



President's Message



Dear Prospective Student,

Welcome to Florence-Darlington Technical College. I am excited for you to continue your education at our College.

For more than 50 years, Florence-Darlington Technical College has been serving the needs of the Pee Dee area residents by offering quality educational programs that support economic development and the dreams and aspirations of the citizens of Florence, Darlington, and Marion counties. At FDTC, we offer a host of opportunities explicitly geared to meet tomorrow's educational challenges.

With the degree, diploma, and certificate programs in more than 75 fields of study, from accounting to machine tool technology to engineering technology to criminal justice to healthcare, to name a few, the College affords students a vast array of options from which to choose. At FDTC, the educational opportunities are extremely affordable (some free of charge), allowing you to graduate debt-free. The College offers unique programs and services such as the Caterpillar Dealer Academy, the Advanced Welding & Cutting Center, stackable certificates, hybrid classes, and our Online College with the flexibility of courses to meet your schedule needs. The Online College offers several entire degree programs online.

The College Transfer Program (AA/AS degrees) is an alternative for students who want to remain close to home and need an economical way to finance their first two years of college. Successful completion of the program ensures that you can transfer a full two-year credit to a four-year college or university.

The College faculty and staff are committed to your success by providing individual attention throughout the process and excellence in teaching to assure you the best possible education in your chosen field. Be assured that FDTC will continue to develop new programs to meet the ever-changing needs of the workforce.

Whether you are looking for your first career, enhance your current skills to stay competitive in our global society, or plan to continue your education at a four-year college, FDTC is committed to helping you achieve your goals.

As you review this catalog, I hope that it proves helpful in answering your questions. It offers information about our programs and our vast array of student services, including financial aid, admissions processes, and career counseling.

I invite you to visit our modern 240-acre campus with state-of-the-art technology and our other satellite campuses in Hartsville, Mullins, Lake City (The Continuum), and the Health Sciences Campus in downtown Florence. Our staff will make every effort to make your journey enjoyable and stress-free. Please see us today and let us show you how to fulfill your educational goals to achieve success. Your success is our success!

Our reputation for offering "education that works" has made us the choice of many Pee Dee area residents, and we are glad you are considering FDTC as part of your future.

Sincerely,

A handwritten signature in cursive script that reads "Dr. Jermaine Ford". The signature is written in black ink and is positioned below the word "Sincerely,".

Dr. Jermaine Ford
President

Directory

Office	Phone	Email or Website	Location
ADA and Health Services	843-661-8124	Rhonda.Tuten@fdtc.edu	100 Bldg - Room 111
Assessment/Testing Center	843-661-8293 843-661-8352	Assessmentcenter@fdtc.edu	100 Bldg - Room 112
Bookstore	843-661-8325	Webstore@fdtc.edu	1st Floor of the 5000 Bldg
Business Office	843-661-8311	BusinessOfficeAR@fdtc.edu	5000 Bldg - Room 5203
Career Services	843-661-8196	CareerServices@fdtc.edu	100 Bldg - Room 108B
CCAMPIS	843-413-2706	ccampis@fdtc.edu	100 Bldg - Room 106
Dual Enrollment Program (High School Students Only)	843-661-8025	DualEnrollment@fdtc.edu	100 Bldg - Room 100A
Financial Aid	843-661-8085	FinancialAid@fdtc.edu	5000 Bldg - Room 5302
Library - Health Science Campus	843-661-8575	fdtclibrary@fdtc.edu	HSC - Room F211
Library - Main Campus	843-661-8034 843-661-8032	fdtclibrary@fdtc.edu	200 Bldg - Rooms 207 & 208
Pathways to a Brighter Future	843-661-8038	Pathways@fdtc.edu	5000 Bldg - Room 5313
Perkins Grant Program	843-661-8291	PerkinsCTE@fdtc.edu	300 Building - Academic and Career Advising Center
Registrar Services	843-661-8090	Registrar@fdtc.edu	100 Bldg - Room 117
Security and Parking Services	843-661-8210	www.fdtc.edu/about/safety/	Guard Station Main Campus Entrance
Student Life	843-676-8590	StudentLife@fdtc.edu	100 Bldg - Room 108B
TRiO Student Support Services Program	843-661-8367	TRIO@fdtc.edu	5000 Bldg - Room 5101
Veterans Resource Center	843-661-8144	VeteranServices@fdtc.edu	100 Bldg - Room 106
WellSpring Psychology Group	843-536-1180	www.wellspringflorence.com	5000 Bldg - Room 5214

Campus	Phone	Email or Website	Location
FDTC Cosmetology Center	843-676-8538	www.fdtc.edu/academics/ programs/detail/Cosmetology- CAS/	122 Palmetto Road Darlington, SC 29532
Hartsville Site	843-676-8570 843-383-4500	Hartsville@fdtc.edu	225 Swift Creek Road Hartsville, SC 29550
Lake City - FDTC at The Continuum	843-676-8591	LakeCity@fdtc.edu	208 West Main Street Lake City, SC 29560
Main Campus	843-661-8324 800-228-5745	www.fdtc.edu	2715 W. Lucas Street Florence, SC 29501-0548
Mullins Site	843-676-8567 843-676-8568	Mullins@fdtc.edu	109 South Main Street Mullins, SC 29574
SiMT	866-304-7468	https://simt.sc.gov/	1951 Pisgah Road Florence, SC 29501

Table of Contents

President's Message

Directory

01 - Introduction	1
Our History	1
Vision Statement	1
Mission Statement	1
Policy on Non-Discrimination	1
Accreditations, Approvals, and Certifications	2
Disclaimer	2
Tobacco-Free Policy	2
Title IX	2
The Clery Act	3
All-Gender Restrooms	3
02 - Assessment/Testing Center	4
03 - Student Responsibilities	6
04 - Financial Aid	6
Resources	6
Financial Aid Forms	6
Financial Aid Available	6
Federal Pell Grant	7
Federal Supplemental Educational Opportunity Grant Program (FSEOG)	7
Federal Work-Study Program (FWS)	7
Federal Plus Loan	7
Stafford Student Loan	7
South Carolina Need Based Grant	8
South Carolina WINS Scholarship	8
South Carolina LIFE Scholarship	8
South Carolina Education Lottery Tuition Assistance	8
Scholarships	9
05 - Business Office	9
Methods of Tuition Payment	10
Free Tuition Available for Senior Citizens	10
Outstanding Obligations	10
Refund Policy	10
Military Tuition Assistance (TA) Return of Funds Policy	11
06 - Bookstore	11
Food Service Subway	11
Vending	11
Student Pay to Print Cards	12
Bookstore Return Policy	12
Book Buyback	12
Graduation Caps and Gowns	12
PDRTA Bus Passes	12
07 - Academics	13
Academic/Student Honors	13
Academic Renewal Policy	13
Drop/Add	13
Drop/No-Show	14
Class Cancellations	14
Withdrawal Policy	14
Grade Change	14
Change of Academic Major	15
Intellectual Property Rights Policy (Policy 40-08)	15
Intellectual Property Rights Procedure (Procedure 54-07)	15
08 - Computer Usage	16
Acceptable Use of Computer Resources	16
09 - Dual Enrollment Program (High School Students Only)	18
10 - Online College	19
Student Privacy Policy	19
11 - Family Educational Rights and Privacy Act (FERPA)	20
12 - Student Complaint Resolution	20

13 – Registrar Services	21
Student Records	21
Transcripts and Enrollment Verification	21
Change of Name or Address	22
Student Code & Grievance Procedures	22
Graduation	22
14 - ADA and Health Services.....	23
Health Services.....	23
Pregnant and/or Parenting Students	23
Lactation Room.....	23
AIDS and Related Conditions	24
Services for Students with Disabilities	24
Service Animals	25
15 - Student Life	26
Student Lounge	26
Student Ambassadors	26
Student Organizations on Campus.....	26
Athletics	27
16 - Security and Parking Services	27
Parking.....	27
Parking Decals.....	27
Temporary Parking Permits	28
Parking Appeals.....	28
17 - Career Services (Student Employment Services).....	28
18 - Veterans Resource Center	29
Veterans Affairs Educational Assistance.....	29
Refund Policy for Veterans and Eligible Non-Degree Persons Under Title 38 U.S. Code.....	29
Veterans Administration Certification for Online Courses	29
19 – Student Resources	30
CCAMPIS (Child Care Access Means Parents in School Program)	30
Child Care.....	31
GED by 23 Scholarship	31
Library.....	32
Online Tutoring Service	32
Pathways to a Brighter Future	33
Perkins Grant Program	33
Scholarships	33
Stingers Nest Food Bank.....	33
TRiO Student Support Services Program (SSS).....	34
WellSpring Psychology Group.....	34
20 - Student Technologies	35
Student Email	35
WebAdvisor/Self-Service	35
Setting up your FDTC Student Account / Forgot my Password	35
Desire2Learn (D2L)	39
Faculty Absences	40
Computer Lab	40
Print Cards.....	40
21 - Emergency Situations.....	40
IN CASE OF EMERGENCY	40
In Non-Emergency Situations	40
Emergency Notifications	40
Emergency Alert System (EAS)	41
Emergency Response Procedures.....	41
Emergency Red Phones.....	41
Telephone Calls and Messages	41
Telephone Emergencies.....	41
22 - Student/Employee COVID 19 Protocols	42
23 - Main Campus and SiMT	43
24 - Off Campus Sites.....	44
25 - Main Campus and SiMT Maps.....	45

01 - Introduction

Our History

Founded to attract industry to the state to provide employment for South Carolinians, the South Carolina Technical Education System began with legislation enacted in 1961 to create the South Carolina Advisory Committee for Technical Education. The Committee identified strategic locations throughout the state for technical education training centers to train people for industrial employment.

The Florence-Darlington Technical Education Center was established in 1963 and currently serves Florence, Darlington, and Marion Counties. The College's initial enrollment of 250 students now exceeds 4,500 curriculum students. Its original campus of less than 10 acres has expanded to 246 acres with a modern complex of nine major buildings totaling approximately 320,000 square feet.

The College embarked on a new venture in August of 2007 and opened the doors on the first phase, the Advanced Manufacturing Center, of the Southeastern Institute for Manufacturing and Technology (SiMT). The Advanced Manufacturing Center is comprised of 177,000 square feet of space devoted to engineering technologies, machining and rapid prototyping, trade exposition space, an 800-seat auditorium, and an Interactive Digital Center using the latest in 3D software.

The College operates sites in Hartsville, Lake City (The Continuum) and Mullins. The College also operates a large health sciences complex in downtown Florence entirely devoted to careers in the health area.

Vision Statement

Florence-Darlington Technical College transforms diverse lives through excellence and innovation in education.

Mission Statement

Florence-Darlington Technical College provides a student-centered experience through technical education, workforce development training, and economic development activities.

Values: Accountability, Excellence, Innovation, Integrity, Leadership, Teamwork, Communication

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 and Section 504 coordinator is Terry Dingle, AVP of Human Resources/Internal Relations, (843) 661-8321. This individual 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.

Accreditations, Approvals, and Certifications

Florence-Darlington Technical College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award certificates, diplomas, and associate degrees. Questions about the accreditation of Florence-Darlington Technical College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website (www.sacscoc.org).



The College's accreditation has been reaffirmed through 2026.

Disclaimer

This document is for informational purposes only. 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 catalog 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. Consult the College's website, www.fdtc.edu, for current information.

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

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.

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.

Students seeking Title IX assistance are encouraged to contact Terry Dingle, AVP of Human Resources/Internal Relations, Title IX Coordinator at (843) 661-8321; terry.dingle@fdtc.edu or Genell Gause, AVP for Enrollment Management and Student Services at 843-661-8351; genell.gause@fdtc.edu.

Title II of the ADA/ADAA, Section 504 (Disability Services)

Title IX: Pregnant and/or Parenting Students

Florence-Darlington Technical College does not discriminate against any pregnant or parenting student.

Florence-Darlington Technical College does not discriminate against any student on the basis of pregnancy, parenting or related conditions. In accordance with Title IX, absences due to pregnancy or related conditions, including recovery from childbirth, shall be excused for as long as the student's doctor deems the absences to be medically necessary. Students seeking pregnant and/or parenting accommodations are encouraged to disclose the pregnancy in a timely manner and shall be afforded the opportunity to establish make up work or other alternative arrangements. A student who elects to withdraw from the course on or after census will be assigned a "W" or "I;" however, the "W/I" will not be considered in satisfactory academic progress calculations, until the designated accommodations period ends.

Students seeking accommodations for pregnancy and/or parenting are encouraged to contact Rhonda Tuten, the College's Disabilities Coordinator (100 Building Room 111B, 843-661-8124; Rhonda.Tuten@fdtc.edu).

The Clery Act

The Clery Act requires colleges and universities to report campus crime data, support victims of violence, and publicly outline the policies and procedures they have put into place to improve campus safety.

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 - Assessment/Testing Center

The Florence-Darlington Technical College Assessment Center is located on the main campus in the 100 Building, Room 112. No appointment is necessary on the main campus for Next-Generation Accuplacer placement tests. All other services may require an appointment. Placement testing is available at all FDTC campus sites. Visit <https://www.fdtc.edu/student-life/assessment-center/> for the latest information.

Hours

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

*If testing is not completed by closing time, test taker may be asked to save and complete test session on another day. Applicants will not be allowed to begin a test after 3:30 pm Monday-Thursday and 10:00 am Friday.

Contact Information

Phone: 843-661-8293 / 843-661-8352
Email: assessmentcenter@fdtc.edu

Appointments for Accuplacer are necessary at the following sites:

Hartsville Site: 843-676-8570
Lake City Site: 843-676-8590
Mullins Site: 843-676-8567

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 tests other than Next-Generation Accuplacer tests are required to have an appointment.

Students are discouraged from bringing cell phones and electronic devices into the Assessment Center.

Placement Testing:

Florence-Darlington Technical College currently administers the Next-Generation test for college course placement. Accuplacer is a computer-based assessment designed to evaluate skills in Mathematics, Reading, and Writing. The Accuplacer delivers immediate and precise results, offering (both placement and diagnostic tests) to support intervention and help answer the challenges of accurate placement and remediation.

Applicants for for-credit academic programs must take the Accuplacer Next-Generation for course placement, unless exempted. All placement testing administered via a computer. Exemptions may include:

- Multiple Measures Class Scores – Call the FDTC Admissions office at 843-661-8289
- Qualifying standardized test scores (ACT or SAT) scores within the past five years. Scores will be evaluated to determine if assessment is required
- Earned a C or better in an appropriate college-level English and mathematics course taken at a regionally accredited institution. Transcript evaluation will determine if assessment is required
- Earned advanced placement credit for English and mathematics on CLEP and/or AP exams that are recognized by the college
- Earned a two-year degree or higher degree from a regionally accredited college or university. This exemption may not be applicable to some for-credit programs
- Achieved a satisfactory score on the FDTC placement test within the previous five years
- Entering certificate/Corporate and Workforce Development program that requires no testing

NOTE: FDTC Health Science or technical education majors may have additional testing requirements. Please refer to program information, webpages or the FDTC course catalog.

Testing Fees:

All testing fees for placement and proctoring services listed below are payable to the college business office – 5000 building, Room #5203 or by phone via debit/credit card at 843-661-8307 or 843-661-8308. Receipts must be presented to the Assessment Center before services are rendered.

Proctoring Services, Placement Retests, and Placement Score Release Fee Schedule -

1. Accuplacer Next-Generation – The initial placement test is free. The cost for retesting is \$10
2. Schedule of standard testing fees for all proctored students **unaffiliated** with the South Carolina Technical College System:
 - \$25 fee per single test (proctored online course exams and/or placement tests) – covers proctoring services, any printing costs, as well as emailing of completed tests and/or test completion confirmation)
 - \$100 Flat fee (All-Inclusive test proctoring services per semester/quarter) – blanket fee for all test proctoring services and related costs for the entire semester/quarter
- 1) Schedule of standard testing fees for all non-FDTC proctored students enrolled at other colleges within the South Carolina Technical College System:
 - \$20 fee per single test (Proctored online course exams and/or placement tests)
 - \$80 Flat fee (All-Inclusive test proctoring services per semester/quarter) – blanket fee for all test proctoring services and related costs for an entire semester/quarter
- 2) Standard Fee for Release of FDTC placement score reports:
 - \$5 flat fee for each request for the release (printing/emailing) of FDTC placement score reports made by individuals not currently enrolled at FDTC.

Waiting Period for Placement Testing:

Applicants who wish to retake the Next-Generation Accuplacer test prior to enrollment must wait a period of 14-business days to retest. Applicants can test up to (3) times in one year from application and are encouraged to access study materials. Available online at <https://practice.accuplacer.org/register> or by visiting/emailing the Assessment Center. After a time lapse of one year, the next attempt is free if no coursework has not been attempted.

For any unsuccessful coursework that has been attempted retesting cannot take place via college placement tests in an effort to exempt the course(s).

Other Testing Services Available: See Assessment Center webpage for more information and requirements <https://www.fdtc.edu/student-life/assessment-center/>

- CLEP – College Level Examination Placement
- DAT – Differential Aptitude Testing
- Makeup Tests (Paper)
- METRO – Pesticide Examination
- Proctored Tests (outside of FDTC)
- TEAS – Tests of Essential Academic Skills

Acceptable Forms of Identification – no person will be allowed to test without appropriate photo ID verification

- Beginner's Permit
- Commercial Driver's License (CDL)
- Current High School ID
- Concealed Weapons Permit (CWP)
- State Driver's License
- Employee Identification card with photo
- FDTC Identification card
- High School Transcript Photo
- Military Identification

- Passport
- State issued Identification Card

NOTE: Some test services require specific/additional forms of photo ID.

03 - Student Responsibilities

Student Responsibilities

1. 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.
2. 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.
3. 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 Director of Student Conduct. This written referral may result in the initiation of disciplinary action against the student.

04 - Financial Aid

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.

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

Hours

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

Contact Information

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

Resources

Useful financial aid related websites and tips are located on our website and can be accessed by visiting: <https://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 school username and password in order to access the forms.

Financial Aid Available

- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant Program (FSEOG)
- Federal Work-Study Program (FWS)
- Federal Plus Loans
- Stafford Students Loans
- South Carolina Need Based Grant

- SC WINS Scholarship
- South Carolina LIFE Scholarship
- 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 <https://studentaid.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

- All students are eligible to apply. There is no cost for processing an application.
- 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.
- Pell Grants do not have to be repaid.
- Undergraduates must reapply each year.
- Applications may be completed at <https://studentaid.gov/>.

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 Work-Study Program (FWS)

- Must complete the Free Application for Federal Student Aid (FAFSA) to determine eligibility. No processing fee is required. FAFSA can be obtained from the Financial Aid Office or on the Internet at <https://studentaid.gov/>.
- Jobs are available on campus and are assigned by the Financial Aid Office.
- Depending upon the financial “need” of the student, he or she may work up to 20 hours per week while classes are in session.
- Federal Work-Study Employees are paid every two weeks.
- Advantages of a Work-Study job:
 - Assignments are in a student’s area of study when possible.
 - One daily trip to campus to attend classes and earn from part-time employment.

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 WINS Scholarship

Facts:

- Be receiving SC Education Lottery Tuition Assistance funds for the semester
- Be enrolled in at least 6 credit hours
- Have remaining financial need to cover the cost of tuition
- Be enrolled in an eligible program or qualify based upon income

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.

South Carolina Education Lottery Tuition Assistance

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 <https://studentaid.gov/>

Scholarships

The Florence-Darlington Technical College Educational Foundation receives funding for scholarships from individuals, businesses, industry, and private sources. These merit-based scholarships are awarded on criteria set by the Educational Foundation and the scholarship donors.

Eligibility

Students must meet the following requirements to be considered for a Foundation-based scholarship:

- Have and maintain a minimum, cumulative institutional GPA of 2.5
- Have a complete admissions file with the Admissions Office
- Have completed the FAFSA (Free Application for Federal Student Aid) for the appropriate academic year
- Be enrolled in an eligible program in at least 6 credit hours
- Have completed the FDTC Scholarship Application by the deadline - visit <https://www.fdtd.edu/foundation/>

Award Process

To determine if applicants meet the necessary requirements, all student information will be verified. GPAs will be checked after the most recent term grades have been posted; for fall term applicants, summer grades will be considered as well. The Scholarship Committee will meet after all information and grades have been verified. The Committee will review the applicants and award scholarships based on individual scholarship requirements often set by the scholarship donors themselves. Scholarship awards are merit based and priority is given to students who exhibit academic merit.

Award Notification and Receipt

Applicants are notified of their individual award status through mail. Letters are mailed to the student's address on file with the College. The Educational Foundation coordinates with the Financial Aid Office and the Business Office to ensure awarded funds apply to student accounts prior to the beginning of the upcoming term.

Depending on the individual scholarship, a part-time student may only be eligible to receive one-half of the scholarship award.

If a student fails to register for classes or withdraws from the College, the scholarship award will be forfeited. Scholarship awards are to be used during the term for which they are originally intended and cannot be transferred to another term.

05 - Business Office

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

Hours

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

Contact Information

Phone:	843-661-8311
Fax:	843-661-8306

Email: BusinessOfficeAR@fdtc.edu

Methods of Tuition Payment

Debit or Credit Card (VISA, MasterCard, Discover)

Credit or debit card payments may be made online through Self-Service 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 each term according to the academic calendar. Plans can be setup online, at Main Campus Business Office or at our three satellite sites.

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 a cumulative outstanding obligation (financial or other) greater than \$500 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 Department of Revenue for collection. The debtor will be assessed the cost of collection incurred in addition to the already outstanding amount.

Refund Policy

1. 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.

2. 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.

Military Tuition Assistance (TA) Return of Funds Policy

U.S. Department of Defense (DoD) Military Tuition Assistance (TA) funds are earned on a prorated basis during an enrollment period up to the 60% point for the course. The TA regulation states that a student must attend through at least the 60% point of the course in order to earn 100% of their TA funds for the period for which the funds were provided. All unearned TA funds will be returned by the College to the Military Service branch based on when a student stops attending prior to the 60% point for the course.

Note: Students will need to check with their Branch of Service to verify specific Terms and Conditions pertaining to their Tuition Assistance funds.

06 - 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, Discover, and American Express as well as personal checks (for the amount of purchase) with proper identification. Financial aid is also available to those who qualify. The store does not cash checks.

Hours

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

Contact Information

Phone:	843-661-8325
Email:	Webstore@fdtc.edu
Website:	www.bookstore.fdtc.edu

Food Service Subway

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

Hours

Monday - Thursday 9:00 am - 2:00 pm
(Hours may vary during the summer term and student breaks)

Contact Information

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:

- Health Science Building, Room F362

- 5000 Building, Bookstore
- SIMT/Corporate and Workforce Development, 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.pdrta.org.

07 - 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 6 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 6 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 and the Student Government Association (SGA) 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.

Academic Renewal Policy

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

1. At least 2 years must have elapsed since the end of the semesters in which the student received grades that are to be renewed.
2. Academic Renewal can only be awarded once.
3. Academic Renewal will only be awarded after the student has successfully completed at least 16 non-developmental credit hours with a 2.0 GPA.
4. 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.
5. 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.
6. Granting Academic Renewal does not change a student's financial aid status unless specific governmental or agency laws or regulation prohibit such awards.

Drop/Add

A student may add a course during the first three (3) days of the 15-week term and drop a course during the first eight (8) business days a 15-week term. A student may add a course during the first three (3) days of a 10-week or 7-week term, and drop a course during the first five (5) days a 10-week or 7-week term.

Drop/No-Show

A student who does not login to their online course, and submit their first week assignment within the first five (5) days of the term, nor attend any class meeting prior to the drop date will be dropped as a No-Show.

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.

Drop/Add dates and deadlines are published in the online catalog and course schedule. Courses may not be added or sections changed after the drop/add period.

Withdrawal Policy

A student wishing to withdraw from a course should first consult with his/her advisor and the Financial Aid Office. 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 15-week Session:	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.
7-week Session:	Must withdraw prior to the completion of the 25th instructional day.

Withdraw - "W" Indicates that a course was officially (after filling appropriate form) dropped BEFORE the last day for withdrawal without academic penalty. No quality points are earned and it is not included as semester hours taken in computing the grade point average.

Withdraw Failing - "WF" Assigned AFTER the last day for withdrawal without academic penalty. The semester hours and grade 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 "W" or "WF" maybe assigned for students who fail to withdraw before the deadline.

All students on financial aid should contact the Financial Aid Office (located in the 5000 Building) prior to withdrawal regarding repayment of debt. ID cards must be returned to the Registrar's Office 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 the Registrar's Office 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 FDTC 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.
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)

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 54 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)

Reference

SCSB

Policy: 3-1-100

Procedure: 3-0-100.1

Procedure Description

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.

08 - 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:**
 - a. **Computer resources** – all computer networks, computers, printers, scanners, digital cameras, personal communication devices, and other computer-related equipment owned by Florence-Darlington Technical College.
 - b. **Unauthorized access**
 - any attempt to gain access to another user's password;

- 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 expressed 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. It is expected that FDTC students, faculty, and staff use the Internet 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 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** – Email is not to be used for personal use or gain. Use of email 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 stalk 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 on 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.

09 - Dual Enrollment Program (High School Students Only)

The purpose of the Dual Enrollment Program is to provide quality educational experiences to thoroughly prepare high school students for post-secondary education. Students may enroll in general education courses that are approved for university transfer. These courses will help the student get a jump start on their general education requirements for his or her desired college major or program of study. Students may also enroll in technical courses, which will increase their knowledge and employability. By providing students with opportunities to acquire the knowledge necessary in today’s workplace, these courses will not only prepare students for jobs but also for lifelong careers.

Dual Enrollment students are afforded the same rights and responsibilities as traditional FDTC students. This means Dual Enrollment students must adhere to all FDTC policies and may participate in all eligible services listed in this handbook.

The Dual Enrollment Office is located in the 100 Building, Room 100A.

Hours

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

Contact Information

Phone: 843-661-8025
Email: DualEnrollment@fdtc.edu

Transferability of Courses:

Check out the South Carolina Transfer and Articulation Center’s website at www.sctrac.org to see a current list of FDTC courses that will transfer to any public college or university in South Carolina.

10 - Online College

The Online College offers you the flexibility of taking classes from your personal computer or smart device. Internet courses provide the same quality as on-campus courses with minimal campus visits. You will need access to a personal computer, and you should be familiar with email, downloading files, and word processing. For an updated listing of our Internet courses, check out the college web site at 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 deadlines, 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.

Student Privacy Policy

Number: 50-21

Based in Title and Policy Number: FDTC Procedure: 51-21

Description

Under Student Privacy Policy 50-21, Florence-Darlington Technical College is committed to protecting the privacy of all students, including students enrolled in distance and correspondence education courses or programs, by preserving student information according to the Family Educational Rights and Privacy Act of 1974 (FERPA), as amended, and the State Board for Technical and Comprehensive

Education (SBTCE) Policy 4-4-105. All employees who work with student information are required to participate in annual FERPA training coordinated by Human Resources and adhere to the guidelines that have been established for distance and correspondence education courses or programs, which are delivered via our learning management system, Desire to Learn (D2L). In addition, students are notified annually regarding FERPA and the protection of their records.

11 - Family Educational Rights and Privacy Act (FERPA)

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 email 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.

1. 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 regarding 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

2. 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 visit: www.fdtc.edu/human-resources/policies-and-procedures/ferpa.

Students who desire to give a third-party access to their records must go to the Registrar's Office in person to sign a FERPA Release Form.

12 - Student Complaint 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 each building on campus. The chart details the initial area for assistance referral and the subsequent contact areas as one moves forward toward issue resolution.

Student complaints should be submitted using the Maxient Online Reporting Form. The form can be found at <https://cm.maxient.com/reportingform.php?FlorenceDarlingtonTC>. You will be contacted within 24 hours after submitting the form.

13 – Registrar Services

The Registrar's Office is located in the 100 Building, Room 117.

Hours

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

Contact Information

Phone:	843-661-8090
Fax:	843-661-8386
Email:	registrar@fdtc.edu

The Registrar's Office is your resource for:

- Academic records and registration
- Official grades
- Transfer and advanced placement credits
- Graduation course substitutions

Student Records

The Family Educational Rights and Privacy Act of 1974, also known as FERPA or the Buckley Amendment, protects the privacy of student education records while allowing colleges to maintain campus safety. 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. Students receive annual notification about FERPA confidentiality requirements each year, the rights to request to view the education records within 45 days of the notification. A student has the right to request the amendment of the student's education records that the student believes are inaccurate or misleading. If the College decides not to amend the record as requested by the student, then the College will notify the student of the decision. The College maintains student records, including electronic records, in accordance with the General Records Retention Schedule for the State of South Carolina and Southern Association of Schools and Colleges (SACS).

Directory Information - Florence-Darlington Technical College may disclose, without student consent, "directory" information, such as name of student, address (both local, including email 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, and participation in officially recognized activities. To restrict publication of directory information, a student must notify the Registrar's Office in writing.

Transcripts and Enrollment Verification

Request a Transcript- <https://www.youtube.com/watch?v=FjsExUxHByA>

An official college transcript is one that is sent directly from Florence-Darlington Technical College to the requestor. It bears the college seal, along with a date and official signature. Most colleges require the official record.

Florence-Darlington Technical College (FDTC) has authorized Parchment Exchange to provide transcript ordering via the internet. It is secure and convenient - submit your request 24 hours a day, 7 days a week from any location - saving you time and paper! 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.

Please note: transcripts will not be processed when the college is closed, including holidays and weekends.

- Florence-Darlington Technical College no longer accepts paper transcript requests at the front window or through the mail from students or alumni.
- The cost of each transcript order is \$8.00 for an electronic copy and \$8.00 for a paper copy.
- Electronic transcripts cannot be forwarded to a second party.
- You must resolve any outstanding balance owed to the college before your official transcript can be issued. If your transcript is denied due to financial obligations, it is your responsibility to submit a new request when your account is settled in the Bursar's Office.
- Requests for transcripts of courses taken at other institutions must be directed to the issuing institution.
- Partial transcripts are not released. Only complete transcripts reflecting all coursework are issued.
- FDTC does not fax transcripts.

How to use Parchment Exchange to request your transcript (Please read ALL instructions carefully!):

Click here to order a transcript. <https://www.parchment.com/u/registration/71336/institution>

Training Video: Please note: <https://www.youtube.com/watch?v=FjsExUxHByA>

1. Create an account, then order your transcript.
2. Choose desired options to have your transcripts sent after your final grades or degrees are posted.
3. Choose a destination where you desire the transcript to be sent. (**from the menu drop down arrow**)
4. Pay online -\$8.00 fee per transcript - and you're done.
 - Only complete transcripts reflecting all coursework are issued.
 - Explanations for transcript content and terminology can be found in the college catalog.
 - For any student transcripts prior to 2000, please allow extra processing time. These transcripts will be processed within three business days.

Unofficial transcripts are available free of charge to **current** students on **Student Self-Service** at <https://my.fdtc.edu> **under the Student menu.** (Please note, former students do not have access to unofficial transcripts.)

Verification of Enrollment

All enrollment verifications are provided by the National Student Clearinghouse. To obtain an enrollment verification please log in to Self-Service, 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

Students can make updates by logging into Self-Service and making changes under student's profile.

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 www.fdtc.edu/academics/registrar/.

Graduation

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 for all courses presented as meeting a program's course requirements.
4. Earn at least 25% of the total credit hours of his/her curriculum at FDTC. Exceptions can be made only by the Vice President for Academic Affairs.

Candidates for graduation must file 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.

Exercises

Commencement

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 exercises. 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's 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 8:00 am - 11:00 pm

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.

Pregnant and/or Parenting Students

Refer to the Title IX section.

Lactation Room

The purpose of the Lactation Room is to provide a safe, welcoming place for nursing mothers to pump milk or breastfeed. Lactation Rooms are located in the following buildings:

Main Campus, 100 Building, Room 111A

Health Science Building, Room 178

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

Office of Student Disability Services is located in the 100 Building, Room 111.

Hours

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

Contact Information

Phone: 843-661-8124

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 a current IEP, 504 or 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. 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 Animals

Policy Reference Number: 3-2-107

Procedure Number: 3-2-107.1

The South Carolina Technical College System is committed to providing equal access to employment and educational opportunities for persons with disabilities. In keeping with these commitments, service animals are permitted on college property for persons with disabilities in accordance with relevant state and federal laws and the requirements of this procedure.

Purpose

Service animals are allowed to accompany their handlers at all times and in all facilities and programs on campus, except in areas where specifically prohibited due to health, environmental or safety hazards (e.g. laboratories, mechanical rooms, machine shops, custodial closets, and areas where there is a danger to the animal.) The College may not permit service animals when the animal poses a substantial and/or direct threat to health or safety or when the presence of the animal constitutes a fundamental alteration to the nature of the program or service. The College will make those determinations on a case-by-case basis in alignment with current state and federal laws.

Service Animal Defined

“Service Animal” means any dog individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability, and meets the definition of “service animal” under Title III of the Americans with Disabilities Act (“ADA”), regulations at 28 CFR 36.104.

Handler’s Responsibilities

Registering a Service Animal

While registering a service animal is not mandatory, students who wish to bring a service animal to campus are encouraged to contact the Office for Students with Disabilities at their College, especially if academic accommodations are required.

Service Animal Control & Behavior Requirements

Handlers are expected to maintain control of service animals. Failure to maintain control of the service animal at all times may be grounds for immediate removal of the service animal from campus.

- Service animals can be controlled through the use of leashes, harnesses, or tethers unless those devices interfere with the service animals’ ability to perform tasks or unless the handler has a disability that prevents him/her from using such a device.
- The service animal should respond to voice or hand commands at all times and be in full control of the handler.
- To the extent possible, the service animal should be unobtrusive to other individuals and the learning, living, and working environment.

Vaccinations

Service animals should be vaccinated in accordance with state and local laws.

- FDTC requires proof of the Rabies Certificate to be turned in annually to the ADA Office of Student Disabilities.

Waste Cleanup

- Cleaning up after the service animal is the sole responsibility of the handler.

Costs Associated with Service Animal

- Handlers are responsible for any costs, damage or **injuries caused by their animals** and must take appropriate precautions to prevent property damage or injury.

15 - 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.

The Student Life Office is located in the 100 Building, Room 108B.

Hours

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

Contact Information

Phone: 843-676-8590

Student Lounge

The Student Lounge, located on the first floor of the 5000 Building, provides facilities for activities, events, student and peer-based study sessions, as well as space for community outreach and informational sessions. The Lamplighter Bookstore, Student Lounge and Cafeteria are all located on the first floor. The Student Lounge is under the supervision of the Director of Student Life.

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
- Red Cross Blood Drive
- Campus Tours as needed
- Calendar Activities
- Special Events hosts and other events as needed

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)
- Student Government Association (SGA)--For more information, please contact SGA President, Letia James.

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
 South Carolina Early Childhood Association

For additional information concerning Student Organization Charter Approval, Guidelines for College Organizations and Student Fundraising Project, please visit the Student Life Office and/or the Student Life page of the FDTC website at www.fdtc.edu/student-life/student-organization-approval.

Athletics

Florence-Darlington Technical College fields two Junior 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. FDTC Baseball competes in Division I and FDTC Softball competes in Division II, Region 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**Hours**

Monday - Friday 7:00 am – 11:00 pm

Contact Information

843-661-8210 or ext. 8210 – Main Campus
 843-413-2810 or ext. 2810 – SiMT
 843-676-8510 or ext. 8510 – HSC
 843-495-6705 Officer in charge

Please program these numbers in your mobile phone

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 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 (Student Employment Services)

The Career Services Office is located in the 100 Building, Room 108B.

Hours

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

Contact Information

Phone: 843-661-8196

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

- 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 and must register with the Career Services Specialist in order to be referred to a job opening.
- Resume, Cover Letter Preparation, and Interview Techniques are provided to students by the counselor assigned to their program of study.

- 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.
- 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.

18 - Veterans Resource Center

The Veterans' Resources Office is located in the 100 Building, Room 106.

Hours

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

Contact Information

Phone:	843-661-8144
Email:	VeteranServices@fdtc.edu
Website:	www.fdtc.edu/veterans

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 Veteran Readiness and Employment, Chapter 33 Post 9-11 GI Bill®, & 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 Certify 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 and press 0 to speak with an Education Case Manager. Additional information may be found at the VA website: www.va.gov.

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 emails, 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 – Student Resources

CCAMPIS (Child Care Access Means Parents in School Program)

The CCAMPIS Office is located in the 100 Building, Room 106.

Hours:

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

Contact Information:

Phone: 843-413-2706
Email: ccampis@fdtc.edu
Website: www.fdtc.edu/student-life/ccampis

The goal of CCAMPIS is to assist low-income students who are a new student or enrolled student at FDTC with child care expenses so they could persist and graduate. The CCAMPIS program provides childcare funding to achieve grant outcomes emphasizing student parent enrollment, persistence and graduation. We encourage CCAMPIS students to understand these outcome goals. CCAMPIS is a 4-year federal grant through the US Department of Education, but is always dependent on funds available from the Department of Education at the federal level.

Eligibility:

- New Student, Enrolled Student or returned student
- Eligible for a Pell Grant
- Good Academic Standards
- Based on Income (Sliding Scale)
- Not be eligible for any other government assistance programs

Program Requirements:

- Enrolled throughout the entire semester
- Apply each semester for the program.
- Volunteer (3) or more hours at daycare.
- Workshops (2) per semester one is on campus and one is online.
- Complete an annual survey and post-graduate survey for graduate.
- Provide a copy of their schedule each semester.

Enrolled Student - Students must be currently enrolled, new enrolled student or returning student.

Pell Grant Eligible - Students must submit a FAFSA (Federal Student Aid Application). CCAMPIS Director must verify from the Financial Aid department whether you are eligible for a Pell grant.

Good Academic Standards - Student is considered in good standards when their FDTC cumulative Grade Point Average (GPA) is a 2.0 or higher. Not on academic suspension!

Low Income - This program is designed to serve low-income families. The scale is based on a sliding scale from the Department of Education. This scale is used to determine the student

eligibility for this program. It is based on household size and income. Students must bring in either their paystubs or their tax information. If the student has no income the student must provide us with a Non-filer form.

How to apply:

If you feel you are qualified for this grant, please feel free to apply by picking up an application from room 106 or print an application from this website.

Student must fill out the following forms or complete the following forms

1. Application
2. CCAMPIS Eligibility and Consent form
3. Verification Form
4. CCAMPIS Approved Daycare facilities

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 7:30 am – 5:00 pm. 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, SC immunization certificate, proof of family income, proof of insurance and birthdates of all household members.

GED by 23 Scholarship

- Eligible students must meet the following criteria:
 - Complete a high school diploma or GED through one of South Carolina's 52 state approved Adult Education offices between July 1, 2021 and June 30, 2023, or
 - Complete two sections of the GED and are part of an integrated education and training career pathway between July 1, 2021 and June 30, 2023.
- Eligible expenditures include tuition and associated fees for credit and non-credit training programs. Award amounts will not exceed the total costs of tuition and fees.
- The FAFSA is not required, however it is encouraged to determine eligibility for other financial aid.
- Eligible programs must lead directly to employment and able to be completed in one year or less.
- GED by 23 funding will end September 30, 2024.

Honorlock

Honorlock is an online proctoring service that allows you to take your exam from the comfort of your home. You **DO NOT** need to create an account, download software or schedule an appointment in advance. Honorlock is available 24/7 and all that is needed is a computer, a working webcam and microphone, and a stable Internet connection.

To get started, you will need Google Chrome and to download the Honorlock Chrome Extension. You can download the extension at www.honorlock.com/extension/install.

When you are ready to test, log into D2L, go to your course, and click on your exam. Clicking **Launch Proctoring** will begin the Honorlock authentication process, where you will take a picture of yourself, show your ID, and complete a scan of your room. Honorlock will be recording your exam session by webcam as well as recording your screen. Honorlock also has an integrity algorithm that can detect search-engine use, so please do not attempt to search for answers, even if it's on a secondary device.

Do your best! Honorlock support is available 24/7/365. If you encounter any issues, you may contact Honorlock by live chat, phone (844-243-2500), and/or email (support@honorlock.com).

If you encounter issues within D2L, you may contact the FDTC Online College:

Phone: 843-661-8123 - Option 1
Email: d2l@fdtc.edu
After hours e-mail: bob.garand@fdtc.edu
After hours phone: 843-661-8326 (leave message)
After hours cell: 843-250-7193 (text)

Make sure you include your name, ID number, and a brief statement of the assistance needed and we will make every effort to contact you as soon as possible, including nights and weekends.

Library

The Libraries are located on the Main Campus (200 Building) and the Health Sciences Campus (HSC) (2nd Floor – Room F211).

Main Campus: Wellman, Inc. Library - 200 Building, Rooms 207 & 208

Hours

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

Contact Information

Phone: 843-661-8034 or 843-661-8032
Email: fdtclibrary@fdtc.edu

Health Science Campus (HSC): Segars Library - Room F211

Hours

Monday - Thursday 8:00 am –2:00 pm
Friday Closed

Contact Information

Phone: 843-661-8575
Email: fdtclibrary@fdtc.edu

Hours will vary during breaks. For hours, please check www.fdtc.edu/academics/library/.

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.

Libraries are located on the main campus (200 Building) and the Health Sciences Campus (2nd Floor – Room F211). Remote sites library services are available via electronic access. The libraries' collections include digital/electronic resources, laptops, calculators, clickers, models, scanners, and cameras that support the information needs of students, faculty, and staff. Printing service is also provided in the libraries.

The FDTC Libraries' website www.fdtc.edu/academics/library/, through the online catalog, provides access to a wide variety of information resources including electronic books and journals, research databases, streaming media, PASCAL and selected internet resources. A chat reference service is available at posted hours.

As a member of PASCAL, our collection is expanded by 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 member academic library within the state in just a few business days.

A current and valid FDTC identification card is required to check out circulating items from the FDTC Libraries. For additional information on library services and hours, go to www.fdtc.edu/academics/library/.

Online Tutoring Service

Florence-Darlington Technical College offers online tutoring services to all students. Online tutoring sessions take place in a one-to-one format via your computer's web browser. Students can access the

online tutoring service once they log in to the D2L learning environment. The companies we work with provide tutors with degrees and expertise in various subjects, including Math, Science, Social Studies, English, and Foreign Languages, Allied Health, and many more. The online tutoring services we work with do not give students answers to their problems; instead, they help students better understand the concepts behind their work.

The companies we partner with offer an all-inclusive suite of tutoring services designed for a wide range of academic needs - whether it's tackling a challenging classwork problem, mastering a particular topic, or writing a paper. Our goal is to find the best tutoring services that include expert academic tutoring and tools to empower students to succeed. The Brainfuse tutor link can be found on the D2L Homepage.

Pathways to a Brighter Future

The Pathways Center is located on the third floor of the 5000 Building, Room 5313.

Hours

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

Contact Information

Phone: 843-661-8038

The Pathways to a Brighter Future Program provides tutoring and academic and career counseling for first-time freshmen enrolled in STEM and Healthcare programs. Pathways was designed to provide a “fast track” to graduation, allowing participating students to earn a degree or certification 150% faster than the average FDTC graduate.

Perkins Grant Program

The Perkins Program is located in the 300 Building, Academic and Career Advising Center.

Hours

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

Contact Information

Phone: 843-661-8291

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 career 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:

- Academic and Career Advisement (Online and In-Person)
- Tutorial Assistance (Online and In-Person)
- Enhanced Career Opportunities
- Workshops (based on student need)

Scholarships

Refer to the Financial Aid section.

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 offers free food and groceries to all students.

Process:

This is a pro-choice food bank and every student is eligible to utilize it. Limitations may vary. Contact the Office of Student Life and Career Development at 843-676-8590 or visit the 100 Building- Room 108B for additional information.

TRiO Student Support Services Program (SSS)

The SSS Office is located on the first floor of the 5000 Building, Room 5101.

Hours

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

Contact Information

Phone: 843-661-8367

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 provide access and opportunity to programs and services that assist students with achieving their educational and career goals. The program has three main goals: Retention, Graduation, and Transfer to four-year colleges/universities for interested students.

FDTC offers certificate, diploma, and associate's degree programs. Students enrolled in any of these programs are welcome to apply. 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:

- Academic and Personal Counseling
- Academic Advising/Tutorial Support
- Textbook Library
- Technology Lab
- 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 and 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).

WellSpring Psychology Group

WellSpring Psychology Group provides professional counseling services to our students, with a licensed professional counselor onsite.

- A licensed professional counselor will be onsite every Wednesday, from 8:00 a.m. to 5:00 p.m. The office is located in the 5000 building, Room 5214.
- Students are required to make appointments by calling (843) 536-1180.
- Student's personal insurance will be billed for those who have coverage.
- Students without insurance coverage will be allowed two (2) free counseling sessions. Students will be responsible for any additional sessions after the second session.
- Student ID is required.

To learn more about WellSpring Counseling Group, LLC, and the entire staff, please click on the link provided www.wellspringflorence.com.

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 online versions of Microsoft Word, Excel, PowerPoint, Outlook, and OneDrive to save documents, pictures and music, as well as the option to download the Office suite to your computer, tablet, and mobile device.

WebAdvisor/Self-Service

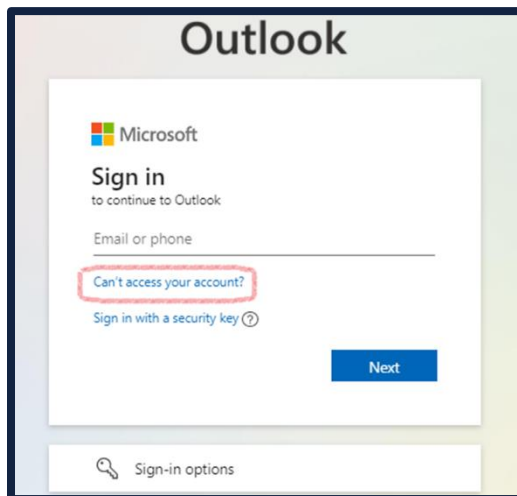
Your WebAdvisor/Self-Service account can be used to:

- register for classes
- check financial aid status
- check admission status
- review your billing account
- check your schedule
- review your degree plan
- pay your bill with a credit card
- request a transcript

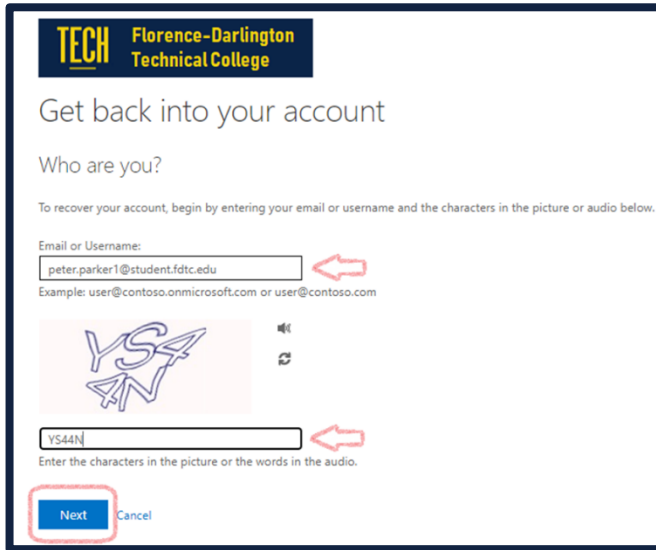
Stay informed with your FDTC Email and WebAdvisor/Self-Service accounts.

Setting up your FDTC Student Account / Forgot my Password

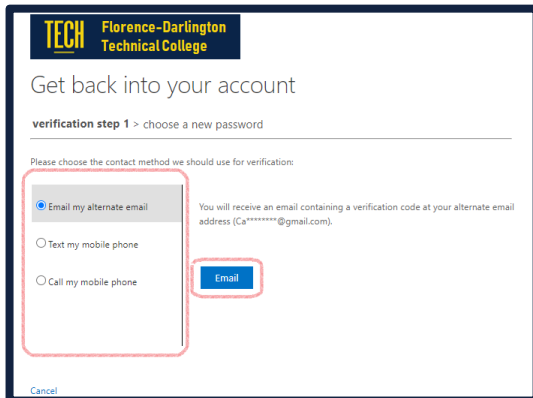
1. Navigate to <https://outlook.office.com>.
 - a. If you see a different Office 365 account listed, Click “Use another account”.
 - b. If your FDTC Student Account is visible for selection, click the 3 vertical dots and choose “Forget” then click “Use Another Account”.
 - c. Click on the link that reads “Can’t access your account?”
 - d. If prompted for the account type, choose “work or school”.



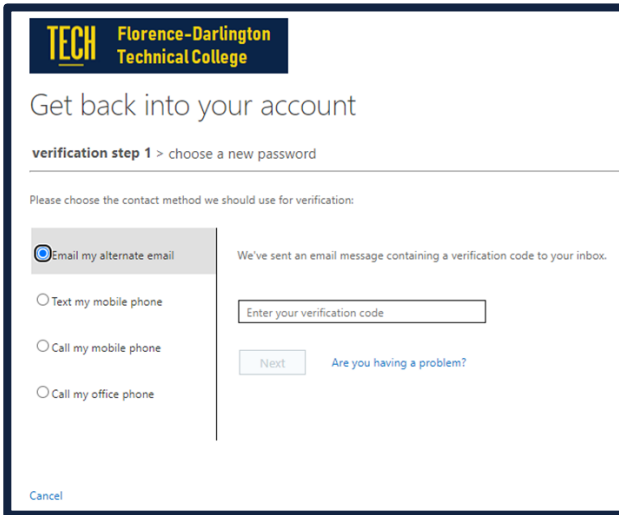
2. When prompted, enter your student email address (firstname.lastname#@student.fdtc.edu).
 - a. If you do not know your FDTC student email address you can call 843-661-8123 ext. 2 and a FDTC IT technician will assist you with account information.
 - b. Complete the Captcha, then click Next.



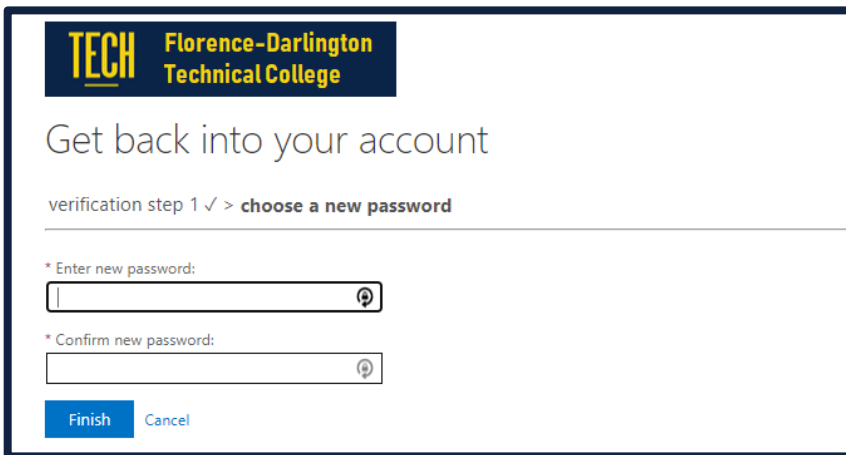
3. Next you will be presented with a list of personal communication methods including the personal email address that is on file for your student record with FDTC along with other communication choices if available.
 - a. Choose a contact method from the list by selecting the radio button beside the option you wish to use, and follow the steps provided on screen to verify your account.



- b. After receiving your email, text or telephone call code please enter it on the next screen.



1. After verifying your identity, set a new password for your account.
 - a. Password Complexity – New Passwords must meet the following criteria:
 - i. At least 3 of the following:
 - Upper case character
 - Lower case character
 - Number
 - Special character
 - ii. At least 8 characters (alphanumeric – upper and lowercase letters, numbers and/or special characters)
 - iii. User must wait two days between password resets
 - iv. Password MUST NOT be a password that you have used within the last 6 resets

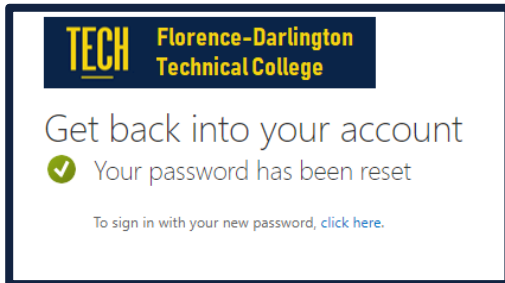


- b. You will use this password for all FDTC systems. Microsoft logins require your full email address as the username while all others require only up to the number. The following is a list of our most popular systems and their required username format:

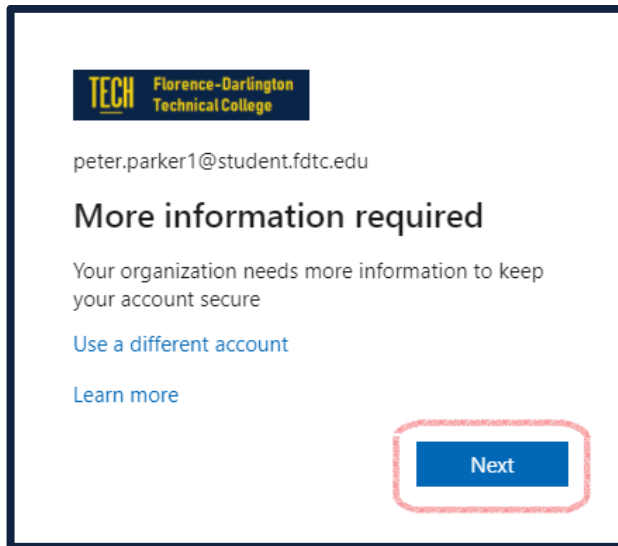
System	Username	Location
WebAdvisor/Self-Service	first.last#	Quick links on www.fdtc.edu
FDTC Office 365 Email and Office	first.last#@student.fdtc.edu	Student menu on www.fdtc.edu
Desire2Learn (D2L)	first.last#@student.fdtc.edu	Student menu on www.fdtc.edu
Etrieve Central/FDTC Forms	first.last#	Navigate to https://central.fdtc.edu
Computers and WiFi on campus	first.last#	On campus

*please remember to enter your usernames in all lowercase at all times

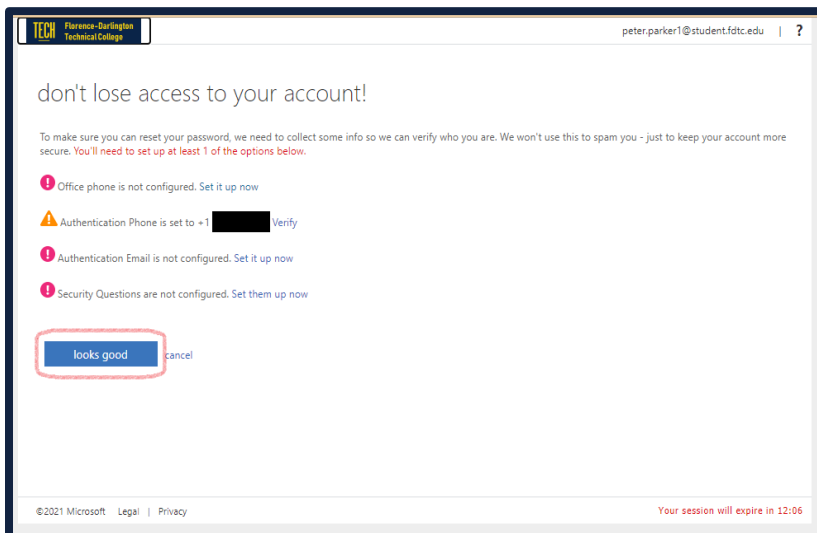
1. Once you set your password, you will see the message below. Click on the “click here” link to login using your new credentials.



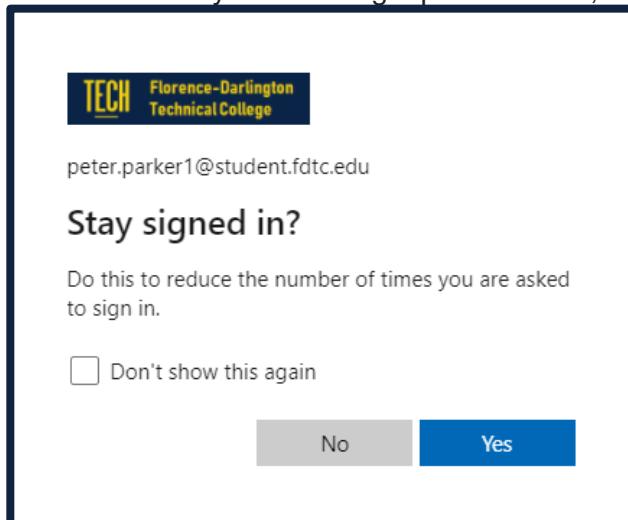
6. You may be prompted to enter additional information when logging in for the first time. Click Next to continue the setup.



- Review the information presented and make any necessary modifications. Once you are done, click “looks good” at the bottom.



- You may be prompted to reduce the number of times you are asked to sign in. It is recommended to select “No” if you are using a public device, such as a library computer.



- After verifying your information, you will be logged into your email account. Your accounts are now fully setup and ready for use.

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@student.fdtc.edu) and Password to log in
- You must log in to all your courses in Desire2Learn, and complete any initial attendance requirements/assignments 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: 843-661-8123 Option 1 or D2L@fdtc.edu.

Faculty Absences

Students will generally be notified via their learning management systems (for example, D2L) regarding faculty absences. Please refer to faculty for details.

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

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. Locations include:

207--Library	601	SIMT S231
*300--Student Success Center (*The dispenser is located outside the Success Center near the Ladies Restroom)	603	SIMT S232
	607	SIMT S233
	7130	SIMT S234
301	7211--Break Room	SIMT S261
303	7227	Hartsville Site
305	7228	Mullins Site
306	7229	The Continuum
5100--Outside the Bookstore	HSC F161	
5203--Outside the Business Office	HSC F208	
5413	HSC F211	
5414		

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
 843-661-8210 or ext. 8210 - Main Campus
 843-413-2810 or ext. 2810 - SiMT
 843-676-8510 or ext. 8510 - HSC
 843-495-6705 - Officer in charge

Director of Campus Security – cell (843) 687-0964
Please program these numbers in your mobile phone

Emergency Notifications

In case of an emergency, the College will notify Students, Faculty and Staff by text alert, email, or voicemail. **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.

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.reggroup.com/signup>

- Students, faculty, and staff: if you have an active FDTC login, please use the 'Already a member?' option to access the system.
You must sign in with your username, NOT email address.
- 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 Email 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/about/safety/. It is recommended that all students become familiar with the procedures to ensure everyone's safety.

Emergency Red Phones

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.

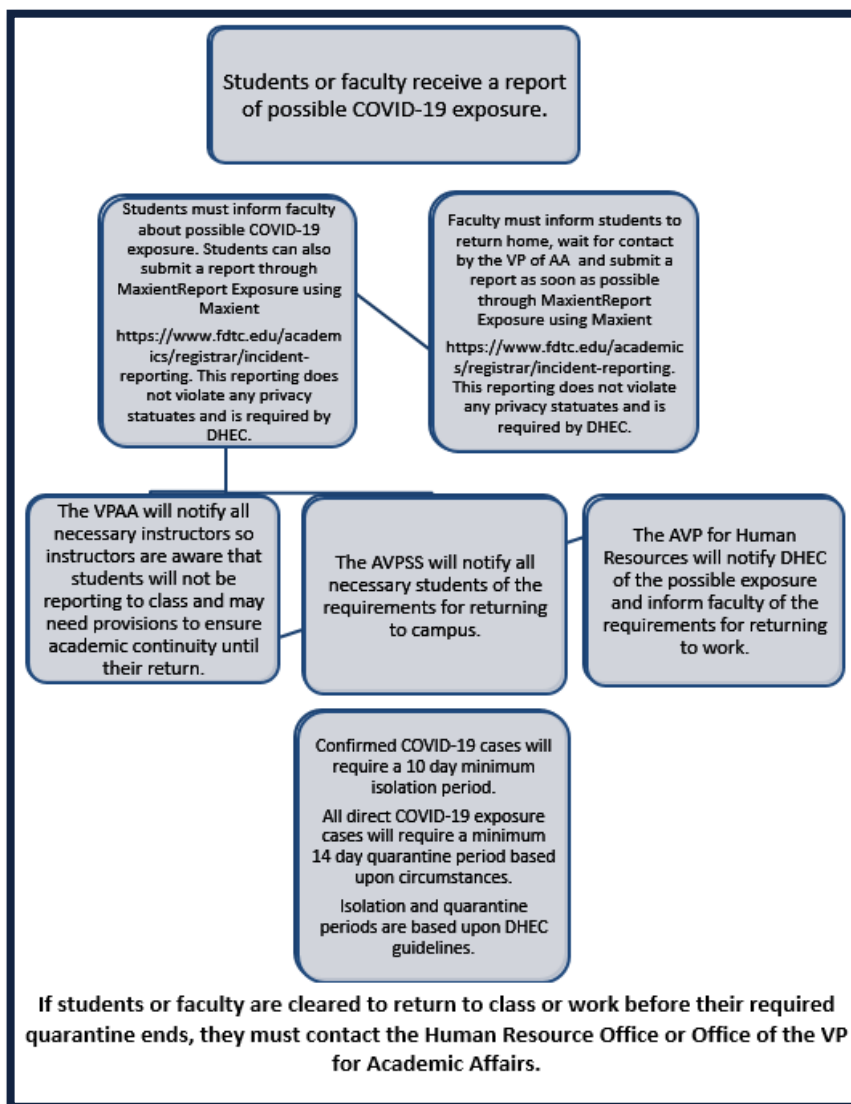
Telephone Calls and Messages

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's Office at 843-661-8351 until 5:00 pm. After 5:00 pm, call Security at 843-661-8210 (main campus and auxiliary sites) or at 843-676-8510 (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 - Student/Employee COVID 19 Protocols



23 - Main Campus and SiMT



Florence-Darlington Technical College
P.O. Box 100548
2715 W. Lucas Street
Florence, SC 29501-0548
843-661-8324 or 800-228-5745



Southeastern Institute of Manufacturing Technology
1951 Pisgah Road
Florence, SC 29501
866-304-7468

24 - Off Campus Sites



**Cosmetology Center
122 Palmetto Road
Darlington, SC 29532
843-676-8538**



**Hartsville Site
225 Swift Creek Road
Hartsville, SC 29550
843-676-8570**



**Health Sciences Campus
320 West Cheves Street
Florence, SC 29501
843-661-8140**



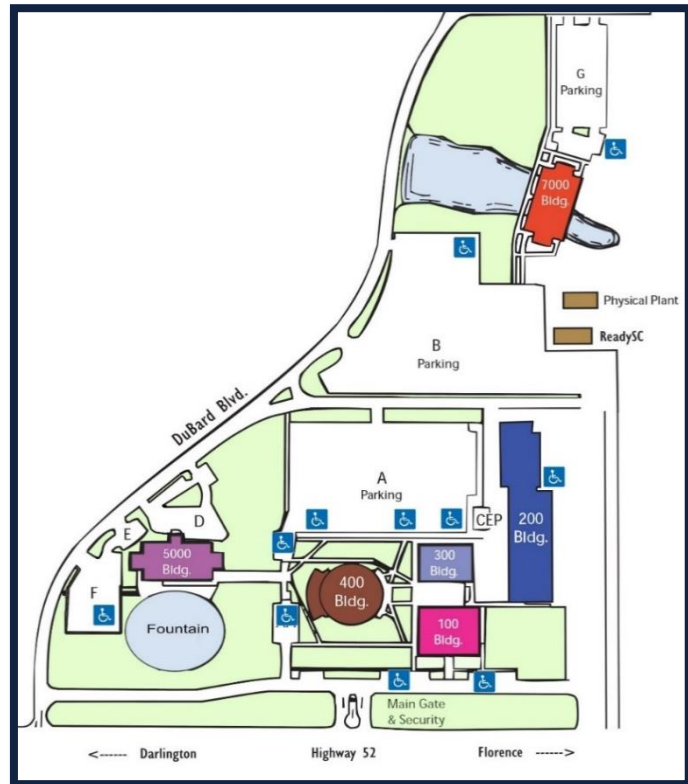
**Lake City
FDTC at The Continuum
208 West Main Street
Lake City, South Carolina 29560
(843) 374-4200**



**Mullins Site
109 South Main Street
Mullins, SC 29574
843-676-8567**

25 - Main Campus and SiMT Maps

Front of the FDTC Main Campus Area Near Highway 52



SiMT





Home of the Tech Stingers



FLORENCE-DARLINGTON
TECHNICAL COLLEGE

2715 West Lucas Street
P. O. Box 100548
Florence, South Carolina 29502-0548
www.fdtc.edu

Revised June 2022