

# 2011-2012 Academic Calendar

## **FALL SEMESTER 2011**

July 29 PAYMENT DUE DATE FOR FALL SEMESTER  
August 23 LAST DAY FOR STUDENTS TO REGISTER FOR FALL SEMESTER AND 1ST 8-WEEK SESSION CLASSES  
August 24 FALL SEMESTER & 1ST 8-WEEK SESSION CLASSES BEGIN  
August 24-25 SCHEDULE ADJUSTMENT PERIOD FOR FALL SEMESTER CLASSES AND 1ST 8-WEEK SESSION CLASSES  
August 24-30 DROP PERIOD (100% REFUND) FOR FULL SESSION  
August 30 WELCOME BACK BLAST, 10:00 AM - 2:00 PM & 4:00 PM - 6:00 PM, MAIN CAMPUS, STUDENT CENTER  
WELCOME BACK BLAST, 10:00 AM - 1:00 PM, CHESTER CENTER  
WELCOME BACK BLAST, 10:00 AM - 7:00 PM, KERSHAW-HEATH SPRINGS CENTER  
September 5 LABOR DAY, COLLEGE CLOSED  
September 11 PATRIOT DAY  
September 15 CONSTITUTION DAY EVENT, 8:00 AM - 7:00 PM, LIBRARY ATRIUM  
September 21 MID-TERM FOR 1ST 8-WEEK SESSION CLASSES  
FIRST DAY OF FALL 12-WEEK SESSION CLASSES  
September 21-22 SCHEDULE ADJUSTMENT PERIOD FOR 12-WEEK SESSION CLASSES  
October 18 MID-TERM  
1ST 8-WEEK SESSION CLASSES END  
BCAS DEAN'S COUNCIL MEETING, 10:00 AM, A-162  
October 19 2ND 8-WEEK SESSION CLASSES BEGIN  
October 19-20 SCHEDULE ADJUSTMENT PERIOD FOR 2ND 8-WEEK SESSION CLASSES  
October 20 BCAS DEAN'S COUNCIL MEETING, 5:30 PM, A-162  
October 24 RED RIBBON WEEK KICK-OFF, 10:00 AM - 2:00 PM, MAIN CAMPUS, STUDENT CENTER  
RED RIBBON WEEK KICK-OFF, 10:00 AM - 1:00 PM, CHESTER CENTER  
RED RIBBON WEEK KICK-OFF, 10:00 AM - 7:00 PM, KERSHAW-HEATH SPRINGS CENTER  
IET DEAN'S COUNCIL MEETING, 11:00 AM, C-100  
October 25 OFF-CAMPUS DEAN'S COUNCIL MEETING - CHESTER CENTER STUDENTS, 5:30 PM, LOCATION TBA  
October 26 HHS DEAN'S COUNCIL MEETING, 11:00 AM, LOCATION TBA  
October 27 OFF-CAMPUS DEAN'S COUNCIL MEETING - KERSHAW CENTER STUDENTS, 5:30 PM, LOCATION TBA  
November 1 MID-TERM FOR FALL 12-WEEK SESSION CLASSES  
November 7 REGISTRATION FOR SPRING SEMESTER BEGINS  
November 11 VETERAN'S DAY  
November 15 MID-TERM FOR 2ND 8-WEEK SESSION CLASSES  
November 23 NO CREDIT CLASSES  
November 24-26 THANKSGIVING HOLIDAY, COLLEGE CLOSED  
December 5 BOOKS ARE FUN BOOK FAIR, 10:00 AM - 3:00 PM, MAIN CAMPUS, STUDENT CENTER

December 16 PAYMENT DUE DATE FOR SPRING SEMESTER  
December 17 FALL SEMESTER, 12-WEEK SESSION, & 2ND 8-WEEK SESSION CLASSES END  
December 19-20 NO CREDIT CLASSES  
December 21-January 3 WINTER BREAK, COLLEGE CLOSED

## **SPRING SEMESTER 2012**

January 10 LAST DAY FOR STUDENTS TO REGISTER FOR SPRING SEMESTER AND 1ST 8-WEEK SESSION CLASSES  
January 11 SPRING SEMESTER & 1ST 8-WEEK SESSION CLASSES BEGIN  
January 11-12 SCHEDULE ADJUSTMENT PERIOD FOR SPRING SEMESTER CLASSES AND 1ST 8-WEEK SESSION CLASSES  
January 11-18 DROP PERIOD (100% REFUND) FOR FULL SESSION  
January 16 MARTIN LUTHER KING, JR HOLIDAY, COLLEGE CLOSED  
January 25 WINTER BLAST, 10:00 AM - 2:00 PM / 4:00 PM - 6:00 PM, MAIN CAMPUS, STUDENT CENTER  
WINTER BLAST, 10:00 AM - 1:00 PM, CHESTER CENTER  
WINTER BLAST, 10:00 AM - 7:00 PM, KERSHAW-HEATH SPRINGS CENTER  
February 6 BLACK HISTORY THROUGH MUSIC CELEBRATION, 7:00 PM, BAXTER HOOD CENTER  
February 8 MID-TERM FOR 1ST 8-WEEK SESSION CLASSES  
FIRST DAY OF SPRING 12-WEEK SESSION CLASSES  
February 8-9 SCHEDULE ADJUSTMENT PERIOD FOR 12-WEEK SESSION CLASSES  
February 24-25 CREDIT CLASSES WILL NOT MEET  
February 27 IET DEAN'S COUNCIL MEETING, 11:00 AM, C-100  
February 29 HHS DEAN'S COUNCIL MEETING, 11:00 AM, LOCATION TBA  
March 1 DEADLINE TO APPLY TO PARTICIPATE IN GRADUATION CEREMONY  
March 6 BOOKS ARE FUN BOOK FAIR, 10:00 AM - 3:00 PM, MAIN CAMPUS, STUDENT CENTER  
March 9 MID-TERM  
1ST 8-WEEK SESSION CLASSES END  
March 12-17 SPRING BREAK, NO CREDIT CLASSES  
(INCLEMENT WEATHER MAKE-UP DAYS, BEGINNING MARCH 12)  
March 19 2ND 8-WEEK SESSION CLASSES BEGIN  
March 19-20 SCHEDULE ADJUSTMENT PERIOD FOR 2ND 8-WEEK SESSION CLASSES  
March 20 OFF-CAMPUS DEAN'S COUNCIL MEETING - CHESTER CENTER STUDENTS, 5:30 PM, LOCATION TBA  
March 22 CAREER FAIR, 11:30 AM - 3:00 PM, MAIN CAMPUS, STUDENT CENTER  
OFF-CAMPUS DEAN'S COUNCIL MEETING - KERSHAW CENTER STUDENTS, 5:30 PM, LOCATION TBA  
March 27 MID-TERM FOR SPRING 12-WEEK SESSION CLASSES  
April 9 REGISTRATION FOR SUMMER SESSION & FALL SEMESTER BEGINS

# *2011-2012 Academic Calendar*

## **SPRING SEMESTER 2012, continued**

April 11 HEALTH & WELLNESS FAIR, 10:00 AM - 2:00 PM, MAIN CAMPUS,  
STUDENT CENTER  
HEALTH & WELLNESS FAIR, 10:00 AM - 1:00 PM, CHESTER CENTER  
April 13 MID-TERM FOR 2ND 8-WEEK SESSION CLASSES  
April 17 BCAS DEAN'S COUNCIL MEETING, 10:00 AM, A-162  
April 19 BCAS DEAN'S COUNCIL MEETING, 5:30 PM, A-162  
May 1 AWARDS DAY CEREMONY, 2:00 PM, BAXTER HOOD CENTER  
May 3 PAYMENT DUE DATE FOR SUMMER SESSION  
May 12 SPRING SEMESTER, 12-WEEK SESSION, & 2ND 8-WEEK SESSION  
CLASSES END  
May 15 YORK TECH GRADUATION, 7:00 PM, WINTHROP UNIVERSITY COLISEUM

## **SUMMER SESSION 2012**

May 28 LAST DAY FOR STUDENTS TO REGISTER FOR SUMMER SESSION AND  
1ST 5-WEEK SESSION CLASSES  
MEMORIAL DAY, NO CREDIT CLASSES  
MEMORIAL DAY OBSERVANCE, ADMINISTRATION BLDG FLAGPOLE, TBA  
May 29 SUMMER & 1ST 5-WEEK SESSION CLASSES BEGIN  
May 29-30 SCHEDULE ADJUSTMENT PERIOD FOR SUMMER SESSION  
CLASSES & 1ST 5-WEEK SESSION CLASSES  
May 29-31 DROP PERIOD (100% REFUND)  
June 13 MID-TERM FOR 1ST 5-WEEK SESSION CLASSES  
June 29 1ST 5-WEEK SESSION CLASSES END  
MID-TERM FOR SUMMER SESSION CLASSES  
July 2-6 SUMMER BREAK, NO CREDIT CLASSES  
July 4 INDEPENDENCE DAY HOLIDAY, COLLEGE CLOSED  
July 9 2ND 5-WEEK SESSION CLASSES BEGIN  
July 9-10 SCHEDULE ADJUSTMENT PERIOD FOR 2ND 5-WEEK SESSION  
CLASSES  
July 25 MID-TERM FOR 2ND 5-WEEK SESSION CLASSE  
August 10 SUMMER SESSION & 2ND 5-WEEK SESSION CLASSES END



# August 2011



Sun	Mon	Tue	Wed	Thu	Fri	Sat
<p>◆ <b>Welcome Back Blast</b>            Chester Center            10:00 AM-1:00 PM            Kershaw-Heath Springs Center            10:00 AM-7:00 PM</p>					<p><u>July 29</u>  <b>PAYMENT DUE            DATE FOR FALL            SEMESTER</b></p>	<p><u>July 30</u></p>
July 31	1	2	3	4	5	6
7	8	9	10	11	12	13
					<p>Summer Session &amp; 2nd            5-Week Session Classes End</p>	
14	15	16	17	18	19	20
21	22	23	24	25	26	27
		<p>Last Day for Students to            Register for Fall Semester and            1st 8-Week Session Classes</p>	<p>Fall Semester &amp;            1st 8-Week Semester Clas-            ses Begin</p>			
28	29	30 ◆	31	<p><b>August 24-25:</b> Schedule Adjustment Period for Fall Semester            Classes and 1st 8-Week Session Classes</p> <p><b>August 24-30:</b> Drop Period (100% Refund) for Full Session</p>		
		<p><b>Welcome Back Blast</b>            10:00 AM-2:00 PM            4:00 PM-6:00 PM            Main Campus, Student Center</p>				

NOTE: Dates are subject to change. Please refer to the Student News, TechTV and D2L for the most current information.



# September 2011



Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5 LABOR DAY COLLEGE CLOSED	6	7	8	9	10
11 PATRIOT DAY	12	13	14	15 <u>Constitution Day Event</u> 8:00 AM-7:00 PM, Library Atrium	16	17
18	19	20	21 Mid-Term for 1st 8-Week Session Classes      First Day of Fall 12-Week Session Classes	22	23	24
			Schedule Adjustment Period for 12-Week Session Classes			
25	26	27	28	29	30	

NOTE: Dates are subject to change. Please refer to the Student News, TechTV and D2L for the most current information.



# October 2011



Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
◆ <b>BCAS Dean's Council Meeting</b> See Student News for Locations and Times		○ <b>Off Campus Dean's Council Meeting</b> See Student News for Locations and Times				
★ <b>IET Dean's Council Meeting</b> See Student News for Locations and Times		✚ <b>HHS Dean's Council Meeting</b> See Student News for Locations and Times				
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18 ◆  Mid-Term 1st 8-Week Session Classes End	19  2nd 8-Week Session Classes Begin	20 ◆  Schedule Adjustment Period for 2nd 8-Week Session Classes	21	22
23	24 ★ <b>Red Ribbon Week Kick-Off</b> See Student News & Tech TV for Locations and Times	25 ○	26 ✚	27 ○	28	29
30	31					

NOTE: Dates are subject to change. Please refer to the Student News, TechTV and D2L for the most current information.



# November 2011



Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 Mid-Term for Fall 12-Week Session Classes	2	3	4	5
6	7 Registration for Spring Semester Begins	8	9	10	11 VETERAN'S DAY	12
13	14	15 Mid-Term for 2nd 8-Week Session Classes	16	17	18	19
20	21	22	23 NO CREDIT CLAS- SES	24	25	26
27	28	29	30	THANKSGIVING HOLIDAY, COLLEGE CLOSED		

*NOTE: Dates are subject to change. Please refer to the Student News, TechTV and D2L for the most current information.*



# December 2011



Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5 <b>Books Are Fun Book Fair</b> 10:00 AM - 3:00 PM Main Campus, Student Center	6	7	8	9	10
11	12	13	14	15	16 <b>PAYMENT DUE DATE FOR SPRING SEMESTER</b>	17 <b>Fall Semester, 12-Week, &amp; 2nd 8-Week Session Classes End</b>
18	19 <b>NO CREDIT CLASSES</b>	20	21	22	23	24
			<b>WINTER BREAK, COLLEGE CLOSED</b>			
25	26	27	28	29	30	31
		<b>WINTER BREAK, COLLEGE CLOSED</b>				

*NOTE: Dates are subject to change. Please refer to the Student News, TechTV and D2L for the most current information.*



# January 2012



Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
WINTER BREAK, COLLEGE CLOSED						
8	9	10	11	12	13	14
		Last Day for Students to Register for Spring Semester and 1st 8-Week Session Classes	Spring Semester & 1st 8-Week Session Classes Begin			
15	16	17	18	19	20	21
	MARTIN LUTHER KING, JR HOLIDAY COLLEGE CLOSED					
22	23	24	25	26	27	28
			<p>♦</p> <p><b>Winter Blast</b> 10:00 AM-2:00 PM 4:00 PM-6:00 PM Main Campus, Student Center</p> <p><b>** Ice / Snow Date **</b> Wednesday, February 1</p>			
29	30	31	<p><b>January 11-12:</b> Schedule Adjustment Period for Spring Semester Classes and 1st 8-Week Session Classes</p> <p><b>January 11-18:</b> Drop Period (100% Refund) for Full Session</p>		♦	<p><b>Spring Blast</b> Chester Center 10:00 AM-1:00 PM Kershaw-Heath Springs Center 10:00 AM-7:00 PM</p>

NOTE: Dates are subject to change. Please refer to the Student News, TechTV and D2L for the most current information.



# February 2012



Sun	Mon	Tue	Wed	Thu	Fri	Sat
★ <b>IET Dean's Council Meeting</b> See Student News for Locations and Times			1	2	3	4
+						
5	6	7	8	9	10	11
	<b>Black History Through Music Celebration</b> 7:00 PM Baxter Hood Center		Mid-Term for 1st 8-Week Session Classes	First Day of Spring 12-Week Session Classes		
			Schedule Adjustment Period for 12-Week Session Classes			
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	★ 27	28	+	29		
					Credit Classes Will Not Meet	

NOTE: Dates are subject to change. Please refer to the Student News, TechTV and D2L for the most current information.



# March 2012



Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1 <b>DEADLINE TO APPLY TO PARTICIPATE IN GRADUATION CEREMONY</b>	2	3
4	5	6 <b>Books Are Fun Book Fair</b> 10:00 AM - 3:00 PM Main Campus, Student Center	7	8	9 Mid-Term 1st 8-Week Session Classes End	10
11	12	13	14	15	16	17
<b>SPRING BREAK, NO CREDIT CLASSES</b> (INCLEMENT WEATHER MAKE-UP DAYS, BEGINNING MARCH 12)						
18	19 2nd 8-Week Session Classes Begin Schedule Adjustment Period for 2nd 8-Week Session Classes	20 ☉	21	22 ☉ Career Fair 11:30 AM-3:00 PM Main Campus, Student Center	23	24
25	26	27 Mid-Term for Spring 12-Week Session Classes	28	29	30	31

*NOTE: Dates are subject to change. Please refer to the Student News, TechTV and D2L for the most current information.*



# April 2012



Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9 Registration for Summer Session & Fall Semester Begins	10	11 ★ <u>Health &amp; Wellness Fair</u> 10:00 AM-2:00 PM Main Campus, Student Center	12	13 Mid-Term for 2nd 8-Week Session Classes	14
15	16	17 ◆	18	19 ◆	20	21
22	23	24	25	26	27	28
29	30		★ <u>Health &amp; Wellness Fair</u> 10:00 AM-1:00 PM Chester Center			
			◆ <u>BCAS Dean's Council Meeting</u> See Student News for Locations and Times			

NOTE: Dates are subject to change. Please refer to the Student News, TechTV and D2L for the most current information.



# May 2012



Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 <u>Awards Day Ceremony</u> 2:00 PM Baxter Hood Center	2	3 PAYMENT DUE DATE FOR SUMMER SESSION	4	5
6	7	8	9	10	11	12 Spring Semester, 12-Week, & 2nd 8-Week Session Classes End
13	14	15 <u>York Tech Graduation</u> 7:00 PM Winthrop University Coliseum	16	17	18	19
20	21	22	23	24	25	26
27	28 Last Day for Students to Register for Summer Session and 1st 5-Week Session Classes MEMORIAL DAY NO CREDIT CLASSES <u>Memorial Day Observance</u> Time TBA Administration Bldg. Flagpole	29 Summer & 1st 5-Week Session Classes Begin	30	31	May 29-30: Schedule Adjustment Period for Summer Session Classes and 1st 5-Week Session Classes May 29-31: Drop Period (100% Refund)	

NOTE: Dates are subject to change. Please refer to the Student News, TechTV and D2L for the most current information.



# June 2012



Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13 Mid-Term for 1st 5-Week Session Classes	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29 1st 5-Week Session Classes End Mid-Term for Summer Session Classes	30

*NOTE: Dates are subject to change. Please refer to the Student News, TechTV and D2L for the most current information.*



# July 2012



Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4 INDEPENDENCE DAY HOLIDAY COLLEGE CLOSED	5	6	7
SUMMER BREAK, NO CREDIT CLASSES						
8	9 2nd 5-Week Session Classes Begin Schedule Adjustment Period for 2nd 5-Week Session Classes	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25 Mid-Term for 2nd 5-Week Session Classes	26	27	28
29	30	31				

*NOTE: Dates are subject to change. Please refer to the Student News, TechTV and D2L for the most current information.*



# August 2012



Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
					Summer Session & 2nd 5-Week Session Classes End	
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

**Dates for the 2012-2013 Academic Calendar will be available July, 2012.**

# Student Life

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Through the Student Activities Office, educational, cultural, and social events are sponsored throughout the year. Some activities include the annual Health & Wellness Fair, Welcome Back Blast, substance abuse awareness activities such as Red Ribbon Week, and Black History Month programs. Also available throughout the year are a variety of programs and seminars offered by student organizations, York Technical College counselors and instructors, and community leaders. All activities, programs, and seminars are offered at no cost to students.

Students are encouraged to stop by the Student Activities Office to ask questions or to discuss anything pertaining to the activities program. The Student Activities Office is also the place to sign up for a student organization or to volunteer to assist with producing the activities. A form to indicate interest in some of these activities is included in this calendar. Please select the activities that pertain to your interests and give the form to Student Activities or to an instructor who will forward it to the proper location. The Student Activities Office is located in the Student Center next to the Barnes and Noble Bookstore. For information about clubs or activities, stop by or call the Student Activities Office at (803) 981-7052.

This calendar includes scheduled events for the academic year. The *Student News* is published bi-monthly with the most up-to-date information about important academic dates and deadlines, meeting times and locations, special events, upcoming activities, and announcements. *TechTV* is the campus television network that provides information about upcoming events and activities as well as general announcements.

We hope that you will become involved in the many campus activities. Research shows that students who are involved are more successful in college, in the workplace, and in their personal lives. So...the Student Activities Office invites you to get involved!

## Student Center Offices and Lounge Area

The Student Center houses an atrium lounge area with a television; the Barnes and Noble Bookstore, a study area for students; a faculty/staff lounge; the WIA Services Office, and the Student Activities Office. When using the Student Center facilities, students are expected to present a valid I.D. card, if requested, and to conduct themselves with courtesy and consideration for the rights of other students using the area.

## I.D. Cards

York Technical College student identification cards are required to check out library materials, for entrance into the computer labs, and for taking tests in the Assessment Center. Student Activities may also ask for an I.D. at events. I.D. cards must also be presented to appropriate York Technical College officials upon request anywhere on campus. Students must have their I.D. cards validated each semester. I.D. cards are made in the Student Activities Office located in the Student Center. Students must know their I.D. number to receive an I.D. or validation sticker. Check the *Student News* for dates and times when I.D. cards will be made. The cost for duplicate I.D. cards is **\$10**.

## Bookstore

The College Bookstore, located in the Student Center, is operated by Barnes and Noble Bookstore, Inc. The Bookstore is open from 7:45 a.m. until 7:00 p.m., Monday through

Thursday and from 7:45 a.m. until 4:00 p.m. on Fridays. In addition to textbooks and school supplies, the Bookstore offers a selection of gift items and sportswear. Hours may vary during the summer session, registration periods, and on student holidays.

## Food Service

The College is currently working to outsource this service to a national fast food chain and hope to have a food vendor operating in the Student Center by mid-October 2011. During the interim period, the College has asked our snack vendor to expand its offerings and increase the convenience food options available the Barnes and Noble Bookstore. The College is also exploring other options, such as kiosk-type food vendors who set up in or around the Student Center.

## Admissions

The Admissions Office provides assistance and guidance throughout the application and enrollment process. Admissions counselors help students learn about the many programs of study offered by the College and the career opportunities awaiting graduates to help them make an informed decision about their program of study. Students needing additional assistance in choosing an educational goal may be referred to Career Services for further guidance. Counselors help students understand the results of their placement test and what courses are best suited to their level of achievement as they begin their program of study. To assist in making a smooth transition to college life, Admissions also provides new students with important information about the many college resources available to help in reaching their educational goal. After admission to the College, counselors help students connect with faculty representing their academic program who will provide more specific information related to their major.

## Counseling Services

The College is committed to optimizing student success through managing personal and academic concerns that may otherwise interfere with one achieving their educational goals. The purpose of Counseling Services at York Technical College is to offer short-term counseling support to students in a confidential and professional environment. Students who are facing academic challenges engage in counseling to assist them in understanding their academic status and develop a plan for success. Those who are facing personal matters have an opportunity to discuss their concerns with a member of the College's trained counseling staff to receive appropriate support and guidance. As needed, Counselors can also refer students to community agencies for assistance. All York Technical College students are encouraged to take advantage of the professional counseling services available by contacting Counseling and Support Services at (803) 327-8007 for an appointment.

## Career Services

Career Services offers many resources designed to assist individuals in learning more about their interests, skills, and values. Computer guidance and information systems, such as SCOIS and the SC Personal Pathways to Success system, are available for individuals to use and a Career Development Facilitator is available to help individuals assess their results. In addition to computer guidance systems, career interest tests are available in written form.

# Student Life

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## Career Services (continued)

Career Services also coordinates on-campus company recruitment of students, organizes an annual career fair, assists in the development of employability skills, assists in the preparation of marketable resumes, and provides students and graduates with local job opportunities through the **CareerLink** database system. By accessing **CareerLink** at <http://yorktech-csm.symplicity.com>, students and graduates can upload resumes for employers to access, search and apply for jobs, and sign up to receive automatic emails when jobs are posted that match criteria.

## Financial Aid

The Financial Aid Office is a vital part of the College. Counselors are available to advise and assist students in applying for financial assistance. Types of assistance include grants, scholarships, loans, tuition assistance programs, and work-study positions. To determine eligibility for Title IV federal student grants, work-study, or State grants, loans, students must file the **Free Application for Federal Student Aid (FAFSA)**. The FAFSA application must be submitted online at [www.fafsa.gov](http://www.fafsa.gov). Students who have submitted and completed financial aid applications by the priority date should have their aid eligibility determined by the start of the term. **Students should be prepared to pay tuition if their file is not complete by the date indicated. They are responsible for paying any portion of their bill that is not covered by financial assistance.** The dates listed below are priority dates, not deadlines.

The Financial Aid Office processes applications in priority order according to the date completed.

- 2011 Fall Semester priority date is June 1, 2011
- 2012 Spring Semester priority date is November 1, 2011
- 2012 Summer Session priority date is March 1, 2012

**The Financial Aid Office uses an award calendar based on the submission date of the FAFSA. A timeline is developed so that the student and the office shares the responsibility of getting the award made before the payment deadline.**

## Academic Records Office

The Academic Records Office provides the following services for students: course registration, grade reports, official transcripts, enrollment verifications, student loan deferments, applications for graduation, and maintenance of student records. The office also provides services for transcript evaluations; evaluations of military credit; evaluation of AP, IB or CLEP credit; processing of course substitutions; academic progress monitoring and notification; verification of graduation requirements; graduation ceremony preparations; preparation of degrees, diplomas, and certificates; and certification and determination of honors. York Technical College has authorized the National Student Clearinghouse to act as its agent for all verifications of student enrollment. Please visit the Clearinghouse online at [www.studentclearinghouse.org](http://www.studentclearinghouse.org) or contact them by phone at (703) 742-4200 to obtain enrollment verifications.

## Graduation Information

Students who will complete their degree or diploma program requirements in the Fall, Spring, or Summer term of the 2011-2012 academic year are eligible to participate in the ceremony held after the end of the Spring term. Students who want to participate in the ceremony must apply by **March 1, 2012**. The 2012 ceremony will be held on May 15 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, 2012, 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.** Applications for Graduation are available in the Academic Records Office in the Student Services Building.

## WIA Services Department

The WIA Services Department at York Technical College works in collaboration with the Local Catawba Investment Board and other partner agencies to utilize the OneStop Approach and provide program services for youth ages 17-21. These services under Title 1 of the Workforce Investment Act of 1998, target youth who are residents of Chester, Lancaster and York Counties. Youth Services focus on academic and employment-related assistance for economically disadvantaged individuals who face serious barriers to future employment. These services are linked closely to local labor market needs and have a strong connection between academic and occupational learning.

To support youth participants and the community, the WIA Services Department also offers a Resources Center which is open for public self-service activities. These self-service activities include career assessment software, word processing software, resume preparation software, access to local, regional and national job listings, labor market information, community resources information, job keeping/seeking information, SCOIS and WIN (Worldwide Interactive Network), and a range of brochures dealing with these topics. Persons interested in receiving more information about the WIA Services should contact our office directly at (803) 327-8006.

## Special Resources Office - Disability Services

The Special Resources Office (SRO) in Student Services coordinates services and accommodations for students with documented disabilities including but not limited to physical, learning, and psychological disabilities. These services provide equal educational opportunities to students by minimizing the impact of functional limitations upon their academic lives. Students seeking services must register through the SRO, provide appropriate documentation of their disability, and specify accommodation needs and requests. Reasonable academic accommodations are determined based on a review of the documentation and an interview with the student.

## Special Resources Office - Special Needs Scholarship Programs

The **Adults-in-Transition** program's purpose is to assist unemployed or underemployed dislocated workers, displaced homemakers, low-income students, and single parents in their transition to new employment through the education and training provided by York Technical College. Financial support may include assistance with books or childcare or

# Student Life

## Special Resources Office – Special Needs Scholarship Programs

(continued)

transportation expense. Additional support services may include academic and career counseling, monthly meetings, and referrals.

**Challenge** is a program designed for students who choose majors not traditionally associated with their gender (i.e., females in Industrial and Engineering Technologies and males in Health and Human Services). The program offers its participants advising and academic support services, as well as a limited number of stipend awards.

## The PROMISE Program

The PROMISE Program is a federal TRIO program also known as Student Support Services (SSS) which serves to motivate students towards the successful completion of their post-secondary education. The goal of PROMISE is to increase the college retention and graduation rates of its participants and to facilitate the process of transition from one level of higher education to the next by providing free individual or small group tutoring, counseling and academic advising, college transfer assistance, college success workshops, and other support services. Space is limited; and selections are made based upon student needs and according to guidelines established by the US Department of Education.

## Academic Coaching and Tutoring Center

The Academic Coaching and Tutoring Center is located in B-Building. Free drop-in tutoring is available to York Technical College students in a variety of subjects. Individualized one-to-one tutoring is available for students enrolled in the Student Support Services program and for students with special needs. The tutoring hours and subjects tutored are available at the Academic Coaching and Tutoring Center and can also be accessed on the College's web page at [www.yorktech.edu](http://www.yorktech.edu).

## Student Insurance

An insurance policy covering injuries due to accidents in school becomes effective upon registration. The cost of this insurance is included in the registration fee.

Students needing limited basic health insurance may go to the following link for various plans available for York Technical College students through the American College Student Association (ACSA): <http://www.acsa.com/plans/healthapp/index.asp?planid=574>. Brochures are available from the Associate Vice President for Academic and Student Affairs Office in the Student Services Building.

## Health Services

First aid kits are available in the Student Services Building, the Industrial & Engineering Technologies Division Office in Building C, the Business, Computer, Arts & Sciences Division Office in Building A, in office B-13 in Building B, in office D-16 in Building D, the WIA Services Department reception desk in the Student Center, and in the Anne Springs Close Library, room L-105.

Any student involved in an accident requiring professional medical treatment at an emergency center, hospital, or physician's office should take the following actions:

1. Contact nearest faculty/staff member for assistance. The faculty/staff member will contact Public Safety. All Public Safety officers are trained in first aid and CPR, and one day-shift officer is a certified Emergency Medical Technician.
2. If possible, obtain an accident claim form from the Associate Vice President for Academic and Student Affairs' Office before going to the hospital or physician's office.
3. Present the accident claim form to the emergency center, hospital, or physician.
4. If the student is incapacitated and immediate evacuation is necessary, a member of the faculty or staff at the scene should notify the Associate Vice President for Academic and Student Affairs' Office and provide the name of the medical facility or physician to which the student was taken.
5. The Office of the Associate Vice President for Academic and Student Affairs will immediately call the person that the student has indicated as an emergency contact.
6. If accidental injury occurs during evening classes, the faculty/staff member should contact the Public Safety Office immediately at (803) 327-8013. The Public Safety Officer will notify the Administrator on Duty.

Any student who is ill and needs immediate medical attention should contact the nearest faculty or staff member for assistance. If a student is incapacitated, the College will contact emergency transport to take the student to the nearest hospital or emergency room.

## English Proficiency Student Complaint Procedure

This procedure is published under Academic Regulations and Student Services in compliance with Commission on Higher Education requirements.

All applicant finalists for employment in the credit instructional areas will be carefully screened during the hiring process to determine if they are proficient in the use of the English language. Although there may be pronunciation differences or inflectional variations which differ from the norm of the local population, these should not hinder the instructional process. However, if a student feels that he is unable to benefit from classroom instruction because of an instructor's lack of English language proficiency, the student should follow the procedure outlined in order to resolve the concern.

1. The student should talk with the instructor about language concerns and be specific about what language problems are distracting from the instructional process (i.e., talks too fast, pronunciation of key words, etc.).
2. If the student does not believe the concern has been resolved, the student should make an appointment to see the department manager of the instructional area involved. The Department Chair may request that the problems be specified in writing. The Department Chair will review the concerns (i.e., classroom observation, test review, other student input) and respond to the student in writing.
3. If the student feels that there is further need to address the concern, the student should specify the problem in writing to the Division Associate Vice President for Academic Affairs and make a follow-up appointment for discussion. The Division Associate Vice President for Academic Affairs may elect to discuss the situation with the Department Chair, the instructor, and the student. The Division Associate Vice President for

# Student Life

## English Proficiency Student Complaint Procedure (continued)

Academic Affairs with the Executive Vice President for Academic and Student Affairs will determine if the situation merits an English Proficiency Performance Review. The student should receive a written response from the Division Associate Vice President covering any recommendations and results of a review if such is necessary.

4. If the student is not satisfied with the response from the Division Associate Vice President for Academic Affairs, the student may schedule an appointment with the Executive Vice President for Academic and Student Affairs.

## Student Right-to-Know

York Technical College publishes and distributes certain information to prospects, students and College staff members on a regular basis as required by Federal legislation.

The Student Right-to-Know information describes the current progress made by students pursuing a degree, diploma or certificate at the College. The Jeanne Clery Act requires the College to distribute to all current students and college staff members campus security policies and statistics concerning specific types of campus crimes. Published annually and distributed through the Registration Guide, this information is also available from the Office of the Associate Vice President for Academic and Student Affairs upon request by applicants and on the College's website under Student Life at [http://www.yorktech.com/Student\\_Life.php](http://www.yorktech.com/Student_Life.php).

## JEANNE CLERY ACT

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act directs Colleges to publish crime awareness information for current and prospective students. Crimes on campus and at all geographical locations are reported to the Department of Public Safety on the main campus at (803) 327-8013. The Associate Vice President for Academic and Student Affairs is notified of any crimes on campus that involve students. Incident reports are completed by campus public safety officers and sent to the Department of Public Safety Chief and the Vice President for Business Affairs. A daily crime log for the most recent 60-day period is available for public inspection, upon request, during normal business hours by contacting the Dean for Students Office. The daily crime log includes the nature of the alleged crime, the date the incident was reported, the date and time the incident occurred, the general location of the incident, and the disposition of the complaint, if known. Any security warnings required under the act are posted under News in the *Desire2Learn* (D2L) learning management system and sent to the students' and college employees' D2L e-mail accounts.

Campus security and facility access are the responsibility of the Department of Public Safety. Campus access is limited after 11:30 p.m. with campus gates blocking all entrances. Gates are open at 7:00 a.m. each morning. Faculty or staff personnel who visit the campus after closure of buildings must contact a public safety officer at (803) 327-8013. The visit must be arranged in advance through the Office of the Vice President for Business Affairs.

The Department of Public Safety Chief is an armed, certified law enforcement officer. Rock Hill City Police respond to requests for assistance in security matters, if needed.

Announcements and descriptions of crime prevention programs are available through a campus poster program, *D2L* announcements, *TechTV*, and the *Student News* publication. This information is available to students and other campus participants as well.

A policy statement regarding alcohol and illegal drugs is posted on the College's website. Students and campus personnel are notified at least once a year of the specific electronic address of this information. This policy outlines very clearly the punishment for violation of South Carolina laws dealing with illegal drugs and alcohol, along with severity of the penalty depending on the type of illegal drug in question.

The College provides programs each year dealing with alcohol and drug abuse. In addition, the College has an arrangement with an off-campus agency to counsel with any campus personnel in need of services. The College offers programs such as Red Ribbon Week, the Health & Wellness Fair, and a poster campaign dealing with the consequences of alcohol and drug abuse. The College also publishes an annual campus crime report. A paper copy of the report will be provided, upon request, to the Associate Vice President for Academic and Student Affairs office.

## Public Safety

Emergency help can be obtained by calling the Department of Public Safety at (803) 327-8013. The Public Safety Office is located on the main campus in A-building, room A-262.

York Technical College's Campus Security Report is published in its entirety on the College's website at [http://www.yorktech.com/security\\_rep.pdf](http://www.yorktech.com/security_rep.pdf). This report includes statistics for the previous three years concerning reported crimes that occurred on campus; in certain off-campus buildings or property owned or controlled by York Technical College; and on public property within, or immediately adjacent to and accessible from the campus. The report also includes institutional policies and procedures concerning campus security. You can obtain a copy of the Campus Security Report by contacting the Office of the Associate Vice President for Academic and Student Affairs at (803) 327-8016.

## Prohibition of Weapons

State law prohibits the possession or use of any firearm, dangerous weapon, incendiary device, or explosive on campus, at off-campus centers, and off campus when participating in a college-sponsored activity unless such possession or use has been authorized by the College. On campus is further defined to include the College's premises, including parking lots and areas adjacent thereto.

## Voter Registration

Voter registration information and sign up forms are provided at the Welcome Back Blast and Spring Blast events sponsored by Student Activities. Voter registration forms are available in the Student Center cafeteria area and the Student Activities Office. The voter registration form is also available at [http://www.scvotes.org/south\\_carolina\\_voter\\_registration\\_information](http://www.scvotes.org/south_carolina_voter_registration_information) which can be completed and mailed to the applicable local county registration board. Addresses for all

# Student Life

## Voter Registration (continued)

South Carolina voter registration boards are listed on the website.

**For more information, please contact -**  
South Carolina State Election Commission  
2221 Devine Street, Suite 105  
Post Office Box 5987  
Columbia, SC 29250  
Main: (803) 734-9060  
Fax: (803) 734-9366  
E-mail: [elections@elections.sc.gov](mailto:elections@elections.sc.gov)

## STUDENT CONDUCT

York Technical College adheres to the South Carolina Technical College System *Student Code and Grievance Procedure*, approved by the State Board for Technical and Comprehensive Education on September 13, 2007. (Copies of this *Student Code and Grievance Procedure* are available in the College Library, the Industrial & Engineering Technologies Division Offices in Building C, the Business, Computer, Arts & Sciences Division Office in Building A, the Health & Human Services Division Office in Building A, the Student Activities Office in the Student Center, in the Associate Vice President for Academic and Student Affairs Office in the Student Services Building, and on the College's website under College Information.) It is the policy of York Technical College that the *Student Code and Grievance Procedure* shall govern conduct and guarantee due process for students enrolled at the College. Students are responsible for adhering to these guidelines to foster an environment in which learning can flourish.

The items below are significant behavioral and academic expectations in the *Student Code* and include the associated disciplinary action if those expectations are violated:

1. **Respectful and Considerate Behavior** – Students are expected to conduct themselves with dignity and to maintain high standards of responsible citizenship. Students who engage in such acts as stealing, profane language, immoral conduct, any type of fighting, pushing or shoving, or any act that endangers the health or property of others are subject to disciplinary action. The College reserves the right to decline admission, suspend, or require the withdrawal of anyone whose conduct is disruptive to the educational process or infringes on the rights of others.
2. **Drug and Alcohol Free** – Students are expected to report to class and student activities in appropriate mental and physical condition to meet the requirements and expectations of their roles. The possession or consumption of alcoholic beverages or other drugs by a student while on College property is prohibited and is grounds for dismissal. York Technical College does not sanction the use of alcoholic beverages at any event involving students of the College.
3. **Academic Honesty** – Students are expected to meet high standards of academic honesty and integrity. Academic misconduct includes, but is not limited to, cheating, copying another student's work, using unauthorized equipment or materials during a

test, obtaining, using, buying or selling the contents of a test, falsifying or inventing information such as reports or laboratory results, plagiarism, and collusion. Students who are found guilty of academic dishonesty may be assigned a lower grade for the assignment including a grade of zero, may be required to repeat or resubmit the assignment, may be assigned a failing grade for the course, or be required to withdraw from the course. Students may also be subject to further disciplinary action.

## Behavior Intervention Team (BIT)

As a proactive measure to contribute to a safe campus environment, York Technical College has a Behavior Intervention Team to intervene early and provide support and behavioral response to students displaying varying levels of disruptive or distressed behaviors. The BIT members are comprised of representatives from the Dean for Students Office, Academic Instruction, Counseling Services, Disability Services, and Public Safety.

## THE STUDENT APPEALS & DISCIPLINARY REVIEW COMMITTEE

The Student Appeals & Disciplinary Review Committee is a committee to consider the case of a student who declines to accept the findings of the Associate Vice President for Academic and Student Affairs (or designee). The committee (1) hears an appeal from a student charged with an infraction that may result in disciplinary action, (2) hands down a decision based only on evidence introduced at a hearing, and (3) provides the student defendant with a statement of the committee's decision.

Membership of the committee consists of two faculty members recommended by the Executive Vice President for Academic and Student Affairs, three student members recommended by the governing body of the Deans' Councils, one member of the Student Services staff appointed by the Associate Vice President for Academic and Student Affairs, and one administrator other than the chief student services officer to serve as the Committee's chairperson. The Associate Vice President for Academic and Student Affairs serves as an ex-officio non-voting member. All appointments must be approved by the President. This committee also reviews request of former students who have been suspended for disciplinary reasons and who desire to re-enter the College.

## Miscellaneous Campus Guidelines

**Children on Campus** - Children are not permitted in classrooms, shops, labs, the library or the Assessment Center. Children should not be left unattended at any time on campus. Students are not allowed to take visitors to class with them except by special administrative approval. All visitors must register at the reception area of the facility upon arrival.

**Parking** - All students should display a current parking decal on their vehicle and abide by the parking regulations. Parking regulations are published in the Orientation Resources booklet available in Admissions.

**Classroom Etiquette** - Students are not permitted to eat or drink in the library or labs. Eating and/or drinking in classrooms is left to the discretion of the instructor. Smoking is not permitted in the buildings. Students are expected to turn off all electronic devices during class.

# Student Life

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## Miscellaneous Campus Guidelines (continued)

**Tobacco Use** - York Technical College prohibits the use of tobacco products in any form, except in personal vehicles. Individuals must be sitting in the passenger compartment of a personal vehicle to be in compliance with the guidelines. For information about York Technical College's guidelines regarding the use of tobacco products, visit [www.yorktech.edu/tobacco\\_guidelines](http://www.yorktech.edu/tobacco_guidelines).

**Shop Areas** - Since the shops and laboratories pose a potential area of hazard, students and others should not visit the shops without the permission of the instructor in charge.

**Dress Code** - If extreme styles of dress interfere with the educational process, appropriate attire will be suggested to the student.

## The Anne Springs Close Library

The Anne Springs Close Library is conveniently located behind Building A and is open during day and evening hours. Resources for study and research are available on the library's website, as well as an online tour and tutorial, which familiarize new patrons with the library facility, collections, and services. The library's computer lab has numerous computers available for information retrieval and library research. Books, journals, newspapers, electronic databases, videocassettes, audiocassettes, DVDs, CDs, reference materials, and a photocopier are available for use. Class instruction on how to do library research is available upon request. Individual assistance is offered at all times by qualified librarians and library technical assistants. The library's website can be found at <http://www.yorktech.edu/library>.

## Deans' Councils

There are four Deans' Councils at York Technical College each representing one of the college's academic divisions: the Business, Computer, Arts, and Sciences Division; the Industrial and Engineering Technologies Division; the Health and Human Services Division; and a Dean's Council representing the Off-Campus Centers. The purpose of each Dean's Council is to promote open communication between the college and its students.

Students who wish to serve as representative on a Dean's Council, must be in good academic standing with the college, show potential leadership ability, and be recommended by an instructor and/or department manager. The recommendation is then presented to the division dean for consideration to serve on the council.

Each council meets at least once per semester to share, gather, and/or discuss information and ideas. Meetings times are called at the discretion of the division dean or may be requested by the council members. Some divisions may hold a meeting for day students and another meeting for evening students. At the meetings, the division dean may share college plans and updates, and can present or address ideas for discussion with the council members. The York Technical College administration receives copies of the council meetings and often considers information from the Dean's Councils in the college decision-making process.

Announced dates and times for Dean's Council meetings are posted in the *Student News*, on *D2L*, and on *Tech TV*.

## Student Organizations

The Student Activities Office is responsible for student clubs, organizations, and activities at York Technical College. Students are encouraged to visit the Student Activities Office or call (803) 981-7052 to ask questions, make suggestions, or to sign up to participate in a club or activity.

Student Activities also provides students with opportunities to develop leadership, interpersonal, social, team building, and problem-solving skills. Activities are open to all students at York Technical College. Although some clubs have specific requirements for membership, all students are invited to attend meetings. In addition, some clubs, by virtue of their regional or national affiliation, may have dues or membership fees.

**Please see the following page for the list and description of the Student Organizations.**

# Student Organizations

**AMERICAN CRIMINAL JUSTICE ASSOCIATION - LAMBDA ALPHA EPSILON** (Criminal Justice Club) - Its purpose is to improve criminal justice through educational activities, to foster professionalism in law enforcement personnel and agencies, to promote professional, academic, and public awareness of criminal justice issues, to encourage the establishment and expansion of higher education and professional training in criminal justice, to provide criminal justice related community service to the York Technical College service area. Advisor: Patricia Hovis

**APERION SOCIETY** (Science Club) - An organization open to all students who enjoy different aspects of science, regardless of the student's major field of concentration. The club sponsors activities such as speakers, nature hikes, and group outings. Advisor: John McGill

**ASSOCIATION OF COMPUTING MACHINERY** (Computer Club) - A computer club open to all students. Its purpose is to increase knowledge of and greater interest in the science, design, development, construction, languages, management and applications of modern computing. Advisors: Edie Dille and Jyron Baxter

**BETA GAMMA CHAPTER OF SIGMA KAPPA DELTA** (English Honors Society) - This is a national English honor society for two-year colleges. Its purpose is to recognize outstanding achievement in the English language and literature as well as foster English in all its aspects. Advisors: Cindy Mayfield and Martin Grant

**CHRISTIAN FELLOWSHIP** - An interdenominational fellowship open to all students, faculty, and staff. Advisor: Catherine Whatley

**EDUCATION FOR SINGLE PARENTS (ESP)** - To promote more opportunities to York Technical College and community single student parents and their children by providing guidance, assistance, and support to encourage their pursuit of a higher education. Advisors: Kris Jones and Monique Perry

**FOUR WINDS MARTIAL ARTS CLUB** - Its purpose is to share histories and styles of various Martial Arts moves and simple demonstrations of self-defense. Advisors: Martin Grant and Peng Thao

**INTERNATIONAL FRIENDS CLUB** - This is an organization to promote good-will and understanding, to develop character and to cultivate fellowship among students of York Technical College. Advisors: Shahram Mazhari, Richard Orr, Love Sanchez-Suarez, Cathy Kerwan, and Alyson Wattlely

**JACOBIN SOCIETY** (Political Science Club) - A political science club open to all students. Its purpose is to educate, enlighten, and raise political awareness among students and the surrounding community by encouraging voting and participation in club-sponsored panel discussions, debates, and political forums involving local, state, and national government leaders. Advisor: Rick Whisonant

**LAMBDA NU HONOR SOCIETY** (Radiologic Technology Club) - This is an honor society for students majoring in a radiological science discipline at an accredited educational institution. Advisor: Michele Wells

**LIBRARY CLUB** - Its purpose is to aid participants in research and comprehension of literary works; to encourage library understanding to the college community; and to build leadership and interpersonal skills. Advisor: Kris Jones

**PHI BETA LAMBDA** (Future Business Leaders of America) - PBL is a post-secondary professional business organization open to any student who has an interest in business, regardless of the student's major field of concentration. Phi Beta Lambda's purpose is to bring business, education and the community together in a positive working relationship in order to build leadership qualities in students. PBL is affiliated on a state and national level, allowing students to meet and compete with other students from across the state and nation as well as to participate in many productive workshops and competitive events. Advisors: Ivan Lowe, Cathy Kerwan, Gwen Wilson, Chris Crosby, Steven Rast, and Stephanie Long

**PHI THETA KAPPA** (National Honor Society) - This is a national honor society for junior colleges. Its purpose is to recognize academic excellence and to encourage leadership and service among students. Alpha Alpha Iota is the York Technical College chapter of Phi Theta Kappa. To be eligible for active membership, a student must be enrolled in an associate degree program and must have completed 12 semester hours toward the degree with a cumulative grade-point ratio of not less than 3.5. Advisors: Karen Hedgepeth and Viji Padmanabhan

**STUDENT NURSES' ASSOCIATION (SNA)** - A professional organization open to all York Technical College/USC-L student nurses. The purpose of the organization is to further student development in the nursing profession, to have direct input into standards of nursing education, to encourage participation in community affairs and activities and to promote collaborative relationships with nursing and health related organizations. Advisor: Gina Misle

**STUDENT PARALEGAL ASSOCIATION** - Its purpose is to promote awareness of the paralegal specialization program and the paralegal profession, and to provide service to the organization's members, the college, and the community. Advisor: Mark Morrell

**STUDENTS' AMERICAN DENTAL ASSISTANTS ASSOCIATION** - A professional club open to all Expanded Duty Dental Assisting students. Special programs and fundraisers are planned to further student development in the dental profession. Advisor: Wanda Hayes

**STUDENTS' AMERICAN DENTAL HYGIENE ASSOCIATION** - A professional club open to all Dental Hygiene students. Special programs and fundraisers are planned to further student development in the dental profession. Advisor: Pam Sherer

**SURGICAL TECHNOLOGY CLUB (SCRUB Club)** - Membership is open to regularly enrolled students at York Technical College in the Associate Degree Program General Technology/Surgical Technology or the Surgical Technology Diploma Program or the Central Service Certificate Program. The purpose of the Surgical Technology Association is to promote an atmosphere conducive to optimum learning and to foster the professional development of surgical technology students and to provide the opportunity for students to demonstrate teamwork through participation in the community interest project selected by each class. Advisor: Sandra Farley

*Activities are open to all students at York Technical College. Although some clubs have specific requirements for membership, all students are invited to attend meetings. In addition, some clubs, by virtue of their regional or national affiliation, may have dues or membership fees.*

# Interested in Starting a New Club?

Students wanting to form a new student organization at York Technical College should submit a written proposal to the Student Activities Coordinator following the steps listed below:

1. Students should first locate a faculty member who would be willing to act as an advisor for the club.
2. Obtain a letter from that faculty member stating their interest in supporting the efforts to form this new organization.
3. Have a minimum of ten students sign the proposal indicating their interest in forming the organization.
4. Provide the Student Activities Coordinator with a completed, preliminary constitution outlining the mission of the organization, duties, membership, officers, and bylaws. (Sample constitutions are available in the Student Activities Office.)

The completed proposal should be submitted to the Student Activities Office. The Student Activities Coordinator will verify the information. Upon acceptance by the Student Activities Coordinator, the proposal is then forwarded to the Dean for Students who will distribute it to the Council on Academic and Student Affairs (CASA) for review. Once approved by CASA, the Associate Vice President for Academic and Student Affairs will present the request to the President of the College at the next Executive Committee meeting. For more information, contact the Student Activities Coordinator at (803) 981-7052.

# Guidelines for Student Use of Computing Facilities

*Approved 6/1/09*

Student access to computing facilities is primarily for use in association with a course of study and activities related to that course. All students who use the College computing facilities must do so in a manner which is ethical, legal, and which does not "disrupt the educational process of the College." (*Student Code and Grievance Procedure*, September 2007)\*

Students may not distribute unauthorized copyrighted materials, download and/or share unauthorized peer-to-peer files, practice libel, harass or threaten others through email or other electronic methods, nor any other unlawful electronic communication.

Students may not use the College's computing facilities or networks to access, send, or receive material that is deemed to be obscene, offensive, or pornographic. The College reserves the right to determine if a particular source of information may contain such material and to restrict or deny access to such sources at the College's discretion.

Willful violation of these guidelines will be treated as misconduct and may result in disciplinary action. Sanctions include denial of access to all computer facilities and/or suspension from the College. Illegal activities will be reported to the authorities.

\* *Student Code and Grievance Procedure* manuals are available in the academic division offices and in the Office of the Associate Vice President for Academic and Student Affairs.

## **YORK TECHNICAL COLLEGE MISSION STATEMENT**

York Technical College, a member of the South Carolina Technical and Comprehensive Education System, is a public, two-year institution of higher education that offers a variety of associate degrees, diplomas, and certificates. The College seeks to contribute to the economic growth and development of York, Lancaster, and Chester counties and of the State by maximizing student success. York Technical College has an open admissions policy for qualified students and annually enrolls 8,000 - 10,000 credit students. Through excellence in teaching and learning, the College provides program offerings, in a variety of delivery methods, in the areas of engineering technology, industrial technology, information technology, business, health sciences, and public service and transfer to senior colleges and universities. In addition, the College offers a comprehensive selection of corporate and continuing education courses designed to promote occupational advancement, personal interest, and business and industry growth.

Approved by the York Technical College Commission, April 13, 2010  
Approved by the SC Commission on Higher Education, July 1, 2010

# Where To Go For Assistance

## Administrators (Student Services Building)

Telephone: (803) 981-7066

VACANT, Associate Vice President for

Academic and Student Affairs..... (803) 327-8016

Kelli Dawkins, Dean for Students..... (803) 327-8047

## Academic Records Office (Student Services Building)

Telephone: (803) 325-2879

Transcript evaluations, academic standings, graduation, course registration, transcripts, and address changes

Brandy Piner, Registrar..... (803) 981-7391

Laveria Wynn, Associate Registrar..... (803) 327-8003

Margaret White - Massey, Associate Registrar..... (803) 981-7083

Kathy Brumbach, Administrative Specialist..... (803) 327-8045

Frieda Shrake, Administrative Specialist..... (803) 981-7182

Alissa Hoover, Administrative Specialist..... (803) 981-7084

Cassandra McCullough, Administrative Assistant..... (803) 981-7088

## Admissions (Student Services Building)

Telephone: (803) 327-8008 or Toll Free 1-800-922-TECH (8324)

Admissions, compass placement testing, and first-time freshmen advising and orientation

Kenny Aldridge, Department Manager..... (803) 981-7021

Warren Cook, Counselor..... (803) 981-7055

Carrie Eversole, Counselor..... (803) 981-7304

Lydia Hall Moore, Counselor..... (803) 981-7724

Sarah Mickel, Counselor..... (803) 981-7061

Hedy Ryerson, Counselor..... (803) 981-7377

Teresa Bomar, Administrative Coordinator..... (803) 981-7238

Debbie Williams, Administrative Specialist..... (803) 981-7089

## Counseling Services (Student Services Building)

Probation Counseling (AIM), personal counseling, change of program, and official withdrawal from College

Kerri McGuire, Student Development Counselor..... (803) 981-7051

Yolanda Atkinson-Feaster, Student Development Counselor..... (803) 981-7060

## Student Activities (Student Center)

Telephone: (803) 981-7052

Clubs and Organizations, I.D. Cards, Volunteer Opportunities, and Lost & Found

Martina Keener, Student Activities Coordinator..... (803) 981-7052

## Business Office (Student Services Building)

Telephone: (803) 327-8027

Student payments and fees, refund requests, parking stickers.

Janice Patton, Supervisor..... (803) 327-8027

Lisa Kimbrell, Accounting Technician..... (803) 327-8027

## Career Services Office (Student Services Building)

Telephone: (803) 327-8052

Provides resources designed to assist individuals in learning more about their interests, skills, and values; provides job search assistance, resume critiquing, and development of interviewing techniques for students and graduates

Chris Cimino, Department Manager..... (803) 327-8052

Linda Tennant, Career Development Coordinator..... (803) 981-7190

## Financial Aid/Veterans' Affairs (Student Services Building)

Telephone: (803) 327-8005

Financial assistance, federal work-study, scholarships, and loans

Angela Fowler, Director/Department Manager..... (803) 981-7339

Nikisha Dawkins, Assistant Financial Aid Director..... (803) 981-7136

Denise Chestnut-Walker, Counselor..... (803) 981-7139

Bree Robinson, Counselor..... (803) 325-5988

Kaiya Kirk, Counselor..... (803) 981-7120

Ottalee Frazier-Darden, Customer Service Specialist..... (803) 323-5990

Marsha Prince, Administrative Assistant/VA Coordinator..... (803) 981-7030

# Where To Go For Assistance

## Special Resources Office (Student Services Building)

Telephone: (803) 327-8007

Provides support services to students with physical and learning disabilities. Also, provides scholarship assistance to students in non-traditional programs and adults in transition

Sally Herlong, Department Manager ..... (803) 325-2896  
Bea Beaty, Adults in Transition and Challenge Scholarship... (803) 981-7112  
Linda Emerson, LEAP Coordinator ..... (803) 325-2894  
Karen Stevenson, Administrative Specialist ..... (803) 327-8007

## PROMISE - A Student Support Services TRIO Program (Student Services Building)

Telephone: (803) 981-7198

PROMISE (Providing Resource Opportunities and Motivation to Improve Student Endeavors) is a Student Support Services program made possible by a grant funded by the U.S. Department of Education. The program is designed to assist eligible students in successfully completing their educational goals, through academic advising and counseling, individualized tutoring, cultural experiences, and other support services.

Caroline W. Canty, Director ..... (803) 325-2891  
Virginia Lujan, Tutor Coordinator ..... (803) 981-7121  
Brenda Nicholson, Counselor ..... (803) 325-2892  
Bobby Plair, Counselor ..... (803) 325-2893  
Penny Ward, Administrative Specialist ..... (803) 981-7198

## Older Youth WIA (Student Center Building)

Telephone: (803) 327-8006

Provides assistance and resources to help individuals prepare for and find work

Diala Curbeam, WIA Older Youth Coordinator/Case Manager.(803) 981-7286  
Amanda Baker, Case Manager .....(803) 981-7313  
Eldridge Herrin, Case Manager .....(803) 981-7370  
Linda Lee, Case Manager .....(803) 981-7346

## Satellite Centers

Ernie Green, Dean of Off-Campus Centers ..... (803) 475-2833

## Kershaw-Heath Springs Center Kershaw, SC

Telephone: (803) 475-2418

Located in the Lancaster County Government Complex, 3855 Fork Hill Rd., Kershaw, SC. This satellite campus brings high quality education closer to the residents of Lancaster County. Traditional classes, online courses, telecourses, and computer labs are available

Stacy Scott, Director ..... (803) 475-2686  
April Johnson, Administrative Specialist..... (803) 475-2418

## Chester Center Chester, SC

Telephone: (803) 385-5884

Located at 525 College Place, Chester, SC. This satellite campus provides accessible, relevant, and high quality education to the residents of Chester County. Traditional classes, online courses, telecourses, and computer labs are available

Beth Darby, Director .....(803) 385-5884  
Melissa Redmond, Student Services Coordinator .....(803) 385-5884  
Sylvia Maupin, Office Manager..... (803) 385-5884

## Chester Workforce and Learning Success Center Chester, SC

Telephone: (803) 581-0492

Located at 127 Saluda Street, Chester, SC 29706

Melanie Gallman, Chester Workforce and Learning  
Success Center Coordinator ..... (803) 581-0492

## Technical Support

Telephone: (803) 981-7111

Email: [ytwebsupport@yorktech.edu](mailto:ytwebsupport@yorktech.edu)

## D2L Orientations

Please check for updates as you approach your orientation date.

Link: <http://flash.yorktech.com/D2L/Orientation/Orientation/index.html>

# Student Life

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If you would like more information about Student Activities at York Technical College or if you think you may want to join a student organization, please complete this form and take it to the Student Activities Office or give it to an instructor. Every effort will be made to answer your questions and/or direct you to a club advisor. Completing this form indicates that you have questions or that you may be interested in joining. This form is not an application to join nor does it commit you to membership in any group.

PLEASE PLACE A CHECK BEFORE THE NAMES OF THE YORK TECHNICAL COLLEGE STUDENT ORGANIZATIONS THAT MAY INTEREST YOU:  
(Descriptions of these organizations are included in this Student Activities Calendar)

- American Criminal Justice Association - Lambda Alpha Epsilon  
(Criminal Justice Club)
- Aperion Society (Science Club)
- Association of Computing Machinery (Computer Club)
- Beta Gamma Chapter of Sigma Kappa Delta (English Honor Society)
- Christian Fellowship
- Education for Single Parents (ESP)
- Four Winds Martial Arts Club
- International Friends Club
- Jacobin Society (Political Science Club)

- Lambda Nu Honor Society (Radiologic Technology Club)
- Library Club
- Phi Beta Lambda (Future Business Leaders of America)
- Phi Theta Kappa (Honor Society)
- Student Nurses' Association (SNA)
- Student Paralegal Association
- Students' American Dental Assistants Association
- Students' American Dental Hygiene Association
- Surgical Technology Club (SCRUB Club)

Please complete the following information so the club advisor can contact you. If you have an interest in organizing a new student club or activity, please contact Student Activities.

NAME \_\_\_\_\_ STUDENT ID # \_\_\_\_\_

ADDRESS \_\_\_\_\_

HOME TELEPHONE \_\_\_\_\_ WORK TELEPHONE \_\_\_\_\_

**GIVE THIS FORM TO THE STUDENT ACTIVITIES OFFICE LOCATED IN THE STUDENT CENTER OR TO AN INSTRUCTOR WHO WILL FORWARD IT.  
THANK YOU FOR BEING A PART OF THE YORK TECHNICAL COLLEGE COMMUNITY.**