as well as how often the account should sync and how messages are delivered. When finished, click Next.
9) The account name can be left as default (Microsoft Exchange), and the name can also be left as default. Click Done. Please note that if you choose to sync everything with your email account, any new contacts, calendar dates, reminders, and notes will be saved with this account. If the email account is removed in the future, all of these newly added contacts, calendar dates, reminders, and notes will also be removed from your Android.

**iPhone Steps**

1) Unlock the iPhone and select the Settings application.
2) Select Mail, Contacts, Calendar from the menu.
3) Select Add Account to begin the set up process.
4) Select the Exchange account option.
5) Enter your FDTC email address and password (that you use to log on to any FDTC computer). Your email address will look something like “joe.smith1@email.fdtc.edu”. The description can be left as default (Exchange). When finished, click Next.
6) Re-enter your FDTC email address. The server address is "outlook.office365.com" and the domain can be left blank. Input your email address as your username and re-enter your password. When finished, click Next.
7) Once the account information has been verified, choose if you would like your contacts, calendars, reminders, and notes synced with your FDTC email account. When finished, click Save. Please note that if you choose to sync everything with your email account, any new contacts, calendar dates, reminders, and notes will be saved with this account. If the email account is removed in the future, all of these newly added contacts, calendar dates, reminders, and notes will also be removed from your iPhone.

Desire2Learn (D2L)

If you are taking an Internet course (Desire2Learn), please take note of the following procedures:

- Visit the FDTC website at www.fdtc.edu
- Click on Desire2Learn under Quick Links or Students
- Use your Username (Firstname.Lastname1) and Password to log in
- You must log in to all your courses in Desire2Learn during the first week of class or you will be turned in as a "No Show"
- You must log in at least once every 48 hours to avoid being withdrawn for non-participation
- Refer to the syllabus for instructions and requirements for online courses

You should contact the Online College immediately if you are having difficulty with access to any of your courses: 843-661-8061 or D2L@fdtc.edu.

Faculty Absences

To check on faculty absences go to the web page http://absence.fdtc.edu/ and click on a particular absence to review the classes that it affects and the directions for the affected classes.

Print Cards

Below is a list of copiers on campus. Black copies are 10 cents and color copies are 35 cents. The printers with the * are the locations where money can be added to the cards. The Bookstore sells print cards pre-loaded with $5.

Room locations include:

<table>
<thead>
<tr>
<th>Location</th>
<th>Copier Location</th>
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<td>207 Library</td>
<td>Outside the</td>
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<tr>
<td>*300 Student</td>
<td>Business Office</td>
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<td>Success Center (SC)</td>
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<td>*(Card dispenser is located outside the Center near the Ladies Restroom)</td>
<td>Outside the Bookstore</td>
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<td>*7211 Break Room</td>
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<td>Hartsville</td>
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<td>Lake City</td>
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<td>Mullins</td>
</tr>
</tbody>
</table>
Computer Lab

The Computer Lab provides FDTC students with access to computers and a multifunction printer. The Open Lab is located in Room 7130 and is open:

- Monday - Thursday: 7:30am - 9:30pm
- Friday: 7:30am - 11:30am
- Saturday and Sunday: Closed

21 - Emergency Situations

IN CASE OF EMERGENCY

Call 9-911 from any CISCO campus phone and then alert Campus Security at:

- (843) 661-8210 or ext. 8210 – Main Campus
- (843) 413-2810 or ext. 2810 – SiMT
- (843) 676-8510 or ext. 8510 – HSC

After the above calls have been made refer to Emergency Response Guide (red booklet found in all classrooms and offices on campus).

In Non-Emergency Situations

Contact Campus Security Directly

Emergency Contacts

Campus Security
- (843) 661-8210 or ext. 8210 - Main Campus
- (843) 413-2810 or ext. 2810 - SiMT
- (843) 676-8510 or ext. 8510 - HSC

Director of Campus Security – cell (843) 687-0964

Emergency Notifications

In case of an emergency, the College will notify Students, Faculty and Staff by text alert, email, voicemail, PA system and/or scrolling panels. It is the students’ responsibility to make sure that their contact information in the College’s files is accurate and up-to-date to ensure a prompt delivery of notification in case of emergency situations.

Emergency Alert System (EAS)

Florence-Darlington Technical College’s Emergency Alert System (FDTC Alerts) is an EAS system the college has adopted to communicate vital information to academic credit students, faculty/staff, and the public as efficiently as possible of potential events on campus.

FDTC Alerts includes the following notification methods:

- Mobile Alerts: Text and or voice messages delivered to mobile/home phones, etc. (Students, faculty, and staff members must opt in to receive these messages). See directions below.
• Email Alerts: Email alerts by default will be sent to your FDTC email account. Student, faculty, and staff email addresses will be prepopulated into the system.
• FDTC Web Alerts: These alerts will be posted to FDTC’s website (www.fdtc.edu) and on FDTC’s Facebook page.
• Scrolling signs and sirens: These audible and visual alerts are placed in key areas of the college.

Important FDTC Alert Registration Information
You must register with FDTC Alerts to receive timely notifications of campus emergencies or events. The quickest form of notification is a text message, so you are strongly encouraged to opt in and provide a number to receive text (SMS) on capable devices.

To register go to: https://fdtc.regroup.com/signup
• Students, faculty, and staff: if you have an active FDTC login, please use the ‘Already a member?’ option to access the system.
• If you are a visitor or client, please use the ‘Sign Up’ option.
• Under the Email/Phone tab you have the ability to add additional E-mail addresses and Phone numbers. When adding Cell numbers, please check your preferred message delivery option, Text (quickest method) and/or Voice. Click ‘More’ to add additional contact numbers. Once entries are complete, click ‘Save’ at the bottom of the page. Students are encouraged to add parents/spouses/relatives’ numbers as additional entries under their profiles.

There is no charge to receive email notifications from FDTC Alerts, but your mobile phone provider may charge a fee for text (SMS) based on your plan.

Emergency Response Procedures
Emergency Response Guides have been placed in all classrooms and offices at all College campuses for students, faculty and staff to use in case of an emergency. Instructions are also available online at www.fdtc.edu. It is recommended that all students become familiar with the procedures to ensure everyone’s safety.

Emergency Red Phones and Call Stations
The red emergency phones are located in each building on campus and are to be used in emergency situations only to contact 911 and/or Campus Security. There are also emergency phones (Call Stations) located in the parking areas of main campus (9 stations), SiMT/Incubator (4 stations), and parking garage of the Health Sciences Campus (5 stations) that are a direct line to security and to local law enforcement after three attempts to reach security. All calls from Call Stations located at off-campus sites (1 station per each site – Hartsville, Mullins, Lake City, Cosmetology) will go directly to local law enforcement.

Telephone Calls and Messages
No personal calls should be made to any students at Florence-Darlington Technical College. Only emergency messages will be delivered to any student.
Telephone Emergencies

1. Telephone emergency calls are referred to the Registrar Services Office at Ext. 8351 until 5:00 pm. After 5:00 pm, call Security at Ext. 8210 (main campus and auxiliary sites) or at Ext. 8510 (Health Sciences Campus).

2. Telephone emergency messages are delivered to students only in the case of extreme emergencies (i.e., fire, death, severe accident, etc.)

3. If it is determined that the call is not an extreme family and/or medical emergency, the caller will be informed that College procedures do not permit an interruption of a class to leave a message for a student.

4. If it is determined that the call is an extreme emergency, the student will be immediately notified.

22 - FAQs

1. Can I register myself online after being accepted to the college? You can register yourself online through WebAdvisor under Register for Classes, however, brand new students are required to contact the Enrollment Center, 843- 661-8289, for their first semester to register for classes. Many classes have prerequisite courses and it is important to know where you stand with appropriate test scores and prerequisite classes before registration. Returning students, please contact your academic advisor for registration. Your academic advisor can be found by clicking https://www.fdtc.edu/academics/advisors or visiting the Florence- Darlington Technical College website at http://www.fdtc.edu and searching "Academic Advisors" in the search menu bar located at the top of the screen.

2. How many classes do I need to be full-time or part-time? To be considered full-time, a student must take 12 credit hour (on average, four 3.00 credit classes) and for part-time, a student must take at least 6 credit hour (on average, two 3.00 credit classes). For more information on tuition and enrollment hour status, visit https://www.fdtc.edu/admissions/tuition/

3. What are the requirements to take online classes? To take an online class, a student must have a GPA of 2.0 or higher. For additional information, visit this link https://www.fdtc.edu/academics/colleges-and-schools/online

4. What majors are offered entirely online? We offer several programs that can be completed online. To view the current list, visit this link on our Web site https://www.fdtc.edu/academics/colleges-and-schools/online

5. How can I drop or withdrawal from a class?
To drop a class means to drop the class before the 100% refund date in order to receive no charge for the class. A withdrawal or “W” is issued after the 100% refund date meaning no refund can be issued for the class at that point in time. Students are responsible for dropping and withdrawing from courses. Please reference the Academic Calendar to see these add/drop/withdrawal dates. For students using Financial Aid (FA), always check with the FA department to see how dropping the class will affect
you. Additionally, to drop/withdraw from a class, you can request an Add/Drop form from the One Stop Front window in the 100 building or students can log onto WebAdvisor and select “Register and Drop Sections” under the Registration section.

6. How do I get an enrollment verification or loan deferment request?
   All enrollment verifications are provided by the National Student Clearinghouse. To obtain an enrollment verification please log in to WebAdvisor, locate Academic Profile, and select Enroll Verify. Loan deferment requests are provided by the loan lender. Call the agency the loan is with to obtain a deferment form or visit their website. For more information, visit https://www.fdtc.edu/academics/registrar/transcript

7. Where can I find my GPA? A student GPA can be found in WebAdvisor. Login is required to get access and then click on the student tab and select Program Evaluation. For more information on student GPA, visit https://www.fdtc.edu/academics/registrar/academic-probation-suspension

8. How do I request my official or unofficial transcript?
   Official transcript requests are made via the National Student Clearinghouse or by going to http://www.getmytranscript.com. Unofficial transcripts can be printed by logging into WebAdvisor and locating “Unofficial Transcript” under Academic Profile. For more information, visit https://www.fdtc.edu/academics/registrar/transcript

9. How do I establish residency?
   Under most circumstances, a person must live in South Carolina for 12 consecutive months and change important documentation (driver's license, vehicle registration, etc. to South Carolina) or you and/or parents moved to South Carolina to accept employment to establish residency. Maintaining documentation in another state may delay your eligibility for in-state tuition. If there is any questions, contact the Registrar of registrar@fdtc.edu

10. How will I change my major?
    Change of major forms are located in the Office of the Registrar and the steps are as follows: 1) Complete a change of major form. 2) Meet with your new advisor for approval. 3) New advisor should give the form to his or her divisional secretary for processing which can only be processed at the beginning or the end of a semester.

11. Where can I register if my advisor is not available?
    If you can’t locate your advisor and you need to register; or add/drop a class. Please come to the Advising Center located in the 100 building on main campus. Advisors are always available and willing to help Monday through Thursday 8:00 a.m. – 5:00 p.m. and Friday, 8:00 a.m. – 11:30 a.m. You can also email us at registrar@fdtc.edu with any questions regarding advising, adding classes or dropping a class.

12. What is FERPA?
    FERPA is the Family Educational Rights and Privacy Act. It is a federal law designed to protect the privacy of student education records and establish the right of students to inspect and review their education
records. Students are allowed to complete a Student Consent Third Party form that grants permission for Florence-Darlington Technical College to give access to the listed individual(s) to review and/or discuss permanent education record(s) housed in the office of the Registrar regarding the student. Student Consent Third Party forms can be completed and filed at the Registrar’s office located in the 100 Building, main campus. For more information on FERPA, please visit https://www.fdtc.edu/academics/registrar/ferpa.

13. What Financial Aid is available?
The types of Financial Aid assistance offered are Grants and Scholarships (Federal Pell Grant, SC Need Based Grant, Life Scholarship, etc.), Student Loans, Special Programs (Senior Citizen) and Work Study opportunities. For more information on the type of aid that is offered, please visit https://www.fdtc.edu/admissions/financial-aid/types-of-aid

14. How can I use my VA benefits?
The Regional Veteran Affairs Office determines eligibility for VA education benefits and the VA authorizes education benefits to students based on the information that students provide them. If you require assistance in determining what benefits would be best for you to use, please use the Comparison Tool or call the Regional Veteran Affairs Regional Office at 1-888-442-4551. Press 0 to speak directly to a representative. For more information on VA benefits here at FDTC, please visit https://www.fdtc.edu/veterans/ or call our Veteran’s Services Office at 843-661-8144. Additionally, the Veteran’s Services Office at FDTC has listed FAQ for further assistance.

15. What sort of academic support is available to students?
There are many available academic support options for students that will assist them on their path to success and are as follow:
Online Tutoring Services: Tutor.com is an online service available to FDTC students on a 24/7 basis.
Math Hub: A mathematics computer lab designed to offer free tutoring assistance. For more information call 843-661-8063 or visit http://math.fdtc.edu/hub.html
Offsite Campus Tutoring Services: Tutoring services are offered at FDTC off-campus sites of Lake City, Hartsville, and Mullins. Please contact one of these local areas for assistance.
SSS/Tutoring: Student Support Services (SSS) is a federally funded TRiO grant program that offers academic assistance, tutoring, financial aid assistance, individual support, and cultural and social support to FDTC students. For more information, visit https://www.fdtc.edu/trio/sss/
Rush/ Tutorial Services: Project R.U.S.H (Removing Underserved Student Hurdles) is a grant from the Department of Education that serves African American students enrolled in STEM (Science, Technology, Engineering, and Mathematics) and Healthcare programs. The programs assists students in improving success in their college experience and increase completion rates within the STEM programs. For more information on
services offered through R.U.S.H, call 843-661-8038, visit room 5313 in the 5000 building or visit https://www.fdtc.edu/rush/

Success Center: Provides academic support and preparation to students through the use of workshops, supplemental tools, computer access, etc. For more information, call the Success Center at 843-661-8281, visit the Center in Room 300 in the 300 Building, or visit https://www.fdtc.edu/student-life/student-resources/success-center.

16. Does Florence-Darlington Technical College offer job placement assistance?
Yes, we have a fully staffed Career Services department located in the 100 Building, Room 110A. Career Services offers assistance with resume creation and building, job searches, and job placement. For more information, visit https://www.fdtc.edu/student-life/career-services/.

17. How do I get assistance with Web Advisor/ Login to D2L/ Email?
To get assistance in these online services, contact the Student Help Desk at 843-661-8123 or visit room 7204 in the 7000 Building. For more information about the Help Desk, visit https://www.fdtc.edu/information-technology/. Please select Passchange on the www.fdtc.edu website to update or change password.
Front of the FDTC Campus Area
Near Highway 52
FDTC Campus Area - SiMT Building
FDTC’s Off Campus Sites

Marion, SC  Timmonsville, SC
Hwy. 76/Palmetto
S. Call Street
Mc Queen Street
W. Cheves Street

FDTC’s Health Sciences Campus (Bellsouth Building) Parking Garage

Health Sciences Campus
320 West Cheves Street, Florence, SC
843-661-8140

Lake City Site
278 West Cole Road, Lake City, SC
843-394-7233

Lake City

Lake City Site
278 West Cole Road, Lake City, SC
843-394-7233

Cosmetology Center
122 Palmetto Road, Darlington, SC
843-676-8538

Hartsville Site
225 Swift Creek Road, Hartsville, SC
843-383-4500

FDTC’s Main Campus
Palmetto Road
High Hill Creek
Hwy. 52/West Lucas Street
Darlington
Hartsville
Florence

Mullins Site
109 South Main Street, Mullins, SC
843-676-8567

Mullins Technology Center
SE Front Street
Main Street
Park Street
NE Front Street

FDTC’s Off Campus Sites

Hartsville Site
225 Swift Creek Road, Hartsville, SC
843-383-4500

Hartsville Site
225 Swift Creek Road, Hartsville, SC
843-383-4500

Mullins Site
109 South Main Street, Mullins, SC
843-676-8567

Mullins Technology Center
SE Front Street
Main Street
Park Street
NE Front Street