

WILLIAMSBURG TECHNICAL COLLEGE

601 Martin Luther King, Jr. Ave. Kingstree, South Carolina 29556-4197
843.355.4110/ fax 843.355.4296

Thank you for your interest in Williamsburg Technical College. The Williamsburg Tech Team, our faculty and staff, is committed to providing the best education possible for all of our students.



We are a “college of one,” working together to support the success of our students. High priority is placed on your success, as we want your Williamsburg Tech experience to be not only challenging, but also personally fulfilling and professionally rewarding. We strive to provide both the advanced technical training required to meet the ever-evolving needs of our service area employers as well as a comprehensive transfer program for those seeking a four-year degree.

As a Williamsburg Tech student, you are part of our “college of one” as you join our efforts to make Williamsburg County a better place. We are here to serve you. Williamsburg Tech is your college, your future.

Sincerely,

A handwritten signature in dark ink that reads "Cleve H. Cox". The signature is written in a cursive style.

Cleve H. Cox, Ed.D.
President

Williamsburg Technical College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097; Telephone number 404-679-4500) to award associate degrees.



2006-2007 Academic Calendar

(Dates subject to change without notice. Go to www.wiltech.edu for most up-to-date calendar.)

Fall Semester 2006

August 9-15 Faculty Workdays
 August 16 & 17 Registration
 (3-8 p.m. on the 16th & 9 a.m.-2 p.m. on the 17th)
 August 21 Classes Begin
 August 21-25 Add-Drop Period
 September 4 Labor Day (College Closed)
 September 5 Classes Resume
 October 30 Spring Semester Advisement Begins
 November 3
 Last Day to Drop a Course With a "WP"
 October 30-November 16
 Early Registration for Currently Enrolled Students
 November 16
 Early Reg. for New Students with completed
 paperwork (10 a.m.-12 noon or 4-5 p.m.)
 November 21-24 Fall Break (No Classes)
 November 21 & 22 Faculty Workdays
 November 23 & 24 Thanksgiving Holiday
 December 1 Classes End
 December 4 - 8 Exams
 December 12 - 15 Faculty Workdays
 December 18-31 Christmas Holiday

Spring Semester 2007

January 2 Faculty Workdays
 January 3 & 4 Registration
 (3-8 p.m. on the 3rd & 9 a.m.-2 p.m. on the 4th)
 January 8 Classes Begin
 January 8 - 12 Add-Drop Period
 January 15 MLK Jr. Holiday
 March 26 Summer Session Advisement Begins
 March 26-April 5
 Early Registration for Currently Enrolled Students

April 5
 Early Reg. for New Students with completed
 paperwork (10 a.m.-12 noon or 4-5 p.m.)
 April 6 Last Day to Drop with WP
 April 9 - 13 Spring Break
 April 9 & 10 Faculty Workdays
 April 16 Classes Resume
 April 23 Classes End
 April 24 - April 30 Final Exams
 May 1-4 Faculty Workdays
 May 4 (Friday) Graduation (7:00 p.m.)

Summer Semester 2007

May 7 Faculty Non-work day
 May 8 Faculty Workday
 May 9 & 10 Registration
 (3-8 p.m. on the 9th & 9 a.m.-2 p.m. on the 10th)
 May 14 Classes Begin
 May 14-18 Drop/Add Period
 May 28 Memorial Day
 July 2-6 Summer Break
 July 4 Independence Day
 July 5 Faculty Non-work day
 July 2-3 Faculty Workdays
 July 9 Classes Resume
 July 9 Fall 2006 Semester Advisement Begins
 July 9-30
 Early Reg. for New Students with completed
 paperwork (10 a.m.-12 noon or 4-5 p.m.)
 July 30
 . Early Reg. for New Students with comp. paperwork
 July 19 Last Day to Drop with WP
 July 30 Classes End
 July 31 - August 6 Final Exams



Contents

| | |
|------------------------------|-----|
| WTC at a Glance | 4 |
| General Information | 5 |
| Student Information | 18 |
| Financial Information | 40 |
| Continuing Education | 51 |
| Academic Information | 55 |
| Curriculum Information | 70 |
| Developmental Studies | 103 |
| Special Programs | 104 |
| Course Descriptions | 106 |
| College Personnel | 132 |
| Catalog Index | 137 |
| Catalog Appendices | 142 |



WTC at a Glance

| To find out about | Contact | To find out about | Contact |
|--|--|---|--|
| Academic Concerns | Dean of Instruction | Lost and Found | Student Services |
| Adding a Class | Academic Advisor | Lottery Tuition Assistance | Financial Aid Director |
| Address Change | Student Services | Library Books, Equipment, Computers | Library |
| Admission | Student Services | Marketing of the College | Chief Development Officer |
| Billing | Business Office | News Releases | Chief Development Officer |
| Books | Bookstore | Noncredit Courses | Director of Continuing Education |
| Career Information | Student Services | Parking Tickets | Business Office |
| Change of Major | Student Services | Placement after Graduation | Student Services |
| College in General | President | Personal Problems | Counselors, Dean of Student Services |
| Computer Usage on Campus .. | Computer Lab Director | Public Relations, Publications | Chief Development Officer |
| Continuing Education Programs | Director of Continuing Education | Refunds | Business Office |
| Copies of papers | Library | Registration | Student Services |
| Counseling | Counselors, Dean of Student Services | Schedule Changes | Academic Advisor, Dean of Instruction |
| Dropping a Class | Academic Advisor, Dean of Instruction, Student Services | Scholarships | Financial Aid Director |
| Educational Talent Search | ETS Director | Selling or Solicitation on Campus | President |
| Employment On Campus for Students | Student Services, Financial Aid Director | Student Activities | Student Government Association |
| Employment Off Campus for Students | Student Services | Student Announcements | Dean of Student Services |
| Employment with WTC | Human Resources Manager, Website | Student Support Services | Student Support Services Director |
| Exemption Test | Dean of Instruction | Teleconferences | Management Information Systems |
| Financial Aid | Financial Aid Director | Transcripts | Student Services |
| Foundation/Fundraising | Chief Development Officer | Transfer of Credits | Dean of Instruction, Student Services |
| GED | Student Services | Tuition and Fees | Business Office |
| Gifts, Grants and Bequests | Chief Development Officer | Upward Bound Program | Upward Bound Director |
| Graduation | Student Services | Vending Machine, Canteen Operation | Business Office |
| Health Services (Emergency) | Student Services | Veterans Affairs | Financial Aid Director |
| ID Cards | Library | Withdrawal from College | Student Services |
| Interest Inventories | Student Services | | |



General Information

General Information



About this Catalog

Williamsburg Technical College issues this catalog for the purpose of furnishing prospective and current students, as well as other interested persons, information about the College and its various programs. Announcements and policy statements in this catalog are subject to change without notice and may not be regarded in the nature of binding obligations on the College. Information contained in this catalog, however, *will* be upheld by the administration in the event that a student performs in a manner not in keeping with the information imparted here or in the addenda. Efforts will be made to keep changes to a minimum, but changes in policy by the Area Commission of Williamsburg Technical College or by the South Carolina Technical College System may make some changes necessary.

Updates to this catalog will be published periodically and will reflect all changes, additions and deletions in policies, program requirements, course offerings and services. The addenda will follow the format and sequence used in this catalog and will be inclusive of all changes; the most recent addendum will, therefore, incorporate all material and changes of any earlier issued addenda. The online version of the catalog will reflect all updates and revisions.

Addenda for this issue of the catalog will be published as needed. The next issue of the Williamsburg Technical College catalog will be published when information updates merit. If the addendum is missing from this catalog, a copy may be obtained by contacting the Student Services Office of the College.

History

Williamsburg Technical College, a two-year postsecondary institution located in the Atlantic Coast region of South Carolina, began its educational function in 1969 as "Williamsburg Regional Manpower Training Center" largely through endeavors made by local leaders and officials within Williamsburg County. At its inception, the institution fulfilled the single greatest need in Williamsburg County, the need for a comprehensive manpower training center to provide job training, attract industry and, as a result, attack the poverty, out-migration and unemployment which plagued the county.

Williamsburg Technical College opened its doors to students in late 1969, representing a new concept in comprehensive education coupled with various supportive services. For the first time in South Carolina, and most particularly in Williamsburg County, all the following capabilities and services were available in one concentrated area: technical education, adult education, vocational education for high school students, continuing education for personal enrichment, and the offices of the state Job Service and Vocational Rehabilitation.

On January 31, 1975, by Act of the S.C. Legislature, the institution changed its name from the "Williamsburg Regional Manpower Training Center" to the "Williamsburg Technical, Vocational and Adult Education Center," a title which at that time more accurately reflected its purpose.

The College became accredited in December 1977 by the Commission on Colleges of the Southern Association of Colleges and Schools. Following accreditation, and with approval of the S.C. State Board for Technical and Comprehensive Education, in February 1979 the institution officially became known as Williamsburg Technical College. The College's accreditation was reaffirmed in December 1982, in December 1992, and in December 2002.



The uniqueness of the College and the contributions it has made to the community were recognized during 1976, when the American Revolution Bicentennial Administration selected Williamsburg Technical College as one of 200 projects in the United States for the "Horizons on Display Program," which recognized the "problem solving capacity in American communities."

To ensure the potential for each Williamsburg Technical College student to successfully complete the educational programs he/she is pursuing, the College has embarked on specific steps to create a positive learning environment. During 1977 and 1978, curricula were expanded with associate degrees in the areas of General Technology, General Business and Secretarial Science. In the spring of 1981, the College further expanded its curricula by including the Associate in Arts and the Associate in Science degree college transfer programs. More recently, the College has added an associate degree in Public Service with a major in Early Childcare and Education, a certificate in Nail Technology and a diploma in Practical Nursing. Williamsburg Technical College continues to revise and update existing curricula to ensure that course and program offerings remain abreast of current teaching techniques and industrial trends.

Williamsburg Technical College is committed to helping students discover their abilities and interests while developing them to the fullest extent, consistent with their own goals and capabilities and the needs of society.

Philosophy

As a member of the South Carolina Technical College System, Williamsburg Technical College is fully committed to the system-wide philosophy expressed by the S.C. State Board for Technical and Comprehensive Education. This philosophy stresses the need for each institution to offer high-quality education that "minimizes geographic, economic, academic and other barriers to postsecondary education." Williamsburg Technical College recognizes the importance of an "open door" admission policy which states that the College has an "obligation to respond to the needs of each student at his or her level of ability and development."

In keeping with the system-wide philosophy, Williamsburg Technical College is committed to a comprehensive approach to education which includes the programs in occupational and technical fields, special industrial training, college parallel programs and community service.

The College also has a special obligation to maintain a strong program of student financial aid that will diminish economic deterrents to higher education.

Purpose Statement

Williamsburg Technical College is a public, two-year college which grants associate degrees, diplomas, certificates, and continuing education units. Its purpose is two-fold: to provide quality, affordable, and accessible opportunities for students to acquire the knowledge and skills to achieve their educational goals and to provide a fiscally, administratively, and academically sound and supportive environment in which these educational goals may be achieved.



Memberships

Williamsburg Technical College Accreditations:

Williamsburg Technical College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097: Telephone number 404-679-4501) to award associate degrees.

Williamsburg Technical College, through its business unit, is nationally accredited by the Association of Collegiate Business Schools and Programs (ACBSP) for the offering of its business programs that culminate in the Associate in General Business and Associate in Office Systems Technology Degrees.

Williamsburg Technical College is a member of:

| | |
|--|---|
| American Association of Community Colleges | South Carolina Association for Higher Continuing Education |
| Association of Collegiate Business Schools and Programs | South Carolina Association of Government Purchasing Officials |
| American Association of Women in Community and Junior Colleges | South Carolina Association of Student Financial Aid Administrators |
| Carolinas Association of Collegiate Registrars and Admissions Officers | South Carolina Association of Technical College Commissioners |
| College and University Personnel Association | South Carolina Association of Veterans Administrators |
| Community College Satellite Network | South Carolina Chamber of Commerce |
| Council for the Advancement and Support of Education | South Carolina College Personnel Association |
| Kappa Beta Delta International Honor Society | South Carolina Council of Educational Opportunity Program Personnel |
| League for Innovation in the Community College | South Carolina Council of Presidents |
| National Association of College and University Business Officers | South Carolina Council for Resource Development |
| National Association Student Financial Aid Administrators | South Carolina Economic Developers Association |
| National Council of Community College Business Officers | South Carolina Information and Library Services Consortium |
| National Council of Educational Opportunity Association | South Carolina Library Association |
| National Council for Occupational Education | South Carolina Technical College Presidents' Council |
| National Vocational-Technical Honor Society | South Carolina University and College Council of Educators Enabling Disabled Students |
| Partnership Among South Carolina Academic Libraries | Southeastern Association of Educational Opportunity Program Personnel |
| Phi Theta Kappa International Honor Society | Southern Association of College and University Business Officers |
| South Carolina Association of Colleges and Universities | Southern Association of Colleges and Schools, Commission on Colleges |
| | Williamsburg HomeTown Chamber |
| | Williamsburg County Economic Development Corporation |



Mission

Williamsburg Technical College, a member of the South Carolina Technical College System, is a public, two-year, associate degree, diploma, and certificate granting institution serving Williamsburg County. The mission of Williamsburg Technical College is to offer quality, affordable, and accessible educational opportunities and experiences that enable students to acquire the knowledge and skills to achieve their goals and to encourage economic development in Williamsburg County. The College offers to residents of Williamsburg County with varying academic skill levels the opportunity for postsecondary vocational, technical, and occupational programs leading directly to employment or maintenance of employment in any of the area's manufacturing firms specializing in textiles, plastics, or metal fabrication. Additionally, Williamsburg Technical College offers postsecondary vocational programs leading directly to employment or maintenance of employment in many of the county's service industries to include cosmetology, nursing, and automotive repair. Associate degree programs are also offered which enable students to gain access through transfer to other postsecondary education. Through curricular programs and extensive continuing education and special programs and in cooperation with business and industry, the College attempts to produce ethical and skilled employees with leadership abilities who are also competent in their fields, capable of adjusting to change, and knowledgeable of current technological advances.

Williamsburg Technical College affirms the following values as guides for the institution to fulfill its mission, goals, philosophy, and operational procedures.

The College is committed to:

Students: belief in the capacity of individuals to be productive, to grow, and to achieve their highest potential.

Quality Education: commitment to high standards for educational programs that enhance the personal, social, and economic potential of the individual.

Access: commitment to educational access for all who are eligible and who have the desire and ability to benefit from program offerings.

Contribution to Community: recognition of a partnership with and respect for cultural diversity in the community which supports local civic, economic, educational and cultural needs, and enriches the quality of community life.

Quality Work Environment: commitment to instructional and organizational development which results in open communication and involvement in planning and decision making in an ethical environment.

Vision

The vision of Williamsburg Technical College is to:

- provide innovative instruction and learning of the highest caliber for higher education and lifelong learning to become the first educational choice of area citizens;
- provide exceptional lifelong learning opportunities to meet the continuing educational challenges of the future;
- make a dramatic impact on the economic development of our community by providing a highly skilled and well-trained workforce to meet the progressive needs of business and industry;
- exemplify a respect for cultural diversity in a student-oriented environment;
- increase educational opportunities for all eligible area citizens by providing maximum accessibility to all College programs;
- support and encourage continued professional growth so that faculty members are equipped to deliver the highest quality teaching and College staff can excel in performing their duties;
- maximize awareness of the College as a dynamic center of learning and achieve the utmost respect and support of our community; and
- enhance the learning environment by providing the best buildings, facilities, and state-of-the-art equipment possible.



Accreditation

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ACBSP Accreditation

Williamsburg Technical College, through its business unit, is nationally accredited by the Association of Collegiate Business Schools and Programs (ACBSP) for the offering of its business programs that culminate in the Associate in General Business and Associate in Office Systems Technology Degrees.

Location & Facilities

Williamsburg Technical College is located in Kingstree, South Carolina, the county seat of Williamsburg County. The College's location affords students opportunities to enjoy the atmosphere of rural South Carolina while being near the more metropolitan lifestyles of Florence, Columbia, Charleston and the Grand Strand which are each about an hour's drive from the Kingstree campus.

Located on 41 acres of land on Highway 377, Williamsburg Technical College is housed in five buildings:

- the Administration Building which contains classrooms, computer laboratories, a multimedia/distance learning classroom, an industrial laboratory, a physical science laboratory, an auditorium, a student lounge, a faculty/staff lounge, and administrative offices;
- the Vocational Technology Building containing offices, technical laboratories, and classrooms;
- The Meriwether Building which houses the library, classrooms, and offices of the Student Services Division;
- the Nail Technology Building;
- and a Special Training Center off campus on Highway 52.

Sited between Williamsburg Regional Hospital and Kingstree Senior High School, the College is in a unique location which enhances its ability to serve the surrounding community.

Administrative Organization

As one of the 16 colleges within South Carolina's state system of technical colleges, Williamsburg Technical College is under the policy and administrative control of the State Board for Technical and Comprehensive Education. This Board establishes policies applicable on a system-wide basis and, where necessary, administrative procedures required to implement these system-wide policies.

State Board for Technical and Comprehensive Education:

| | |
|---|--|
| Dan P. Gray | First Congressional District |
| William Brantley Harvey, Jr. (vice chair) | Second Congressional District |
| Vacant | Third Congressional District |
| Rev. Benjamin D. Snoddy | Fourth Congressional District |
| Ralph A. Odom, Jr. (chair) | Fifth Congressional District |
| Vacant | Sixth Congressional District |
| Montez C. Martin, Jr. | Member at Large |
| Guy C. Tarrant | Member at Large |
| Edwin G. Foulke, Jr. | Member at Large |
| Robert E. Barnette | Member at Large |
| Inez Tenenbaum | Superintendent, S.C. Department of Education, Ex Officio |
| Joe E. Taylor, Jr. | Secretary of Commerce, Ex Officio |
| Barry W. Russell | System President |



Williamsburg County Legislative Delegation



Sen. John
Yancey McGill



Rep. Carl L.
Anderson



Rep. Cathy
Harvin



Rep. Kenneth
Kennedy

Williamsburg Technical College Area Commission



Gregory B.
Askins
Vice Chairman



Joan B.
Thompson
*Secretary-
Treasurer*



Walter H. Brown



Lorraine B.
Dimery



Dr. Kenneth
Gardner



S. Christine
Green



Harry Huell



F.E. Huggins,
Jr.



M. Oneal Kirby



J. Braxton
Lovett



Gertrude P.
Williams



Williamsburg Technical College Area Commission

The College is governed by an Area Commission composed of 11 members who are appointed by the Governor upon the recommendation of the Williamsburg County Legislative Delegation. Members are appointed for staggered three-year terms. The Chairman, Vice Chairman, and Secretary/Treasurer are elected annually by the Commission members. The Commission meets monthly. It sets policy for the College consistent with the policies established by the State Board for Technical and Comprehensive Education.

Williamsburg Technical College Foundation

Begun in 1995, the Williamsburg Technical College Foundation is the coordinating agent for all College fundraising. To maximize success, avoid duplication of efforts, and assure adherence to WTCF and WTC priorities and policies, all gift solicitation, proposals for gift solicitation, or fundraising events to be conducted by anyone (including faculty, staff, students, alumni, friends, etc.) for the benefit of the College or any part of the College shall require the review by the Chief Development Officer and final approval of the administrative council. Approval of the WTC Foundation is required prior to the acceptance of certain gifts.

In the broadest sense, the purpose of the Williamsburg Technical College Foundation is to create an awareness within the private sector of the financial needs of the College that are not met by state or federal support and to implement a plan to generate financial support through private development. To fulfill these purposes, the Office of Development and Public Information coordinates an organized program for obtaining gift support from alumni, friends, faculty, staff, businesses, corporations, organizations, and private foundations for both annual and capital purposes.

Williamsburg Technical College Administrative Officers

President Cleve H. Cox

The President is responsible for the total program of the institution, including instruction, personnel, plant and facilities, student affairs, fiscal management and budget. His role is that of the educational leader as well as the institutional chief executive officer.

Chief Business Officer Melissa A. Coker

The function of the Chief Business Officer is to carry out the administrative fiscal requirements of the College. This includes the preparation and administration of the annual budget which is derived from a variety of fund sources. Responsibilities also include purchasing; inventory control; and proper maintenance of buildings, grounds and equipment.

Chief Development and Public Information Officer Mona B. Dukes

The duties of the Chief Development and Public Information Officer include: building and maintaining a productive fundraising program to enhance the facilities and opportunities of the College; serving as the liaison between the College and the Williamsburg Technical College Foundation board; planning events and conducting mailings to develop and maintain working relationships with alumni, friends and donors of the College; oversight of the College's Management Information System department and the Recruitment office; and performing duties as necessary to ensure that the public is kept aware of the activities of the College.



Dean of Instruction

Clifton R. Elliott

The Dean of Instruction serves as the chief instructional officer at the College. He has responsibility for the administration of the instructional programs that lead to degrees, diplomas, and certificates. Responsibilities include: planning, scheduling, implementing, and evaluating all academic college courses. The dean is also responsible for overseeing the library, serving as the liaison between the College and senior colleges, preparing the academic calendar and assisting in the preparation and administration of the budget for the Instruction division.

Human Resources Manager

Barbara P. Kennedy

The Human Resources Manager is responsible for the comprehensive HR functions of the College; leads and provides expertise in all functions of a human resources department including recruitment, compensation, benefits, training, employee relations, and professional development; ensures that all policies are in compliance with appropriate state and federal laws. Duties include formulating, organizing, planning, implementing and coordinating policies and procedures for the human resources department, and recommending policies and practices to senior management.

Dean of Student Services

Vacant

The Dean of Student Services is responsible for the development and maintenance of a comprehensive student services program which is dedicated to the premise that students are the primary priority of the College. Responsibilities include: student records, advisement to the Student Government Association, counseling services, job placement, career planning, student activities, admissions, financial aid, and disciplinary actions. The Dean of Student Services is also responsible for the supervision of the Educational Talent Search, Upward Bound, and Student Support Services programs.

Director of Continuing Education

Kenneth Wooten

The major function of the Director of Continuing Education is organizing and conducting the continuing education program which includes all courses and seminars offered that do not fall within the normal vocational and technical programs of the College. The director oversees special credit courses and programs which enhance lifelong learning and courses of an avocational nature. He also functions as the bridge between the College and area business, industrial, and farming communities in order to ensure that the College is responsive to the communities' short-term educational and training needs.

Community Services

Williamsburg Technical College welcomes and encourages community groups to meet within the College facilities providing suitable space is available without disrupting the educational process. Community groups are defined as groups of social, fraternal, or civic organizations having no religious, political or commercial intent or profit motive. Use of space by such groups shall generally be on an as-available basis during the normal working hours of the College.

The President may make space available from time to time for commercial, profit, religious, or politically-oriented groups, provided that:

- A. The gathering does not interfere in any way with college programs.
- B. The group is willing to pay a reasonable fee which may be necessary to cover any added costs of utilities, janitorial services, etc. A fee sheet if available at www.wiltech.edu or by calling the Office of the President.



C. The nature of the meeting is educational, and the College is willing to co-sponsor the event.

The facilities most frequently used for meeting purposes are the auditorium and conference rooms. Classrooms may also be available. Requests for these facilities should be made to the College at least 24 hours prior to the scheduled meeting. Space may be rented according to the availability of facilities, the number of participants, and the time of the meeting.

Public agencies and groups may use the telecommunications resources of the College. The S.C. Educational Television Commission has installed a dedicated satellite receiver at the College for the exclusive transmission of SCETV programs. The South Carolina Technical College System has installed a distance learning network for technical college courses, and Williamsburg Technical College also has a similar network for Clemson University and University of South Carolina graduate programs.

Although primary reception of these TV resources is located in the library, the signals received from these important sources can be directed throughout the campus. Depending upon the size of the group, suitable meeting rooms can be provided on a space-available basis.

When facilities are reserved, the reserving party should specify if any special needs (such as projectors, tables, or chairs) are required so arrangements can be made. If facilities are reserved for times when the College is not normally open, special arrangements must be made to provide access to the building. Special arrangements must be made in advance for groups planning to provide refreshments. Groups using College facilities will be required to park in the student parking area at the rear of the campus on a first-come, first-served basis.

Industrial Development

Commensurate with its goal of responsiveness and support for the industrial development and growth within its service area, the College provides vocational and technical programs capable of meeting the needs of the industrial community. If additional programs are deemed necessary to provide for skills and/or occupational needs of an existing or potential industry, curricula can be tailored to meet those training needs. For further information, contact the Office of the President or the Director of Continuing Education.

Computer Labs

Williamsburg Technical College provides computer labs for students, faculty, and staff. Students may have access to lab services upon presenting a current Williamsburg Technical College identification card or a referral slip from a Williamsburg Tech instructor.

Computer Lab A (Room 230), a free-use lab available to students, faculty, and staff provides current application software including word processing, spreadsheet, database, visual presentation, computerized accounting, and Internet access.

Computer Lab B (Room 231), a programming center, facilitates curriculum classes in BASIC, COBOL, Visual Basic, and C++ programming. Additionally, Computer Lab B functions as a support lab, providing current application software and Internet access for general college curriculum and continuing education classes.

Library Computers are available for word processing and Internet access with a charge per copy for printed materials.

Complementing the structured computer lab facilities are three mobile computer-based lab units, providing multimedia presentation capabilities for both classroom and conference demand. Both computer labs and mobile lab units are available to



students, faculty and staff as open lab resource centers. The hours of operation vary and are posted at the beginning of each semester. A lab operator is available during assigned hours to assist students, faculty, and staff desiring to use the computer labs. For additional information, contact the lab operator or the Dean of Instruction.

Library

Williamsburg Technical College's Library is a multimedia library housing a videotape distribution center and closed circuit television programming. Television sources include the S.C. Educational Television Commission system and a television receive-only satellite dish with both C and KU bands. The library is located in the Meriwether Building on the WTC campus.

The library maintains collections of over 25,000 printed volumes, 109 periodicals and a wide variety of audiovisual materials such as DVDs, CD-ROM, filmstrips, kits, audiocassettes and videocassettes. Numerous magazines and newspapers provide up-to-date information about events in communities surrounding Williamsburg Technical College and the region in general. Several computers are available for word processing and Internet access with a charge per copy for printed materials from the computers in the library. A photocopier machine is also available for reproducing materials for a charge. Materials are selected and designed to serve the varied needs of Williamsburg Technical College students, faculty, staff and members of the community.

The WTC library is a member of the South Carolina Information and Library Services Consortium (SCILS). This consortium consists of several technical college libraries within the state. The WTC online catalog can display its library holdings as well as holdings from other libraries within the consortium. In addition, the library is part of the Partnership Among South Carolina Academic Libraries (PASCAL). The library is normally open from 8:00 a.m. to 9:00 p.m., Mondays through Thursdays, and from 8:00 a.m. to 1:00 p.m. on Fridays. Reference assistance is provided during regular hours of operation.

Academic Support Center

The Academic Support Center's function at Williamsburg Technical College is to identify, develop, implement, and deliver comprehensive and consistent academic support services to all WTC students and faculty. The services are designed to help each student reach his/her academic potential by stressing individual development in learning. The Academic Support Center is currently located in Room 214. Call (843) 355-4122 for appointments and information. Standard operating hours are Mondays - Thursdays from 8:00 a.m. to 6:00 p.m. and Fridays by appointment.

The purpose of the Academic Support Center is to provide the following programs to WTC students at no charge:

Tutoring—in math, science, and English during regular College hours of operation. Tutoring will occur in the Academic Support Center where requests for assistance must be made. Students may receive tutoring in more than one subject. Faculty are encouraged to refer students for tutoring and/or to become tutors.

Computer-Assisted Instruction and Class Programs—A variety of CAI materials are available and used to assist students.

Word Processing in Word—Students can utilize ASC's computers to prepare research papers.

Academic Counseling, Reference Materials, Study Aids—Current sample tests, quizzes, term papers, books, and videos for various courses are available as instructors donate materials. The ASC will administer tests upon request.



Nondiscrimination Information

Williamsburg Technical College does not discriminate in its educational programs, activities or employment on the basis of sex, age, disability, race, color, national origin or religion. For information about Title IX or Section 504, contact the Dean of Student Services, (843) 355-4170.

English Fluency in Higher Education Act of 1991

It is the policy of Williamsburg Technical College to employ means to ensure compliance with the English Fluency in Higher Education Act of 1991. The purpose of the policy and procedures is to define methods to ensure that all permanent and adjunct faculty whose first language is other than English, and who teach one or more credit courses, possess adequate proficiency in both the written and spoken English language and that appropriate response be given to student complaints regarding an instructor's English fluency. For more information, contact the Dean of Instruction, Rusty Elliott, (843) 355-4138.

Hours of Operation

The College is usually open for business between 8:00 a.m. and 10:00 p.m. Mondays through Thursdays, and between 8:00 a.m. and 1:30 p.m. on Fridays. The College telephone switchboard is normally maintained during standard daytime business hours.

How to Contact the College

Mailing address:

Williamsburg Technical College, 601 Martin Luther King, Jr. Ave., Kingstree, South Carolina 29556-4197

Telephone Numbers:

Local - (843) 355-4110; Toll free - (800) 768-2021

Fax Numbers:

Admissions/Financial Aid/Registrar/Student Services - (843) 355-4289

Business Office - (843) 355-4296

Center for Accelerated Technology Training - (843) 355-4278

Continuing Education - (843) 355-4298

Development/Public Relations - (843) 355-4294

Distance Learning - (843) 355-4285

Educational Talent Search - (843) 355-4281

President - (843) 355-4295

Student Support Services - (843) 355-4279

Upward Bound - (843) 355-4288

Email:

Admissions - admissions@wiltech.edu

Continuing Education - brownj@wiltech.edu

Williamsburg Technical College also hosts a Web site accessible on the Internet. Information about the College, including curriculum programs and course schedules, are available on this site. The Web address is **www.wiltech.edu**. Individual or office email addresses or phone numbers may be found on the Web site.

Work Orders

Students, employees, and other authorized persons will be expected to provide their own parts, supplies, and materials for any project involving a work order. Necessary authorization from the appropriate dean must be secured prior to beginning the work order. The College will charge an additional ten percent of the invoice or fair value price of a part, material, or supply provided by the person responsible for the work order.



The College does not guarantee any aspect of the work order. All work is performed by students in training. The College accepts no responsibility for any damage, theft, or other losses sustained by an individual's property while it is on campus.

Academic Freedom and Professional Security

To ensure a program of instruction marked by excellence, the South Carolina Technical College system supports the concept of academic freedom. In the development of knowledge, research endeavors, and creative activities, faculty and students must be free to cultivate a spirit of inquiry and scholarly criticism. Faculty members are entitled to freedom in the classroom in discussing their subject matter, but they shall be careful not to introduce teaching matters which have no relation to their field. Faculty and students must be able to examine ideas in an atmosphere of freedom and confidence and to participate as responsible citizens in community affairs.

The Technical College System also recognizes that commitment to every freedom carries with it attendant responsibilities. The faculty members must fulfill their responsibilities to society and to their profession by manifesting competence, professional discretion, and good citizenship. When they speak or write as citizens, they will be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As professional educators, they must remember that the public may judge their profession and their institution by their performance. Hence, they should at all times be accurate, exercise appropriate restraint, show respect for the opinions of others, and make every effort to indicate that they are not speaking on behalf of the College.

At no time shall principles of academic freedom prevent the College from making proper efforts to assure the best possible instruction for all students in accordance with the objectives of the institution.

Where there are conflicts or inconsistencies between this procedure and the Ethics Act of 1991, the provisions of the Ethics Act will take precedence.

Information taken from the South Carolina State Board for Technical and Comprehensive Education Policy 8-0-101.