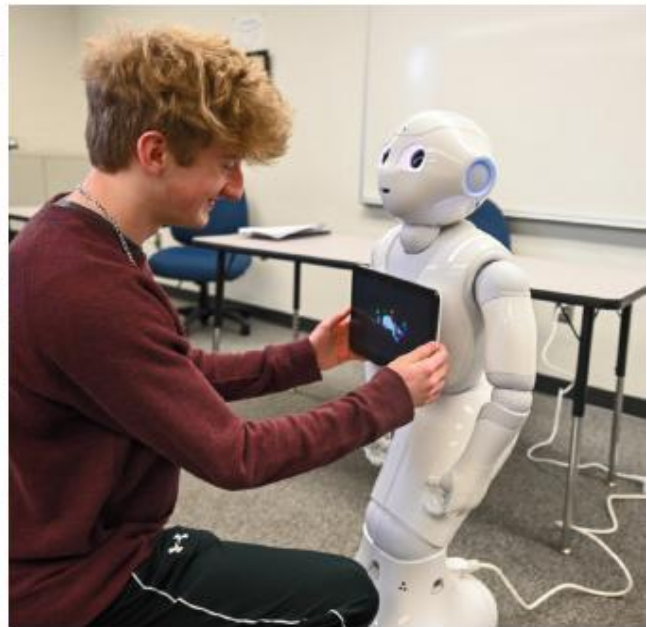




2025-2026

# Student Handbook



[SCCSC.EDU](http://SCCSC.EDU) |    

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# DISCLAIMERS

Spartanburg Community College does not discriminate on the basis of race, color, religion, age, sex, national origin/ethnic origin, veteran status or disability in its admission policies, programs, activities or employment practices. The term "on the basis of sex," when used in the employment context, includes pregnancy, childbirth, or related medical conditions, including, but not limited to, lactation. The college complies with the provisions of Titles VI and VII of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972 and the Higher Education Amendments of 1986; Section 504 of the Rehabilitation Act of 1973, as amended; the South Carolina Human Affairs Law of 1972; and with the Americans with Disabilities Act (ADA) of 1990, as well as the ADA Amendments of 2008 (ADAAA). For additional information on nondiscrimination policies, contact Daniel Francis, who coordinates Title IX, at (864) 592-4424 or francisd@sccsc.edu.

SCC complies fully with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1990, and the Americans with Disabilities Act Amendments Act (ADAAA) of 2008. For additional information on ADA and ADAAA regulations or for students needing accommodations, please contact the Student Disability Services office at (864) 592-4818, email [disabilityservices@sccsc.edu](mailto:disabilityservices@sccsc.edu), or visit their office located on the Giles Campus in the P. Dan Hull Building in office suite 4. Requests for video correspondence can be made by emailing the above address.

SCC's Transfer Officer is SCC Registrar Celia Bauss, who may be reached by phone at (864) 592-4754 or by email at [baussc@sccsc.edu](mailto:baussc@sccsc.edu).

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

Spartanburg Community College reserves the privilege of changing, without notice, any information in this publication.

# ABOUT THE COLLEGE

Accreditations

College Vision

College Mission

College Role and Scope

Values

Student Outcomes

Corporate & Community Education

Additional Information

## ACCREDITATIONS

Spartanburg Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate degrees. Spartanburg Community College also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of Spartanburg Community 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](http://www.sacscoc.org)).

The College offers programs accredited by the following:

Advanced Pharmacy Technician, Certificate

American Society of Health-System Pharmacists (ASHP), 4500 East-West Highway, Suite 900, Bethesda, MD 20814, (866)279-0681, <https://www.ashp.org/>, Certificate Last Accreditation: 1/2022, Expiration: 1/2028.

Automotive Service Technology, AAS, Automotive Technology Ford ASSET, AAS, and Ford Maintenance Light Repair, Certificate

Automotive Service Excellence (ASE) Education Foundation, 1503 Edwards Ferry Rd. NE #401, Leesburg, VA 20176, (703)669-6650, <https://aseeducationfoundation.org>, AAS - AST Last Accreditation: 3/2020, Expiration: 3/2025, AAS Ford ASSET, Last Accreditation: 3/2020, Expiration: 3/2025, Certificate, Last Accreditation: 3/2020, Expiration: 6/2030.

Culinary Arts Technology, AAS/Certificate

The Accrediting Commission of the American Culinary Federation Education Foundation (ACFEF) One Dupont Circle NW, Suite 510, Washington, DC 20036, (202)955-6126, [www.acfchefs.org](http://www.acfchefs.org), AAS Last Accreditation: 7/2022, Expiration: 6/2027, Certificate Last Accreditation: 7/2022, Expiration: 6/2027.

### Diagnostic Medical Sonography, AAS

Commission on Accreditation of Allied Health Education Programs (CAAHEP), 9355 - 113th St. N., #7709, Seminole, FL 33775, phone: (727) 210-2350, [www.caahep.org](http://www.caahep.org), Upon the recommendation of the Joint Review Committee on Education in Diagnostic Medical Sonography 6021 University Boulevard, Suite 500, Ellicott City, MD 21043, (443) 973-3251, [www.jrcdms.org](http://www.jrcdms.org), AAS Last Accreditation: TBD, Expiration TBD

### Early Care and Education, AAS

National Association for the Education of Young Children (NAEYC), 1313 L Street NW, Washington, D.C., 20005, [www.naeyc.org](http://www.naeyc.org), AAS Initial Accreditation: 3/2022, Expiration: 12/2025.

### Electronics Engineering Technology, AAS

The Engineering Technology Accreditation Commission of ABET, 415 North Charles St. Baltimore, MD 21201, (410) 347-7700, [www.abet.org](http://www.abet.org), AAS Initial Accreditation: 10/1974, Expiration: 9/2026.

### Expanded Duty Dental Assisting, Certificate

Commission on Dental Accreditation, American Dental Association (CODA), 211 East Chicago Avenue, Chicago Illinois 60611 (800)232-6108, [www.coda.ada.org](http://www.coda.ada.org), Certificate, Last Accreditation: 6/2025, Expiration: 6/2033.

### Medical Assisting, Certificate

Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon the recommendation of the Medical Assisting Education Review Board. [www.maerb.org](http://www.maerb.org), Certificate Last Accreditation:3/2024, Expiration: 3/2033.

### Medical Laboratory Technology, AAS

National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), 5600 N. River Road, Suite 720, Rosemont, Illinois 60018, (773) 714-8880, [www.naacls.org](http://www.naacls.org), AAS Last Accreditation: 10/2022, Expiration: 10/2027.

### Nursing, AAS Practical Nursing, Diploma

Accreditation Commission for Education in Nursing (ACEN), 3390 Peachtree Rd NE Suite 1400, Atlanta, GA 30326, (404) 975-5000, Fax (404) 975-5020, [www.acenursing.org](http://www.acenursing.org), AAS Last Accreditation: 3/2022, Expiration: Fall 2029. PN Last Accreditation: 8/2024

### Paramedic, Certificate

Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)), Commission on Accreditation of Allied Health Education Programs, 9355 113th St. N., #7709, Seminole, FL 33775, phone: 727-210-2350, [www.caahep.org](http://www.caahep.org), upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP)

8301 Lakeview Parkway Suite 111-312, Rowlett, TX 75088, phone: (214) 703-8445, FAX (214) 703-8992, [www.coaemsp.org](http://www.coaemsp.org), Certificate Last Accreditation: 6/2020, Expiration: 6/2025.

Precision Machining and Manufacturing, AAS/Certificate

National Institute for Metalworking Skills (NIMS), 10565 Fairfax Boulevard, Suite 203, Fairfax, VA 22030, (703) 352-4971, [www.nims-skills.org](http://www.nims-skills.org), AAS Last Accreditation: 10/2008, Expiration: 12/25. Certificate Last Accreditation: 10/2008, Expiration: 12/2025.

Respiratory Care, AAS

Commission on Accreditation for Respiratory Care (CoARC), 264 Precision Blvd, Telford, TN 37690, [www.coarc.com](http://www.coarc.com), AAS Last Accreditation: 11/2022, Expiration: 11/2032.

Surgical Technology, AAS

Commission on Accreditation of Allied Health Education Programs (CAAHEP), 9355 - 113th St. N., #7709, Seminole, FL 33775, phone: (727) 210-2350, [www.caahep.org](http://www.caahep.org), Upon the recommendation of the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARCST/SA) [www.arcstsa.org](http://www.arcstsa.org), AAS Last Accreditation: 5/2020, Expiration: 5/2030.

Radiologic Technology, AAS

Joint Review Committee on Education in Radiologic Technology (JRCERT), 20 North Wacker Drive, Ste. 2850, Chicago, IL 60606-3812, (312) 704-5300, e-mail: [mail@jrcert.org](mailto:mail@jrcert.org), AAS Last Accreditation: 10/2023, Expiration: 10/2031.

## **COLLEGE VISION**

SCC is a recognized, respected, and innovative leader in higher education, economic and workforce development, and serves as a comprehensive nexus between higher education and the Upstate economy.

## **COLLEGE MISSION**

SCC empowers our region through exceptional, innovative, holistic experiences that accelerate economic development and provide an educated community, committed to lifelong learning and financial prosperity.

## **COLLEGE ROLE AND SCOPE**

Spartanburg Community College (SCC) is a public, two-year, multi-site, suburban college serving the citizens and communities of Cherokee, Spartanburg and Union Counties of South Carolina. SCC implements its mission through programs, services and partnerships that include:

## **College Credit Programs**

SCC serves approximately 8,000 credit students annually through in-person, hybrid, and online courses leading to associate degrees, diplomas, and certificates designed for direct job placement, as well as associate degrees designed for transfer to four-year colleges and universities.

## **Corporate and Community Education Programs (Non-Credit)**

SCC serves approximately 1,746 noncredit students annually through its Center of Excellence for Workforce Training and Economic Development. The Center provides professional and career development programs for business and industry, manufacturing, health care, nonprofits, and governmental agencies as well as customized training and development courses to business and industry and personal enrichment opportunities.

## **Student Development Programs and Services**

SCC provides opportunities that promote college readiness for students who are unprepared for college-level courses. These opportunities are provided through a wide variety of academic and student support services with an emphasis on preparing the student to enter and be successful in a program of study that builds academic and employability skills as well as personal and professional growth.

## **Economic Development Services**

SCC proactively seeks to promote business growth in the service area through credit and noncredit programs that are aligned with local business and industry needs and its operations at the Spark Center SC. The Spark Center SC provides physical space and support services to businesses who are relocating or expanding their operations to a permanent facility in Spartanburg County.

## **VALUES**

### **Learning**

We believe in the worth of individuals and their potential for growth and development. We encourage students to reach their highest potential by helping them acquire a strong work ethic and by promoting a desire for lifelong learning. We build a community of learners who are prepared for employment and/or further education.

### **Excellence**

We believe in the quality of our teaching and learning. We are innovative and continuously search for ways to improve our programs, services, and operations. We develop the professional potential of faculty and staff so that we uphold high academic and customer service standards. We recognize merit in both students and employees.

## **Diversity**

We believe in the necessity of access to programs and services for the diverse populations we serve. We appreciate their perspectives and experiences. We encourage each person to learn at the highest levels of achievement through a variety of programs in a variety of formats. We practice teamwork and effective communication while maintaining a climate of mutual trust, respect, and fairness.

## **Partnerships**

We believe in the strength of community. We instill a sense of college pride in students. We build strong alliances with other educational institutions, employers, organizations, and communities to enhance opportunities for our students and to improve their quality of life. We participate in the community's growth and development and encourage faculty and staff to serve as leaders and role models.

## **Accountability**

We believe in the power of responsibility. We stress students' active role in their own learning, growth, and development. We give employees responsibility for job performance. We strive to be cost effective and efficient in providing quality education and services to our students and communities. We actively seek additional resources to help meet student and community needs.

# **STUDENT OUTCOMES**

Spartanburg Community College engages in a process of quality enhancement through continuous assessment and improvement. In an effort to support the College's mission, each degree, diploma, and certificate offered at the College has faculty-developed learning outcomes, and each course has learning outcomes included on the syllabus. Additionally, every associate degree contains general education competencies.

## **Associate Degree General Education Competencies**

### **Associate Degree Requirements**

Every associate degree at Spartanburg Community College includes a minimum of 15 credit hours of general education courses as an integral component of the College's graduation requirements. These

credit hours are to be drawn from and include at least one course from each of the following areas: humanities/fine arts; social/behavioral sciences; and natural science/mathematics. In order to promote intellectual inquiry, general education courses present a breadth of knowledge, not focusing on skills, techniques, and procedures specific to the student's occupation or profession.

## **Rationale**

Spartanburg Community College has developed general education competencies that are designed to support the College's values. The general education component develops lifelong learners through the introduction of a broad liberal arts requirement. While each associate degree may contain different courses, each program of study introduces students to six essential general education competencies.

## **General Education Competencies**

Students who complete the general education graduation requirement will be able to demonstrate the following competencies:

- Write professionally/academically in response to a variety of texts and audiences.
- Speak publicly, listen actively, and respond effectively.
- Access, retrieve, synthesize, and evaluate information.
- Apply quantitative, qualitative and/or scientific reasoning to solve problems.
- Explain social concepts and behaviors using fundamental theories and methods of analysis.
- Apply analytical methodologies and diverse perspectives to interpret key works in various disciplines

SCC has identified courses which, when completed as part of the general education requirements, will allow students to achieve each competency.

## **CORPORATE & COMMUNITY EDUCATION (C&CE) DIVISION**

The Corporate & Community Education Division at Spartanburg Community College provides training to adult citizens of Spartanburg, Cherokee and Union counties to advance and support the economic and workforce development of the area. Training is available to citizens 17 years of age and older. Nationally recognized Continuing Education Units (CEU's) are granted to students who successfully complete occupational development courses. Training is provided to meet various customer needs:

- Occupational Development
- Customized Training for Business and Industry
- New Employment and Dislocated Worker Training
- Certification Preparation
- Personal Enrichment

- Individual Assessment and High Stakes Certification Testing

Student learning is the focus of the Corporate & Community Education Division. Multiple instructional modes are provided for students to maximize learning. Student goal achievement is measured through student evaluation or competency assessment.

## **ADDITIONAL INFORMATION**

### **Consumer Information**

For SCC Consumer Information, please visit this link: <https://www.sccsc.edu/about/consumer-information>

### **English Fluency of Faculty**

Spartanburg Community College, in compliance with SBTCE policy 8-2-109.1 and the English Fluency in Higher Education Act of 1991 (Section 59- 103-160 of the SC Code of Laws of 1976, as amended), requires faculty members whose first language is not English to possess adequate proficiency in both written and spoken English (SCC Procedure VI-330.1). Students concerned about a faculty member's ability to write and speak fluently in the English language should utilize the SCC Student Grievance Procedure. Exclusion: This policy does not apply to the following instructional settings: continuing education courses; student participatory and activity courses such as clinics, studios and seminars; special arrangement courses such as individualized instruction and independent study courses; courses designed to be taught predominantly in a foreign language; and courses taught by visiting instructors.

### **Facility Services at SCC**

Spartanburg Community College offers campus facilities as prime meeting space to local businesses, civic, professional and community organizations and individuals. Services include accommodations and audio visual services. SCC reserves the right to disallow any function which it deems unsuitable for the facility or incompatible with the College's mission. To schedule an event at SCC contact the following locations:

- SCC Giles Campus - (864) 592-4647
- SCC Cherokee County Campus - (864) 206-2802
- SCC Downtown Campus - (864) 592-4052
- SCC Tyger River Campus & BMW Center - (864) 592-6524
- SCC Union County Campus - (864) 466-1060

### **HEOA (Higher Education Opportunity Act) Institution Disclosure Information**

Information about the academic and educational training programs at Spartanburg Community College is available on the College's website (<https://www.sccsc.edu/schoolslist/index.php>) and in the current catalog. Additional information to include related instructional, laboratory, physical plant facilities; full-time and part-time faculty and other instructional personnel; clinical rotation sites, internships and field placements is available in each of the academic departments.

## **Non-Discrimination Statement**

Spartanburg Community College does not discriminate on the basis of race, color, religion, age, sex, national origin/ethnic origin, veteran status or disability in its admission policies, programs, activities or employment practices. The term "on the basis of sex," when used in the employment context, includes pregnancy, childbirth, or related medical conditions, including, but not limited to, lactation. The college complies with the provisions of Titles VI and VII of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972 and the Higher Education Amendments of 1986; Section 504 of the Rehabilitation Act of 1973, as amended; the South Carolina Human Affairs Law of 1972; and with the Americans with Disabilities Act (ADA) of 1990, as well as the ADA Amendments of 2008 (ADAAA). For additional information on nondiscrimination policies, students should contact Dr. Stacey Obi, Vice President of Student and Community Advancement, who coordinates Title II of the ADA/ADAAA, Section 504, at (864) 592-4418, located on the Giles campus in the Dan L. Terhune Building. For Title IX complaints, contact Daniel Francis, Director of Student Compliance and Engagement at 864-592-4424 or visit the Jack A. Powers building, Room C20. Employees and prospective employees should contact the office of Performance and Innovation at (864) 592-4766, located on the Giles campus in the James P. Ledbetter Building.

## **Notice of Student Responsibility**

The information contained in this publication does not constitute a contract between Spartanburg Community College and its students or applicants for admission or any other person. Failure to read this publication does not excuse students from rules and procedures described herein. Personal factors, illness or contradictory advice from any source are not acceptable grounds for seeking exemption from these rules and procedures. Spartanburg Community College reserves the privilege of changing, without notice, any information or statement in this publication. You may view the College's website at [www.sccsc.edu](http://www.sccsc.edu) for current or the most up to date information.

## **Services to Students with Disabilities**

SCC fully complies with section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1990, and the Americans with Disabilities Act Amendments Act (ADAAA) of 2008. Students needing accommodations may contact the Student Disability Services office at (864) 592-4818, email [disabilityservices@sccsc.edu](mailto:disabilityservices@sccsc.edu), or visit their office located on the Giles Campus in the P. Dan Hull Building in office suite 4. Requests for video correspondence can be made by emailing the above address. For questions about the coordination of ADA/Section 504 and EEP/Title IX for

students, contact the Vice President of Student and Community Advancement at (864) 592-4418 or visit their office in the Dan L. Terhune Building, room 316.

## **Student-Right-To-Know**

As defined by federal Student-Right-To-Know (SRTK) legislation, Spartanburg Community College's graduation rate for the 2021 cohort year is 28%, and transfer-out rate for 2021 cohort year is 10%. It is important to note that the SRTK is a "cohort" study. It identifies the students who are first-time, full-time, and degree-seeking in the fall semester of the cohort year. The graduation rate is the percentage of students in the cohort who graduate within 150% of the expected time to graduation (typically within three years for a two-year program). While SRTK has merit in that it provides a standardized measure of effectiveness, it is limited in that the cohort is small when compared to the typical community college or technical college population.

The 4-year Average Student-Right-To-Know Completion or Graduation Rate Calculation for Spartanburg Community College is 28%.

The 4-year Average Student-Right-To-Know Transfer-out Rate is 11%.

\* Information at the time of printing of this publication

## **Transfer Officer**

SCC Registrar Celia Bauss can be contacted at (864) 592-4754.

## **World Wide Web Address**

Spartanburg Community College's home page address is <https://www.sccsc.edu>

# STUDENT HONOR STATEMENT

**Students will acknowledge their commitment to honesty and integrity upon each enrollment by certifying the following statement:**

*I pledge to honor myself, my peers, and our college community through actions and words that reflect integrity, honesty, and respect. I commit to holding myself to the highest standards of truthfulness and ethical conduct in all my academic efforts and to fostering a culture of mutual respect both inside and outside the classroom.*



**Dream it. Chase it. Live it.**

# Academic Advising and Advising Services

## ACADEMIC ADVISING

Academic Advising is a process in which the student and assigned academic advisor meet to establish pathways that are consistent with the student's career, academic and personal goals. Academic advisors are available to provide students with guidance in the areas of course selection and registration; educational planning; campus support services, graduation requirements and much more! Establishing a partnership between the advisor and student is crucial to each student's success. Therefore, it is a requirement that each student contact his/her advisor at least once each term before registering for classes.

Students who need to change a class schedule, drop or add a course, withdraw from the College, or ask any additional questions about courses should contact their assigned academic advisor. Contact can be made through SCC email address or send a message through Self-Service. Students will need to schedule to meet with their Academic Advisor through Salesforce to be released to register each semester.

## ADVISING SERVICES

Advising Services offers the following services:

- Academic advising for students through the beginning of the third term, if pertinent. Students will then be transitioned to faculty advisors. The Advising Center will also serve students in the pre-health science and nursing programs until they gain acceptance in the program.
- Academic coaching for all students. This interactive process between advisor and student helps to empower students to achieve their academic goals.
- Academic and career pathway guidance commensurate with students' abilities, interests and values.
- Assistance with determining short and long-term educational and career goals.
- Career exploration and information about the College's programs.
- Assistance with course selection and scheduling
- Information about the College's academic policies and procedures.
- Completing program changes when students change their career or educational goals.

Advising Services is located on the Giles Campus in the Terhune Student Services Building, room 167. For more information, email [advingscc@sccsc.edu](mailto:advingscc@sccsc.edu).

## **Academic Concerns**

Spartanburg Community College wants students to have positive educational experiences in which student concerns can be expressed openly and readily. Student complaints are address in a fair and professional manner.

If a student has a conflict, concern, complaint, disagreement, etc., the first step is for the student to try to resolve the issue with the instructor. If the issue has not been resolved, the next level of contact would be the department chair. After meeting with the department chair and a resolution has not been met, the next level of contact would be the division dean. If after meeting with the division dean and the issue hasn't been resolved, the student would contact the Senior Vice President of Academic Affairs. Students may also submit a complaint here: <https://sccsc.guardianconduct.com/incident-reporting> or contact the Office of Student Compliance and Engagement at 864-592-4424 or by email at [francisd@sccsc.edu](mailto:francisd@sccsc.edu).

## **Academic Misconduct**

See Student Code or contact Daniel Francis, Director of Student Compliance and Engagement at [francisd@sccsc.edu](mailto:francisd@sccsc.edu) or 864-592-4424.

## **Academic Standards of Progress**

A term grade point average (GPA) of 2.0 shall be used to determine satisfactory academic standing. Students who fall below this standard will be subject to institutional intervention strategies.

## **Notification**

A student is notified in writing by the Dean of Student Success of his or her academic warning, academic probation and academic suspension status when his/her term GPA falls below 2.0. Under-performing students are encouraged to meet with their advisors or an Early Alert Counselor to develop written strategies to improve their academic performance except when returning from academic suspension where the recommendation is a mandatory requirement.

## **Academic Warning**

Students whose term GPA is less than 2.0 after the academic warning will be placed on academic probation for the next term of enrollment. Students whose term GPA is 2.0 or higher after the academic warning but have a program GPA less than 2.0 will remain on academic warning. Students whose term GPA is 2.0 or higher after the academic warning term and have a program GPA of 2.0 or

higher will be removed from academic warning. Note: Academic programs with additional requirements are published in the departmental handbook that is provided to students upon enrollment.

## **Academic Probation**

Students whose term GPA is less than 2.0 after academic probation will be placed on academic suspension. Students whose term GPA is 2.0 or higher after the academic probation term but have a program GPA less than 2.0 will remain on academic probation. Students whose term GPA is 2.0 or higher after academic probation and have a program GPA of 2.0 or higher will be removed from academic probation.

## **Academic Suspension**

Students removed from academic suspension and allowed to register are placed on academic probation and are subject to academic suspension again if they fail to earn at least a 2.0 term GPA during the next period of enrollment.

## **Academic Week**

An academic week is defined as any period of seven consecutive days in which at least one day of regularly scheduled instruction or examination occurs. Instruction time does not include periods of orientation, counseling, homework, vacation or other activity not related to class preparation or examination.

## **Add/Drop Period**

The add/drop period is the first five (5) instructional days of the fall, spring and summer full terms. The add/drop period for the Flex terms in the fall, spring and the summer is the first one-three (1-3) instructional days of the term depending on the length of the term. During the add/drop period students may drop courses without academic penalty and students may add only courses that have not yet met. Admittance to courses that have already met (including hybrid/mixtures and online) is at the discretion of the department chair. Students who register for a course but who do not attend a face-to-face class or log into and actively participate in an online course before the published deadline will be dropped from the course for not attending. No grade will be assigned for courses dropped for not attending and a full refund of tuition excluding the enrollment fee and any late fees will be processed. Courses dropped during the add/drop period will not appear on transcripts. Students may be reinstated in a class at the discretion of the department chair. A grade of "W" will be awarded and transcribed for classes dropped after the census date through the 75% date of the term. Students can drop classes online through Self Service or they can go to the Registrar's Office to complete a drop form. A student or an instructor cannot initiate a drop during the last 25 percent of the course (after the deadline to drop a class) except in extenuating circumstances. Documentation

must be provided to the Registrar and approval by the appropriate department chair or dean will be requested. Go to the SCC website, <https://www.sccsc.edu/students/registrar/index.php> to review the drop procedure for students. All students are encouraged to check their SCC email regularly for important reminders about drop deadlines and other important dates.

## **AIM Center**

SCC's AIM Center is a valuable resource for qualified Career Technical Education (CTE) students who need financial assistance with books, child care, city bus passes and educational supplies. Students receiving assistance from Student Disability Services, students from economically disadvantaged families (including low-income youth and adults), students preparing for non-traditional fields, single parents (including single pregnant women), English learners (homes in which English is the second language), homeless Individuals, youth who are in or have aged out of the foster care system, and youth with parents on active duty in the armed forces. Students enrolled in Associate of Arts or Associate of Science programs are not eligible. The AIM Center is funded through the Strengthening Career and Technical in the 21st Century Act (Perkins V). For more information, including contact email, phone number and hours, visit the AIM Center website at [https://sccsc.sharepoint.com/sites/M\\_Info\\_Sites/AIM](https://sccsc.sharepoint.com/sites/M_Info_Sites/AIM).

## **Alcohol and Drugs**

Spartanburg Community College students are not allowed to possess, use or distribute on campus, at off-campus affiliated sites or any college-sponsored events any narcotics, dangerous or unlawful drugs as defined by the laws of the United States or the state of South Carolina. Also, students cannot possess, use or distribute on campus or at off-campus affiliated sites any beverage containing alcohol. For assistance with problems related to drug or alcohol use, students may contact the Office of Student Compliance and Engagement located in Jack A. Powers Building, Office C20 on Spartanburg Community College's Giles Campus, or call (864) 592-4424.

## **Alerts - Campus Closings and Emergency Notifications**

SCC students, faculty and staff are alerted about campus closings and emergencies through a college-wide notification system using information in their SCC account allowing the college to send phone calls, emails and texts to text-capable mobile phones. Students manage their contact information by going to the MySCC Portal Self Service account. In addition to being shared directly with students, faculty and staff, SCC alerts are also shared via the college website. For more information, visit: <https://www.sccsc.edu/services/safety/alert.php>

## **ALUMNI ASSOCIATION**

The SCC Alumni Association keeps you connected-to the College, to fellow graduates, and to valuable resources for lifelong learning and career growth. Through email updates and our brand new Alumni LinkedIn group, we keep our alumni informed about SCC news, events, and job opportunities.

As a Chaser for life, you're invited to attend Career Fairs, professional workshops, and mentorship programs. We regularly feature alumni spotlights in our e-blasts and within our private SCC Alumni LinkedIn group to celebrate your accomplishments and foster community.

Let's Keep in Touch

- Join the *Spartanburg Community College Alumni Association* group on LinkedIn
- Update your contact info by reaching out to Molly McKinney at (864) 592-4270 or [sccalumni@sccsc.edu](mailto:sccalumni@sccsc.edu)

Once a Chaser, always a Chaser!

## Appeals

The South Carolina Technical College System Procedures sets forth the procedure for students to follow to appeal a disciplinary ruling of the institution or to appeal academic matters.

## Attendance

Students are responsible for punctual and regular attendance in all classes, laboratories, clinicals, practica, internships, field trips and other class activities. When illness or other emergencies occur, the student is responsible for notifying instructors. Students should also inform the instructor in advance if they know they are going to miss class. Students must take responsibility for completing missed work if approved for late submissions by instructors. Students should not expect that they will be allowed to make up work, such as quizzes or tests, after an absence. Instructors are not responsible for re-teaching materials students miss when they are absent. The College does not grant excused absences; therefore, students are urged to reserve their absences for emergencies.

## Tardiness

Students are tardy if not in class at the time the class is scheduled to begin. Students who are tardy are admitted to class at the discretion of the instructor. Students are expected to be in class the entire class time. They should not enter late or leave early. Rare exceptions may be made, particularly in emergency circumstances, but students should be prepared to explain their tardiness to the instructor after class. Likewise, students should explain before class any need to leave early.

Instructors maintain attendance records. However, it is the student's responsibility to withdraw from a course. A student who stops attending class and fails to initiate a withdrawal will remain on the class roster. A student who does not complete an assignment, test, or final exam in the course will receive a zero for each missing grade and the final course grade will be calculated accordingly.

## **Absences for Religious Holidays**

Students who are absent from class in order to observe religious holidays are responsible for the content of any activities missed and for the completion of assignments occurring during the period of absence. Students who anticipate their observance of religious holidays will cause them to be absent from class and do not wish such absences to penalize their status in class should adhere to the following guidelines:

- Observance of religious holidays resulting in three or fewer consecutive absences: Discuss the situation with the instructor and provide written notice at least one week prior to the absence(s). Develop (in writing) an instructor-approved plan which outlines the make-up of activities and assignments.
- Observance of religious holidays resulting in four or more consecutive absences.

Discuss the situation with the instructor and provide the instructor with written notice within the first 10 days of the academic term. Develop (in writing) an instructor-approved plan which outlines the make-up of activities and assignments.

## **Absences for Military Deployment**

The College will make every effort to accommodate students who are deployed for military service. Students who are absent from class because they have been deployed (military service or national guard) are responsible for the content of any activities missed and for the completion of assignments occurring during the period of deployment. The student must notify the Records Department of the pending absences prior to deployment, provide written documentation of the deployment prior to being absent, and must request accommodations to minimize the impact of the deployment on their academic record/progress. Accommodations include but are not limited to:

- The student must provide documentation of deployment prior to being absent and request a proposal for making up assignments missed with his/her instructors while deployed.
- The student may receive a grade of Incomplete for the course if the faculty determine that the course content can be made up under the timeline and guidelines for incomplete grades.
- The student may be administratively withdrawn from the course with no penalty to the student if the deployment is too lengthy and it is unlikely that the student could successfully make up the missed course work.

## **Attendance in Online Courses**

Attendance in an online course involves actively participating, as indicated by posting to an online discussion, submitting an assignment, taking an assessment, communicating with the instructor, or completing other activities as designated by the instructor. Students must have logged into and actively participated in the online course by the end of the drop/add period, as indicated by posting to an online discussion, submitting an assignment, taking an assessment, communicating with the

instructor, or completing other activities as designated by the instructor. Students who fail to meet this attendance requirement by the end of the drop/add period will be dropped from the class by the instructor.

## **Auditing a Course**

Auditing a course allows a student to attend a course without receiving credit. Students may not change status (credit to audit or audit to credit) after the add/drop period. A grade of "AU" will be given to students auditing a course. Students who previously audited a course must register for and pass the course in order to receive credit for the course. Students may not receive credit by examination for previously audited courses. Students auditing a course pay the same fees as students taking the course for credit. Federal regulations stipulate that students cannot receive financial aid for courses being audited.

## **BULLETIN BOARDS**

Bulletin boards and/or designated posting areas are provided on Spartanburg Community College campuses to advertise approved college and community-sponsored events and activities, SCC student and employee classifieds, and college-wide announcements. Fliers are not allowed on walls, windows, doors, restroom stalls, vehicles or other campus locations unless otherwise pre-approved by the Student Life Office. All items must be reviewed and approved by the designated Student Life representative on each campus. Bulletin board posting guidelines, board locations and representatives granting review and approval to post items are available in the following offices:

- Giles Campus: Westley Brand, (864) 592-4423, brandw@sccsc.edu; Powers Building, Student HUB, Office C111.
- Cherokee County Campus: Cynthia Duncan, (864) 206-2732, duncanc@sccsc.edu, Harvey S. Peeler, Jr. Academic Building, room 125.
- Downtown Campus: Joan Fisher, (864) 592-4052, fisherj@sccsc.edu, Evans Academic Center, room 144E.
- Tyger River Campus: Jenny Whitaker, (864) 592-6206, whitakerj@sccsc.edu, Tyger River Building, room 130
- Union County Campus: Cynthia Duncan, (864) 206-2732, duncanc@sccsc.edu

## **Campus Security**

### **CAMPUS CRIME AWARENESS**

Campus safety and security is coordinated by the SCC Campus Police. The SCC Campus Police are certified police officers through the state of South Carolina. SCC Campus Police can be reached at:

- Giles Campus at extension 4911 or (864) 592-4911
- Cherokee County Campus at extension 2711 or (864) 206-2711

- Downtown Campus at extension 4050 or (864) 592-4050
- Tyger River Campus at extension 6208 or (864) 592-6208

## **Campus Security Force**

The SCC Police Department supplements its coverage with the use of security officers. All officers are registered with the South Carolina Law Enforcement Division. Under South Carolina Code Law, Title 40, Chapter 17 these officers have the authority and power to make an arrest of any persons violating or charged with violating any criminal statutes of this state. SCC campus police and security officers are armed and conduct foot and vehicular patrols on the campus. All officers carry portable radios which put them in direct contact with county police, fire, rescue and EMS.

Alcoholic beverages, illegal drugs, firearms, or dangerous weapons of any type are not permitted on campus. Note: According to SC code of laws 16-23-420, it is unlawful for a person to possess a firearm of any kind on any premises or property owned, operated, or controlled by a private or public school, college, university, technical college, other post- secondary institution, or any publicly owned building, without the express permission of the authorities in charge of the premises or property. These regulations do not apply to a person who is authorized to carry a concealed weapon pursuant to Article 4, Chapter 31, Title 23 when the weapon remains inside an attended or locked motor vehicle and is secured in a closed glove compartment, closed console, closed trunk, or in a closed container secured by an integral fastener and transported in the luggage compartment of the vehicle. A person who violates the provisions of this section is guilty of a felony.

Potential criminal actions or other emergencies on campus can be reported directly to SCC campus police by students, faculty, staff and visitors by dialing the following numbers:

- Giles Campus at extension 4911 or (864) 592-4911
- Cherokee County Campus at extension 2711 or (864) 206-2711
- Downtown Campus at extension 4050 or (864) 592-4050
- Tyger River Campus at extension 6208 or (864) 592-6208

Upon receipt of a call, security or campus police will respond immediately to the complaint.

SCC continually plans for the safety and security of students. Information concerning campus safety is communicated to students and employees regularly through bulletins, posters, brochures and e-mail. The Campus Operations department maintains the College's buildings and grounds with a concern for safety and security. Campus Operations' personnel inspect facilities regularly, make repairs affecting safety and security promptly, and respond immediately to reports of potential safety and security hazards such as broken windows and locks and outside lights. The campus is well lit with outside lighting, particularly in areas with heavy landscaping and trees and along pathways frequently traveled by students.

## **Student Responsibility**

The cooperation and involvement of the students in a campus safety program are absolutely necessary. Students must assume responsibility for their own personal safety and the security of their belongings by taking simple, common sense precautions. For example, students should walk in well-lit areas at night. Bicycles and motorcycles should be registered with campus security and should be secured with a sturdy lock.

Students with cars must keep their vehicles locked at all times, and valuables should be locked in the trunk.

Students should report any suspicious activity to the staff or security.

Potential criminal actions or other emergencies on campus can be reported directly to SCC campus police by students, faculty, staff and visitors by dialing the following numbers:

- Giles Campus at extension 4911 or (864) 592-4911
- Cherokee County Campus at extension 2711 or (864) 206-2711
- Downtown Campus at extension 4050 or (864) 592-4050
- Tyger River Campus at extension 6208 or (864) 592-6208

It is unlawful for a person to possess a firearm of any kind on any premises or property owned, operated, or controlled by a private or public school, college, university, technical college, other post-secondary institution, or any publicly owned building, without the express permission of the authorities in charge of the premises or property. (SC Code of Laws 16-23-420).

These regulations do not apply to a person who is authorized to carry a concealed weapon pursuant to Article 4, Chapter 31, Title 23 when the weapon remains inside an attended or locked motor vehicle and is secured in a closed glove compartment, closed console, closed trunk, or in a closed container secured by an integral fastener and transported in the luggage compartment of the vehicle. A person who violates the provisions of this section is guilty of a felony.

## **CAMPUS SAFETY AND SECURITY/STUDENT RIGHT-TO-KNOW**

The campus police chief, certified in law enforcement, first aid and CPR, coordinates campus police and security and monitors the handling/disposal of hazardous materials. The College's security officers supplements the SCC Police Department with coverage. Alcoholic beverages, illegal drugs, and weapons of any kind are prohibited on campus. Potential criminal actions or other emergencies on campus should be reported to SCC campus police by dialing the following numbers:

- Giles Campus at extension 4911 or (864) 592-4911
- Cherokee County Campus at extension 2711 or (864) 206-2711
- Downtown Campus at extension 4050 or (864) 592-4050
- Tyger River Campus at extension 6208 or (864) 592-6208

The Student Right-to-Know and Campus Security Act, Public Law 101-542, requires colleges to publish crime awareness information for current and prospective students. This information is located in the campus police office and can be found on the SCC website ([www.sccsc.edu/safety](http://www.sccsc.edu/safety)).

## **Career Services**

The Career Services Office provides holistic programming to support the vocational needs of SCC students, such as career-related assessments, job exploration, career planning, alternative pathways, workforce preparation, and employment placement. Students can learn about full-time, part-time, temporary, summer, and internship/work-based learning opportunities via an electronic job board, receive assistance with identifying ideal job and internship opportunities, and assistance with various steps of the application process (such as forms, resumes, and interviews). The Career Services office operates as a liaison between students, faculty, and employers who offer Technical Scholar programs at Spartanburg Community College. Students can work with Career Services staff to ensure that they receive any career-related distinctions they have achieved upon their graduation. Other services provided include career-readiness education and skill development through classroom presentations, institution-wide workshops, a professional clothing closet, industry partner visits to targeted audiences, career-related events, career-readiness certifications, and one-on-one meetings with Career Advisors. In order to qualify for assistance from Career Services, an individual must be either a current, active SCC student or a confirmed graduate of the College.

For more information, please email [career@sccsc.edu](mailto:career@sccsc.edu) or visit the website at <https://www.sccsc.edu/students/career/>

## **Cell Phones and Electronic Devices**

Students are permitted to possess cellular phones and similar electronic devices during lecture and lab settings supervised by the college. The devices shall be kept out of sight and silenced or powered down during instructional periods except when the device is used as an approved accommodation to allow the student to participate fully in the learning environment or with the explicit permission of the instructor.

Unauthorized use of such devices will be considered a violation of the Student Code as it relates to "disruptive behavior."

## **Chaser's Bark Shop (SCC Bookstore)**

Chaser's Bark Shop, the SCC Campus Store, is located on the first floor, in the Dan L. Terhune Student Services Building. Normal operating hours are Monday through Thursday from 8:00 a.m. - 5:00 p.m. and Friday from 8:00 a.m. - 1:30 p.m. The Bark Shop's telephone number is (864) 592-4650.

The purpose of the campus store is to provide the required course materials and supplies to support the academic programs of the College. The campus store offers textbooks, access codes, school

supplies, electronics, and culinary uniforms, as well as college logo sportswear, book bags and gifts. For textbook, access code and departmental kit prices and lists of term offerings refund policies, registration operating hours, and to order on-line, visit the Bark Shop website at <https://bookstore.sccsc.edu>.

## **Textbook Buy Back**

Chaser's Bark Shop offers in store buyback at the end of each semester. A book company representative will be available to purchase textbooks from students. Also, you can sell back books anytime using our Online Buyback site at <https://sccsc.textbookx.com/sell>.

## **Chaser's Bark Shop Refund Policy**

Standard Return Policy for all items (includes course materials after extended return period) - Returns are accepted within 5 business days of purchase.

You must have your receipt. All items must be in new condition and unopened. This includes Electronics, eBooks/Codes, and shrink-wrapped textbooks. Opened electronics are non-refundable. Refunds will be given back to the original purchase method.

For up-to-date information, please visit the website at <https://bookstore.sccsc.edu>.

## **Chaser's Pantry**

Located on the Giles Campus, in the Jack A. Power Building, Suite C3 (behind the Student HUB), Chaser's Pantry serves to fight hunger and food insecurity by providing basic nutritional food for any student, faculty, or staff member in times of need. The pantry is supported by donations, with additional resources on and off campus that promote overall well-being. For additional information, please contact the pantry manager at [sccpantry@sccsc.edu](mailto:sccpantry@sccsc.edu) or call (864) 592-4060.

## **Children on Campus**

The College does not allow children to stay on campus unsupervised or in classrooms or in labs while students are attending classes. Campus and/or community activities and events sponsored by the Spartanburg Community College Student Life office are not open to the public, including children of SCC students, faculty or staff, unless otherwise indicated on event announcements. Please refer to College Procedure II-90.1, Children in the Workplace and/or Classrooms, for complete guidelines.

## **Class Rings**

Contact Chaser's Bark Shop at (864) 592-4650 (the college bookstore) for details on how to order class rings.

# **Classroom/Lab Conduct and Expectations**

While there are many informal situations in which people have neither the desire nor the right to prescribe how others ought to behave, a college class/lab environment requires a higher level of courtesy than many people exercise in ordinary public places.

In an educational environment, each instructor has the responsibility to maintain a class/lab environment conducive to student learning. Discussion of all views relevant to the subject matter is recognized as necessary to the education process, but students do not have a right to infringe on the freedom of instructors to teach or the right of other students to learn. The College encourages students to express their opinions and ideas in an orderly manner, since a free exchange of views enhances the learning process. However, the College will not condone verbal combat or verbal abuse among students and instructors. Students are expected to comply with the Student Code. The instructor has an obligation to make students aware of rules for the class/lab and to inform students if they are violating these rules. If a student behaves disruptively in a class, lab or field trip after the instructor has explained the unacceptability of such conduct, the instructor may dismiss the student and refer the matter to the Vice President of Strategic Innovation, or designee.

Spartanburg Community College, a higher education institution for adult learning, offers programs/courses designed for adult learners. It fosters a partnership between instructors with the desire to teach and students with the desire to learn. In order to create an appropriate environment for teaching and learning, students must show respect for their instructors and for their fellow students. In other words, students are to conduct themselves maturely as they work toward achieving serious goals in an institution of higher learning.

Listed below are guidelines for class/lab behavior that the College has established to ensure that the learning environment is not comprised:

## **Attendance**

Students are expected to be in class the entire class time. They should not enter late or leave early. Rare exceptions may be made, particularly in emergency circumstances, but students should be prepared to explain their tardiness to the instructor after class. Likewise, students should explain before class any need to leave early.

## **Absences**

Students should inform the instructor in advance if they know they are going to miss class. They should reserve absences for emergencies. Also, students must take responsibility for finding out what material they missed and for getting assignments from other students. They should not expect that they will be allowed to make up work, such as quizzes or tests, after an absence. Instructors are not responsible for re-teaching materials students miss when they are absent.

## **Conversation**

Students should not carry on side conversations in class.

## **Other Activities**

Students should not work on other activities while in class. This includes homework for other courses or other personal activities.

## **Internet**

In classes where Internet access is provided, students may use the Internet for valid, academic purposes only. They may not access other sites unrelated to the course.

## **Sleep**

Students may not sleep in class; they are expected to be attentive and focused.

## **Attitude**

Students are expected to maintain a courteous/civil attitude in class. They may not use inappropriate or offensive language, verbal or non-verbal, to convey their attitude regarding the course, the instructor, assignments or fellow students.

This includes, but is not limited to, making fun of others, disrupting class, shouting, speaking in a disrespectful tone of voice, or refusing to carry out assignments.

## **Profanity and Offensive Language**

Students may not use profanity or offensive language in any public area (to include Student Hub areas) on campus.

## **Electronic Devices**

Students are permitted to possess personal electronic devices during lecture and lab settings supervised by the college. The devices shall be kept out of sight and silenced or powered down during the instructional period except when the device is used as an approved accommodation to allow the student to participate fully in the learning environment or with the explicit permission of the instructor.

## **Guests and Children**

Students may not bring unregistered friends or children to class.

## **Food, Drink, Tobacco Products**

Food and/or drink may be allowed in class at the discretion of the instructor; however, use in lab areas may be more restrictive. It is the student's responsibility to ensure that any trash is disposed of properly.

No one may use tobacco products in any building at SCC. Smoking (and vaping) is only allowed in designated outside areas.

## **Physical Disruptions and/or Physical Altercation**

No one may, under any circumstances, provoke or engage in physical altercations of any nature. This includes harassment, grandstanding or threats of any kind.

## **Individual Business**

Students who need to speak privately with an instructor should not attempt to do so during the class period. Students are advised to make appointments with instructors during their scheduled office hours.

The guidelines listed above are not meant to be an exhaustive list. SCC developed this list to address some of the more commonly seen infractions. The College expects every student to conduct himself/herself in an appropriate manner. Violations will be referred to Vice President of Strategic Innovation, for disciplinary action as deemed necessary.

## **Tips for Success**

- Come to class/lab prepared to work. This includes bringing materials needed for class/lab (textbook, workbook, thumb drives, writing materials, notebook, etc.)
- Take notes
- Complete assigned readings and other homework on time
- Contribute in class as appropriate
- Focus your attention on the subject at hand

## **College Success Courses**

College Skills (COL 103) and College Orientation (COL 101) courses are designed to help students gain the skills needed to be successful college students. COL 101 is required in most programs of study. Students who place into two or more developmental disciplines or Non-degree credit courses are required to take COL 103 - College Skills, in place of COL 101 - College Orientation, in their program of study.

## **Computers and Internet Access**

Computers and Internet access are provided as resources to students. Computers are available for use at all college library locations (Giles, Cherokee, and Downtown) and in some "open" computer labs. WiFi access is also available on all campuses. Use of computers and the Internet should be consistent with the philosophy, goals and objectives of the College as an educational and socially responsible institution within the community. Individuals abusing these resources are subject to the normal disciplinary action. Broad areas of abuse include, but are not limited to, criminal activity, personal profit, displaying harassing or obscene material and copyright violations. Access to these resources is a finite resource and can be limited by the College as it deems necessary.

## **Copyright and Intellectual Property**

Spartanburg Community College expects all members of its academic community, including students, to respect copyright and to adhere to the provisions of the United States Copyright Law (Title 17, United States Code and its subsequent amendments). Except as allowed by this code, it is a violation of law for persons to copy, distribute, perform, digitally transmit (in the case of sound recordings) or to create a new work based upon a copyrighted work without the permission of the copyright owner. Examples of copyrighted works include printed materials, sound recordings, video recordings, visual art, computer software, multimedia and websites. Copyright infringement is a violation of College policy and can result in the imposition of discipline under the Student Code and Grievance Procedure. Copyright violations may also incur criminal and civil penalties.

Copyrightable materials, patents and all other forms of intellectual property produced out of the participation of students in activities of the College or by student workers in the course of assigned duties are exclusive property of the College unless other agreements exist.

For more information related to copyright or intellectual property and what types of uses are allowed, contact the SCC Copyright Officer at (864) 592-4485 or by email, moores@sccsc.edu.

## **Counseling Services**

College is often a time of adjustment and transition. Students may feel that their mental and emotional well-being is affecting their personal and academic progress. If you have concerns, help is available at SCC through an agreement between SCC and the SC Office of Mental Health.

- A referral form is accessible through the website or on the MySCC Portal, and may be completed by students, faculty, and staff. The student should be informed of the referral if possible. Confidentiality is maintained for all information received by counseling services.
- Students can receive up to three sessions with the costs waived. If a student has insurance, the information should be provided at the initial appointment so coverage and out-of-pocket costs can be confirmed.

- If a student has no insurance or does not want it to be billed due to privacy concerns, the student can identify as a self-pay client and receive the first three sessions at no cost to them. (Those costs are covered by SCC and the SC Office of Mental Health)
- After three sessions, students should expect to pay a co-pay if they have insurance or should apply for financial assistance with the Office of Mental Health. Fee reductions are based on income and payment plans can be arranged. The Office of Mental Health does not deny services because of inability to pay.

If you are experiencing an urgent mental health crisis, call or text 988 for the National Mental Health Crisis and Suicide Prevention Line. The Office of Mental Health also has a Mobile Crisis team available 24/7 at 1-833-364-2274.

Visit the MySCC Portal page (<http://sccsc.sharepoint.com/sites/SCCStudentPortal>) for more details and to connect with SCC Counseling Services.

## Course Overload

Students may not normally enroll for more than 18 semester credit hours. Students who have a 3.0 GPA may enroll in more than 18 semester credit hours only with permission from the department chair and academic dean. During the summer, students may not enroll in more than 15 total semester credit hours unless specifically required in their academic program. This total includes all classes taken during all summer terms in a single year. Students who have a 3.0 GPA may enroll in more than 15 semester credit hours during the summer only with permission from the department chair and academic dean.

## Credit for Prior Learning (CPL)

Credit for Prior Learning (CPL) is a process whereby skills and knowledge earned outside a traditional classroom are evaluated for the purpose of awarding college credit. Types of learning included under CPL include exemption credit, articulated credit, and experiential learning. CPL does not include transfer of college level credits earned at other post secondary institutions- information on transfer credit can be found in Procedure V-40.12.

In order to receive a certificate/ diploma/degree from Spartanburg Community College (SCC) students must complete a minimum of twenty-five percent (25%) of the total hours of the certificate/diploma/degree through graded (A, B, C, D) instruction offered by the College. Students may earn CPL credit for up to but no more than 75% of their program. The amount of CPL credit that may be applied to a specific certificate/diploma/degree may be more restrictive depending on the program of study. The College grants CPL credit for program requirements as described below.

Corporate and Community Education - Students may receive CPL credit for certain courses successfully completed in the SCC Corporate and Community Education Division. Validation of student competencies may include written examinations, industry certifications, or other assessment methods.

## **Articulation Credit**

Professional Certifications - Students may receive articulated credit for professional, industry-approved certifications. For each professional certification, the appropriate department chair will determine the SCC course equivalencies and corresponding certifications required for credit. The student must submit his/her original professional certification to the appropriate department chair. The department chair will complete the authorization form, attach a photocopy of the certification or credential, and submit it to the Registrar's Office.

## **Exemption Credit**

### **American Council on Education (ACE) College Credit Recommendation Service**

The College recognizes the American Council on Education College Credit Recommendation Service. The College will evaluate course work for exemption credit if the course content is comparable to the content of a program course or courses offered by the College. The student must present documentation of course completion through an American Council on Education approved agency before the College will evaluate the course work.

### **Service Members Opportunity Colleges (SOC)**

Spartanburg Community College is a member of the Service Members Opportunity Colleges (SOC). Students having academic credit earned at other institutions while on active duty will have their credit evaluated and transferred on a case-by-case basis.

### **Advanced Placement (AP)**

Students may receive exemption credit for AP courses completed at the secondary level. The College awards exemption credit for AP Examination scores of 3 or higher. The College must have on file an official copy of the AP Examination score report in order to award credit.

### **Technical Advanced Placement (TAP)**

Students may receive exemption credit for program requirements through the validation of competencies gained at secondary schools. Students seeking exemption credit through TAP should contact the secondary school department head or counselor, or the College program department head. Validation of student competencies may include written examinations or other assessment methods.

### **College Level Examination Program (CLEP)**

Credit for subjects in which students are knowledgeable, can be gained through successful completion of the College Level Examination Program (CLEP) tests. Spartanburg Community College does not administer CLEP exams but will accept CLEP exams scores administered by other institutions if scores meet minimum standards. SCC does not give credit for CLEP general examinations. An official copy of the CLEP examination score is required.

## **Credit by Examination**

Students may receive exemption credit for previous academic work or relevant work experience through formal written or practical examinations. Students may not attempt credit by examination for courses in which they have been previously enrolled (either for credit or audit) or in which they have previously attempted credit by examination. Students seeking exemption credit by examination should contact the program department chair of the area in which the student seeks credit who will determine eligibility, provide the authorization form, and schedule an exam date. After an exam date has been scheduled, the student should pay the appropriate fee at the Business Office. The student must present the authorization form and the receipt to the subject-area department chair in order to take the exam. The exam results will be submitted to the Registrar's office by the department chair/faculty. The fee for credit by exam is non-refundable.

## **International Baccalaureate Credit**

Students (first time freshmen) may receive SCC credit for scores of 4 or higher on selected International Baccalaureate Examinations. The amount of college credit awarded for an IB course will be equivalent to the credit hour value of the college course for which the IB credit is being accepted. The College must have on file an official copy of the IB Examination score report in order to award credit.

## **Mixed Enrollment Courses**

Spartanburg Community College may choose to enroll both credit and Corporate and Community Education (CCE) students in the same course. Please contact the CCE office for additional information if you are enrolling in a credit course as a CCE student.

## **Experiential Learning**

### **Credit by Portfolio**

Students may receive experiential learning credit for knowledge acquired through work or other experiences external to academics through development of a portfolio documenting those experiences. Credit by portfolio is limited to learning experiences in which no other CPL methods exist to validate the learning.

Students seeking credit for experiential learning should contact their program department chair, who will determine the students eligibility and provide the authorization form. The department chair, in consultation with subject area faculty, determines the courses that are eligible for credit by portfolio and the requirements of the portfolio, which will vary according to each student's individual experiences. The student must submit a proposal outlining the courses he/she wishes to earn credit for and the types of documentation he/ she will present in the portfolio. Once the proposal has been accepted by the department chair, the student should pay the appropriate experiential learning fee at the Business Office.

A teaching faculty member in the subject area in which credit is sought will evaluate the portfolio to determine whether the outcomes of the course(s) for which credit is sought have been documented. The authorization form and the receipt should be presented to the faculty providing the evaluation.

Students may receive credit for a maximum of twenty-five percent (25%) of required program semester hours for experiential learning.

## **Fees**

No fee is charged to post credits to the transcript for exemption and articulated credits except credit by exam or portfolio. Students attempting to earn exemption credit through credit by exam must be formally accepted by Spartanburg Community College and a pay \$50 non-refundable fee for each exam. Students who wish to earn portfolio credit (experiential learning) must pay \$50 per course portfolio reviewed. This is a non-refundable fee, even if the reviewer determines after reviewing the portfolio that the student is not eligible for credit.

## **D2L Brightspace**

D2L Brightspace is SCC's learning management system used to access online, synchronous, flex, and hybrid courses. D2L Brightspace provides students access to course syllabi, online readings, multimedia, links to related Internet sites, calendars and online tests and grades. Students can interact with instructors through e-mail, MS Teams, the Virtual Classroom, and online discussions. SCCOnline, our distance learning office, administers and supports D2L.

All students have access to the Online Learning Tutorial course to help familiarize them with D2L Brightspace tools and strategies for success in online courses. SCCOnline provides technical support, orientation and training for students and faculty who use D2L Brightspace.

## **HOW TO LOG INTO D2L BRIGHTSPACE:**

1. Go to the SCC website at <https://www.sccsc.edu>
2. Click on MySCC Portal.
3. Click Log into MySCC Portal.
4. Enter your SCC username (WebID) and password.
5. Click on the D2L Brightspace link under Student Resources.

6. When the D2L homepage appears, select your course from the My Courses area.
7. Essential course information such as the syllabus, instructor addendum, grades, and course policies can be accessed by clicking Content and selecting the Start Here module from the table of contents.

Online courses require access to a Windows or Macintosh computer and a reliable high-speed Internet connection. D2L Brightspace also supports access on smartphones, tablets, and Chromebooks, but there may be incompatibilities with some course content, assignments, and online testing systems. Students should not take online tests using a smartphone due to the small screen size.

Some tests given through D2L Brightspace may be proctored. The instructor will notify students whether these will be taken in the SCC Testing Center or through the Honorlock online proctoring system. Honorlock allows students to take proctored exams from home in a quiet place, free of distractions, similar to the Testing Center. Students are recorded while taking an Honorlock test. A webcam and microphone are required.

The Help menu provides easy access to support for D2L Brightspace and other technologies used for online learning. The SCCOnline website (<https://www.sccsc.edu/academics/scconline/index.php>) provides links to information about online courses, technical requirements, and technical support. You may also contact SCCOnline at (864) 592-4961, (888) 364-9080 (toll free), or email [scconline@sccsc.edu](mailto:scconline@sccsc.edu).

## Dean's List

To qualify for the dean's list, students must:

- have declared a major
- be enrolled in at least 12 semester program credit hours for fall or spring semester or nine semester program credit hours in the summer (excluding audited courses)
- have earned a grade point average of 3.5 with no course grade lower than a "C". A grade of "I" automatically excludes students from the dean's list.

**Note:** Non-degree, Early College and transient students are not eligible for the dean's list.

## President's List

To qualify for the president's list, students must:

- have declared a major
- be enrolled in at least 12 semester program credit hours for fall or spring semester or nine semester program credit hours in the summer (excluding audited courses)
- have earned a grade point average of 4.0. A grade of "I" automatically excludes students from the president's list.

**Note:** Non-degree, Early College and transient students are not eligible for the president's list.

## **Dropping Courses**

Students who drop a course after the add/drop period will receive a "W." Students are responsible for dropping classes. Students who exceed absences are responsible for dropping classes or they will receive a grade of "F" for the class. It is the responsibility of the student to withdraw from courses. Failure to continue attending a course does not constitute proper procedure for dropping or withdrawing. An F will be assigned if a course is not dropped correctly. Students receiving financial aid should contact the SCC Financial Aid Office prior to dropping a course. Students may drop a course until 75 percent of the term has elapsed. Students are not allowed to drop courses after the drop deadline. Drop dates are posted in the Registrar's Office, on the SCC website at <https://www.sccsc.edu> and on the Student Registrar's Office page in the SCC portal.

## **Emergencies**

### **Accidental Injury & Illness**

In case of an accident, students are to seek out medical treatment they feel necessary. The College does not provide emergency supplies or a first aid room. First aid kits are available in divisional offices, laboratories and shops for treatment of minor cuts and injuries. Injuries occurring at any Spartanburg Community College campus sites should be reported to the SCC campus police at (864) 592-4911.

While it is impossible to address every conceivable injury or illness, the following procedure should be used to address a medical problem beyond a minor cut, injury, or illness:

- Check the scene to make sure the scene is safe.
- Call or instruct someone else to call Campus Police and convey the following information: the nature of the illness or injury; the location of the ill or injured person; a description of the person, including approximate age, race, and sex; a description of the person's medical symptoms or complaints; and, if known, a description of the person's activities prior to the onset of the symptoms or complaints.
- In the case of life threatening or other serious injury or medical condition contact local emergency services immediately by calling 911, then notify (or have someone else notify) Campus Police.
- Remain or ask someone to remain on the line with the Campus Police Officer and/or 911 dispatcher in case follow-up information is necessary.
- Render any immediate first aid you are qualified to provide. Do not move injured persons unless a life-threatening condition such as a fire exists.
- Remain or instruct someone to remain at the scene as long as necessary to assist Campus Police and/or other responding personnel. Upon the student's return to the College, he/she must complete an insurance claim form, available in the Shipping and Receiving office and

submit invoice(s) received for treatment sought relating to the accident. The completed insurance claim form and invoice(s) will be submitted, for claim determination, to the insurance carrier by the office of Shipping and Receiving.

## **Health Services**

The College does not provide comprehensive health services. In emergency situations, responding campus security may provide first aid until local emergency first responders arrive on site. Contact campus security at (864) 592-4911 or ext. 4911 if using a College campus phone for assistance as needed.

## **Insurance**

The College carries an accident insurance policy that covers students while on campus, traveling directly and uninterrupted between home and scheduled classes, and while participating in activities sponsored and supervised by the College. Coverage excludes accidents that occur as a result of participation in organized sports. Maximum benefit coverage includes \$5,000-medical expenses; \$5,000-accidental death; \$5,000- dismemberment. Injuries should be reported to the campus police office within 48 hours of the accident. Insurance claim forms are available in the office of Shipping and Receiving. The premium for student insurance coverage is included in tuition and fees for all registered students.

## **Reporting Crimes, Emergencies**

SCC's campus police office furnishes handheld radios to all officers on duty at the College. Potential criminal actions and other emergencies can be reported directly to the officers on duty by dialing campus extension 4911 at the Giles Campus, extension 2711 at the Cherokee Campus, extension 4050 at the Downtown Campus, or extension 6208 at the Tyger River Campus. You can also activate any emergency call-box on the Giles Campus. All crimes and emergencies should be reported to campus police or security, who will report to the appropriate agencies.

## **Evaluation of Instruction**

Students will have the opportunity to evaluate anonymously the instructional process on a regular basis. Evaluations will be used to improve instruction, instructional materials, and instructional settings. Each semester, students will be given the opportunity to evaluate all courses in which they are currently enrolled (except for courses with a one-to-one student/teacher ratio, independent study, and Cooperative Work Experience [CWE]).

Evaluations will be made available online to students in the SCC Portal after the drop deadline for the class term using our SmartEvals online evaluation system. Email notifications and reminders will be sent to students when the surveys are available. Results will automatically be collected, tabulated,

and made available to faculty and supervisors after grades have been submitted at the end of the term.

As part of this evaluation, students rate their satisfaction with their courses and instructors. If you do not have an opportunity to complete an evaluation for a class, please contact Susan Moore, Director of Instructional Support at [moores@sccsc.edu](mailto:moores@sccsc.edu), (864) 592-4485, or send an email to [smartevals@sccsc.edu](mailto:smartevals@sccsc.edu).

## **Faculty and Staff**

Refer to the SCC catalog for a list of faculty and staff. An online version of the SCC catalog is available on the SCC website at <https://catalog.sccsc.edu>.

## **Final Grade Review**

Course grades are final when entered into the database by the instructors. A student may request a review of a final grade if he or she believes the instructor erred in assigning the grade. The Registrar's Office will adjust the student's transcript if the review confirms that an error was made. The student must request the review by the last day of the following full term.

## **Financial Aid Information and Veterans Benefits**

SCC provides financial aid to eligible students. Financial aid information is available in the FA Office, through the student portal and on the college's website at: <https://www.sccsc.edu/admissions-aid/financial-aid/apply-fa/>.

The following financial aid programs are available at SCC:

- Federal Pell Grant (FPELL)
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Federal Work Study Program (FWS)
- South Carolina Need Based Grant (SCNBG)
- Federal Direct Student Loans
- South Carolina Teacher Loan (SCTL)
- LIFE Scholarship
- S.C. Palmetto Fellows Scholarship per CHE (SCPFS)
- Lottery Tuition Assistance (LTAP)
- Scholarships
- SC WINS
- Live to Chase Free Tuition Initiative (LCI2)

## **Veterans Assistance**

Spartanburg Community College is approved by the State Approving Agency for training of the following:

- Service persons; veterans; dependents and reservists under Title 38, U.S. Code of Federal Regulations.
- The following VA educational benefits:
  - Active Duty Educational Assistance Program (Chapter 30), Selected Reserve Educational Assistance Program (Chapter 1606), Survivors and Dependents (Chapter 35), Vocational Rehabilitation (Chapter 31) and the Post-9/11 Veterans Education Assistance Act of 2008 (Chapter 33). The U.S. Department of Veteran Affairs is the only agency that can determine eligibility for and award this benefit. To determine eligibility, call the VA Regional Office at (888) 442-4551. Then, contact SCC's office to obtain the appropriate forms for certification.

## **Satisfactory Academic Progress (SAP)**

Students receiving financial assistance through a federal program or S.C. Need Based Grant must be making satisfactory academic progress toward a degree, diploma or certificate. The Financial Aid Office must monitor the progress of all students to ensure that they are making satisfactory progress toward completion of their program. This policy is in addition to the academic standards required by the College. The cumulative review determines the student's eligibility for financial assistance based on his or her academic history. Whether the student has received financial assistance previously is not a factor in determining eligibility. The SAP statuses are "re-evaluated" after each enrolled semester. Students who fail SAP requirements for either financial aid warning, suspension or maximum time-frame are to be notified via their SCC email account. The complete policy is in the SCC catalog and is available in the Financial Aid Office as well as on the college's website at <https://www.sccsc.edu/admissions-aid/financial-aid/apply-fa/sap>.

## **Communication With Students**

The majority of communications from the Financial Aid Office will be sent to SCC student email accounts. Students must review their email and announcements regularly through MySCC Portal to ensure they have the latest information about their financial aid status.

## **Student Refund/Withdrawal Federal Return of Funds**

It is the policy of Spartanburg Community College that students or sponsoring agencies/ programs receive a fair and equitable refund of tuition charges if a student withdraws from a term or a full-time student reduces the number of credit hours to below 12 credit hours. Federal financial aid recipients are defined as those students who receive Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), and Federal Direct Loans. Institutional costs include tuition, fees and charges made in the Book Inn using federal financial aid.

## I. Official Withdrawal

Official term withdrawal is defined as a student's formal notification of his or her intent to withdraw from all courses for a term. A student's withdrawal date is defined as the actual date the student submits information to Registrar's Office to drop a course or courses. To officially withdraw from a course or courses, a student must provide official notice to Registrar's Office electronically or in person.

A federal financial aid recipient who does not officially withdraw from a term is considered to be withdrawn if he or she does not complete all days he or she is scheduled to complete within a payment period or abandons all courses. The last day of academic attendance or attendance at an academically-related activity will be used for calculating the amount of aid to be returned to the federal government based on Section III, and the student will not be eligible for a refund based on the College's refund policy as outlined in Section II.

A student is not considered to be withdrawn from a term if at the time the student drops the last class in a term he or she submits written confirmation stating he or she will attend a later start term in the same payment period (semester).

## II. College Refund Policy

To receive a refund of tuition and eligible fee charges, a student must officially withdraw from the College as outlined in Section I or reduce the number of credit hours to below 12 credit hours. A federal financial aid recipient who is eligible for a refund will have the refund amount applied toward the amount the student owes the College based on the return of funds policy outlined in Section III.

**The refund percent is based on the date the completed add/drop/withdrawal form is received by the Registrar's office.** Institutional charges for a semester will be refunded at the following rate:

### FALL TERM AND SPRING TERM

REFUND PERCENT	WITHDRAWAL OR NET REDUCTION OF CREDIT HOURS
100%	1st - 8th calendar day of the term

If the calculated refund dates fall on a day that the College is closed, the date will be moved forward to the next day the College is open.

The number of calendar days used to calculate refunds will be pro-rated for terms that vary in length from the traditional term, including Summer.

A federal financial aid recipient who withdraws from a term and is eligible to receive a refund will have the refund amount applied toward the outstanding debt the student owes the College based on the return of fund procedure outlined in Section III.

Non-federal financial aid recipients will have the refund amount returned to the sponsoring agencies/programs in the following priority, not to exceed the awarded amount:

- Private (Alternative) Loan
- Sponsorships
- Tuition Waivers
- SCC Scholarships
- Outside or Community Scholarships
- Life Scholarship
- S.C. Need Based
- Other aid or assistance
- Lottery Tuition Assistance
- SC WINS

Financial aid recipients who are eligible at the time of disbursement and later reduce the number of credit hours during the refund period will receive a tuition refund. A student's satisfactory academic progress and future eligibility for financial aid programs will be based on the number of credit hours enrolled at the time of disbursement.

### **III. Return of Federal Financial Aid**

A student's federal financial aid eligibility must be recalculated for students who withdraw, drop out, are dismissed or take a leave of absence prior to completing 60 percent of a term. A student enrolled in at least one class during the full term will have the recalculation for all classes based on the date for the full term.

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

- Percent of earned aid = Number of calendar days attended in the semester divided by total number of calendar days in the semester

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

Aid to be returned - (100% - percent of aid earned) X the amount of federal financial aid disbursed.

The amount of aid to be returned is the responsibility of the College and the student. However, the student will be responsible for repaying the College for the amount that the College was required to return on his or her behalf less any refund that the student is eligible for under Section II. Therefore, a student who does not complete at least 60 percent of a term will owe a repayment to the College and/or the federal government for the amount of unearned federal financial aid.

A student who owes the College may not be permitted to register for a subsequent term or obtain an official academic transcript until the debt is paid. Payment should be made to the Business Office. A student who owes the federal government may be reported to the U.S. Department of Education and be required to provide documentation of a satisfactory payment arrangement before federal or state financial aid eligibility is restored.

## Fire Drills

Fire drills will be held periodically without advance notice. Fire alarm boxes are strategically located throughout the College. When a fire alarm is engaged, these evacuation procedures should be followed:

- All persons leave the building at the sound of the alarm.
- Students should leave by the nearest designated exit and assemble in the designated area, a minimum of 100 feet from the building and wait for notice to return to class. **DO NOT GO TO VEHICLES.**
- The instructor should secure windows and doors before leaving, if safe to do so.
- All traffic should move to the right of the hallways in all buildings.
- Students should be cautioned not to run or shove when exiting.
- All instructors should inform their students of the fire exit plan at the beginning of a semester and periodically thereafter.

Additional details can be found in the Emergency Response Guide on the SCC website at <https://www.sccsc.edu/students/safety/index.php>

## Fundraising Projects

Only currently established and registered student organizations may apply to conduct approved fundraisers on any SCC campus. Student organization representatives must complete a fundraising request form and meet all applicable requirements and deadlines. Forms and guidelines are available in the Student Life Office, Jack A. Powers Building, C-Wing, on the Student Life portal page, the Student Organization Handbook and with all campus club/organization advisors. Instructions for advertising campus fundraisers will be shared with the submitter upon final approval. Individuals and groups interested in advertising community fundraising projects to SCC students should contact the Office of Student Life at [studentlife@sccsc.edu](mailto:studentlife@sccsc.edu) or (864) 592-4424 for more information.

## Grade Point Average

1. Multiply credit hours attempted by grade points\* or quality points for course points.
2. Add credit hours attempted for the total credit hours attempted.
3. Add course points for total course points.
4. Divide total course points by total credit hours attempted for GPA.

### Example:

COURSE	CREDIT HOURS	COURSE GRADE	GRADE POINTS	COURSE CREDIT X GRADE POINTS	COURSE POINTS
BIO 101	4	B	B = 3	4 x 3 =	12
ENG 101	3	C	C = 2	3 x 2 =	6
<b>TOTAL CREDIT HOURS</b>	<b>7</b>	<b>TOTAL COURSE GRADE POINTS</b>			<b>18</b>
<b>COURSE GRADE POINTS (18) divided by CREDIT HOURS ATTEMPTED (7)</b>					<b>= 2.57 GPA</b>

## Repeated Grade Policy

If a student repeats a course, both grades will remain on the transcript. Only the highest grade obtained for the course will be used to calculate the grade point average. In determining satisfactory academic progress, the financial aid office must count all course work completed. A student may repeat a course but the repetitions will count toward the length of eligibility.

## Grading System

Spartanburg Community College uses the following system of grades:

Grade	Description	Quality Points	Used in GPA Calculation	Credit Hours Awarded
A	Excellent	4	Yes*	Yes
B	Above Average	3	Yes*	Yes

Grade	Description	Quality Points	Used in GPA Calculation	Credit Hours Awarded
C	Average	2	Yes*	Yes
D	Below Average	1	Yes*	Yes
F	Failure	0	Yes*	No
W	Withdrawn	0	No	No
E	Exempt	0	No	Yes
I	Incomplete	0	No	No
AU	Audit	0	No	No
TR	Transfer Credit	0	No	No

(TR, TA, TB, TC)

\* Zero-level transitional studies course grades are not used in grade point average (GPA) computation.

\*\* An "I" grade is given by an instructor when it is appropriate to allow a student the opportunity to complete required course work after the term has officially ended. An "I" grade may be given only when the instructor determines that unusual and extenuating circumstances beyond the student's control prevented completion of the course during the term. A student receiving "I" grade should outline a plan for the submission of work with the instructor. The student must complete outstanding work at least one week prior to the last day of the next full term (fall, spring, summer) in order for the instructor to have adequate time to grade the work and submit the final grade before the deadline. The instructor must submit a grade change from "I" to a standard grade (A, B, C, D or F) by the end of the working day on the last day of the subsequent full semester. Otherwise, the "I" grade is changed automatically to an "F." In some programs, students may be required to complete outstanding work in a shorter period of time to continue in the program. The date of the completion, in this case, is to be determined by the instructor and the records office will enter the date. Completion dates assigned are not to extend the past subsequent term.

## Graduation

To be eligible for graduation from Spartanburg Community College, a student must fulfill the following:

- Apply for and be accepted into the program in which he or she is applying for graduation.
- Complete all program course requirements in the applicable catalog. A student must complete a minimum of 25 percent of the total hours required in the program through instruction by the College.
- Earn a grade point average of at least 2.0 in the courses applicable toward graduation.

- Resolve all financial obligations to the College and return all materials.
- Make formal application for graduation in the registrar's office or online by the publicized graduation deadline date.
- Obtain graduation approval from the Registrar's office.

The graduation ceremony is held once a year in May. Awards (degrees, diplomas, certificates) will be available for pickup during the advertised dates in the Registrar's Office. Awards that are not picked up will be mailed.

## **GRADUATION CEREMONY**

Graduation exercises are held after the end of spring semester. Students may apply for graduation during the term they intend to graduate. Students expecting to complete graduation requirements during the summer term should apply for summer graduation during the spring term in order to participate in graduation ceremonies.

Students who complete graduation requirements in the fall semester may participate in graduation exercises the following spring. Awards (degrees, diplomas, certificates) will be mailed to students during the advertised dates set by the Registrar's Office.

## **HONOR GRADUATES**

Prospective graduates with a program GPA of 3.5 at the end of the term prior to graduation will be considered honor graduates.

## **Identification Cards**

Students are required to have a current student identification card and are required to present the card to any campus official, including campus police officers, upon request. Identification cards are available to currently enrolled students and are available in Admissions at no cost to the student. Students must present a course schedule for the current term to receive an identification card.

## **Lactation Support**

The College provides clean, private rooms for students, employees and guests having a necessity to express breast milk while in the campus community. The lactation rooms are available on a first-come, first available basis. The contact information to gain access to building specific room is posted on or near the door of that room. The campus, building, and room locations are:

- Giles: Ledbetter Building, room 285
- Cherokee: L. Hoke Parris Building, room 119
- Downtown: Evans Academic Center, room 229
- Tyger River: Tyger River Building, TRB 322 and BMW 108

- Union: room 118

## Library

The SCC Library helps students reach their academic, personal, and professional goals by providing access to high-quality, relevant information resources and through an information literacy program that teaches students how to find, evaluate, and use information appropriately.

The Library provides:

- Access to books, eBooks, journals, magazines, research databases, videos, and select materials for student success such as calculators, anatomical models, and in-house textbooks (see our website for full details).
- Assistance with research assignments, formatting, citations, and computers usage. Assistance is available in-person at any of our locations, by phone, or via our Ask-A-Librarian email/chat/text service.
- A supportive learning environment, where students have space to study and work, as well as access to equipment such as computers, printers, etc.

Please note: Your SCC Student ID card serves as your library card, and it is required for some services.

The Library's three locations are:

- Giles Campus, first floor of the Library Learning Resource Center
- Cherokee County Campus, first floor of the Peeler Academic Building
- Downtown Campus, second floor of the Evans Academic Center

Also, see our website for library services provided at Tyger River and Union Campuses, as well as for Distance/Virtual Learners.

Each campus features reading/work space, study rooms, computers, scanners, AV equipment, photocopier, and print collection, as well as access to a large electronic collection of databases and eBooks (SCC log in required). Print materials at each campus are geared towards each campus' needs; however, materials may be requested for next-day transfer between any SCC campus. Materials that the SCC library does not own may be borrowed from partner libraries across the state and the country, via our various consortium memberships.

For further information regarding the Library's services or resources, including operating hours, please visit the Library's website at <https://libguides.sccsc.edu/home>; email [askalibrarian@sccsc.edu](mailto:askalibrarian@sccsc.edu); or call (864) 592-4764 or 1-866-542-2779.

## Lost and Found

The College operates a lost and found service, located in the campus police office.

- Giles Campus - Campus Security
- Cherokee County Campus - Library
- Tyger River Campus - Campus Security
- Downtown Campus - Joan Fisher
- Union Campus - Receptionist

## **New Student Orientation**

SCC's New Student Orientation (NSO) is a valuable tool that introduces students to the variety of programs, support services, resources and campus locations available at the College. NSO is required for all new and re-enrolling students. Students are able to fulfill this requirement by attending an in-person option prior to the start of classes or by completing a virtual orientation. The virtual NSO is available via your MySCC Portal account. To access NSO, students should visit the SCC website at <https://www.sccsc.edu>, click on MySCC Portal and log in using their student user name and password. Under Student Resources, click on Online New Student Orientation (NSO).

## **Payment of Fees**

### **Payment Due**

All tuition and fees are payable before scheduled deletion dates, or if registration occurs after the deletion date, before the first day of classes. A student may not attend class until financial obligations are resolved. All equipment, library books, and other college-owned property must be returned when due. A student's academic award (degree, diploma, or certificate) and transcript will not be released until all fees are paid and college-owned property has been returned. A 2.95% convenience fee will be added to each debit or credit card tuition payment transaction. There is no fee for e-check payments.

### **Payment Methods**

The College accepts cash, first-party checks, e-checks, money orders, and cashier's checks for payment of all fees. Students may also charge fees to American Express, VISA, MasterCard and Discover credit or debit cards. Credit and debit card and e-check payments may be made online via Self-Service. A 2.95% convenience fee will be added to each debit or credit card transaction payment. A \$75 late registration fee will be assessed for registration done after scheduled deletion date.

### **Returned Checks**

The College assesses a \$25 service fee per occurrence on all checks returned by the bank for any reason. The service fee is in addition to any fee charged by the bank. Checks are not sent to the bank a second time. Dishonored checks are sent to the Magistrate for collection after fourteen days.

Students will be placed on restriction from classes for non-payment. Checks will not be accepted from students who have written more than two non-sufficient checks.

## **Sponsorship**

Tuition may be billed to a sponsoring business. This sponsorship must be supported by a letter on company letterhead or a company purchase order and is subject to verification by the College. Sponsorship documentation must be received in the business office for each academic term.

## **Tuition Payment Plan**

Students may apply for a tuition-only payment plan. Students must not have an outstanding debt from a prior term.

Spartanburg Community College's tuition payment plan requires a \$30 non-refundable handling fee in advance, along with the first payment before the scheduled deletion date or the start of class. The remaining balance is payable in two payments on dates determined according to the academic calendar and included in the agreement.

A \$50 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 amounts of the payments and due dates of the payments are pre-determined and are not negotiable.

## **Peaceful Assembly**

Spartanburg Community College supports students' rights to freedom of speech, peaceful assembly, and the right to petition within the parameters of the guidelines for peaceful assembly.

### **Purpose/Reason for Guidelines:**

To outline the conditions under which students may express their rights of free expression within a community of scholars and citizens who choose to respect one another's perspective, autonomy, and safety.

### **Scope/Covered Persons:**

All members of the Spartanburg Community College

## **Guidelines for Planning a Peaceful Assembly**

The purpose of this procedure is to provide direction for Spartanburg Community College students or student organizations to organize peaceful assemblies on campus. Those who are interested in planning a peaceful assembly on campus must submit a notification by completing a Peaceful Assembly form with the SCC Campus Police Department. The Chief of Police will review the application and begin the implementation process by utilizing the criteria as outlined in the guidelines for peaceful assembly.

The event must be presented in writing, and all aspects of the activity must be detailed. Considering that there may be times when a student or student organization plans an activity that quickly responds to a current event, students or student organizations must adhere to this policy. The SCC Campus Police Department will make reasonable efforts to accelerate its review; however, such accelerated reviews will occur on a case-by-case basis in a manner that is consistent within the guidelines for peaceful assembly.

Out of concern for the general health, safety, and welfare of students, faculty, staff, alumni, and guests, organizers should contact the Office of Student Engagement to assist with planning for the safety of those engaged in peaceful assembly and those who choose not to participate. The Dean of Students Engagement can also assist with identifying spaces for individuals and groups interested in engaging in peaceful assembly. Campus Police is required to ensure that the rights of all concerned are protected. Notification helps to ensure the safety of all participants and community members. You may contact the Office of Student Engagement for further assistance.

Whenever appropriate, the SCC Campus Police, with the assistance of the Dean of Student Engagement, will designate clearly marked areas for protests or demonstrations.

Examples of peaceful assembly include (please note that this is not an exhaustive list):

- **Demonstration:** A large group of people, usually gathering for a political or social cause. It usually includes a group march, ending with a rally or a speaker. A demonstration is similar to a protest in that they both can use the same or similar methods to achieve goals. However, demonstrations tend to be more abrasive and spontaneous, whereas protests tend to be more organized.
- **March:** A walk by a group of people to a place in order to express an objection with any event, situation, or policy.
- **Protest:** A protest is a way to express objections with any event, situation, or policy. These objections can be manifested either by actions or by words.
- **Vigil:** In observance of commemorative activity or event meant to demonstrate unity around a particular issue or concern, and/or to promote peace and prevent violence.

## Procedure for Planning a Peaceful Assembly

Prior to sponsoring a peaceful assembly, a group or organization must submit in writing a notification at least 48 hours in advance of any activity to the SCC Campus Police. The SCC Campus Police Department may require further notice based on the scale of the event.

Considering that there may be times when a student or student organization plans an activity that quickly responds to a current event, students or student organizations must adhere to the guidelines for peaceful assembly. The SCC Campus Police Department will make reasonable efforts to accelerate its review; however, such accelerated reviews will occur on a case-by-case basis in a manner that is consistent within the guidelines for peaceful assembly.

The notification form should include the location on campus where the event will be held, the proposed date and time, the event's purpose, and the estimated number of participants. Based on the scope of the assembly, other security requirements may be required by the SCC Campus Police Department after reviewing the notification. If the proposed event is a march, the supporting group must attach a route the participants plan to take on campus.

The Chief of Police or designee will review the notification within one working day of its submission and meet with the individual(s) prior to the peaceful assembly. The meeting will cover logistics, including safety and security issues, the use of materials for the assembly, and the potential for disruption to the College. Upon notification of a proposed activity, the Chief of Police will inform the V.P. of Strategic Innovation. The V.P. of Strategic Innovation will communicate approved activities in writing (with a clear description of the event) to the Office of the President, Provost, and the President's Cabinet.

Sponsoring organizations and their representatives are responsible for ensuring that there will be no disruption of College activities, business or events, programs or services. This includes, but is not limited to:

- The free passage of pedestrian and vehicular traffic around campus at all points.
- No persons or group shall block the entrances or exits to any building.
- Use of amplified sound which will not disrupt College business.
- Signs and posters are permitted; sticks, poles, or any object attached to signs or posters that can be used as a weapon are strictly prohibited.
- Activities that might disrupt the campus environment will not be allowed or encouraged.
- Respect for and adherence to all policies and procedures regulating on-campus events.
- In the event the demonstration or march moves outside of the confines of campus, the supporting organizations will be responsible for obtaining all permits and notifying law enforcement authorities responsible for that jurisdiction.
- Any official statement or request from the media will be handled by the Office of Marketing.

## **Compliance with School Officials**

Everyone is expected to comply with the directions of College officials who are acting in accordance with the performance of their duties. Failure to do so is a violation of the Student Code of Conduct, and is subject to sanctions as outlined in the Student Handbook. If a demonstration or activity interferes with normal College activities and/or functions, participants will be asked to disperse. Failure to comply will result in the appropriate sanctions. Other activities prohibited included but not limited to:

1. Excessive noise, which interferes with classes, College offices, community neighbors, or other campus and community activities is prohibited.
2. Unauthorized entry into or occupation of a private work area;
3. Conduct that restricts or prevents faculty or staff members or student employees from performing their duties, including interruption of meetings, classes, or events;
4. Failure to maintain clear passage into or out of any College building or passageway, and/or work space;
5. Failure to disperse when a building, office, or campus space is closed;
6. Other conduct that disrupts the normal operations of the College;
7. Vandalism includes graffiti or destruction of college property, which could also lead to criminal charges.

An event held without adhering to this peaceful assembly process could result in appropriate sanctions as outlined by the Student Code of Conduct. It is important to note that the organizer of the peaceful assembly is equally responsible for the safety and security of every participant and college property and can be held liable for any infractions.

## **Program Change Process**

SCC students who want to change their program of study must complete the process outlined below.

- All program changes will be effective for the next semester of enrollment. Program changes cannot be made after classes have started for the full term.
- Obtain and complete an SCC Request for Program Change form from The Advising Center at the Giles Campus, the Academic Advising Student Portal Page, or any admissions office at any SCC satellite campus.
- Students must make an in-person appointment to complete the process.
- Meet with an academic advisor (DLT 167) to discuss the change and obtain their signature.
- During the appointment, the student who wishes to change their program will take the form to financial aid to complete the back portion of the form and inform the student of any implications the change may cause their financial aid standing. A financial aid representative will sign the form.
- Submit the completed form to the Advising Center at the Giles Campus (DLT 167) or any admissions office on the SCC satellite campuses.

## **Readmission Requirements**

Students who are not enrolled at SCC for three consecutive semesters (including summer) and who wish to re-enroll must reapply for admission. Students who want to reapply to the same program must re-enter under the current catalog for their program. These guidelines may affect the applicability of previously completed credit hours for the program and the total credit hours needed for program completion.

Students who have attended another institution during the interim must have an official transcript sent to Admissions. Individuals with financial obligations to the College must resolve these obligations before they will be allowed to register for classes. Under certain conditions a returning student may qualify for Fiscal Forgiveness if s/he meets all eligibility requirements. Students interested in pursuing Fiscal Forgiveness should contact the Business Office for more information.

## **Records and Transcripts**

All inquiries about grades, transcripts and records should be directed to the Registrar's Office located in room 156 of the Dan L. Terhune Student Services Building, via email at [records@sccsc.edu](mailto:records@sccsc.edu), or by calling (864) 592-4681.

## **Directory Information**

The following directory information may be made available to the public by the College unless students notify the Registrar's Office in writing by the third week of the term that such information is not to be made available.

- Student's name
- Major field of study or program
- Dates of attendance (enrollment status - full-time, part-time)
- Awards earned
- Photographs

Transcripts and information not specified under "directory information" is released only with written permission of the student. The Family Educational Rights and Privacy Act, FERPA, protects the re-disclosure of personal information from a student's education records.

## **Record Changes**

To ensure proper record-keeping and mailing procedures, each student is required to report any changes in name or address to the SCC Registrar's Office.

## **Release of Student Information**

### **General**

Spartanburg Community College maintains accurate and confidential student records and recognizes the right of students to gain access to their academic records in accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974 (Buckley Amendment) and College policy. Amendments to FERPA under section 507 of the U. S. Patriot Act of 2001 also apply to the release of student records. Further information about access to student records is available in this book or online at [www.sccsc.edu/services/records/](http://www.sccsc.edu/services/records/).

## **Release of Student Records**

Transcripts are released only with written permission of the student. Students may request that copies of their transcripts be sent to individuals or institutions, or they may secure copies for their own use. SCC has authorized Parchment exchange to provide students and alumni with transcript ordering services via the internet. It is a secure and convenient way for students and alumni to submit requests 24 hours a day, 7 days a week from any location. The College does not forward transcripts received from high schools and other colleges, or provide copies of transcripts to the student.

A student has the right to review his or her own official record and may question any inaccurate or misleading information and request correction or deletion of that data from the files. If an error cannot be readily substantiated, the student may refer to the Student Grievance Procedure for due process procedures. If the grievance committee denies the student's request, he or she will be permitted to append a statement to the permanent record in question, showing the basis for their disagreement with the denials.

Parents of a dependent student have right of access to that student's record, provided they can show proof of dependency (according to Internal Revenue Code of 1954) and sign the appropriate affidavit, available in the Registrar's Office. Acceptance proof is the parents' most recent federal tax return.

## **Student Recruiting Information**

The Omnibus Consolidated Appropriations Act 1997, which includes the Soloman Amendment, requires institutions receiving Title IV Campus-Based Funds to report the following directory information on students 17 years of age or older, upon request, to the military:

- Name
- Academic major
- Address
- Degrees received
- Telephone listing
- The educational institution in which the student most recently was enrolled
- Date and place of birth
- Level of education

If a student desires that the above information not be released, he or she should request a non-disclosure form in the Registrar's Office within the first five days of the term.

## **Registration and Operation of Motor Vehicles on Campus**

The use of a motor vehicle on campus property is a privilege available to all students and employees. The College reserves the right to suspend such privileges if it believes such action is justified. Parking and traffic rules, regulations, and restrictions are necessary for the safety and convenience of each person in the College community. Campus authorities may search vehicles and their contents if there

is a reason to believe that a search would result in evidence of a violation of college rules. Owners/operators must provide access to a vehicle when required by proper authority. Traffic and parking regulations are enforced 24 hours a day, unless otherwise stated.

The following instructions contain basic procedures for the guidance of all persons who operate a motor vehicle on the SCC (Spartanburg Community College) campus:

## Vehicle Operation

SCC has a campus-wide speed limit of **15 MPH**. Drivers operating a motor vehicle at speeds over **15 MPH** may be ticketed for speeding or charged with reckless driving as a disciplinary offense. Drivers are expected to operate a vehicle appropriately commensurate with the weather and road conditions and to obey all state traffic signs and traffic laws.

No person should ride outside the passenger compartment of a motor vehicle on campus (i.e., in the back of pickup trucks, on fenders, hoods, etc.). Drivers and passengers in violation may be charged with reckless activity as a discipline offense.

The driver of any vehicle on campus property shall obey all lawful instructions of any Campus Police Officer and/or any official traffic sign (unless otherwise directed by an officer). Drivers are required to stop their vehicle upon request or signal by any Campus Police Officer. Drivers who fail to stop when signaled may be ticketed and charged with failure to comply with instructions of a college official as a disciplinary offense.

## Parking

The definition of "park" for the College is the standing of a vehicle, regardless of the amount of time and whether occupied or not.

The College provides parking spaces for students and visitors but does not assign any individual parking spaces for students or employees. At times, students may have to walk several hundred yards from a parking space to a building, and students should consider this and allow plenty of time to get to class upon arrival on campus.

All parking spaces are available on a first-come, first-serve basis. Students are required to park in the appropriate designated student parking spaces.

Parking/traffic citations will be issued when Campus Police determine if necessary. It is at the Campus Police Officer's discretion if a warning or a citation will be issued. If a vehicle parks in violation of the rules and regulations and does not receive a citation, it does not constitute that the rules and regulations are no longer in effect.

Parking exceptions may be made due to special events prearranged by the College for college business. Campus Police reserves the right to have any student, employee, or visitor relocate their

vehicle for any reason. Failure to comply with such requests can result in a citation and/or tow at the owner's/operator's expense.

Parking/driving on grass and parking on any sidewalk, except for authorized personnel, is strictly prohibited.

Motor vehicles, boats, and trailers may not be stored on campus property. Vehicles parked on campus property without the College's permission or abandoned vehicles parked on campus property for longer than 72 hours will be towed at the owner's/operator's expense.

Vehicles blocking traffic on campus, parked where it impedes the operation of emergency services and equipment, or those in violation of campus traffic regulations may be towed from campus at the owner's/operator's expense.

If your vehicle breaks down and is parked in violation of the rules and regulations, immediately notify Campus Police. Reasonable efforts should be made to move the vehicle from its position so that it is no longer in violation of the rules and regulations, which may include having the vehicle towed at the owner's/operator's expense.

Please check with the Campus Police if you are unsure about any parking areas or issues. Campus Police and Security is available 24/7.

## **Designated Parking Areas**

Designated parking areas are observable by coloring and/or lettering displayed in the parking space. Additional markers, such as parking signs or painted lines on the pavement/curb, might also be displayed.

- White - Students and Visitors
- Blue - Handicap/Campus Safety
- Green Lines - Faculty and Staff/No Student Parking
- Yellow Curb - Reserved for Vendors & Maintenance Vehicle

## **Restricted Parking Areas**

Students may park only in marked spaces that are not restricted and within the parking space lines. Violators will receive parking citations and the vehicle may be towed at the operator's/owner's expense. The following areas are considered restricted parking:

- Handicap parking spaces (to be utilized by handicapped individuals only)
- Campus Police parking space
- Faculty and Staff parking spaces
- Any curb or space painted red (Fire Lane), yellow (Reserved)
- In front of any dumpster or fire hydrant
- Lawns and other grassy areas

- Any sidewalk
- Any location not specifically marked for parking to include curbing

The absence of a "No Parking" sign or a yellow/red painted curb does not indicate parking is automatically permitted.

Vendor vehicles, with prior authorization from a college official and Vendor Parking Pass, may temporarily park in yellow painted curb areas.

Campus Police will at times close off certain parking areas or individual parking spaces. These temporarily restricted areas will be marked with orange traffic cones or traffic barriers. **No person is authorized to move these traffic cones/barriers, including to park in a blocked parking space or drive through an area already blocked off.** Moving any traffic cone/barrier will result in a citation.

## Vehicle Registration for Students

All motor vehicles, including motorcycles, used on campus must be registered with Campus Police. You must register your vehicle within the first two weeks of your first semester. Decals to registered vehicles will not be transferred over each academic year. Any changes to a vehicle's registration (such as a new license plate) needs to be shared with Campus Police as soon as possible. Registration can benefit students by helping Campus Police locate owners of vehicles when necessary and towing when possible.

Parking decals will be issued as proof of registration. By accepting a parking decal, any student acknowledges and agrees to abide by all traffic and parking rules and regulations. Students also agree to be financially responsible for any citations issued to the registered vehicle. If you trade vehicles, you should notify Campus Police to register and receive a replacement at no cost. You are responsible for keeping the parking decal in maintainable condition. Parking decals may not be altered in any way.

Students are prohibited from having two or more decals registered to one vehicle. Vehicles which are not properly registered may result in the loss of privileges to use a motor vehicle on campus for the academic year. All decals are to be positioned on the outside of the rear windshield on the lower left hand corner of the registered vehicle, or the rear bumper if no rear windshield is available on the vehicle.

## Temporary Parking Passes

Temporary parking passes may be issued through Campus Police and are available to visitors, vendors, students, faculty, and staff. Students, faculty, and staff driving a vehicle different to what is already registered with Campus Police must have a temporary parking pass. The temporary parking pass must be displayed on the front driver side dashboard face up and clearly visible and unobstructed.

Students, Faculty, and Staff with a new vehicle that does not have a state issued license plate will need to obtain a temporary parking pass. When a state license plate is issued to the new vehicle, the vehicle's registration will need to be brought to the Campus Police Office so a parking decal can be issued.

Temporary parking passes are available 24/7 through Campus Police and are free of charge.

## Vendor Parking Passes

Vendor parking passes will be available at the Campus Police Department. The passes must be placed on the front dashboard of any vendor-owned vehicle.

## Violations and Fines

A cited vehicle's operator and/or vehicle's registrants will be held accountable for any violation of traffic and parking rules and regulations. Fines should be paid at the Campus Police Office within 10 days. Failure to pay any fine after 10 days will result in each fine incurring a \$10 increase.

Outstanding fines will be placed on the student's College account. Students with outstanding fines will not be able to register for the next academic semester, and transcripts will not be released until the fine is paid in full.

Appeals for traffic and parking citations must be made within 10 days of receiving the violation and are to be submitted to the Chief of Campus Police.

Vehicle violations and incidents of a person receiving five or more citations in a single semester will be handled as a discipline violation.

**NOTE:** For the first offense for expired or no campus registration (parking decal), a written warning will be issued. The second offense will consist of a written citation with a fine. All fines must be paid at the Campus Police Department located on the Giles Campus.

Violation	Fine	After 10 Days
Expired or no Campus Registration (parking decal)	\$25	\$35
Parking in Faculty/Staff Area	\$25	\$35
Parking in No Parking Area	\$25	\$35
Parking in Roadway	\$25	\$35
Parking or Driving off Roadway	\$25	\$35
Improper Parking	\$25	\$35

Violation	Fine	After 10 Days
Blocking Traffic	\$25	\$35
Parking in Handicap Space	\$100	\$110
Parking in Fire Lane	\$25	\$35
Speeding or other Reckless Operation of a Vehicle	\$25	\$35
Driving/Parking on Lawn	\$25	\$35

The College reserves the right to revoke any driving or parking privileges on campus property for any student or employee, regardless of any fines that have already been paid.

## Tow Service

All vehicles towed by the College will be handled by a local insured towing company. If a tow service has been contacted to impound a vehicle, the owner/operator will still have to pay the tow fee regardless of the owner/operator arrives on scene prior to the towing company arriving/loading the vehicle. The owner/operator is responsible for any costs related to the tow and storage and for any damages incurred from the tow. The College has no control over the tow company's actions and is not responsible for any of the risks involved with the tow company's activities.

## Appeals

Any student receiving a citation for a violation of traffic and parking rules and regulations has the right to appeal to show that the citation was issued 1) in error or 2) without just cause. Any appeal is considered forfeit if made after 10 days from when the citation was issued. The appeal process is handled by the Chief of Campus Police. If the Chief of Campus Police issued the citation or a student wishes to appeal the Chief's decision, they may appeal to the Dean of Student Engagement.

If any appeal is filed within the 10 days from when the citation was issued, the Chief of Campus Police or Dean of Student Engagement (should the issues described in the previous paragraph exist) will review the citation and issue a ruling within 5 days. The Police Chief or Dean of Student Engagement may rule 1) in favor of the appeal and erase the violation and return the amount of the fine if it was already paid or 2) reject the appeal and uphold the citation. If the appeal is rejected and the violation still has not been paid, the student will have 3 days to pay the fine. Failure to pay any fine after 3 days will result in each fine incurring a \$10 increase.

## Parking on Public Roadways

Cars parked on the state roadways adjacent to the campus are subject to be ticketed by the Highway Patrol. The College has no control over state action in this area, so please do not park on state property adjacent to college property.

## **Security of Parked Cars**

Although the parking areas are patrolled by Campus Police and Security, complete security of property cannot be guaranteed. Therefore, do not leave cars unlocked and do not leave valuables inside the car. Ornate wheels and wheel covers, expensive stereo systems, purses, wallets and other items of value left in plain view are prime targets for thieves. The College assumes no responsibility for loss or damage to automobiles or contents of automobiles while parked on college property.

## **Motorcycles and Mopeds**

Motorcycles and mopeds must be registered and must be legally parked in marked spaces as with other motor vehicles. Campus Police may approve additional areas for motorcycles and mopeds, so check with the Campus Police Office if you operate a motorcycle or moped on campus. Motorcycles and mopeds are considered street transportation and for traffic violation purposes will be considered the same as a passenger car. A Campus Police Officer will assist in determining the proper placement for the decal.

Motorcycles and mopeds are not to be driven on or parked on any sidewalks.

## **Other Motor Vehicles**

The use of a motor vehicle other than a car, SUV, truck, motorcycle, moped, or bus (including ATVs, UTVs, tractors, golf carts, etc.) on campus property without the College's permission is prohibited. Any approved alternative motor vehicle must abide by the same traffic and parking rules and regulations. This does not include motor vehicles owned by the College conducting college business.

## **Bicycles**

Bicycles need not be registered. However, they must not be stored in the public areas of campus buildings. It is advised that you also obtain a bicycle lock to secure it in place whenever you are away from your bicycle. The College assumes no responsibility for loss or damage to a bicycle or its contents while on college property.

For information regarding this, please contact Campus Police (864) 592-4911.

## **SCC Foundation**

The Spartanburg Community College Foundation empowers students to chase their dreams by providing critical financial support throughout their educational journey. This support is made possible through the generosity of our staff, alumni, local businesses, private foundations, and individual donors-each gift creating opportunity, strengthening SCC, and helping to build a brighter future for our region.

Advancing the lives and careers of SCC students is at the heart of our mission. The Foundation provides scholarships, emergency assistance, and funds for textbooks and supplies-critical resources that support students in need and directly impact their ability to succeed.

By leveraging the power of our partnerships, we help Spartanburg Community College stay on the cutting edge-enhancing and expanding programs, supporting professional development for faculty and staff, and facilitating access to resources that enrich the student learning experience.

For more information, or to donate, contact the Foundation Team at [sccfoundation@sccsc.edu](mailto:sccfoundation@sccsc.edu).

## **SCCOnline**

SCCOnline, the College's online distance learning program, offers a variety of online courses (over 150 sections each semester) to students, as well as the Associate in Arts degree program and the Accounting Specialist certificate program completely online. Online programs are listed on the SCC website at (<https://www.sccsc.edu/academics/sconline/index.php>).

Online courses allow students to take classes at home or on the go over the Internet, while balancing work, family, or military obligations. Students do not meet together at a specific time, but do have deadlines for assignments, tests, and other activities. These classes are ideal for students who need a flexible schedule and are independent learners. Online courses have section numbers in the schedule of classes that end in "N."

Hybrid courses combine fewer on-campus class meetings with online learning. This provides the best aspects of online and in-classroom instruction. Hybrid courses have section numbers in the schedule of classes that end in "H." The on-campus meeting times are listed and attendance is required.

Synchronous courses meet live over the Internet at specific times using a student's computer, webcam, and microphone (USB headset strongly recommended). Like a traditional classroom course, there will be activities and assignments outside of the class meeting times, which will be completed online. Synchronous courses have section numbers in the schedule of classes that end in "S." The live meeting times are listed and attendance is required.

Flex courses meet at designated times, with some students in the classroom and others participating over live video with a webcam and headset. The instructor may rotate students between the two on a schedule or offer an option to attend only in-person or only remotely. Attendance is required at the time listed on the course schedule. Flex courses have section numbers in the schedule of classes that end in "F."

Courses offered by SCCOnline cover the same material as traditional courses taught in the classroom. Most SCCOnline courses require some proctored exams taken through the SCC Testing Center, other approved testing sites, or an online proctoring service. Online students have access to all student services, including virtual tutoring through the Rita Allison TLC, online books and research services through the Library, the Career Center, and Student Disability Services.

Some students choose to pursue an entire degree online, while others choose to take both online and on-campus courses to reach their educational goals. SCCOnline courses are included in the college course schedule, and the registration process is the same as the programs and courses offered on campus. Required textbooks, supplies, and technology for online courses may be ordered online through the Chaser's Bark Shop.

For more information about online course offerings and support for online students, visit the SCCOnline website at <https://www.sccsc.edu/academics/sconline/index.php> or contact the SCCOnline office at (864) 592-4961, toll-free 1-888-364-9080, or send e-mail to [sconline@sccsc.edu](mailto:sconline@sccsc.edu).

## **SCC Student Ambassadors**

SCC Student Ambassadors are currently enrolled students selected to represent and promote the College on campus and in the community throughout the academic year. Students are selected based on their academic standing, service, commitment, and desire to be actively involved in promoting SCC. Those interested in applying must complete an ambassador application found in your SCC Portal, maintain a minimum cumulative 3.0 GPA at SCC, and participate in an interview. For more information, contact the Outreach Office at (864) 592-4411 or visit the SCC Ambassador Portal page at [https://sccsc.sharepoint.com/sites/M\\_Info\\_Sites/Ambassadors](https://sccsc.sharepoint.com/sites/M_Info_Sites/Ambassadors)

## **Senior Citizens**

South Carolina residents who are 60 years of age or older may enroll tuition free on a space available basis. The student must comply with all admission criteria to include enrollment restrictions in certain classes and all other standards set forth by the College. Senior citizen tuition waivers waive the cost of the tuition. The student is responsible for the payment of all other fees assessed by the College at the time of registration as well as for the purchase of course materials, textbooks and supplies. Other fees include, but are not limited to, the application fee, enrollment fee, online course fee and lab fee. Fee waivers will only be considered for courses listed on the Senior Citizen Tuition Waiver form and only if processed during the senior citizen registration period which is scheduled on the Friday before the semester begins. Senior citizens who register prior to the senior citizen registration period assume all financial liability for any course registration. Students using the tuition waiver may not be forced into a closed course section. Information about senior citizen waivers can be found in the Registrar's office and Business Office.

## **Service Animals Procedure**

# SECTIONS

- I. Purpose
- II. Definitions
- III. Handler's Responsibilities
- IV. Student Rights
- V. Removal of Service Animal
- VI. Emotional Support Animals
- VII. Grievance Procedures

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.

## I. 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.

## II. DEFINITIONS

When used in this document, unless the content requires other meaning,

**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. Within Title II of the ADA is a provision allowing miniature horses as services animals provided they meet specific assessment factors outlined in 28 CFR 35.136(i) (2). The work or tasks performed by a service animal must be directly related to the individual's disability.

**Handler** - means the individual with a disability, as defined under federal and state law, who uses a service animal to perform a work or task directly related to the individual's disability. A handler may also be a personal care attendant who handles the animal for a person with a disability.

**Emotional Support Animals (ESA)** - means any animal providing emotional support, well-being, or comfort that eases one or more identified symptoms or effects of a

documented disability. Emotional support animals may also be referred to as comfort or therapy animals. Emotional support animals are not individually trained to perform specific work or tasks. Pets (as defined below) are not considered ESA.

**Pet** - means any animal kept for ordinary use and companionship that does not meet the definition of an ESA.

## **III. 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. If a service animal exhibits unacceptable behavior, the handler may be required to employ appropriate training techniques to correct the situation. 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.
  - To the extent possible, the handler should ensure that the service animal does not:
    - Display any behaviors or noises that are disruptive to others, unless part of the service being provided to handler.
    - Block an aisle or passageway to fire egress.

### **Vaccinations**

- Service animals should be vaccinated in accordance with state and local laws
  - Colleges may require proof that a service animal has any vaccinations required by state or local laws that apply to all animals.

### **Waste Cleanup**

- Cleaning up after the service animal is the sole responsibility of the handler. In the event the handler is not physically able to do so, he/she must hire someone to perform this task. The following are guidelines for animal waste cleanup:
  - The handler is required to take the animal to an appropriate area on campus (if applicable) for relief.
  - The handler should carry equipment sufficient to clean up the animal's feces or urine whenever the animal is on campus.
  - Properly dispose of waste and/or litter in appropriate containers.

## **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.
  - Costs associated with any damage to the campus facilities or properties resulting from the animal's behavior are the sole responsibility of their handlers.
  - The cost of care, along with maintaining the well-being of the service animal, are the sole responsibility of the handler at all times.
  - Any cost incurred for assistance with waste cleanup is the sole responsibility of the handler.

## **IV. STUDENT RIGHTS**

When it is not obvious what service an animal provides, only limited inquiries are allowed. Employees may ask two questions: (1) is the service animal required because of a disability, and (2) what work or task the service animal has been trained to perform. Employees cannot ask about the person's disability, require medical documentation, require a special identification card or training documentation for the service animal, or ask that the service animal demonstrate its ability to perform the work or task.

Allergies and fear of service animals are not valid reasons for denying access or refusing service to people using service animals. Each request for service animal use should be considered individually recognizing that documented student academic accommodations take precedence in determining any adjustments to access.

People with disabilities who use service animals cannot be isolated from other students, treated less favorably than other students, or charged fees that are not charged to other students without animals.

A person with a disability cannot be asked to remove his service animal from the premises unless: (1) the service animal is out of control and the handler does not take effective action to control it or (2) the service animal is not housebroken. When an animal is removed pursuant to this procedure, the college will work with the handler to suggest reasonable alternative opportunities to participate in college services, programs, or activities without the animal's presence.

## **V. REMOVAL OF SERVICE ANIMALS**

The following list identifies violations for which service animals may be subject to removal. The list is not all inclusive, but it reflects the categories of inappropriate behavior and provides examples of prohibited behaviors:

- Handlers will be asked to remove any animal if it is out of control and the handler does not take effective and immediate action to control it. If the out of control behavior happens repeatedly, the handler may be prohibited from bringing the animal into college facilities until the handler can demonstrate that significant steps have been taken to correct and control the behavior.
- A handler may be directed to remove an animal that is not housebroken.
- An animal that poses a direct threat to the health or safety of others that cannot be reduced or eliminated by reasonable modifications is not permitted on campus. A handler may be directed to remove an animal that the College determines to be a substantial and direct threat to the health and safety of individuals. This may occur as a result of a very ill animal, a substantial lack of cleanliness of the animal, or the presence of an animal in a sensitive area like a certain laboratory, health science facility, food service program, or mechanical or industrial area.

## **VI. EMOTIONAL SUPPORT ANIMALS**

Emotional Support Animals that are not trained service animals are not allowed to accompany persons with disabilities on college campuses. Emotional support animals are not individually trained to perform specific work or tasks. Providing emotional support, well-being, or comfort does not constitute "work" or "tasks" for the purposes of the definition of "service animal." Therefore, an ESA is not a Service Animal under the ADA.

Emotional support animals are permitted in College residential facilities according to college policies and the Fair Housing Act. A person with an emotional support animal should follow existing college policies when bringing an emotional support animal to those facilities.

## **VII. GRIEVANCE PROCEDURES**

Any student who is not satisfied with a decision made concerning a purported service animal or emotional support animal may file a written complaint using the SC Technical College System's Grievance procedures outlined in SCBTE 3-2-106.3.

## **Smoking and Tobacco Use**

The South Carolina Clean Indoor Air Act of 1990 became state law effective August 1, 1990. The purpose of this act as expressed in the text is "...to accommodate the needs of nonsmokers to be free from exposure to tobacco smoke within public indoor places..." The act restricts smoking in public schools and government buildings. This act is applicable to Spartanburg Community College.

Smoking and the use of tobacco products including electronic cigarettes are prohibited in all College owned buildings and structures, except designated structures provided specifically as smoking/tobacco use areas.

Smoking and the use of tobacco products including electronic cigarettes is allowed in parking lots, outside seating areas, and designated smoking/tobacco areas that are twenty-five (25) feet or greater from all college structures.

Violations of the smoking/tobacco policy may result in one of the following sanctions: Campus Police/Security may issue an official warning or a ticket to the individual; offenders issued a ticket will be fined \$25.00 per violation. After the second offense, students will be referred to the Dean of Student Engagement as a student code violator.

## **Student Clubs and Organizations**

SCC offers a variety of Student Life activities in which students are encouraged to participate.

Several clubs and organizations are available for students to join. The college's website and the portal page for Student Life have a list of these organizations, a brief description, details regarding membership, and their area of focus. Get involved to make the most of your college experience!

New clubs are always forming! Organizations and clubs include:

- American Sign Language Club
- Horticulture Club
- National Technical Honor Society
- Phi Theta Kappa International Honor Society
- Student Government Association
- Gospel Choir: Chaser's of God
- The National Society of Leadership and Success
- The Cheese Club
- Student Accessibility Ambassadors
- The Pride Club
- SCC Model Programs

To get more information about clubs and organizations, email The Office of Student Life at [studentlife@sccsc.edu](mailto:studentlife@sccsc.edu).

## **CLUBS AND ORGANIZATIONS PROCEDURES**

### **Existing Student Clubs/Organizations**

- Each club and organization must submit a registration form to be an active group for that academic year. The form is due by the end of August each year unless otherwise stated by the Office of Student Life. Each club will receive the form from the Office of Student Life as the deadline approaches. Organizations are expected to register each year.
- Each organization must have a constitution on file with the Office of Student Life that states its purpose, its rules for operation, and other pertinent principles. Revisions must be submitted to the Director of Student Life or the designee.
- The policies and objectives of the campus organizations must be consistent with those of the College and the Office of Student Life guidelines.
- Membership lists are kept on file in the Office of Student Life.
- The organization must select from among the full-time faculty or staff of the College an individual who agrees to assume the role of advisor.
- The organization must schedule all social, service, and fundraising functions through the Office of Student Life.
- The organization must adhere to all College policies and social standards.
- The organization must maintain an active program and fulfill its stated purposes.
- No person may be excluded from membership of any organization because of color, race, religion, national origin/ethnic origin, disability or sex.
- A minimum cumulative grade point average of 2.0 is required to be a candidate for an office in a student organization. The advisor of the organization is responsible for reviewing and approving the eligibility of each candidate. If at any time an officer's grade point average falls below 2.0 and/or the student is placed on academic probation, the person will be ineligible to hold office. The advisor will specify the procedures for selecting a replacement.

## **Establishing New Clubs/Organizations**

Students interested in forming a new campus club or organization should follow the following procedures. To access the required forms and guidelines, log in to the MySCC Portal and select the Student Life tab. Campus clubs and organizations may be started at any time during the academic year; however, the approval and installation process may take several months to complete. Please refer to College Procedure V-20.2, Student Clubs/Organizations, for more information.

- Obtain at least five (5) members interested in forming a club.
- Obtain a full-time faculty or staff member employed by the College interested in serving as the club/organization's advisor.
- Contact Student Life at [studentlife@sccsc.edu](mailto:studentlife@sccsc.edu) to request a Student Club and Organization Registration form for New Clubs/Orgs.
- Submit the form with all required information (request to organize, roster of charter members, club advisor form, and proposed club/organization constitution) to the Office of Student Life as indicated in the form link.
- The Office of Student Life will review the paperwork and contact the requesting club/organization representative for further information. The club/organization will not be

recognized and may not conduct club-sponsored activities on any campus of Spartanburg Community College until approved, in writing, by the Office of Student Life.

Within thirty business days of the campus club/organization's formal recognition, the following must be submitted to the Office of Student Life:

- Roster of current members and officers
- Final copy of the club/organization's constitution
- Club/organization advisor orientation completed
- Club/organization officer orientation completed
- Club/organization financial information form

The organization must keep all records updated with the Office of Student Life to remain active on campus.

## **Student Code**

[Click here to view the South Carolina Technical College System Student Code Procedures.](#)

SCC students are members of both the community at large and the academic community. As members of the academic community, students are subject to the obligations they accrue by virtue of this membership. As members of the larger community of which the College is a part, students are entitled to all rights and protection accorded to them by the laws of that community. Students are also subject to all laws, the enforcement of which is the responsibility of duly constituted authorities. When students violate laws, they may incur penalties prescribed by legal authorities. In such instances, College discipline will be initiated only when the presence of the student on campus disrupts the educational process of the College. However, when a student's violation of the law also adversely affects the College's pursuit of its recognized educational objectives, the College may enforce its own regulations. When students violate College regulations, they are subject to disciplinary action by the College, whether or not their conduct violates the law. If a student's behavior simultaneously violates both College regulations and the law, the College may take disciplinary action independent of that taken by legal authorities. Students may direct questions about the Student Code to the Office of Student Compliance and Engagement, contact Daniel Francis at [francisd@sccsc.edu](mailto:francisd@sccsc.edu) or call 864-592-4424

## **Student Disability Services**

This office serves as an advocate for students with disabilities who self-identify and provide supporting documentation when required, ensuring that they have equal access to all Spartanburg Community College programs and services. Students with disabilities who may need reasonable accommodations, auxiliary aids, and services (such as note-takers, testing accommodations, and ASL interpreters) are encouraged to inform the Student Disability Services office prior to the beginning of the term for which they are requesting accommodations or services. Registering with the Student Disability Services office early ensures that any approved accommodation plans can be developed and implemented in a timely manner. Students may still register for accommodations at

any point in the semester, but accommodations are not retroactive and will only apply to coursework moving forward. For more information, contact the Student Disability Services office at (864) 592-4818, email [disabilityservices@sccsc.edu](mailto:disabilityservices@sccsc.edu), or visit their office located on the Giles Campus in the P. Dan Hull Building in office suite 4. Detailed information regarding registering with the Student Disability Services office, including forms and resources, can be found on the Student Disability Services webpage on the SCC website at <https://www.sccsc.edu/students/sds/index.php>.

A courtesy video phone for the deaf and hard of hearing is located in the Student Disability Services office in the P. Dan Hull building, office 4.

## **Student Grievance Procedure**

Click here to view the South Carolina Technical College System Procedures. You may also contact Daniel Francis, Director of Student Compliance and Engagement at [francisd@sccsc.edu](mailto:francisd@sccsc.edu) or call (864) 592-4424. To submit a Grievance or Complaint, click here (<https://sccsc.guardianconduct.com/incident-reporting>) to fill out the Complaint Form

## **Student Grievance - Sexual Violence Harassment**

Click here to view the South Carolina Technical College System Student Grievance - Sexual Violence Harassment Procedures (3-2-106.2.pdf). You may also contact Daniel Francis, Director of Student Compliance and Engagement at [francisd@sccsc.edu](mailto:francisd@sccsc.edu) or call (864) 592-4424. To report a Title IX violation, click here (<https://sccsc.guardianconduct.com/incident-reporting>) to fill out the Complaint Form.

## **Student Hub**

The Student HUB is a place for students to engage with others, find student resources, or simply relax between, before or after classes. The purpose of the Student HUB is to promote a sense of community and connection through both organized and informal activities. Located in the Jack A. Powers Building, C-wing, the Student HUB is open Monday through Friday with hours of operation posted each semester. Student HUB activities are posted regularly on the student portal, bulletin boards and through college sponsored social media.

## **Student Life**

The College considers student engagement and involvement to be a vital part of the educational process. Students are encouraged to participate in activities that stress leadership and training, service to the College and community, personal and professional development, the experience of sharing interests, and the opportunity to interact with other Chasers. The College sponsors many extracurricular activities during the year and encourages student participation in these programs. Opportunities for involvement in campus and community life are posted through MySCC Portal (Student Life tab) and various channels of campus communication throughout the academic year. For

more information, visit the Office of Student Life website at <https://www.sccsc.edu/students/student-life/>.

## Student Recruiting Information

The Omnibus Consolidated Appropriations Act 1997, which includes the Soloman Amendment, requires institutions receiving Title IV Campus-Based Funds to report the following directory information on students 17 years of age or older, upon request, to the military:

- Name
- Address
- Telephone listing
- Date and place of birth
- Level of education
- Academic major
- Degrees received
- The education institution in which the student most recently was enrolled.

If a student desires that the above information not be released, he or she should request a non-disclosure form in the Registrar's Office within the first five days of the term.

## Study Rooms

SCC has group and individual study rooms available for students to study or work. Most study rooms are in the college's libraries. Giles, Cherokee, and Downtown libraries all have study rooms that students can use on a first-come, first-served basis or reserve ahead of time. Please see the Library website's Study Rooms page for more information study rooms, how to reserve, and policies (<https://libguides.sccsc.edu/about/studyrooms>). Your College ID Card is required to use library study rooms; please bring it with you. Most rooms have a computer, TV, and whiteboard. Please contact the library with any questions or concerns (<https://libguides.sccsc.edu/about/contact>).

There are two additional group study rooms on the Giles campus available on a first-come, first-served basis. One is in the Hull Building (room 47D) and the other is in the Health Science Building (room 301).

## Success Coaches

Success Coaches serve as mentors and work with students throughout their time at SCC. Coaches work directly with students to identify obstacles that may be barriers to their academic success, and help strategize solutions and next-steps. Some of the topics discussed may include:

- Study Strategies: how to effectively study, take notes, and keep organized
- Time Management: how to balance work, school, and other responsibilities
- Self-Awareness: helping students identify their strengths, purpose and goals

- Campus Engagement and Resources: identifying opportunities and resources on campus and helping students make those connections

## **Suspension for Non-Academic Reasons**

A student suspended from Spartanburg Community College for non-academic reasons will be notified in writing of the length of the suspension. For non-academic violations of conduct see the Student Code section within this publication.

## **Telephones**

### **Calls for Students**

Class interruptions are discouraged. Students are contacted only under emergency conditions. See section on emergencies. Calls for students are handled by Student Records Office during the day. Admissions or evening services will coordinate calls received at night. Calling the main SCC number, (864) 592-4600, will connect you with the appropriate department.

### **Contacting Students for Emergencies**

Classes are only interrupted in the case of emergency, usually health or safety related. If the caller does not wish to divulge the nature of the emergency it is difficult to determine the appropriate response. If student records is unable to contact the division, campus policy/security will attempt to contact the student. The student may be asked to come immediately to the Student Records Office or may be given a written message depending on the urgency. After 5:00 p.m., evening services will also be asked to help locate the student.

## **Testing Center**

The SCC Testing Center provides students a convenient, secure, and low distraction environment conducive to a positive testing experience. Located in the P. Dan Hull Building (room PDH-3) on the Giles campus, the Testing Center offers a range of assessment services including make-up testing and proctored testing for online students at SCC, as well as those from other colleges nationally. Hours of operation for the Giles Campus are posted in the Testing Center each semester and on the website. Appointments are not required at the Giles Campus. Comparable testing services are also available for SCC students at the SCC Cherokee County Campus (864) 206-2713, SCC Downtown Campus (864) 592- 4076, SCC Tyger River Campus (864) 592-6190 and SCC Union County Campus (864) 466-1060, all by appointment. For more information, visit the Testing Center website at <https://www.sccsc.edu/students/success-programs/testing-center/index.php>.

## **The Rita Allison Learning Center (TLC)**

The TLC, which provides tutoring services for students, is located in the P. Dan Hull Building in rooms PDH-2, 5, and 6 on the Giles Campus; The Rita Allison Learning Center (TLC) at SCC combines several student support functions in a convenient, centralized location. TLC offers students free academic support via one-on-one and group tutoring in many academic subjects. No appointment is necessary; walk-ins are assisted on a first-come basis. The TLC provides academic tutoring in mathematics, English, accounting, American Sign Language, Spanish, computer applications and the sciences. It also provides support for ELL. The TLC also provides 70 computers for academic use, equipped with Microsoft Office software, course-specific software, and high-speed Internet connections with access to library databases. "Ask-A-Tutor" allows students to submit papers or questions to tutors through email at [askatutor@sccsc.edu](mailto:askatutor@sccsc.edu). Tutoring services are also available at the other SCC campuses. Information about free virtual tutoring is also listed on the TLC portal page. For more information and operating hours, visit the TLC page under the support services tab in the SCC Portal or contact the TLC at (864) 592-4715.

## **Title IX**

Any student, who believes that they are or have been a victim of sexual violence and/ or sexual harassment may file a report with a Title IX Coordinator, any college official or Campus Police or via the Complaint Form here: (<https://sccsc.guardianconduct.com/incident-reporting>)

The College's Title IX Coordinator is Daniel Francis, Director of Student Compliance and Engagement, located on the Giles Campus in the Jack A. Powers building, office C20B. He can be reached by phone at (864) 592-4424 or by email at [francisd@sccsc.edu](mailto:francisd@sccsc.edu). You may also visit our Title IX resource page at <https://sccsc.edu/students/title-ix/index.php> to get more information about our policies, procedures, and available resources.

## **Transferring Credit Hours to SCC**

Students who have earned credit hours from another post secondary institution may have their transcripts evaluated for transfer credit. The following guidelines apply to awarding of transfer credit:

- An official transcript reflecting credit hours from the granting institution must be on file at SCC.
- Acceptance of transfer credit is determined by the registrar in cooperation with the appropriate department chair. Spartanburg Community College will review transfer credits for acceptance from institutions accredited through an agency recognized by the U.S. Department of Education. Exceptions are considered on a case-by-case basis.
- Students may receive transfer credit equivalent for no more than 75 percent of required credits in their program.
- Students must have earned a grade of C or higher in courses presented for transfer credit evaluation.

## **Transitional Studies**

The Transitional Studies Department offers non-degree credit courses in writing, reading, mathematics, and science. Biology and chemistry courses are offered for students who did not complete biology or chemistry with a grade of C or better in high school. Transitional courses are designed to help students acquire additional academic skills to be successful in curriculum courses. They are typically offered both day and evening. Many are provided in lecture, mixture, synchronous (virtual), or asynchronous online formats. To move into curriculum programs, non-degree credit courses must be completed with a "C" or better grade. These courses may or may not be credited toward graduation for a diploma or certificate program, but they cannot be credited toward graduation for a degree program. Students receive excellent instruction and support from instructors and are encouraged to visit the Tutorial Learning Center for additional assistance.

## **Transitional Studies Department Includes:**

BIO 100 - Introductory Biology

CHM 100 - Introductory Chemistry

ENG 100 - Introduction to Composition

MAT 100 - Introductory College Mathematics

MAT 101 - Beginning Algebra

MAT 102 - Intermediate Algebra

MAT 152 - Elementary Algebra (4-day per week format; equivalent to MAT 101)

MAT 153 - Elementary Algebra II (equivalent to MAT 102)

RDG 100 - Critical Reading

RWR 100 - Integrated Transitional Reading and English

## **TRIO**

### **TRIO STUDENT SUPPORT SERVICES (TRIO SSS)**

TRIO Student Support Services, TRIO SSS, is a federally funded program that is designed to help students stay in school, graduate with college degrees and continue their education by transferring to four-year colleges and universities. This program falls under the SCC's Student Affairs Division.

To help students succeed academically, TRIO SSS activities focus on students' individual learning needs. TRIO SSS not only helps students succeed at the associate degree level, but also offers a variety of transfer-related services to encourage students to further their education by transferring to four-year colleges and universities.

The goals of TRIO SSS are to help students stay in school, graduate with college degrees, and continue their education by transferring to four-year colleges and universities. TRIO SSS offers many academic-related services such as tutoring, assistance with study skills, college transfer planning, advising, campus visits to four-year colleges and universities, personal counseling, peer mentoring, assistance with career development needs, financial/ economic literacy information, cultural enrichment activities and leadership development.

TRIO SSS has limited enrollment and students must meet certain eligibility criteria to become participants.

To be eligible for TRIO SSS students must:

- Be enrolled in at least 6 credit hours in an associate degree program at SCC
- Be a U.S. citizen or eligible for federal student financial aid
- Be working on his or her first college degree AND
- Meet at least one of the following eligibility requirements:
  - Be a first generation college student (neither parent has a four-year college degree or the custodial parent in a single-parent family does not have a four-year college degree) OR
  - Currently reside in an economically disadvantaged household (TRIO SSS will help you determine if you meet this criteria) OR
  - Have a documented disability verified by a licensed or certified professional (physician, LPC, LCSW, etc.).
- Additional eligibility criteria may also apply. TRIO SSS staff is available to answer any questions an individual may have regarding his or her eligibility for the program.

Students must complete an application to be considered for participation in the TRIO Student Support Services Program. Applications may be obtained from the TRIO Student Support Services (SSS) office (P. Dan Hull Building - E-44 of the Hull Building on the Giles Campus) or download from <https://www.sccsc.edu/services/TRIO/index.php>. Also completed applications can be mailed to Spartanburg Community College TRIO Student Support Services, P.O. Box 4386, Spartanburg, SC 29305. Once an application is submitted, TRIO Student Support Services staff will contact you to discuss your eligibility and the remaining steps in the application process.

For more information, contact the TRIO Student Support Services (SSS) Program by phone at (864) 592-4780, by email at [trio-sss@sccsc.edu](mailto:trio-sss@sccsc.edu) or visit the TRIO web page at <https://www.sccsc.edu/services/TRIO/index.php>.

## **TRIO TALENT SEARCH**

The TRIO Talent Search program identifies and assists individuals from disadvantaged backgrounds who have the potential to succeed in higher education. The program provides academic, career, and financial counseling to its participants and encourages them to graduate from high school and continue on to and complete their post secondary education. The program publicizes the availability of financial aid and assists participants with the post secondary application process. Talent Search also encourages persons who have not completed educational programs at the secondary or post

secondary level to enter or reenter and complete post secondary education. The goal of Talent Search is to increase the number of youths from disadvantaged backgrounds who complete high school to enroll in and complete their post secondary education.

Spartanburg Community College operates the Talent Search program at its Cherokee Campus. The target area is Cherokee County, SC and the target schools are Gaffney High School, Blacksburg High School, Blacksburg Middle School, Ewing Middle School, Gaffney Middle School, and the Adult Education and Alternative Schools within the Ola Copeland Learning Center. The goal of the program is to increase post secondary school persistence and graduation (regular and rigorous) rates as well post secondary enrollment and completion rates.

The Talent Search program will provide services such as high quality tutoring services, advice and assistance in course selection, assistance in college entrance examinations and applications, information on financial aid, guidance and assistance in secondary school reentry, financial literacy counseling, technology training for parents and mentors, personal advising, career counseling, college visits, opportunities to attend SC TRIO Leadership Conferences, virtual "role model" presentations, cultural events, connections to mentors, summer camps, and etiquette dinners.

For more information, contact Sigourney Davidson, Talent Search Coordinator, Cherokee County Campus, CAMIT building, room 203, by phone at (864) 206-2645 or by email at davidsons@sccsc.edu.

## **U.S. Patriot Act of 2001**

The U.S. Patriot Act of 2001 permits educational institutions/agencies to disclose "personality identifiable" information without the student or parent consent. It is not necessary to keep a record of the disclosure or to notify the student or parent of the disclosure.

This amendment to Family Educational Rights and Privacy Act (FERPA) permits educational agencies and institutions to disclose - without the consent or knowledge of the student or parent - personally identifiable information from the student's educational records to the Attorney General of the United States or his or her designee.

## **Vending**

Vending machines are located in each student canteen area. They provide a selection of drinks, chips, candy, and pastries.

Vending refunds are available:

- Giles Campus: Chaser's Bark Shop (the campus store) located in the Dan L. Terhune Building - DLT 109 and in the Jack A Powers Building room C-18 in the evening.
- SCC Cherokee County Campus: Harvey S. Peeler, Jr. Academic Building - room 125 and L. Hoke Parris Business Training Center - room 202
- SCC Tyger River Campus: Tyger River Building - TRB 130

- Downtown Campus: Evans Academic Center - room 144E
- Union County Campus: QuickJobs Development Center - room 113.

See signs in each vending area for hours for that specific campus.

## **Withdrawal from a Term**

A student who wishes to withdraw from a term (all courses) should meet with his or her advisor. If the advisor is not available, the student should meet with the program department chair or academic dean. Students receiving financial aid should refer to Student Refund/Term Withdrawal/Federal Return of Funds in the College Costs section of the Student Handbook or Catalog. Students receiving financial aid should meet with their financial aid counselor to discuss how the withdraw will impact their financial aid eligibility. A student who drops all classes for a term will be marked term withdrawn by the database.

## **SCC Campuses**

Cherokee County Campus  
 Downtown Campus  
 Spartanburg Campus  
 Tyger River Campus  
 Union County Campus

## **CHEROKEE COUNTY CAMPUS**

SCC's Cherokee County Campus (CCC) is located at Highway 11 and I-85 in Gaffney, S.C. Both credit and non-credit courses are offered on the campus. Classes are offered in the day and evening. Non-credit Corporate & Community Education courses are offered at CCC to assist local business and industry in training and professional development and for personal interest and development. Contact the Campus Dean at (864) 206-2813, or the Campus Administrator at (864) 206-2732 for more information. [SCC Cherokee County Campus Map](#)

## **DOWNTOWN CAMPUS**

SCC's Downtown Campus is located at 220 East Kennedy Street in Spartanburg, with classes housed in the historical Evans Academic Center. Credit and non-credit day, evening, and weekend courses in both academic and corporate and community education are offered here. Academic classes are usually scheduled to begin 30 minutes later than classes at Giles Campus so that students may be able to take courses at both campuses easily. Public transportation runs to the Evans Academic Center regularly; bus schedules are available in EAC 144E. For additional information, contact Joan Fisher, Campus Administrator, at (864) 592-4052. [SCC Downtown Campus Map](#)

## **SPARTANBURG CAMPUS**

SCC's Spartanburg Campus, the original and largest campus, is located at 107 Community College Drive in Spartanburg, SC. Named for former President Henry C. Giles, Jr., and referred to as the Giles Campus hosts most administrative offices and is home to 9 different buildings, most named for previous SCC presidents or directors. [SCC Giles Campus Map](#)

## **TYGER RIVER CAMPUS**

SCC's Tyger River Campus (TRC) is located at 1875 E. Main Street (Highway 290) in Duncan, SC. The TRC offers day and evening courses that are required in many of the associate, diploma, and certificate programs. With TRC's wide range of courses, state-of-the-art technology and easy access to the campus, attending college is more flexible and convenient than ever before. For more information about the TRC contact the Campus Administrator at (864) 592-6206. SCC's Workforce Training and Economic Development Division also offers a variety of continuing education and workforce training for individuals and businesses at the TRC. For more information, contact the Dean of Workforce Training and Economic Development at (864) 592-4910. [SCC Tyger River Campus Map](#)

## **UNION COUNTY CAMPUS**

The SCC Union County Campus (UCC) is located on Highway 176 in Union, SC and represents a collaborative effort between Union County and SCC to provide educational and training opportunities close to home for local residents. The campus offers new and continuing students a combination of technical training and course work leading to many of SCC's certificate, diploma, and degree programs. For more information, please call (864) 466-1060. [SCC Union Campus Map](#)



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

*Spartanburg Community College reserves the privilege of changing, without notice, any information in this publication.*