

# YORK TECHNICAL COLLEGE

## **New Registration Information**

**Students attending spring classes that begin January 11 must be registered before the semester begins.**

**See pages 5 and 10 for other important changes.**

## **Registration Guide**

**Spring 2010**

**[yorktech.com](http://yorktech.com)**

**November 6, 2009**

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**Important Campus Phone Numbers**

<b>Admission to the College</b>	<b>Admissions Office, Student Services Building</b>	<b>327-8008 or 1-800-922-TECH</b>
<b>Academic Advising Schedules</b>		
Business/Computer	A Building, Room 104	327-8020
Arts & Sciences (College Transfer)	A Building, Room 104	327-8026
Health and Human Services	A Building, Room 100	327-8023
Industrial & Engineering Technology	C Building, Room 104	327-8019
<b>Academic Standing</b>	<b>Academic Records, Student Services Building</b>	<b>325-2879</b>
Business Office	Student Services Building	327-8027
Career Services	Student Services Building	327-8052
Chester Center	Off-Campus Center (Chester)	(803) 385-5884
Continuing Education Courses	C Building, Room 101	325-2888
Dislocated Workers Program	Student Services, Student Services Building	327-8006
Distance Learning Department	Science and Technology Building	981-7044
Financial Resources	Financial Resources Office, Student Services Building	327-8005
General Information	Reception Area, Administration. Building	327-8000
Disability Services	Special Resources Office, Student Services Building	327-8007
Kershaw-Heath Springs Center	Off-Campus Center (Kershaw-Heath Springs)	(803) 475-2418
Orientation for New Students	START Center	981-7236
Parking Permits	Business Office, Student Services Building	327-8027
Placement Testing	Assessment Center, B Building	981-7176
<b>Registration</b>		
Credit Courses	Academic Records, Student Services Building	325-2879
Continuing Education Classes	C Building, Room 101	325-2888
<b>Registration HOT-LINE</b>	<b>Academic Records, Student Services Building</b>	<b>325-2879 or 1-800-768-4636</b>
Credit Courses		
<b>Scholarships</b>	<b>Financial Resources Office, Student Services Building</b>	<b>327-8005</b>
Transcript Evaluations	Academic Records, Student Services Building	325-2879
<b>Tuition and Fees</b>		
Credit courses	Business Office, Student Services Building	327-8027
Continuing Education	C Building, Room 101	325-2888
<b>Tutoring Services</b>	<b>Tutoring Office, Student Services Building</b>	<b>981-7121</b>
Verification of Enrollment	Academic Records, Student Services Building	325-2879
Veterans' Affairs	Financial Resources Office, Student Services Building	327-8005

## Residency Information

### Declaration of Citizenship or Legal Presence in the United States

The South Carolina Illegal Immigration Reform Act (S. C. Code Ann. #59-101-430 (Westlaw 2008) prohibits those unlawfully present in the United States from attending a public institution of higher education in South Carolina and from receiving a public higher education benefit. The College may require submission of documentation that supports the claim of legal presence in the United States. Any applicant providing false information related to their legal presence in the United States may be ineligible for admission or may be dismissed from the College if admitted. Any applicant who is found to be unlawfully present in the United States will be ineligible for admission or if admitted, will be dismissed from the College.

### State Residency

In accordance with the South Carolina Code of Laws 59-112-20, York Technical College is required to determine the residence classification of applicants at the time of admission. To qualify for in-state tuition, a legal resident must have maintained his/her domicile in South Carolina for at least 12 months immediately preceding the first day of classes for the term for which resident classification is sought. Students who do not meet this requirement should contact the Admissions Office for more information on exceptions and for a copy of the SC Code of Laws governing residency. In addition to the requirements above, legal residents of SC must also be either U.S. citizens or have been awarded permanent resident status by the U.S. Department of Justice.

The information the student declares will be used for calculation of tuition each semester until the student initiates and documents the change in residency status. Students paying in-state tuition and fees who are later determined to be non-South Carolina residents will be required to pay the difference between resident and non-resident tuition and fees retroactive to the beginning of the semester in question. The burden of proof resides with the student to show evidence, as deemed necessary, to establish residency. Students are responsible for informing the College of any temporary or permanent changes in residence.

## How to Apply to the College

**Step 1: Apply for Admission to York Technical College.** You may do so online at [www.yorktech.com](http://www.yorktech.com) (the preferred method), in person, or via mail.

**Step 2: Take the Placement Test.** Students who have taken the SAT or ACT or have attended college previously, should contact Admissions at (803) 327-8008 or 1-800-922-8324 to determine if the placement test is necessary. The purpose of the placement test is to determine appropriate levels of English, Math, and Reading. Test results are used to determine if you are ready for credit courses or if you need remediation in one or more subject areas. Your placement test scores will accurately reflect your abilities if you follow all instructions carefully and are prepared to

do your best. It is important that you are alert and well-rested. The placement test fee is \$10 and the retest fee is \$50.

**Special Accommodations:** If you have a documented disability and would like to request special accommodations for the placement test, you need to contact the Special Resources Office (SRO) BEFORE you take the test. The SRO is located in the Student Services Building. If you request accommodations AFTER you take the placement test, you will be required to pay the \$50 retest fee.

**Step 3: Review your test results (or previous college coursework) with an Admissions Counselor and be admitted to the College.** No appointment is necessary. Admissions Office Hours: Monday - Thursday 8:00 a.m. - 7:00 p.m. and Friday 8:00 a.m. - 5:00 p.m. Operating hours are subject to change during the summer.

## How to Apply for Financial Aid

Financial assistance is available to qualified students, enrolled in eligible credit programs, who need help in financing their education.

**Step 1: Complete the Free Application for Federal Student Aid (FAFSA) each academic year.**

Preferred and fastest method: Apply online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) and sign with an electronic PIN number. The Federal School Code for York Technical College is #003996. Alternate method: Paper applications are available by calling 1-800-4-Fed-Aid (1-800-433-3243). You will need your Federal Income Tax Return and documentation of any additional income to complete the application. The FAFSA is required for Federal and State Aid Programs and some scholarships.

**Step 2: Submit all requested information promptly to expedite processing and determine your eligibility for financial assistance.**

You may check the status of your application for financial assistance at York Technical College and determine if any documents are needed at [www.yorktech.com](http://www.yorktech.com). Select: WebAdvisor> Students-> Financial Aid-> Required/Missing Financial Aid Documents.

### Priority Dates

Priority dates are identified for each term (Fall - June 1; Spring - November 1; Summer - March 1) to provide adequate time for processing and awarding financial aid to students before classes start. **Students submitting a financial aid application after these dates should be prepared to pay for tuition, fees, and books.**

**York Technical College participates in the following programs:**

- Federal Academic Competitiveness Grant (ACG)
- Federal Pell Grant (FPELL)
- Federal Stafford Loan Program
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Federal Work-Study Program (FWS)
- SC Need-Based Grant (SCNBG)
- LIFE Scholarship (LIFE)

# York Technical College Registration Guide

Spring 2010

Lottery Tuition Assistance (LTA)  
Scholarships  
Special Grants and Sponsorships  
Spirings Foundation Loan  
Tuition Management Systems Payment Plan  
Alternative Student Loans

To apply for other types of financial assistance, including scholarships and special grants, various applications are required. Contact the Financial Resources Office which is located in the Student Services Building for more information.

## How to Search for Classes

Point your Web browser to [www.yorktech.com/coursesearch](http://www.yorktech.com/coursesearch) and select the search option that best meets your educational goals.

### Option 1: Search for Credit Classes

Select this option to view classes that can be used to meet the requirements of a degree, diploma or certificate program. Students who anticipate receiving Federal or State financial assistance, including Lottery Tuition Assistance, should choose this option.

### Option 2: Search for Continuing Education Classes

Select this option to view noncredit short classes leading to professional certifications, licenses and/or personal enrichment. Although college credit is not typically granted, Continuing Education Units (CEUs) are awarded for participation in certain noncredit programs. CEU records are nationally recognized, documented proof of your continuing education efforts. Refer to page 12 for more information about registering for continuing education classes.

### Option 3: Search for Credit and Continuing Education Classes

Select this option to view credit and noncredit classes. Students must be admitted to the College to use the registration options below (Continuing Education students please refer to page 12).

## How to Register for Classes

### Option 1: In Person

Freshmen (First-time college students): Contact the START Center for an orientation and advising appointment at 803-981-7236.

Returning and Transfer Students: Contact the division office for registration and advisor information.

- Business, Computer, Arts & Sciences  
Phone #: 327-8020 Office # A-104

- Continuing Education  
Phone #: 325-2888 Office # C-101

- Health & Human Services  
Telephone #: 327-8023 Office # A-100

- Industrial & Engineering Technologies  
Telephone #: 327-8019 Office # C-104

### Option 2: Online

Consult with your academic advisor to obtain course recommendations and then select the Search and Register option to register for your classes (See How to Search for Classes)

### Option 3: Telephone

Consult with your academic advisor to obtain course recommendations and then call the Registration Hot-Line at 325-2879 or 1-800-768-4636. Please have your student ID number and course codes with section numbers ready when you call. Telephone registration is only available prior to the payment deadline.

## How to Pay Tuition & Fees

To determine how much you owe, go to [www.yorktech.com](http://www.yorktech.com): Select WebAdvisor icon-->Students tab-->Financial Information menu-->Billing Statement.

The amount you owe for the term is printed on your class schedule. **You will not be mailed a bill.** You are responsible for paying in full by the payment deadline to avoid having your classes dropped for nonpayment.

### Payment Options

#### Online

Students may make their full payment online by logging into their WebAdvisor account. Select Students tab -->Financial Information Menu -->Make a Payment.

#### In Person

Students may pay tuition and fees in the Business Office located in the Student Services Building. Cash, check, money orders, debit cards and credit cards are accepted. For the convenience of our students, tuition fees, late registration fees, and insurance fees may be charged to Visa, MasterCard, American Express, and Discover credit cards. A minimum transaction of \$10 is required.

#### By Mail

Students may mail their payments to: **York Technical College, Business Office, 452 S. Anderson Rd., Rock Hill, SC 29730.** Please include your college ID number on your check.

#### By Tuition Payment Plan

Students may spread tuition payments equally over 5 months for the fall/spring semesters or for 3 months for the summer term by

enrolling in the Tuition Management Systems Payment Plan. The first payment and the enrollment fee of \$40 are due upon enrollment in the plan. The plan must be in place prior to the payment deadline to avoid cancellation of classes. Call Tuition Management Systems toll-free at 1-800-722-4867 or enroll online at: [www.afford.com/yorktech](http://www.afford.com/yorktech).

### With Financial Aid

If you are receiving financial assistance, you are responsible for ensuring that your financial aid award is on your account and covers the full amount of tuition and fees by the payment due date. If the full amount of your tuition and fees is not covered by your financial aid award, you are responsible for paying the balance by the payment due date. You may check the status of your financial aid by logging into your WebAdvisor account. Select Students tab -->Financial Aid Menu -->Financial Aid by Term.

### Company-Paid Tuition

If your company is paying for your tuition and/or books, you should present a purchase order number and/or statement from your employer on company letterhead to the Business Office on or before the payment deadline. The student will be responsible to pay any outstanding balance, if for any reason your company fails to pay for your tuition and/or books.

### Payment Deadline

**IMPORTANT:** Students are strongly encouraged to pay when they register for classes - classes are dropped for students who do not pay their tuition and fees by the payment due date.

**Spring Semester 2010:** Payment is due on or before **December 3, 2009** for students who registered between **November 9, 2009** and **December 3, 2009**. Classes will be dropped for students who do not pay by this date. Students who register after **December 3** should refer to page 10 for payment deadline information.

## Tuition & Fees

**IMPORTANT: Fee information is subject to change without notice and may not be regarded in the nature of binding obligations on the College.**

All tuition and fee payments must be received on or before the established payment deadline. Students who have not made their full tuition and fee payment by the payment deadline may be dropped from the class rolls.

### Tuition and Fees

#### York County Residents

Full-time (12 or more credits)	\$1,608
Part-time (Less than 12 credits)	\$134/credit hour

#### Out-of-County Residents

Full-time:	\$1,764
Part-time:	\$147/credit hour

#### Out-of-State Residents

Full-time:	\$3,696
Part-time:	\$308/credit hour

### Registration Fee

\$20 registration fee (non-refundable)

### Technology Fee

\$4 per credit hour to a maximum of \$48

### Continuing Education Fees

Continuing Education courses are non-credit, therefore, financial aid resources and fees may differ.

### Test Fee

A \$10 non-refundable test fee is required when taking the placement test for admission to York Technical College. A \$50 non-refundable test fee is charged to retest.

### Transcript Fee

Students who wish to obtain official copies of their transcripts should complete a Transcript Request Form at the Academic Records Office and pay the \$4 fee for each transcript. Transcript Request Forms are also available under Student Forms in WebAdvisor and students may order transcripts online from the National Student Clearinghouse at ([www.studentclearinghouse.org](http://www.studentclearinghouse.org)). The online ordering fee is \$4 per transcript, plus a \$2.25 processing fee.

### List Processing Fee

Students seeking to enroll into any of the Health and Human Services Division programs listed below are required to pay a \$50 non-refundable list processing fee. Students accepted into these programs are also required to pay a non-refundable reservation fee of \$100 upon acceptance. The reservation fee is applied towards students' tuition for their first term of enrollment in the program. The applicable programs are as follows: **Dental Assisting, Dental Hygiene, Medical Laboratory Technology, Nursing, Practical Nursing, Radiologic Technology, Surgical Technology.**

Students pursuing the phlebotomy course or Central Service Certificate are required to pay a \$25 non-refundable processing fee upon qualifying for the course. Students accepted into the course or the Central Services Certificate are also required to pay a non-refundable reservation fee of \$75 upon acceptance.

### Liability Insurance Fee

A liability insurance fee is also required for health-related programs.

### Past Due Indebtedness

Students are expected to keep their accounts current with the College. Any student with past due indebtedness is not allowed to obtain grades, a transcript, diploma, degree or certificate or to enroll for any subsequent term. The College reserves the right to cancel the enrollment of a student with past due indebtedness; the cancellation of enrollment, however, does not relieve the student of the incurred debt.

Under the provisions of Sections 12-54-410 through 12-54-500 and 12-53-20 of the SC Code of Laws, the South Carolina Tax Commission is authorized to seize refunds otherwise due to taxpayers who have delinquent debts to York Technical College.

In the event an account becomes delinquent, the College reserves the right to assign the account to the credit bureau and/or a collection agency, at which time the student will be responsible for all associated default fees.

### Tuition Refunds

It is the policy of York Technical College that students or appropriate sponsoring parties receive a fair and equitable refund of tuition charges upon withdrawal or reduction of course load below 12 credit hours. Tuition charges for a semester term will be refunded at the following rates:

#### Percent Withdrawal or Net Reduction of Refund of Credit Hours

100%	1st - 7th calendar day of the term
75%	8th - 14th calendar day of the term
50%	15th - 21st calendar day of the term
25%	22nd - 28th calendar day of the term
0%	After 28th calendar day of the term

Refunds for terms that vary in length from the semester term will be in proportion to the semester term refund schedule delineated above. Contact the Business Office for specific information for each semester.

Students reducing course load or withdrawing from the college prior to the 29th calendar day of the semester are entitled to a prorated refund less the \$20 registration fee (mini-terms will be prorated in proportion to the length of the mini-term). Prorated refunds are computed from the last date of class attendance. No cash refunds will be made. The refund process takes approximately two weeks.

#### Refunds for Veterans - Title 38

York Technical College will use the following refund policy for all veterans and eligible persons under Title 38, U.S. Code, who are certified and enrolled in diploma programs. This policy does not apply to veterans and other eligible persons who are certified and enrolled in degree programs. The school has and maintains a policy for the refund of the unused portion of tuition, fees and other charges in the event the veteran or eligible person fails to enter the course or withdraws or is discontinued at any time prior to completion. Such policy must provide that the amount charged to the veteran or eligible person for tuition, fees, and other charges, for a portion of the course, shall not exceed the approximate pro rata portion of the total charges for tuition, fees, and other charges that the length of the completed portion of the course bears to its total length.

#### Federal and State Refund Policies

Students receiving a federal Pell Grant, ACG, FSEOG funds or Stafford Loans **who completely withdraw from a term are required to return a portion of their unearned aid to the appropriate Title IV aid program.** Students earn their aid based on the period of time they remain enrolled. Students who remain enrolled beyond the 60 percent point earn all of their aid for that period. If at the time of withdrawal, all funds have not been disbursed, a student will be reviewed and if applicable, the student will be offered a post-withdrawal disbursement. Students who owe funds to a Title IV aid program will be billed and are not eligible to receive any additional Title IV funds until the amount owed is repaid or satisfactory repayment arrangements are made. Please contact the Financial Resources Office for more detailed information. Students receiving the LIFE Scholarship, Lottery Tuition Assistance (LTA), or the South Carolina Need-Based Grant (SCNBG) who completely withdraw from a term will be reviewed based on the general refund policy.

## Registration Processes

### Registration

The registration periods and procedures for each term are published in the Registration Guide. Please refer to the Spring 2010 Registration Information for Credit Classes on page 10 for the calendar of dates for the appropriate term of interest. York Technical College offers two 16-week semesters and one 10-week summer session each academic year. Within each semester, the College offers two 8-week sessions and one 12-week session and within the summer term, the College offers two 5-week sessions.

### Late Registration

The Late Registration period is three days immediately preceding any semester or mini-session. After a semester or mini-session begins, students may not register for those sessions.

### Schedule Adjustment

The Schedule Adjustment period is the first two days of a semester or mini-session. Students may work with their advisors for schedule adjustments for unique situations. Advisors will consider schedule adjustment requests based on student success and attendance at all scheduled classes.

### Drop Period

The Drop period is the first five days of a semester and the first three days of a mini-session. Students should work with their advisors to make approved schedule adjustments.

### Withdrawal from a Course

Students may withdraw from a course after the Drop period until mid-term for the class with a grade of "W." To withdraw from a class, students obtain a *Withdraw from Class* form from their instructor or the division office. A grade of "W" is assigned if the student's last date of attendance is on or before mid-term. If a student is withdrawing from a course and the last date of attendance is after midterm, the grade assigned may be a "W" (non-punitive) or a "WF" (punitive).

### Withdrawal from the College

Any student who finds it necessary to withdraw from the College should first consult with an advisor and should then apply for an official withdrawal at the Admissions office in Student Services. It is extremely important for students who withdraw from school to notify this office. Students will not be given an honorable dismissal until College property charged to the student is returned.

### Student Academic Load

The schedule for a full-time day student may range from 12 to 40 hours of class and/or laboratory hours per week. To complete an associate degree within a two-year time frame generally means taking five to six courses each semester. Students who wish to carry more than 18 semester credit hours should receive the approval of their advisor.

## WebAdvisor

WebAdvisor is a web-based portal which links all aspects of campus life to create a community environment. It provides services such as student e-mail, campus announcements, message boards, calendars, and discussion groups. It also provides online services such as academic and financial information, registration, program evaluation (Degree Audit), and access to student forms.

Students are responsible for checking WebAdvisor on a regular basis to receive important college information. A link to WebAdvisor is on the College's website at [www.yorktech.com](http://www.yorktech.com).

### Admitted Students

Log on to WebAdvisor from the York Tech home page using the username and password information below. In order to maintain information security, you will be asked to change the password the first time you access the system. The new password should be at least 6 to 9 spaces long and include both numeric and alphabetic characters. Remember your new password since no one else will have access to it. **If you forget your password**, send an e-mail to [wassupport@yorktech.com](mailto:wassupport@yorktech.com).

### First-Time Freshmen

Instructions for accessing **WebAdvisor** are provided in the START Center and in COL-101.

### Prospective Students

You may search for classes without a username and password on **WebAdvisor** using the **Search for Classes** option from the Main tab. **WebAdvisor** is available from the York Technical College homepage at [www.yorktech.com](http://www.yorktech.com).

### Finding Your Username and Password

The username for WebAdvisor is the first initial and last name in lowercase and the last four digits of the student ID number (example **jsmith1234**). The password is the six-digit birth date (example **051281**). [NOTE: The username and password for WebCT online courses are the same except that students do not use a leading zero on the birth month. For example, J. Smith's WebCT password would be 51281 instead of 051281.

Students may obtain the student ID number by presenting a picture ID at the Academic Records Office. In addition, the student's ID number is currently printed on the following college documents:

1. **Acceptance Letter from the Admissions Office.** The number is labeled **Student ID**.
2. **Admissions Checksheet from the Admission Office.** The number is labeled **Student ID**.

3. **Receipt of Payment from the Business Office.** The receipt is printed when a student pays tuition, fees, or fines. The number found on the left side is your Student ID #.
4. **College Photo ID Card or class schedule.**

### Student Financial Aid Information Online

1. Access the Internet from any computer and type the URL [www.yorktech.com](http://www.yorktech.com).
2. Select the **WebAdvisor** icon, or choose WebAdvisor from the **Current Student** menu.
3. Click the Log In button in the upper left corner of WebAdvisor
4. Type your username:  
**JSmith1234** (1234 - last 4 digits of your Student ID)
5. Password example when you use WebAdvisor for the first time:  
**090582** (6 digit birthday without hyphens)
6. Click the Students tab.
7. Choose a Financial Aid option under the Financial Aid menu.

**Use MENU (not BACK) whenever it is a choice! Log out to protect your personal information.**

## Distance Learning

Distance learning classes are the same as classes taught on the main campus except for the method by which they are delivered. Students who are **self-motivated, self-directed, and independent learners** will benefit from this form of instructional delivery. Admission, registration, and tuition are the same as for classes on the main campus.

<b>Credit Course Information</b>	<b>803-327-8038</b>
<b>Credit Course Registration</b>	<b>1- 800-768-4636</b>
<b>Continuing Education</b>	
<b>Information &amp; Registration</b>	<b>803-325-2888</b>
<b>Distance Learning</b>	
<b>E-mail address</b>	<b>dewey@yorktech.com</b>

### Teleclasses

Teleclasses are live, two-way, audio/video interactive classes that are delivered from the main campus of York Technical College to other locations.

### Telecourses

Telecourses are designed for home and off-campus use and contain the same content as an on-campus class.

**Benefits of telecourses:** choice of location, choice of time, elimination of travel to main campus except for selected sessions, same course outcomes, same tuition costs, instructor support, and student services support.

- Most of the telecourses combine prepackaged videotaped instruction with textbooks, study guides, and instructor support that are part of all telecourses. The text-based courses do not have a video component.

- Telecourse students **must attend** the Telecourse Orientation at the beginning of the semester. If a student attended but missed multiple assignments, the student will be withdrawn when he has missed 20 percent or more of the assignments.

#### Student requirements for telecourses include:

- access to a VCR for viewing video tapes
- rental fee for video-based courses
- attendance at one orientation session on the main campus at the beginning of the semester
- completion of exams/projects at the main campus

#### Online Courses

Online courses are taught on the Internet, and it is recommended that students have a computer manufactured no earlier than 2002, with a Windows XP or Vista operating system. Students also must have access to the Internet - preferably with a DSL or cable modem or access to open computer labs on campus. Some basic Internet skills are necessary to be successful in online courses. Many of the online courses require students to take their tests in the Assessment Center on campus or in an approved proctored environment off campus. Please contact Ginger Dewey at (803) 327-8038 for more information or go online at [www.yorktech.com/edutech/index.asp](http://www.yorktech.com/edutech/index.asp).

#### Important Note

Students who are enrolled in an online course can access their course by either clicking on the Desire2Learn logo on the top right of the York Technical College homepage (<http://www.yorktech.com>). Your username is your first initial followed by your last name followed by the last four digits of your College Identification Number and your initial password is your six digit birth date in the form mmddyy. For additional information, please visit the distance learning homepage at <http://www.yorktech.com/edutech/index.asp>. Students must log in on the first day of class. Students who have missed 20% of the course will be withdrawn (3rd week of non-activity in the 16-week course or 2nd week of non-activity in 8 week course). Logging in an online course is considered attendance for purposes of course withdrawals which impact eligibility for financial aid and for refund calculations.

#### Hybrid Courses

Hybrid courses consist of a combination of traditional and online instruction which alters the class schedule. Students should expect to meet some classes and/or labs on campus in addition to using a computer for instruction.

#### READI Assessment

The READI Assessment helps students determine their ability to be successful in an online class. Students do not receive a grade but are given a detailed analysis of their abilities in 5 different areas. To take the assessment go to <http://ytc.readi.info>; username is yorktech and password is student.

## Other Student Information

#### Intellectual Property

Student Ownership and Equity Guidelines: The College will maintain ownership, broadcast rights, property rights, patents, and copyrights for all materials developed using the college property and materials and/or in conjunction with student coursework and/or student organization activities, including video, audio, print, and computer-based products.

#### Work-Based Learning (WBL)

WBL integrates classroom study with hands-on experience. Call (803) 981-7244 or send e-mail to [segal@yorktech.com](mailto:segal@yorktech.com) for more information.

#### Spring 2010 Orientations

Orientations to D2L for Online Classes (INT), Hybrid, and Enhanced Classes (The Orientations are optional and you need to only attend one)

**Monday, December 14, 2009** on the Kershaw/Heath Springs (KHS) campus. Please contact the KHS office for an appointment.

**Tuesday, December 15, 2009** from 2:00 p.m. – 3:00 p.m. and 3:30 p.m. – 4:30 p.m. on the Chester Center Campus.

**Thursday, January 7, 2010** from 12:30 p.m. – 1:30 p.m. or 6:30 p.m.– 7:30 p.m. in L-100 on the Rock Hill campus.

**Tuesday, January 12, 2010** from 12:30 p.m.– 1:30 p.m. or 6:30 p.m.– 7:30 p.m. in L-100 on the Rock Hill campus.

**Wednesday, January 13, 2010** from 8 a.m. – 12 noon and 4:30 p.m. – 6:30 p.m. in S&T243 on the Rock Hill campus. Sessions begin every 30 minutes.

**Tuesday, February 9, 2010** from 12:30v – 1:30 p.m. or 6:30 p.m. – 7:30 p.m. in L-100 on the Rock Hill campus.

**Monday, March 15, 2010** from 8 a.m.– 12 noon and 4:30 p.m. – 6:30 p.m. in S&T243 on the Rock Hill campus. Sessions begin every 30 minutes.

## START Center

### Students who have never attended college before...

You are considered a *first-time freshman* and can take advantage of the specialized services available in the START Center. The START Center provides orientation, advising, and registration services for first-time freshmen. Following your meeting with an Admissions counselor and after you have filed the FAFSA and printed your confirmation page, call or visit the START Center located in the rear of the Student Center (*Building K on the map*). Appointments may be made by calling 981-7236.

**Start Center Hours**  
Monday - Thursday 8:00 a.m. - 7:00 p.m.  
Friday 8:00 a.m. - 5:00 p.m.

## Bookstore

*The Barnes & Noble Bookstore carries a large selection of items that every student will need for a successful educational experience.*

Students can find all their textbooks and reference books for classes, as well as a large selection of college supplies such as pens, pencils, notebooks, paper, calendars, organizers, highlighters, various types of calculators, and folders.

Do you need something in which to carry all of your books and supplies? You can choose from our large assortment of bookbags, and the Barnes & Noble Bookstore has a great selection of men's and women's watches to help you get to your classes on time. The Barnes & Noble Bookstore also carries a full line of fun collegiate clothing. Show off your school pride by purchasing shorts, sweatpants, t-shirts or sweatshirts. If you need something that the Bookstore doesn't carry, the staff may be able to order it for you.

In addition, the Barnes & Noble Bookstore carries software at academic prices and can special order software for current students, faculty and staff. (Any college student or employee with a current school ID may qualify.) Please call (803) 327-8011 if you have any questions. Be sure to stop by and see what the Barnes & Noble Bookstore has to offer or visit us online at: <http://yorktech.bkstore.com/>

**Spring Semester Classes  
Begin January 11, 2010**

## Off-Campus Centers

York Technical College's Off-Campus Centers offer various credit and continuing education classes through traditional delivery methods and distance learning. Placement testing, admissions, career counseling, and registration are also available for students at each center.

### The Chester Center



The Center is located at 525 College Place in Chester. Classes are also offered at the Chester County Career Center, Chester County Hospital and Nursing Center, Heavy Construction Operator Training Site, and other locations. Contact Beth Darby Blackwell at (803) 385-5884 or by e-mail [bblackwell@yorktech.com](mailto:bblackwell@yorktech.com).

### The Kershaw-Heath Springs Center



The Center is located in the Lancaster County Government Complex at 3855 Fork Hill Road in Kershaw. The facility contains a state-of-the-art computer lab and "smart" classrooms with wireless computer capability. Contact Stacy Scott at (803) 475-2686 or by e-mail [sscott@yorktech.com](mailto:sscott@yorktech.com).

## Consumer Information

The completion rate of 624 first-time, full-time freshmen beginning York Technical College in Fall 2005 was 11%. This indicates that 69 of the 624 students completed their program within 150% of the program time. This same group of students had a 37% retention rate for the same period. This indicates that 229 of the 624 students either completed their program within 150% of the program time, transferred to another institution or are still enrolled at York Technical College. [www.yorktech.com/stud\\_r2k.pdf](http://www.yorktech.com/stud_r2k.pdf).

## Campus Security Information

The Clery Act (formerly the Campus Security Act) requires the College to distribute to all current and prospective students and college employees campus security policies and statistics concerning specific types of campus crimes. The Campus Security Report is published annually in the college catalog and is available from the Office of the Associate Vice President for Academic and Student Affairs upon request.

York Technical College encourages prompt reporting of any criminal incident at any geographic location to the Department of Public Safety (803-327-8013) or the Associate Vice President for Academic & Student Affairs (803-327-8016). Please refer to Campus Security Report at [http://www.yorktech.com/security\\_rep.pdf](http://www.yorktech.com/security_rep.pdf) for reported incidents at campus locations other than the main campus.

REPORTED INCIDENTS FOR THE YORK TECHNICAL COLLEGE MAIN CAMPUS			
TYPE OF INCIDENT	2006	2007	2008
Murder/Non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Forcible sex offenses (including rape)	0	0	0
Nonforcible sex offenses	0	0	0
Robbery	0	0	0
Aggravated assault	0	1	1
Burglary	0	0	0
Motor vehicle theft	0	1	1
Arson	0	0	0
Hate Crimes	0	0	0
Illegal Weapons Possession Law Violations	0	0	0
Substance Law Violations (Drugs & Alcohol)	1	1	1

## Drug-Free Campus Initiative

It is the policy of York Technical College to provide a drug-free, healthful, safe, and secure educational environment. Students are required and expected to report to their classes or student activities in an appropriate mental and physical condition to meet the requirements and expectations of their role.

In order to prevent the consequences of alcohol and other drug use in the educational setting, the South Carolina Technical Education System has implemented a policy to ensure a drug-free educational environment. This policy is published and made available to all students annually in the Orientation Resources booklet and online at [www.yorktech.com/drug\\_pol.pdf](http://www.yorktech.com/drug_pol.pdf).

# Graduation

## 2010

# Information

Students who will complete their degree or diploma program requirements in the Fall, Spring, or Summer term of the current academic year are eligible to participate in the ceremony held after the end of the Spring term. Fall candidates should apply before the end of the Fall 2009 term. Students who want to participate in the ceremony must apply by March 1, 2010. The 2010 ceremony will be held on May 11, 2010 at Winthrop University Coliseum.

Students who do not plan to participate and students who are earning certificates should also apply for graduation by March 1, 2010 in order to be included in public announcements of candidates for graduation. Otherwise, students should apply for graduation during the term in which they are completing their program requirements. Applying after the term of completion will cause a delay in the award being processed.

Applications for Graduation are available in the Academic Records Office in the Student Services Building.

### Spring 2010 Registration Information for Credit Classes

	<b>16-Week Semester 2010SP Jan 11 – May 7</b>	<b>1st Spring 8-Week Session 2010SP1 Jan 11 – Mar 5</b>	<b>Spring 12-Week Session 2010SP3 Feb 8 – May 7</b>	<b>2nd Spring 8- Week Mini- Session 2010SP2</b>
<b>Registration Begins</b>	November 9	November 9	November 9	November 9
<b>Early Payment Deadline to Hold Your Class Schedule</b>	December 3	December 3	February 2	March 9
<b>No Registration for Credit Classes</b>	December 4	December 4	December 4	December 4
<b>Winter Break – College Closed</b>	Dec 21-Jan 3	Dec 21-Jan 3	Dec 21-Jan 3	Dec 21-Jan 3
<b>Final Payment Deadline to Hold Your Class Schedule</b>	January 5 Any registration after Jan 5 must be paid on the day of registration	January 5 Any registration after Jan 5 must be paid on the day of registration	Any registration after Feb 2 must be paid on the day of registration	Any registration after Mar 9 must be paid on the day of registration
<b>Late Registration</b>	January 6-8	January 6-8	February 3-5	March 10-12
<b>Last Day of Registration</b>	January 8	January 8	February 5	March 12
<b>Classes Begin</b>	January 11	January 11	February 8	March 15
<b>Schedule Adjustment Period</b> During the schedule adjustment period, students may add/drop sections of same registered course only (Ex. May move from one MAT- 110 course to another. May not add different MAT course).	January 11-12	January 11-12	February 8-9	March 15-16
<b>Drop Period (100% Refund)</b>	January 11-15	January 11-13	February 8-10	March 15-17
<b>Martin Luther King, Jr.'s Birthday Observed - College Closed</b>	January 18	January 18	January 18	January 18
<b>No Credit Classes</b>	February 19	February 19	February 19	February 19
<b>Mid-Term</b>	March 5	February 8	March 26	April 9
<b>No Credit Classes – Spring Break</b>	March 8-13	March 8-13	March 8-13	March 8-13
<b>Classes End</b>	May 7	March 5	May 7	May 7

**Graduation will be held on Tuesday, May 11, 7 pm, at Winthrop University.  
Contact the Academic Records Office at 803-325-2879 for application deadline information.**

### Campus Tours

Tours of the college are offered the fourth Friday of every month (except holidays) at 10:00 a.m., October through April. To arrange a tour May through September, call the Admissions Office at (803) 327-8008.

### The W.I.A. Workforce Development Center

The Workforce Development Center at York Technical College offers services under the Older Youth, Adult, Dislocated Worker, and TAA Trade Programs to help unemployed or underemployed workers find long-term employment. These services provided through W.I.A include Core Services, with Intensive Services and Training available to those who qualify.

For further information on services or specific days and hours representatives are in each One-Stop Center, please call 803-327-8006 or 800-922-TECH or stop by the Workforce Development Center located in Student Services, Suite 200, on York Technical College's main campus.

### Do We Have Your Current Address?

If you have recently moved, please make sure the College has your new address so that important information about registration, grades, transcripts, and refunds can be sent directly to you.

If you change your name, address, email address or phone number, be sure to contact the Academic Records Office as soon as possible. For more information, please call (803) 327-8002.

# Lottery Tuition Assistance... Apply Now!

To begin the process, complete a *Free Application for Federal Student Aid (FAFSA)* at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). In order to be eligible for LTA, you must:

- 1) qualify for in-state tuition and you must have been a SC resident for at least one year;
- 2) be admitted into an eligible certificate, diploma, or associate degree program at a technical college and maintain at least six credit hours each term;
- 3) make reasonable progress toward completion of the program requirements; and
- 4) NOT be the recipient of a LIFE scholarship during the school year.
- 5) complete your financial aid file by responding promptly to all requests for information and documentation.

*While all efforts are made to ensure the completeness and accuracy of this publication, the regulations and policies of York Technical College are not changed by typographical or other errors. Although a student's academic advisor is responsible for giving academic advice, each student is ultimately responsible for ensuring that all graduation requirements for his particular program are fulfilled. Announcements, policy statements, fee information, and other information in this publication are subject to change without notice and may not be regarded in the nature of binding obligations on the college.*

*It is the policy of York Technical College not to discriminate on the basis of sex, race, age, religion, national origin, veteran status or handicap in its educational programs, activities, or employment policies. The Compliance Officer for Title IX and Section 504 is Dr. Dennis Gribenas, V.P. for Business Affairs, York Technical College, 452 S. Anderson Road, Rock Hill, SC.*

# CONTINUING EDUCATION

Visit us online at [www.yorktech.com/continuinged.asp](http://www.yorktech.com/continuinged.asp)

## Registration Information

**In Person** in the Continuing Education Division in C-101 at York Technical College.

**Phone** (803) 325-2888.

Have credit card and course information handy.

**Fax** letters of authorization or purchase orders for registration to (803) 981-7327, Attn: Continuing Education.

**Mail** course information and payment to Continuing Education, 452 South Anderson Road, Rock Hill, South Carolina 29730.

**Online with WebAdvisor**

Most online classes are not available through WebAdvisor, so visit program websites for additional courses. Credit card payment is required, so please have that information ready to make your secure payment. Follow the directions below to instantly register for classes.

Go to [www.yorktech.com](http://www.yorktech.com)

Prospective students

WebAdvisor

Continuing Education

Register and pay

***If you are having difficulty finding the course you want, please call (803) 325-2888 for assistance. PLEASE REGISTER AND PAY EARLY! We suggest registering at least a week before the start of the course to ensure a place in the class and prevent it from being cancelled. Courses are cancelled if there are not enough registrants.***

### Refund Policy

To ensure participation, students should register at least five business days prior to the start of class. Refunds will not be given to persons cancelling less than two business days prior to the start of class. If we are forced to cancel a class due to low enrollment, full refunds will be made.

### CONTINUING EDUCATION UNITS (CEUs)

*A CEU is a nationally-recognized unit of credit for recording satisfactory completion of a Continuing Education course. One CEU represents 10 class hours of instruction.*

The Baxter M. Hood Center  
"The Premier Meeting & Conference  
Facility in the Carolinas"

803-981-7100



[www.hoodcenter.com](http://www.hoodcenter.com)



York Technical College's Continuing Education programs and courses can help you develop career skills or a personal interest. Courses are open to the general public, and you do not have to apply to the college to enroll in a Continuing Education class. To view a complete list of programs, visit [www.yorktech.com/continuinged.asp](http://www.yorktech.com/continuinged.asp). To register for courses, visit [www.yorktech.com](http://www.yorktech.com) and click on WebAdvisor. Most online classes are not available through WebAdvisor, so visit program websites for additional offerings. Courses are offered on a variety of dates and times and may be customized to fit your organization's needs. Many of the courses are presented online and/or in traditional classroom format.

## ADMINISTRATION

### Dean of Continuing Education

Susan Brackett  
(803) 325-2873  
[sbrackett@yorktech.com](mailto:sbrackett@yorktech.com)

## CE SUPPORT STAFF

### Office Manager

Cynde Marshall (803) 981-7185

### Administrative Assistants

Sierra Burris (803) 325-2889  
Becky Cannon (803) 981-7087  
Levonne McCullough (803) 327-8035

## BAXTER M. HOOD CENTER

[www.hoodcenter.com](http://www.hoodcenter.com)

### Meeting/Conference Planning & Media Production

Chris Cassidy (803) 325-2890  
[ccassady@yorktech.com](mailto:ccassady@yorktech.com)

Sean Stallings (803) 325-2899

[sstallings@yorktech.com](mailto:sstallings@yorktech.com)

### Administrative Assistants

Barb Beidel (803) 981-7100  
Barbara McManus (803) 981-7186  
Norma Nichols (803) 981-7100

## CONTINUING EDUCATION PROGRAMS & CONTACTS

### HEALTH & HUMAN SERVICES

[www.yorktech.com/alliedhealth](http://www.yorktech.com/alliedhealth)

Linda Bolick (803) 981-7194  
[bolick@yorktech.com](mailto:bolick@yorktech.com)

Robert Hamilton (803) 981-7348  
[rhamilton@yorktech.com](mailto:rhamilton@yorktech.com)

**Allied Health** courses are available to the general public, businesses, as well as to health care workers and emergency response providers. Courses include CPR, EMT, First Aid, Early Childhood Development, First Responder, Nursing Assistant, Phlebotomy, Limited General Radiography and Continuing Education Radiography courses, Medical Coding, Medical Transcription, Pharmacy Technician, EKG, Unit Secretary, Advanced Skilled Nursing Assistant, Medical Secretary, Patient Billing, Hospice, Home Health Aide and Restorative Aide and many more.

**Criminal Justice** courses prepare students for a career in the paralegal, private investigator, or private security fields. Courses are available to the general public and businesses. SC State Constable Basic Training is offered to those who wish to volunteer for Constable service, and in-service training for SC certified Law Enforcement Officers is also available, providing SC Justice Academy approved credit hours.

### BUSINESS & INFORMATION TECHNOLOGY

[www.yorktech.com/CE/business.php](http://www.yorktech.com/CE/business.php)

Brenda Odom (803) 981-7144  
[bodom@yorktech.com](mailto:bodom@yorktech.com)

Brooke Pound (803) 327-8029  
[bpound@yorktech.com](mailto:bpound@yorktech.com)

Our hands-on management and entrepreneurship classes are designed for busy people like you. Quickly learn skills that you can apply immediately. Supervisory classes will benefit new, emerging, or existing supervisors. Complete a certificate program to become a more effective leader, or customize a curriculum of

specific skills to meet professional development goals. Entrepreneurship classes are available for business owners at various stages: aspiring, new, and seasoned business owners. Computer classes can be brought to you and developed specifically to meet your training goals. All classes can be offered at our site or yours and customized.

### COMMUNITY INTEREST

[www.yorktech.com/CE/commlnt.php](http://www.yorktech.com/CE/commlnt.php)

Kiwanza Brackett (803) 981-7372  
[kbrackett@yorktech.com](mailto:kbrackett@yorktech.com)

Our courses are designed to stimulate your creative talents and expand your experiences. Course offerings ranging from conversational Spanish to boater safety are aimed at helping you to increase knowledge, skills and abilities for enhancement of hobbies or developing new interest.

### COMPUTER TRAINING

[www.yorktech.com/CE/Computer.php](http://www.yorktech.com/CE/Computer.php)

Kiwanza Brackett (803) 981-7372  
[kbrackett@yorktech.com](mailto:kbrackett@yorktech.com)

We offer computer training in traditional classroom settings and through convenient online courses. Computer classes include Introduction to Computers, Keyboarding, QuickBooks, AutoCAD, and Microsoft Office Applications. Online courses are available in web design, web graphics & multimedia, computer programming, database management, networking, certification prep, and many more topics.

### LICENSING & CERTIFICATION

[www.yorktech.com/CE/license.php](http://www.yorktech.com/CE/license.php)

Kiwanza Brackett (803) 981-7372  
[kbrackett@yorktech.com](mailto:kbrackett@yorktech.com)

We offer pre-licensing and post-licensing classes in real estate for sales agents, brokers, appraisers and property managers. We also

# York Technical College Registration Guide

Spring 2010

offer licensing preparation courses for insurance agents, such as Life, Accident, & Health and Property & Casualty. Interested in a career in cake decorating, floral design or interior design, check out our certificate programs that are designed to launch your career.

## CONSTRUCTION TRADES/HEAVY EQUIPMENT

[www.yorktech.com/constructiontrades](http://www.yorktech.com/constructiontrades)

Ken Strickland (803) 981-7338  
[kstrickland@yorktech.com](mailto:kstrickland@yorktech.com)

Ben Ross (803) 325-2877  
[bross@yorktech.com](mailto:bross@yorktech.com)

**Construction Trades** courses are designed for individuals/groups employed in construction or for individuals who plan to enter this field of employment. Courses are offered in topics such as Construction Project Management, Basic Construction Skills, OSHA Construction Safety (including OSHA Certification), Industrial Lift Truck Operator Training (including OSHA certification), Underground Pipe Layer, Heavy Equipment Operator and Mobile Crane Operator Training.

**Construction Licensing** preparation courses are offered in a number of different areas, including: general contractor, electrical contractor, AC/heating contractor, plumbing contractor, and residential builder.

**Line Worker** training is a comprehensive program that prepares candidates for entry-level Line Work positions. The nine week Entry Level Line Worker Certificate Program includes classroom, lab, and field instruction in pole climbing, overhead and underground line installation.

## INDUSTRIAL & ENGINEERING TECHNOLOGIES

[www.yorktech.com/industrial/CE/iet.php](http://www.yorktech.com/industrial/CE/iet.php)

## LEAN MANUFACTURING AND QUALITY/SIX SIGMA

[www.yorktech.com/lean/CE/lean.php](http://www.yorktech.com/lean/CE/lean.php)

Brenda Odom (803) 981-7144  
[bodom@yorktech.com](mailto:bodom@yorktech.com)

**Industrial & Engineering Technologies (IET)** includes a wide range of training related to: Industrial Maintenance, OSHA Safety, Lean Manufacturing, Six Sigma, APICS, Environmental and other professional trade areas. Training may be delivered in person or online in a standard or customized format. Courses can be held on campus or at your site. See Online Career Training at [www.yorktech.com/industrial](http://www.yorktech.com/industrial). IET instructors and consultants are experienced and credentialed experts in their field and will work with you to ensure maximum return on your training investment.

**Lean Manufacturing, Quality and Six Sigma** training are provided by qualified SCMEP instructors and are available in public format or on-site in manufacturing facilities. Six Sigma training is also available online.

## PROFESSIONAL TRUCK DRIVER TRAINING

[www.yorktech.com/truckdriver](http://www.yorktech.com/truckdriver)

Ken Strickland (803) 981-7338  
[kstrickland@yorktech.com](mailto:kstrickland@yorktech.com)

Ben Ross (803) 325-2877  
[bross@yorktech.com](mailto:bross@yorktech.com)

James Mroz (803) 981-7140  
[jmroz@yorktech.com](mailto:jmroz@yorktech.com)

The Professional Truck Driver training program prepares individuals for an exciting career in transportation. Qualified candidates (with a good driving record and DOT physical and drug screen) will complete classroom and hands-on field and highway training in six weeks. Financial aid and job placement assistance are available.

## INSTITUTE FOR MANUFACTURING PRODUCTIVITY

[www.yorktech.com/imp](http://www.yorktech.com/imp)

Bill Beaver (803) 981-7349  
[bbeaver@yorktech.com](mailto:bbeaver@yorktech.com)

The Institute for Manufacturing Productivity (IMP), York Technical College's award-winning collaboration of the world's leading CNC machine tool builders, sector-oriented suppliers, and educators provide industry with comprehensive high technology precision manufacturing solutions. The technology and training at the IMP is always state-of-the-art and available for manufacturers to try new processes for competitive advantages. Reducing product quality variations and manufacturing cycle time, as well as improving the up-time of the machinery are our strengths.

## 3D SYSTEMS UNIVERSITY

[www.yorktech.com/3dsystems](http://www.yorktech.com/3dsystems)

Dahmon King (803) 981-7328  
[dking@yorktech.com](mailto:dking@yorktech.com)

3D Systems University is the premier training resource for skill development in 3D modeling, rapid prototyping, and rapid manufacturing. The College's 17,000-square-foot training center, operates in partnership with 3D Systems Corporation to train customers from around the world in the use of the company's innovative products, services, and technologies. The training center also serves as a showcase for direct digital manufacturing technologies and as a place to demonstrate how 3D Systems' technologies are changing the world of manufacturing in almost every industry, from healthcare to aerospace.

## WORKFORCE DEVELOPMENT

[www.yorktech.com/iwd](http://www.yorktech.com/iwd)

Brenda Odom (803) 981-7144  
[bodom@yorktech.com](mailto:bodom@yorktech.com)

Janie Liggins (803) 325-2887  
[jliggins@yorktech.com](mailto:jliggins@yorktech.com)

Workforce Development provides employers, employees and job seekers with development opportunities to meet the needs of an ever-changing global environment. Employers benefit from lower turnover rates and greater productivity. Employees who participate gain a strong foundation on which to build their career and increase job security, while job seekers gain a competitive edge in the job market. Programs include: WorkKeys Profiling, Assessment and Skills training, Foundation Skills, Workplace Literacy, Customer Service-Call Center training, customized employee development programs, and language skills for the workplace (ESL, foreign languages). Workforce Development instructors are experienced, qualified professionals, certified by nationally-recognized organizations such as Development Dimensions International, Achieve-Global Solutions, and ACT, Inc. Courses may be delivered at the client's work site.

# YORK TECHNICAL COLLEGE CAMPUS MAP

## MAIN CAMPUS LEGEND

- A\* Business, Medical, Computer Technology, Arts, Science
  - B\* Engineering Technology, Assessment Center
  - C\* Engineering Technology, Continuing Education, IMP
  - D\* Industrial Technology
  - E Grounds Building
  - F Industrial Technology, Printing Services
  - G\* Industrial Technology
  - H Administration Offices
  - I Facilities Management, Procurement Services
  - J Student Services - Counseling, Admissions, Financial Aid, Business Office
  - K Student Center, START Center, Bookstore, Food Service
  - L\* Anne Springs Close Library
  - M Child Development Center
  - N Baxter M. Hood Continuing Education Center, ETV
  - ST\* Science & Technology Building, Media Center, ETV
- \* buildings with classrooms

