

WILLIAMSBURG TECHNICAL COLLEGE

STUDENT HANDBOOK 2005-2006

Where do I go for help?

ADMINISTRATIVE STAFF:

President	Dr. Cleve H. Cox
Chief Business Officer	Missy Coker
Director of PR and Dev	Mona B. Dukes
Dean of Instruction	Clifton "Rusty" Elliott
Dean of Continuing Education	Mel Price
Dean of Student Services	Lynn Selph
Director of HR	Barbara Kennedy

To find out about: Contact

Academic concerns	Instruction
Adding a class	Academic Advisor
Address change	Student Services
Admission	Student Services
Automobile registration	Student Services
Billing	Business Office
Books	Bookstore
Career information	Admissions
Change of major	Student Services
Complaints	President
Donations	PR and Development
Counseling	Admissions
Dropping a class	Academic Advisor
Educational Talent Search	Student Services
Employment on campus	Financial Aid
Employment off campus	Admissions
Exemption test	Instruction
Financial assistance	Financial Aid
GED or placement testing	Admissions
Graduation	Student Services
Health services (emergency)	Student Services
Library	Library
Lost and found	Student Services

To find out about: Contact

Noncredit courses	Continuing Education
Parking tickets	Business Office
Personal interest courses	Continuing Education
Placement (after graduation)	Admissions
Personal problems	Student Services
Public relations/news releases	PR and Development
Refunds	Business Office
Registration	Student Services
Room reservation	Instruction
Schedule changes	Academic Advisor
Scholarships	Financial Aid
Selling or solicitation on campus	President
Student activities	Student Services
Student announcements	Student Services
Teleconferences; computers	Management Information Systems
Transcripts	Student Services
Transfer of credits	Office of Instruction
Tuition and fees	Business Office
Upward Bound program	Upward Bound
Vending machine operation	Business Office
Veterans Affairs	Financial Aid
Withdrawal from college	Student Services
WTC Foundation	Office of PR and Development

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.

MISSION

Williamsburg Technical College, a member of the South Carolina Technical and Comprehensive Education system, is a public, two year, associate degree, diploma and certificate granting institution with an average semester enrollment of approximately 625 students serving the county of Williamsburg, South Carolina. 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 county'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.

ACCREDITATION

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.

ROLE AND SCOPE

Williamsburg Technical College is committed to eliminating economic, academic, geographic or other barriers which delay entry into a postsecondary educational setting. The college is dedicated to helping students discover their abilities and interests. Consistent with student goals and the needs of society, Williamsburg Technical College offers the following programs and services:

- Degree, diploma and certificate programs provide skills required for employment and career growth for students completing two years or less of postsecondary education.
- College transfer programs enable students to transfer with advanced standing to senior institutions.
- Continuing Education Programs provide professional, occupational and development training to individuals, businesses and industries.
- Secondary Programs provide vocational education training to area high school students.
- Student Development Services provide support services and activities to assist students in achieving personal and professional objectives, minimizing barriers to educational opportunities and fostering fulfillment of self-worth and potential.
- Developmental Education Programs help students improve their academic and personal preparedness.
- Career Planning and Placement services enable students and potential students to receive personalized support in selecting career paths which maximize their chances for success.
- Community programs and services provide area citizens a variety of cultural and avocational activities to enrich their personal and professional lives through personal interest courses, noncredit workshops or other offerings.
- Economic development services work with business and industry in an effort to stimulate economic development in Williamsburg County through education, training, retraining and other support needs.
- Institutional effectiveness programs provide ongoing review and improvement of the college programs and services.

ACADEMIC CALENDAR

The college publishes registration dates in the academic calendar, on the website, and in local publications. Williamsburg Technical College operates on the semester system: fall and spring semesters as well as a summer session are structured to fit the time needed for selected courses. Each student should contact his/her advisor for appropriate course selection prior to each registration. (See the 2005-2006 academic calendar immediately following.)

Students who are transferring credits from another college/university to Williamsburg Technical College will be admitted with advanced standing subject to the acceptance of transfer of credits from other institutions.

Credit may also be received for the College-Level Examination Program (CLEP), through the Williamsburg County School District articulation agreement, or for experiential learning.

Students should request an official transcript from all colleges/universities previously attended. All documents submitted to the college become the permanent property of the college.

ACADEMIC CALENDAR 2005-2006

Summer Semester 2005

May 11 & 12	Registration (9:00 a.m.-2:00 p.m. on the 11th and 3:00-8:00 p.m. on the 12th)
May 16	Classes Begin
May 16 – 20	Add - Drop Period
May 30	Memorial Day (No Classes)
July 4-9	Summer Break (No Classes)
July 11	Classes Resume
July 11	Fall 2004 Semester Advisement Begins
July 11 - August 1	Early Registration
July 15	Last Day to Drop With a WP
August 1	Classes End
August 2 – 8	Final Exams

Fall Semester 2005

August 17 & 18	Registration (9:00 a.m.-2:00 p.m. on the 17th and 3:00-8:00 p.m. on the 18th)
August 22	Classes Begin
August 22-26	Add-Drop Period
September 5	Labor Day (College Closed)
November 1	Spring Semester Advisement Begins
November 4	Last Day to Drop a Course With a "WP"
November 28-December 2	Early Registration for Enrolled Students
December 14	Early Registration for New Students with completed paperwork
November 22-25	Fall Break (No Classes)
November 24 & 25	Thanksgiving Holidays (College Closed)
December 2	Classes End
December 5 - 9	Exams
December 13 - 16	Faculty Workdays
December 19-31	Christmas Break (College Closed)

Spring Semester 2006

January 4 & 5	Registration (9:00 a.m.-2:00 p.m. on the 4th and 3:00-8:00 p.m. on the 5th)
January 9	Classes Begin
January 9 – 13	Add-Drop Period
January 16	Martin Luther King, Jr. Holiday (College Closed)
March 27	Summer Session Advisement Begins
March 27-April 23	Early Registration for Enrolled Students
April 24	Early Registration for New Students with completed paperwork
April 7	Last Day to Drop with WP
April 17 - 21	Spring Break (No Class) College Closed after 5:00 p.m.
April 24	Classes End
April 25 - May 1	Final Exams
May 5 (Friday)	Graduation (7:00 p.m.)

Summer Semester 2006

May 10 & 11	Registration (9:00 a.m.-2:00 p.m. on the 10th and 3:00-8:00 p.m. on the 11th)
May 15	Classes Begin
May 15-20	Drop/Add Period
May 29	Memorial Day (No Classes) College Closed after 5:00 p.m.
July 3-7	Summer Break (No Classes) College Closed after 5:00 p.m.
July 4	Independence Day (College Closed)
July 10	Classes Resume
July 10	Fall 2006 Semester Advisement Begins
July 10-August 2	Early Registration for Enrolled Students
August 9	Early Registration for New Students with completed paperwork
July 20	Last Day to Drop with WP
July 31	Classes End
August 1-7	Final Exams

ADMISSION POLICY

Williamsburg Technical College, in an effort to minimize barriers to educational opportunity, has an "open door" policy which welcomes students without regard to color, creed, race, age, sex, national origin, or disability.

Students must be 16 years of age or older to be considered for admission into a curriculum program and courses offered by the college. Qualified high school students who desire to enroll in college courses concurrent with their high school classes may do so with the approval of their parents.

Admission to the college, however, does not constitute admission in a program with specified admission requirements. Placement in a program is a different process from admission to the college. Placement screening (testing/advisement) is used by the college to ensure that students are adequately prepared to do college-level work. For students who require additional preparation for college-level work, the college offers a comprehensive Instructional Lab to improve their basic skills in English, mathematics, and reading.

The college provides career, personal, financial and academic counseling to applicants during the admission process to assist students in evaluating their individual potential for success in a program.

The personal touch is important to all phases of academic and campus life at Williamsburg Technical College. This personal touch is apparent throughout all phases of the admission process. Contacts with the administrative staff, faculty, and students are all an integral part of the process.

Williamsburg Technical College participates in the Service members Opportunity Colleges (SOC) and the Concurrent Admissions Program (ConAP).

ADMISSION PROCEDURE

Former students should call the Admission Officer to determine what needs to be done to reactivate their records. New students should:

- Pay a \$10 nonrefundable application fee. Applications will remain on file one year from the date submitted.
- Complete an application form obtained from Student Services.
- Request high school or other institutions to forward transcripts of all academic work attempted.
- Present SAT scores of 750 or an equivalent ACT score of 15; or have a re-centered SAT score of at least R850 or an equivalent ACT score of 18; take the COMPASS, an assessment instrument designed to aid counselors and advisors in determining the best course of study for each student; or be currently enrolled in good standing at an accredited college or university.
- Register for classes during registration.
- Meet the established admission criteria for each curriculum. The student should apprise himself/herself of these criteria.
- Be accepted into a curriculum by the Director of Admission.

All students must update their admission data anytime there is a change. Students that are not enrolled for one semester or more must verify admission data before reenrolling. New applications will be completed when appropriate.

NEW STUDENTS

An applicant who has never attended a college/university must request that his/her high school forward an official transcript to the Admission Office at Williamsburg Technical College. Proof of satisfactory completion of the GED is required for applicants having a high school equivalency certificate.

All documents submitted to the college become the permanent property of the college.

Applicants to an associate degree program must be high school graduates or possess a high school equivalency certificate (GED).

Applicants to the Cosmetology diploma program must be high school graduates/GED equivalent or present proof of 10th grade completion before being accepted.

All curriculum students are required to take the college's placement test.

The college uses the ASSET (Assessment of Skills for Successful Entry and Transfer) and COMPASS (Computer Adaptive Placement Assessment and Support System) as its placement tests. The main emphasis of the Williamsburg Technical College placement test focuses on appropriately placing students in entry-level classes in order to promote student success and retention.

Students whose placement scores do not meet program requirements will be required to satisfactorily complete the respective Developmental Studies Center course(s) before enrolling in related courses in their programs of study.

Exceptions may be granted if one of the following criteria is met:

- The applicant has earned an associate degree or higher degree from a regionally-accredited institution, or an SAT score of 750/R850 or above.
- The applicant has earned a grade of "C" or better in an appropriate freshman math and English course from a regionally-accredited institution.
- The applicant has taken the Williamsburg Technical College placement screening test within the past two years and has appropriate program entry scores.

TRANSFER STUDENTS

Students in transfer who intend to transfer credits from Williamsburg Technical College to other colleges/universities should have, in advance, the written approval of their academic advisors or deans before registering for any course intended to be transferred. Students are responsible for ordering a transcript to be sent to other colleges/universities.

UNDECLARED MAJOR STUDENTS

An applicant who does not intend to enter a curriculum program may enter as an "undeclared major" student and take up to, but no more than, 15 semester hours in selected courses.

Undeclared major students who plan to take transfer courses must meet all criteria before registering for these courses.

It is generally recommended that the special student take no more than seven semester hours in any given semester. It is required that all prerequisites be met and the student declare a major upon completion of 15 semester hours.

An undeclared major student is often one who enrolls in a specific course to improve job performance or to acquire a necessary background to support a career change. Tuition for this category of career development student is often paid by an employer.

SENIOR CITIZEN STUDENTS

Legal residents of South Carolina who are at least 60 years of age may enroll on a space available basis without paying tuition provided that the student is not employed full time. Those persons enrolling for credit must meet all admission criteria.

STUDENTS WITH DISABILITIES

The Student Services Office provides counseling and support services which help students with disabilities to pursue academic programs of their choice and participate fully in campus life. The Dean of Student Services can arrange counseling, special parking, priority registration, and other reasonable services needed by students with disabilities. Students with disabilities are encouraged to contact the Dean of Student Services to discuss needs and concerns as they arise.

AUDIT STUDENTS

An audit student is expected to attend classes regularly, but may choose not to take the examination, and will not receive college credit. Each student must declare status upon registering for an audit course. Change of status is permitted within the scheduled add/drop period. A grade of "AU" will be awarded for all classes audited. To earn credit for an audited course, the student must meet all admission criteria and repeat the course or take an exemption exam.

READMISSION STUDENTS

If a student is dismissed from the college for academic, conduct, or other adverse reasons, readmission is subject to review in accordance with the Student Code.

FINANCIAL AID

The cost of postsecondary education can be a significant burden to a family's budget. The goal of the Financial Aid Office is to provide streamlined access for students choosing a course of study at Williamsburg Technical College.

This goal is met by providing these services:

- Providing financial program information to prospective students and their families.
- Assisting students and their families with financial aid application and process.
- Analyzing eligibility for aid and making timely financial aid awards.

STUDENT RIGHTS

A. Nondiscrimination

There shall be no discrimination in any respect by the college against a student, or applicant for admission as a student, based on race, color, age, religion, national origin, sex or disability.

B. Freedom of Speech and Assembly

Students shall have the right to freedom of speech and assembly without prior restraints or censorship subject to clearly stated, reasonable, and nondiscriminatory rules and regulations regarding time, place, and manner.

Students desiring to conduct an assembly must submit a request to the President, or other designated college official, requesting a specific date, time, location, and manner no later than 15 working days prior to the date of the desired event. The request will be approved, amended, or denied no later than 10 working days prior to the desired event.

C. Freedom of the Press

In official student publications, students are entitled to the constitutional right of freedom of the press, including constitutional limitations on prior restraint and censorship. To ensure this protection, the college shall have an editorial board with membership representing SGA, faculty, and administration. Each college has the responsibility of defining the selection process for its editorial board. The primary responsibility of the board shall be to establish and safeguard editorial policies.

D. Protection Against Unreasonable Searches and Seizures

Students are entitled to the constitutional right to be secure in their persons, dwellings, papers, and effects against unreasonable searches and seizures. College security officers or administrative officers may conduct searches and seizures only as authorized by law.

E. Student Representation in College Governance

Students should be represented on campus committees that have the following duties:

1. To propose policy that affects student activities and conduct.
2. To make policy decisions on such matters.
3. To implement policy.

F. Classroom Behavior

Discussion and expression of all views relevant to the subject matter are recognized as necessary to the educational process, but students have no right to interfere with the freedom of instructors to teach or the rights of other students to learn.

The instructor sets the standards of behavior acceptable in the classroom by announcing these standards early in the term. If a student behaves disruptively in class after the instructor has explained the unacceptability of such conduct, the instructor may dismiss the student for the remainder of that class period.

The instructor shall initiate a discussion with the student to resolve the issue prior to the next class meeting. A further disruption by the student may result in a second dismissal and referral in writing by the faculty member to the Chief Student Services Officer. Students remain subject to other sanctions hereunder for such conduct.

G. Evaluation and Grading

1. Instructors will follow the announced standards in evaluating and grading students.
2. Grades are awarded for student academic achievement. No grade will be reduced as a disciplinary action for student action or behavior unrelated to academic achievement.

H. Privacy Information about individual student views, beliefs, and political associations acquired by instructors, counselors, or administrators in the course of their work is confidential. It can be disclosed to others only with prior written consent of the student involved or under legal compulsion.

Records

1. General

The student records office will maintain and safeguard student records. All official student and former student records are private and confidential and shall be preserved by the college. Separate record files may be maintained for the following categories: (1) academic, (2) medical, psychiatric and counseling, (3) placement, (4) financial aid, (5) disciplinary, (6) financial, and (7) veterans affairs.

2. Disciplinary Records

Records of disciplinary action shall be maintained in the office of the Chief Student Services Officer. No record of disciplinary action shall be entered or made on the student's academic records.

3. Confidentiality of Records

Before information in any student file may be released to anyone, the student must give prior written consent except in those instances stated below:

- a. To instructors and administrators for legitimate educational purposes.

- b. To accrediting organizations to carry out their functions.
- c. To appropriate parties to protect the health and safety of students or other individuals in emergencies with the understanding that only information essential to the emergency situation will be released.
- d. The Chief Student Services Officer may authorize release of directory information as defined by the college under privacy legislation.
- e. If the inquirer has a court order, the Chief Student Services Officer or someone designated by that official will release information from the student's file.

4. Treatment of Records After Student Graduation or Withdrawal

When students withdraw or graduate from a technical college, their records shall continue to be subject to the provisions of this code. A copy of this document in its entirety may be obtained from the Division of Student Services.

STUDENT RESPONSIBILITIES

It is your responsibility to observe the following criteria and guidelines as established by the administrative staff and the Area Commission of Williamsburg Technical College:

- Review and consider all information about a school's program before you enroll.
- Pay special attention to your application for student financial aid, complete it accurately, and submit it on time to the right place. Errors can delay or prevent your receiving aid.
- Meet all deadlines for applying/re-applying for aid.
- Provide all additional documentation, verification, corrections, and/or new information requested by either the financial aid office or by the agency to which you submitted your application.
- Read, understand, and keep copies of all forms you are asked to sign.
- Comply with the provisions of any promissory note and all other agreements you sign.
- Notify your school of any change in your name, address, or attendance status (half-time, three-quarter time, or full-time). If you have a loan you must also notify your lender of these changes.
- Satisfactorily perform the work agreed upon in a College Work-Study job.
- Understand your school's refund policy.

ACADEMIC HONORS

See Academic Information section of the catalog.

VOCATIONAL EDUCATION ARTICULATION

In mutual recognition of the value of training offered at each institution, Williamsburg Technical College and Williamsburg County School District have established an articulation agreement. The agreement establishes those parameters which are necessary for the coordination of educational programs and which will facilitate the orderly progression of students from one to the other without unnecessary duplication of course content.

Williamsburg Technical College will award appropriate semester-hour credit for articulated occupational program course work satisfactorily completed in Williamsburg County School District. Williamsburg Technical College will make every attempt to place advanced students into the appropriate level of instruction.

CAMPUS BULLETIN BOARD UTILIZATION

Williamsburg Technical College provides bulletin boards for the posting of the following:

1. Posters required to be posted by applicable laws and regulations.
2. Approved notices concerning Williamsburg Technical College's programs and other matters of student/employee interest.

Only approved items may be posted on the college's bulletin boards. Approval will be noted by the appropriate person with a removal date indicated. Approval to post items to a bulletin board may be made by any member of the President's Administrative Council. Items which have not received approval will be removed. All appeals concerning items not approved for posting are to be made to the President of Williamsburg Technical College.

COLLEGE ATHLETIC ACTIVITIES

Institutional policy prohibits an interinstitutional athletic program. Williamsburg Technical College does not have an organized intramural program. If the need for an organized intramural program appears warranted, the matter will be brought to the College Commission. If approved, the President will notify the Executive Director of the State Board for Technical and Comprehensive Education and comply with the policy set by the State Board.

SOLICITATION & DISTRIBUTION

Recognizing that Williamsburg Technical College is legally responsible for promoting the efficiency of the public services performed through the college, the following rules are promulgated in furtherance of that legal responsibility:

- Solicitation or distribution is prohibited by persons in areas not deemed public by the institution.
- Solicitation or distribution by college employees and students for any purpose other than official college business is prohibited.
- Any person desiring to solicit for any purpose or distribute any matter must submit a request to the President stating the purpose and method of solicitation or distribution. The President will either deny or approve the request, based on established local guidelines for solicitation and distribution. If approved, the requesting party will be given the areas and manner in which he/she may conduct the solicitation or distribution. Failure to follow these directives will immediately revoke the approval.

REFERRAL SERVICES

The Student Services staff will provide student referrals to other agencies as deemed necessary. The college maintains a working relationship with area human services agencies which permits the students to receive prompt and accurate information. For more information about the scope of services of other area agencies, see the Student Services staff or a counselor.

BOOKSTORE

The campus bookstore is operated as an auxiliary service of the College in conjunction with the College's Business Office. The bookstore provides textbooks, workbooks, and supplies at the lowest possible cost to the student. Hours of operation are posted.

CANCELLATION OF CLASSES

In the event of hazardous or inclement weather or other emergencies, the President of Williamsburg Technical College will announce whether classes will be cancelled, delayed or shortened. The decision will be made available to area radio and TV stations. Students enrolled in evening classes should listen for information regarding their classes which may be conducted even though day classes may be interrupted for some reason. A message will be placed on the College's website and on the College's switchboard voicemail system if conditions permit.

The following TV stations will be notified of cancellation of classes: WBTW, WPDE and WCSC. Local radio stations will also be contacted as conditions permit.

RESPECT FOR PROPERTY

All students are expected to cooperate in keeping the campus clean and are expected to make use of trash containers. Food, soft drinks, and/or smoking are prohibited in classrooms and in certain other college areas such as the auditorium and the library/LRC. Students entrusted with college property who negligently damage, lose, destroy, sell, or dispose of it will be subject to the code for student discipline.

STUDENT GOVERNMENT ASSOCIATION

The Williamsburg Tech Student Government Association (SGA) is the official organization for coordinating student activities on campus. The association is composed of all students enrolled in diploma, degree, career development, and certificate programs at Williamsburg Tech. Its function is to ensure that open communications are maintained between students and the administration. Executive officers, program representatives, and alternates are elected to the SGA Council. Students are encouraged to participate in the elections and activities of the Student Government Association. Throughout the year, the Student Government Association sponsors programs of general interest and encourages student participation in them.

CLASSIFICATION OF STUDENTS

Students are classified according to the following applicable terms:

- **Full-time:** A student enrolled for 12 or more semester hours, or a GED student enrolled for 25 or more class hours. Veteran students: see Veteran Information.
- **Part-time:** A student enrolled for less than 12 semester hours, or less than 25 GED class hours.
- **Freshman:** A student who has completed less than one-half of the semester hours required for graduation.
- **Sophomore:** A student who has completed one-half or more of the semester hours required for graduation.

CLUBS & ORGANIZATIONS

Students desiring to form clubs or organizations on campus may follow these steps:

- A. Obtain a minimum of 15 prospective members.
- B. Obtain a faculty or staff advisor.
- C. Submit a request to organize, signed by the members, and the agreement of the faculty/staff advisor to the Dean of Student Services.

D. Receive written approval of the request from the SGA Executive Council and the college administration. After approval of the organization, a constitution and membership list must be submitted within three weeks.

According to policies of the State Board for Technical and Comprehensive Education, organizations whose objectives are strictly social in nature cannot be approved.

A. All student activities must be approved by the Office of Student Services. This approval is necessary before an organization may:

1. Put an item on the master calendar.
2. Reserve facilities for a meeting.
3. Have an announcement placed on the bulletin board or in the course schedule.

B. All student fund-raising projects (on or off campus) must be approved by the Dean of Student Services. Complete plans, including planned use of money, should be submitted in writing to the Dean of Student Services. On-campus fund-raising projects will not be approved unless they are for the purpose of raising money for necessary club expenses or for a project benefiting all students.

C. Off-campus personnel, including speakers, entertainers, etc., must be approved by the Dean of Student Services prior to issuing an invitation to such groups or persons.

D. The use of campus facilities by students must be cleared with the Student Services Office.

E. Only clubs and organizations chartered by the Student Government Association and approved by the Dean of Student Services and the President will be permitted to function on campus.

F. All organizations and clubs must have a faculty advisor approved by the Dean of Student Services.

COLLEGE RINGS

A representative of an approved company will come to the campus twice a year to size and order rings. Dates will be announced on the bulletin boards and all inquiries should be directed to Student Services. The cost and payment of rings is the responsibility of the student. A minimum deposit is required before the ring is ordered.

A student must have completed 75 percent of the requirements for graduation with 2.0 GPR to be eligible for a ring. JTPA students must have completed 75 percent of their program requirements satisfactorily and have written approval of the JTPA Coordinator.

EMERGENCIES

Campus emergencies of a general nature will be announced by the administration. Students are expected to follow instructions from the faculty or administration.

Medical emergencies should be reported immediately to the closest faculty or staff member. Only superficial injuries should be treated. In case of serious illness or injury, call the Student Services Office or the dean on duty and request that an ambulance be called. Attempts will be made to notify the student's physician and family. Insurance claims for injuries will be processed through the Student Services Office.

Fire drills are held periodically without advance notice. When the fire alarm is sounded, all persons should leave the building at once through the nearest exit and move approximately 100 feet from the building and await further directions.

PROTECTIVE EQUIPMENT & CLOTHING

Students enrolled in the Cosmetology program will be required to wear appropriate uniforms as prescribed. Purchase of these items is the responsibility of the student. Safety glasses and other equipment will be required in certain technical/industrial programs to protect the student.

FOOD SERVICES

Food and beverages are available in vending machines. A variety of snack foods and fountain drinks can be found in the Student Canteen for the convenience of students, faculty, staff, and guests of the college.

HEALTH SERVICES & FIRST AID

Williamsburg Technical College is a commuter institution; therefore, no infirmary facilities are provided. Basic first aid for minor injuries is available, and first aid kits are located in every department. The Student Services Office can provide first aid, and many members of the faculty and staff are trained in first aid procedures. Major illness or injury will be treated by professionals. The campus is located adjacent to Williamsburg Regional Hospital.

Each student is covered by accident insurance at no additional cost. This group insurance covers the student while on campus and during college-sponsored group travel. Injuries must be reported to the Dean of Student Services within 48 hours from the time of the accident. Insurance claim forms are available in the Student Services Office.

HOUSING

WTC does not provide housing; however, there are a number of realtors and rental agencies available to assist students.

ID CARDS

ID cards are made when a student is first enrolled, and the cards are validated every semester. Students will need identification on campus for

admission to college events and library uses. If the identification card is lost, it must be replaced in the Library. A fee will be charged to replace the ID card.

LIBRARY SERVICES

The college library offers a variety of services to its students. Books and audio and video tapes may be used in the facilities provided.

There is a pleasant area for reading, studying, or browsing. Newspapers and magazines are provided for pleasure, occupational, or technical reading. Study tables are provided for patrons wishing quiet study areas. Library staff also provide assistance in research and resource searching. Identification is required to check out materials.

LOST & FOUND

Any articles found on the campus should be turned in to Student Services. Lost articles reported or turned in to Student Services will be listed on the bulletin board in the Student Canteen. Articles may be claimed, with appropriate identification, at Student Services.

ORGANIZATION OF THE COLLEGE

The college is organized by several areas of responsibility, each of which reports to the President of the college. The college is governed by the Williamsburg Technical College Area Commission. Areas include:

Instruction: Arts and Sciences, Business, Technical/Vocational, Instruction Lab, Library

Continuing Education: Personal Interest, Community Services, Occupational Advancement, Center for Accelerated Technology

Student Services: Counseling, Admission, Records, Financial Aid, Veterans Affairs, Career Planning and Placement, Student Government Association, Assessment, TRIO Programs

Business Affairs: Business Office, Security, Maintenance and Physical Plant, Switchboard, Bookstore

Development and Public Relations: Foundation, Management Information System, Recruitment

Human Resources

PARKING & VEHICLE REGULATIONS

All privately owned or operated vehicles driven on campus by students must be registered prior to the close of registration of the first semester in which they are enrolled. Vehicle registration is coordinated by the Student Services Office and is accomplished by completing a registration card and receiving a vehicle registration decal. There is no charge for the decal. The decal must be visibly displayed on the **left rear quadrant** and is valid for the remainder of the academic year. The Business Office coordinates registration of faculty and staff vehicles.

Students who drive an unregistered vehicle to the campus because of unusual circumstances may obtain a special parking permit from the Student Services Office. This permit must be displayed in the left front window.

The person registering the vehicle is responsible for all violations assessed against that vehicle. The Student Services Office must be notified of any changes in ownership of the vehicle, license number, address of the owner, etc.

Traffic and parking regulations are to be obeyed at all times. The speed limit on campus is 15 mph. Drivers must not operate their vehicles in a reckless manner. Pedestrians have right-of-way on campus, but they should exercise caution and courtesies so as not to impede the orderly flow of traffic. Violators will be ticketed.

All vehicles must be parked in designated parking spaces and areas. Some spaces/lots are restricted, as marked, for use by faculty/staff and the handicapped. The Dean of Student Services will assign parking space for handicapped students as necessary. No parking is permitted on any access road or on the paved area behind the shop building (Building B). The parking area in front of the Administration Building (Building A) is reserved for official visitors, assigned vehicles, and emergency vehicles.

Students and visitors may park in any parking space not otherwise restricted. Vehicles must be parked so that the entire vehicle is within the lines designating a parking space.

Persons violating traffic regulations will be assessed a fine. Persons who feel that their citations for violation of a traffic regulation are unwarranted should confer with the Chief Business Officer. This action must be taken within five class days after receipt of the citation.

Fines are paid to the Business Office, and violations must be cleared within five class days after the receipt of a citation or an additional penalty will be assessed. All fines are considered debts to the college and must be paid in full before grades or requests for transcripts will be released, or before awarding diplomas/certificates/degrees. Registration cannot be completed without removing all indebtedness to the college.

RELEASE OF STUDENT ACADEMIC & PERSONAL RECORDS

Williamsburg Technical College considers the following to be "Directory Information" and will give this information to inquirers unless notification, in writing, is given to the Dean of Student Services before the end of the add/drop period of the semester in which the student is enrolled. "Directory Information" is: name, mailing address, curriculum in which enrolled, full-time or part-time status, periods of enrollments at Williamsburg Technical College, program graduation status, honors and name of hometown for honor recognition.

Williamsburg Technical College, in the execution of its responsibilities to students, must maintain accurate and confidential student records. The college recognizes the rights of students to have access to their academic and personal records in accordance with current college policy and the Family Education Rights and Privacy Act of 1974 (Buckley Amendment).

Policy regarding the release of and access to student information will be made available to students, faculty, and staff annually. This information will be available on request and will specify the procedures for release of student information, student access to records, a description of all student records being maintained by the college, and the procedures for students to initiate a hearing to challenge accuracy of educational records.

Transcripts and other information are released only with written permission of the student. If information other than the transcript is released from the student's official record (student records), this release is noted on a cumulative basis.

TRANSCRIPTS

Transcripts are released only with written permission of the student. Students may request transcript copies for their own personal use or use by employers or other agencies. Copies for students are unofficial and stamped "student copy;" copies which are sent directly to employers or other agencies are official and carry the college seal. Copies sent to advisors are unofficial and stamped "instructor copy."

TELEPHONES

Telephones for student use are available in the Student Canteen. All telephones in campus offices are considered business telephones and are not available for personal calls. Students should notify their friends and families that they may not receive phone calls except in the case of an emergency. Emergencies are considered circumstances or conditions in which property or human life is in jeopardy.

VISITORS

All visitors are welcome to the campus of Williamsburg Technical College. Any interested individual or group of individuals may visit the college and should arrange for tours by calling ahead.

Students are encouraged to invite their families and friends to visit the college. Permission should be obtained from the instructor before inviting visitors to a class or class activity.

Children on campus add a special dimension to the atmosphere of the campus, especially when they are enrolled in special interest classes, attending events, or using the library. Students are not to leave children unattended on campus or be accompanied by children during classes.

SMOKING POLICY

Williamsburg Technical College buildings have been designated as tobacco-products free. Smoking is prohibited inside college buildings. Smoking is permitted outside in designated areas.

EDUCATIONAL OPPORTUNITY 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 more 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 additional information, please contact the Dean of Instruction at 843.355.4138.

ALCOHOL AND DRUG ABUSE AVAILABLE SERVICES

- Williamsburg County Department on Alcohol and Drug Abuse, 115 Short Street, Kingstree, SC 29556 phone: 843.355.9113 or 843.355.7123
- Williamsburg County Department of Vocational Rehabilitation, 405 MLK Jr. Ave., Kingstree, SC 29556 phone:843.354.5252 or 843.354.5388
- Waccamaw Center for Mental Health, Williamsburg County Satellite Office, 310 E. Main Street, Kingstree, SC 29556 phone: 843.354.5453
- State Group Health Plan, Budget and Control Board, Division of Insurance Services, P.O. Box 1166, Capitol Station, Columbia, SC 29211

POLICY AND INFORMATION FOR EMPLOYEES AND STUDENTS OF THE SOUTH CAROLINA TECHNICAL COLLEGE SYSTEM

It is the policy of the South Carolina Technical College System to provide a drug free, healthful, safe and secure work and educational environment. Employees and students are required and expected to report to their work, class, or student activities in appropriate mental and physical condition to meet the requirements and expectations of their respective roles.

The South Carolina Technical College System prohibits the unlawful manufacture, distribution, dispensation, possession or use of narcotics, drugs, other controlled substances or alcohol at the workplace and in the educational setting. Unlawful for these purposes means in violation of federal/state/local regulations, policy, procedures, rules, as well as legal statutes. Workplace means either on agency premises or while conducting agency business away from the agency premises. Educational setting includes both institutional premises or in approved educational sites off campus.

In order to prevent the consequences of alcohol and other drug abuse at the workplace and in the educational setting, the South Carolina Technical College System has implemented this policy to ensure a drug-free work and educational environment.

The South Carolina Technical College System recognizes that chemical dependency through use of controlled or uncontrolled substances, including alcohol, is a treatable illness. The agency supports and recommends employee and student rehabilitation and assistance programs and encourages employees and students to use such programs.

All locations will also implement drug-free awareness programs for employees and students. Such programs will annually ensure that employees and students are aware that:

1. Alcohol and other drug abuse at the workplace and in the educational setting is dangerous because it leads to physical impairment, loss of judgement, safety violations and the risk of injury, poor health, or even death. Health risks and effects of controlled substances and alcohol will be provided to students and employees.
2. Alcohol and other drug abuse can also significantly lower performance on the job and in the classroom, thus impacting on the agency and the college mission as well as seriously affect the student's educational and career goals.
3. Employees must report any personal conviction under a criminal drug statute, for conduct at the workplace, to their human resource officer within five days. Management must report to granting agencies, any employee conviction for conduct in the work place within ten days of receiving notice.
4. It is a condition of employment and admission that all employees and students must abide by the policy on alcohol and other drug use as well as related procedures/statements/laws/guidelines. Violation of any provisions may result in disciplinary action up to and including termination or expulsion respectively, and may have further legal consequences consistent with federal and state laws and regulations. Additionally, management may require an employee or student to enter an employee/student assistance or drug rehabilitation program as a condition of employment or enrollment. In addition, management is specifically required by law to take appropriate action within thirty days of receiving notice of any employees conviction for conduct in the workplace.
5. Use of employee assistance programs (EAP), student assistance programs (SAP), or drug/alcohol rehabilitation services is encouraged.

Cleve H. Cox
Chief Executive

7/30/2004
Date

The Campus Security Act of 1990 requires all public colleges and universities to make available to faculty, staff and students statistical information regarding certain crimes committed on campus. Williamsburg Technical College complies with this Act by supplying this information as required. All crimes and/or arrests occurring on campus are published in the minutes of the College Council meetings. Copies of the minutes, *The College Clipboard*, are distributed to all faculty/staff and are posted on bulletin boards in the Administrative and Meriwether Buildings. An annual summary is printed by September 1 and posted in the Learning Resources Center and bulletin boards throughout the campus. Anyone who is the victim of a crime or witnesses a crime should report the incident to one of the following administrators: President, Chief Business Officer, Dean of Student Services, Dean of Continuing Education or Dean of Instruction. Any criminal activity occurring on the campus of Williamsburg Technical is reported to the proper law enforcement agency.

Crime Statistics
January 1 - December 31, 1998

Crime/Violation	# Incidents/Arrests
Murder	0
Rape	0
Robbery	0
Aggravated Assault	1
Burglary	0
Motor Vehicle Theft	0
Liquor Law Violation	0
Weapons Possession	0
Drug Abuse	0
Manslaughter	0
Arson	0
Hate/Prejudice Crimes	0

COMPLETION RATE - 2000

For those students entering Williamsburg Technical College during the Fall Semester 2000, the completion rate for students who entered the college on a full-time basis was 43%.

SOUTH CAROLINA LAWS

ALCOHOL

PURCHASE ON BEHALF OF ONE WHO CANNOT LAWFULLY BUY

It is against the law to buy or give beer, wine, and/or alcohol to anyone who cannot buy it for themselves. Penalty - Fine up to \$200 or confinement up to 30 days and mandatory driver's license suspension of 90 days - 6 months. (Code 61-9-60)

PURCHASE/POSSESSION BY A MINOR/MISREPRESENTING AGE

It is against the law to drink or possess any form of alcoholic beverage if you are under the age of 21. It is also against the law to lie or furnish false information concerning age in order to obtain any form of alcoholic beverage. Penalty - Fine up to \$200 for first offense and mandatory driver's license suspension of 90 days - 6 months. (Code 20-7-370/380, 61-9-50)

TRANSFERENCE OF BEER OR WINE

It is against the law to give or transfer beer or wine to anyone under the age of 21. This includes serving anyone in your home except your child or spouse. Penalty - Fine up to \$200 or confinement up to 30 days. (Code 61-13-287)

CONTRIBUTING TO THE DELINQUENCY OF A MINOR

It is against the law for any person over 18 to knowingly and willfully influence a minor to violate any law or municipal ordinance. Penalty - Fine up to \$3,000 and/or confinement up to three years. (Code 16-17-490)

POSSESSION OF BEER, WINE, OR LIQUOR

It is against the law to possess beer, wine, or liquor if you are under the age of 21. This includes opened or unopened containers of alcoholic beverage in actual possession or in your immediate surroundings. Penalty - Fine up to \$100 or confinement up to 30 days and mandatory driver's license suspension of 90 days - 6 months. (Code 61-9-87, 20-7-370/380)

SALE TO PERSON UNDER AGE

It is against the law to sell beer, ale, or wine to anyone under 21 years old. Penalty - Fine up to \$200 or confinement up to 60 days. (Code 61-9-40)

DISORDERLY CONDUCT

Students found on any public highway or in any public place who are intoxicated or disorderly may be charged with disorderly conduct. Penalty - Fine up to \$100 or confinement up to 30 days. (Code 16-17-530)

ALTERING AND FRAUDULENT USE OF LICENSE

It is against the law to lend, issue, sell or use your license or anyone's license or a fictitious license (fake ID) for an unlawful purpose. Penalty - First offense fine up to \$200 and or confinement up to 30 days, and mandatory driver's license suspension for 90 days - 6 months. (Code 56-1-510/515, 61-9-50)

DRIVING UNDER THE INFLUENCE (DUI)

It is unlawful for persons under the influence of alcohol or other drugs to drive. Penalty - Not less that \$200 fine; imprisonment up to 5 years; drivers license suspension 6 months - permanent. (Code 56-1-1330, 56-5-2930/2940/2990)

FELONY DRIVING UNDER THE INFLUENCE

If you cause bodily harm or death to someone while under the influence of alcohol, drugs or any combination, you are guilty of a felony DUI. Penalty - for bodily harm, a mandatory fine up to \$10,000 and mandatory confinement up to 10 years. For death, mandatory fine up to \$25,000 and mandatory confinement up to 25 years. (Code 56-5-2945)

CONSENT FOR TESTING

Anyone who drives on South Carolina highways automatically has given consent to a breathalyser test if arrested. If you refuse to submit to a urine and/or blood test your driver's license will be suspended. There is no law that states that you have to be given a driver's license, provisional or temporary. (Code 56-1-1330, 56-5-2930/2940/2950/2990)

OTHER DRUGS

POSSESSION AND DISTRIBUTION OF DRUGS

It is illegal to have to make, or to intend to distribute any controlled substance, i.e., cocaine, crack, marijuana, etc. Penalty - Varies depending upon the circumstances under which the arrest was made and the amount of drugs. Fines up to \$200,000, confinement up to 30 years, and mandatory driver's license suspension for 6 months - 1 year. (Code 44-53-370)

DISTRIBUTION OF CONTROLLED SUBSTANCE CLOSE TO A SCHOOL

It is against the law and a separate offense to distribute, sell, make or have a controlled substance within a "specified" distance of schools, technical colleges, and/or colleges/universities. Penalty - Fine up to \$10,000, and/or confinement up to 10 years. (Code 44-53-445)

POSSESSION OR SALE OF DRUG PARAPHERNALIA

It is illegal to possess drug paraphernalia; paraphernalia includes, but is not limited to, such things as: "Roach clips" - Clips used by dentists to clip bibs around the necks of patients, "Bong" - Pipe that may or may not use water, "Carburetor" - Circulating tube with holes at each end. Tube may be made out of glass or metal. Penalty - Fine up to \$500 (Code 44-53-391)

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgement and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants (see chart below) of the central nervous system, much lower doses of alcohol will produce the effects just described.

Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life-threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver.

Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than other youngsters of becoming alcoholics.

Controlled Substances - Effects & Health Risks

DRUG	SOME TRADE OR OTHER NAMES	DEPENDENCE		POSSIBLE EFFECTS	EFFECTS OF OVERDOSE	WITHDRAWAL SYNDROME
		Physical	Psychological			
NARCOTICS						
Opium	Dover's Powder, Paregoric, Parapectolin	High	High			
Morphine	Morphine, MS-Contin, Roxanol, Roxanol-SR	Moderate	Moderate	respiratory depression, constricted pupils, nausea	clammy skin, convulsions, coma, possible death	yawning, loss of appetite, irritability, tremors, panic, cramps, nausea, chills and sweating
Codeine	Tylenol/Empirin/Fiorinal w/Codeine	High	High			
Heroin	Diacetylmorphine, Horse, Smack	High	High			
Hydromorphone	Dilaudid	High	High			
Meperidine (Pethidine)	Demerol, Mepergan	High	High-Low			
Methadon	Dolophone, Methadone, Methadose	High-Low	High-Low			
Other Narcotics	Numorphan, Percodan, Percocet, Tylox, Tussionex, Fentanyl, Darvon, Lomotil, Talwin					
DEPRESSANTS						
Chloral Hydrate	Noctec	High-Mod.	High-Mod.	disorientation, drunken behavior without odor of alcohol	clammy skin, dilated pupils, weak and rapid pulse, coma, possible death	insomnia, tremors, delirium, convulsions, possible death
Barbiturates	Amytal, Butisol, Fiorinal, Lotusate, Nembutal, Seconal, Tyinal, Phenobarbital	Low	Low			
Benzodiazepines	Ativan, Dalmane, Diazepam, Librium, Xanax, Valium, Tranxex, Verstran, Halcion, Cerax, Paxipam	High	High			
Methaqualone	Quaalude	High	Moderate			
Glutethimide	Doriden	Moderate	Moderate			
Other Depressants	Equanil, Miltown, Noludar, Placidyl, Valmid					
STIMULANTS						
Cocaine	Coke, Flake, Snow, Crack	Possible	High	excitation, euphoria, increased pulse rate & blood pressure, insomnia, loss of appetite	increase in body temperature, hallucinations, possible death	long periods of sleep, irritability, depression, disorientation
Amphetamines	Biphentamine, Delcobese, Desoxyn, Dexedrine, Obetrol	Possible	High			
Phenmetrazine	Preludin	Possible	Moderate			
Methylphenidate	Ritalin	Possible	High			
Other Stimulants	Adipex, Cylert, Didrex, Ionamin, Melfiat, Plegine, Sanorex, Tenuate, Tepanil, Prelu-2					
HALLUCINOGENS						
LSD	Acid, Microdot	None	Unknown	hallucinations, poor perception of time and distance	intense "trip" episodes, psychosis, possible death	syndrome not reported
Mescaline and Peyote	Mexc, Buttons, Cactus	Unknown	Unknown			
Amphetamine Variants	25-DMA, PMA, STP, MDA, MDMA,TMA, DOM, DOB	Unknown	High			
Phencyclidine	PCP, Angel Dust, Hog	Unknown	High			
Phencyclidine Analogues	PCE, PCPy, TCP	None	Unknown			
Other Hallucinogens	Bufotenine, Ibogaine, DMT, DET, Psilocybin, Psilocyn					
CANNABIS						
Marijuana	Pot, Acapulco Gold, Grass, Reeler, Sinssemilla, Thai Sticks	Unknown	Moderate	inhibitions, increased appetite, disoriented behavior	paranoia, possible psychosis	hyperactivity and decreased appetite occasionally reported
Tetrahydrocannabinol	THC, Marionil	Unknown	Moderate			
Hashish	Hash	Unknown	Moderate	Slow and shallow breathing	Watery eyes, runny nose,	
Hashish Oil	Hash Oil	High				
			Euphoria, drowsiness,			

FEDERAL ILLEGAL POSSESSION PENALTIES—CONTROLLED SUBSTANCES

First conviction: Up to 1 year imprisonment and fined at least \$1,000 but not more than \$100,000, or both. After 1 prior drug conviction: At least 15 days in prison, not to exceed 2 years and fined at least \$2,500 but not more than \$250,000, or both. After 2 or more prior drug convictions: At least 90 days in prison, not to exceed 3 years and fined at least \$5,000 but not more than \$250,000, or both. There are special sentencing provisions

for possession of crack cocaine: mandatory at least 5 years in prison, not to exceed 20 years and fined up to \$250,000, or both, depending on amount of crack possessed and number of convictions.

In addition, there is forfeiture of personal and real property used to possess, facilitate, transport, or conceal possession of controlled substances. There are also civil fines of up to \$10,000 and de-

nial of federal benefits, such as student loans, grants, contracts, and professional and commercial licenses, up to 1 year for first offense, up to 5 years for second and subsequent offenses. (21 U.S.C. 844 (a); 21 U.S.C. 853(a) (2); 881 (a) (7); 21 U.S.C. 881(a) (4); 21 U.S.C. 844a; 21 U.S.C. 853 a)

FEDERAL TRAFFICKING PENALTIES (Examples)

	Minimum		Maximum	
	1st Offense	2nd Offense	1st Offense	2nd Offense
Marijuana	NMT 5 Yrs &	NMT 10 Yrs &	NLT 10 Yrs &	NLT 20 Yrs. &
Hashish	NMT \$250,000	NMT \$500,000	NMT Life &	NMT Life &
Hashish Oil			NMT \$4,000,000 (If death/serious injury NLT 20 Yrs.)	NMT \$8,000,000 (If death/serious injury NLT Life)
Amphetamines	NLT 5 Yrs	NLT 10 Yrs	NLT 10 Yrs	NLT 20 Yrs
Heroin	NMT 40 Yrs &	NMT Life &	NMT Life &	NMT Life &
Cocaine	NMT \$2,000,000	NMT \$4,000,000	NMT \$4,000,000	NMT \$8,000,000
PCP	(If death/serious injury NLT	(If death/serious injury NLT	(If death/serious injury NLT	(If death/serious injury NLT Life)
LSD	20 years)	20 years)	20 years)	
Cocaine Base				
Fentanyl				

Local Information

Marijuana	NLT 1 year NMT 5 Yrs & \$10,000	NLT 5 Yrs NMT 20 Yrs & \$15,000
Cocaine	NMT 10 Yrs & \$25,000	NMT 30 Yrs & \$50,000
Heroin	NLT 7 Yrs NMT 25 Yrs & \$50,000	Mandatory 25 Yrs & \$100,000
PCP	NLT 3 Yrs	NLT 5 Yrs
LSD	NMT 10 Yrs & \$20,000	NMT 30 Yrs & \$40,000

NOTE: NMT- Not More Than NLT - Not Less Than