



College Skills Resource Guide

Welcome to Greenville Technical College and College Skills! By the end of the semester, we hope that you will have enhanced and implemented many college and life skills that will lead to success in both your academic and personal life.

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Admissions and Registration Center

The **Admissions and Registration Center (ARC)** is located at McAlister Square on Pleasantburg Drive. The ARC is home to the offices listed below.

- | | | |
|-------------------|-------------------|-------------------|
| ❖ Admissions | ❖ Career Center | ❖ Testing |
| ❖ Advising | ❖ Cyber Café | ❖ Veteran Affairs |
| ❖ Bookstore | ❖ Financial Aid | |
| ❖ Business Office | ❖ Student Records | |

Admissions is the first place you visit upon enrolling as a student at GTC. However, if you decide to change your major, address, or phone number you must go to the Admissions Office and complete a *Status Change Form*.

Advising is where the advisors are located. Advisors are very resourceful in assisting you with course selections to meet your curriculum road map. In addition, they are a great resource for connecting to other campus resources.

Bookstore is where students can purchase required textbooks, supplemental books, and supplies. There is also a Coffee Café you can visit in the Bookstore.

Business Office is where you pay your tuition and any fines you may accrue during the semester. Tip: Outstanding balances on your student account will prevent you from enrolling for the next semester.

Career Center is where you can take career assessments, receive resume critiques, and schedule mock interviews. In addition, you may receive assistance with *Career Central*.

Cyber Café is an open lab where you can work on homework or submit financial aid forms.

Financial Aid is where students, with limited financial resources, may apply for financial aid packages composed of grants, scholarships, loans, and work study to assist in pursuing their educational goals. To receive any financial aid including lottery, students must complete a *Free Application for Federal Student Aid* (FAFSA). In addition, if you are applying for a scholarship, you would submit the application to financial aid. You may access information on your financial aid account through WebAdvisor in GTC4Me.

Student Records is the office where all grades are processed. You may also add, drop, or withdraw from classes at Student Records. Student Records is the only place where you may withdraw from a class. If you need your transcripts sent to another school, you would make that request at Student Records.

Communication at GTC



Greenville Tech Website

www.gvltec.edu



Greenville Technical College's communications portal, **GTC4me**, is easy to navigate, brings you information you need to know, and provides access to the processes you need! A single log-in takes you to GTC4me, Web Advisor, Blackboard, and Gmail. Access the GTC4Me homepage at www.gvltec.edu

WebAdvisor

Through WebAdvisor you may:

- register for classes
- add and drop classes during the add/drop period
- view your class schedule
- print an unofficial college transcript
- view financial aid information
- pay tuition using a credit card online
- check your end of the semester grades. Note, GTC does not mail grades. The only way to receive grade information is through WebAdvisor.



Greenville Tech uses **Blackboard** learning management system. All online and hybrid classes are accessed through **Blackboard**. In addition, traditional classes may use **Blackboard** for communication, assignments, and grade reporting.

College Catalog and Student Handbook

<http://www.gvltec.edu/catalog/>

The College Catalog is an important resource in planning and managing your academic career. The Catalog includes information on admissions, registration, curriculums offered, academic requirements, transfer options, scholarships, and the *Student Handbook*. Using the link above, you should refer to the catalog corresponding to the year you began your current program at Greenville Tech.

COL 103 TIP

Make a schedule that includes school, study time, work, and home before scheduling classes.

Associate Degree, Diploma, and Certificate

Greenville Technical College awards associate degrees, diplomas, and certificates.

Associate Degree – Typically a 2-year degree that includes general education courses along with courses within a major. Associate degrees are usually a minimum of 60 credit hours and a maximum of 84 credit hours.

Diploma – Typically a 1-year degree including general education and courses within the major. Diplomas are usually a minimum of 41 credit hours to a maximum of 52 credit hours

Certificate – Includes courses focused on a specific skill or group of skills and typically do not include general education courses. Certificates are usually a minimum of 8 credit hours to a maximum of 40 credit hours.

Registration at GTC

Greenville Technical College offers classes during fall and spring semesters, as well as Maymester and summer term.

For registration:

- ❖ Visit assigned advisor
- ❖ Register online using WebAdvisor

Who is your advisor?

- ❖ Log on to WebAdvisor through GTC4Me portal
- ❖ Advisor's name will be listed under the *My Profile* tab

Additional advising questions

- ❖ Visit the Advising Center located at the ARC

Tools available in WebAdvisor:

- ❖ Register for classes
- ❖ Add and drop classes during the add/drop period
- ❖ View class schedule
- ❖ Check end of the semester grades. GTC does not mail grades. The only way to receive grade information is through WebAdvisor.
- ❖ Print an unofficial college transcript
- ❖ View financial aid information
- ❖ Pay tuition using a credit card online

Full-time or Part-time

To be considered a full-time student at GTC you must be enrolled in 12 credit hours or more. Twelve hours does always equate to 4 courses, some courses may only be 1 or 2 credit hours. **Credit Hours** are typically the number of hours you earn for taking an individual course. In addition, you may have some courses, such as Biology or Spanish, that are 4 credit hour courses. Some financial aid is awarded based on your enrollment status. The total number of hours a student can register for without a Dean's approval is 18 credit hours.

❖ Full Time

12 or more credit hours

Example:

MAT 102 ...	3.0 hours
ENG 101 ...	3.0 hours
PSY 201 ...	3.0 hours
CPT 101 ...	<u>3.0 hours</u>
	12.0 hours

❖ Part Time

11 or less credit hours

Example:

MAT 102 ...	3.0 hours
ENG 101 ...	<u>3.0 hours</u>
	6.0 hours

Prerequisite or Co-requisite

Many courses you will enroll in will have a prerequisite or co-requisite requirement. For instance, ENG 102 has a pre-requisite of ENG 101 or required placement scores.

- ❖ **Prerequisite** – courses you need to have successfully completed (typically a C or higher) prior to enrolling in given course or have made the designated placement score.
- ❖ **Co-requisite** - two courses must be taken simultaneously during the semester.

Variety of Instruction Methods

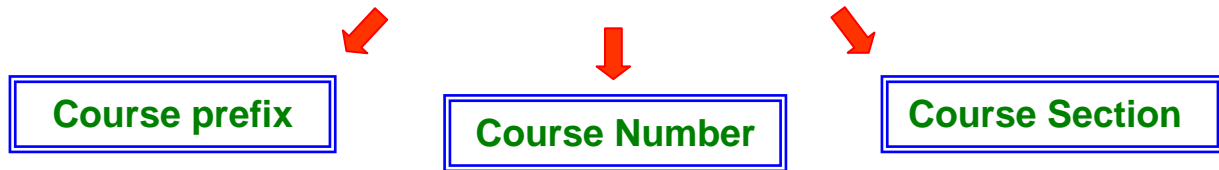
Greenville Tech offers a variety of ways you can take classes. As you identify your learning style, you will find the type of learning environment you excel most.

- ❖ **Traditional** – Traditional classes are offered in a traditional classroom setting.
- ❖ **Online** – Online classes are taught via the Internet. Students log on to classes through *Blackboard*. Some online classes require on-campus attendance. For example, students taking Speech online must come to campus to present the speech in front of a class. **All online classes monitor and record attendance on a weekly basis.**
- ❖ **Hybrid** – Hybrid classes combines online learning and face-to-face instruction. The schedule and structure (which include online assignments and discussion forums as well as required labs) can significantly vary from one class to another.

Online and hybrid classes require a lot of self-motivation and self-discipline. When you attend a traditional class, you may sit in a desk for approximately 3 hours a week for lecture. In an online or hybrid, you typically do not have a specific time designated to go online or watch a video. To practice good time management, we suggest that you make a schedule for your online or hybrid class similar to the times you would attend a traditional class to accommodate the lecture portion. Studying is always in addition to the time you are in class!

Course Numbers and Sections

COL 103 – 001



O=Barton
COL 103- 001

B=Brashier
COL 103- B01

G=Greer
COL 103- G01

N=Northwest
COL 103- N01

M=McKinney
COL 103- M01

D=Donaldson
COL 103- D01

W=Online
COL 103- W01

T=Teleclass
COL 103- T01

V=Video
COL 103- V01

Note: The first number/letter of the section number denotes location

❖ Days of the week

- M = Monday
- T = Tuesday
- W = Wednesday
- R = Thursday
- F = Friday
- S = Saturday
- U = Sunday



❖ Begin and end dates

- Full semester
- First session
- Second session
- 10 week session
- 7 ½ week session
- 5 week session
- Maymester

Tuition Terms

- ❖ **Tuition** – amount charged for courses
- ❖ **Credit hour** – tuition is based on per credit hour charge
- ❖ **Student Fee** – includes student activities, parking, and duplicate schedules
- ❖ **Technology Fee** – includes access to open computer labs, computers in classrooms, etc
- ❖ **Lab Fee** – for courses with labs such as Biology
- ❖ **Purge** – deletion of student schedule for non-payment of tuition by published deadline. The purge system does not guarantee that classes will be deleted

Financial Aid

Students applying for ANY financial aid must complete a Free Application for Federal Student Aid (FAFSA).

Financial Aid offers:

- ❖ **Grants** – Students may apply for both state and federal grants. Students receive grants based on need. Grants do not have to be paid back.
- ❖ **Loans** – Federal Subsidized and Unsubsidized Student Loans must be paid back. Students borrow the loan for a designated percent rate. Some loans do not require repayment until after graduation.
- ❖ **Lottery funds** – Lottery funds are not need based. Lottery funds are given to the student and do not have to be repaid. To qualify for lottery funds, students must be a SC resident for a minimum of one year, NOT be receiving federal or state grants, and have completed a FAFSA.
- ❖ **Scholarships** – Many scholarships are available for GTC students. Take advantage! The deadline for applying for scholarships is typically May 1.
- ❖ **LIFE Scholarship** – South Carolina Life Scholarship is determined on academic merit. This award does not require completing a FAFSA, but it is highly recommended. Entering freshmen requirements include the following: must be a South Carolina resident, must be a South Carolina high school graduate, must have a 3.0 high school grade point average on a 4.0 scale, must have no felony convictions, must have no drug or alcohol convictions in preceding 12 months/calendar year, must be a full-time undergraduate student in an eligible program, and must take 12 non-developmental credits (100-level and below courses are developmental).
- ❖ **Work-Study** – Students may apply for the Work-Study program through Financial Aid. Students typically work up to 20 hours per week at the college. Jobs vary and may include working in offices, laboratories, the library, or as peer counselors, teachers' aides, and reading tutors. Students must meet work-study approved guidelines.

Be sure to visit the Financial Aid Office for more information on the assistance available and guidelines.

COL 103 TIP

Budget by week and semester by tracking income and expenses ... and needs versus wants!

Financial Aid Terms

- ❖ **FAFSA** – **F**ree **A**pplication for **F**ederal **S**tudent **A**id – Students must complete a FAFSA to be eligible for any financial aid. The application may be completed online at www.fafsa.ed.gov. A FAFSA must be completed for each academic year, beginning in July of that year.
- ❖ **SAP Warning**: Students who fail to meet SAP requirements of minimum cumulative 2.0 GPA or fail to complete 2/3 credit hours attempted for the first semester are placed on SAP Warning.
- ❖ **SAP Ineligible**: Student who fail to meet SAP requirements of minimum cumulative 2.0 GPA or fail to complete 2/3 credit hours attempted for the second semester become SAP ineligible; students who exceed 150% rule or attempt more than 180 credits become ineligible.
- ❖ **SAP Probation**: Students who fail to meet SAP requirements of minimum cumulative 2.0 GPA or fail to complete 2/3 credit hours attempted for the second semester, but submit an appeal which is approved by the Appeals Committee are placed on SAP Probation.
- ❖ **SAP Re-eligible**: Students who previously failed to meet SAP requirements of minimum cumulative 2.0 GPA or failed to complete 2/3 credit hours attempted for two semesters, but are now satisfying these requirements become re-eligible for financial aid.
- ❖ **SAP Academic Plan met**: Students who have previously failed to meet requirements for satisfactory academic progress, but have regained eligibility by completing 100% hours attempted (minimum 6 credits) with a minimum GPA of 2.5 or higher have met Academic Plan requirements.
- ❖ **Completion Rate**: Financial Aid recipients are required to complete at least two-thirds of the credit hours attempted.
- ❖ **Cumulative GPA**: Financial Aid recipients must maintain a minimum cumulative GPA of 2.0. (Students may receive SC Lottery Tuition Assistance if they maintain a term GPA of 2.0 on the first 23 hours attempted, but must maintain a cumulative GPA of 2.0 for 24 or more hours attempted.)
- ❖ **Length of eligibility (150% rule)**: Financial aid recipients must complete their program of study without having attempted more than 150% of the credit hours required to complete curriculum. Maximum length of eligibility is 180 non-remedial total credits. This limit includes transfer credit earned.
- ❖ **School Code** – Greenville Technical College's school code – 003991.

COL 103 TIP

**Remember to renew
your
FAFSA early!**

www.fafsa.ed.gov



NOTES:

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Student Services Connections

Dean of Students

Brett Gaffney is the Dean of Students at Greenville Technical College. Bldg 105 – Rm 203

The Dean of Students office handles:

- ❖ Student Problems
- ❖ Student Discipline
- ❖ Student Grievances
- ❖ Student Activities

Counselors

<http://www.gvltec.edu/counseling/>

Greenville Tech's experienced counseling staff is available to every student for assistance and guidance on personal matters, academic concerns, career decisions, or other situations of concern.

Counselors are assigned to each division and are available at each satellite campus. The counselors' individual office locations are listed below.

- ❖ **Travis Gleaton** – Director of Counseling Services
Arts and Sciences/University Transfer
University Transfer Building, Room 116: 250-8137
- ❖ **Anne Aiken-Kush** – Arts and Sciences /Developmental Studies: University Transfer Building, Room 319: 250-8717
- ❖ **Nita Chambers** - Nursing: Nursing Sciences Building, Rm 329: 250-8132
- ❖ **Robert Gregory** - Health Sciences: Ernest F. Hollings Health Sciences Center, Room 139: 250-8309
- ❖ **Dianne Granger Jackson** - Engineering/Industrial Technologies: Engineering Technologies Building, Room 120: 250-8135
- ❖ **Gina Power** - Business/Public Service: STAT Center, Rm 247: 250-8157
- ❖ **Jackie Williams** - Brashier Campus: Building 201, Rm 102: 228-2067
- ❖ **Julie Gianelloni** - Greer Campus: Building 301, Room 176: 848-2003
- ❖ **Mikelle Porter** - Greer Campus: Building 301, Room 183: 848-2047

What is the difference between an advisor and a counselor?

An advisor's primary job function is to assist students with academic program road maps, registration, add/drop, and withdrawal. A counselor's primary job function is personal, academic, and career counseling. Also, counselors work with students on academic probation and suspension.

ADVISING CONTACTS

Berta Keene—Dean of Academic Advising -250-8166

Programs and Campuses	Advisor Contact info
Arts & Sciences <i>Associate in Arts and Associate in Science degrees UDC, Bridge, University Transfer Programs (For students planning to transfer to a 4-year college or university – all programs)</i>	Sue Thomas - Sue.Thomas@gvltec.edu or (864) 250-8170 Peggy Plumley - Peggy.Plumley@gvltec.edu or (864) 250-8753 Debbie Sears - Deborah.Sears@gvltec.edu or (864) 250-8703
Automotive programs (McKinney Regional Automotive Center) <i>Automotive Technician Programs (ASEP, ASTP, Nissan, Toyota, Motorsports)</i>	Keith Walker - Keith.Walker@gvltec.edu or (864) 250-8440
<i>Auto Body Repair Program</i>	Ricky Perry - Ricky.Perry@gvltec.edu or (864) 250-8437
<i>Diesel Mechanics Technology</i>	Mike Holub - Michael.Holub@gvltec.edu or (864) 250-8441
Truck Driver Training (SC TAC location)	James Bailey - James.Bailey@gvltec.edu or (864) 277-8140
Business/Public Service <i>Management, Marketing, Supply Chain Management, Accounting, Human Services, Criminal Justice, Paralegal, Early Childhood</i>	Tim Kelly - Tim.Kelly@gvltec.edu or (864) 250-8489 Nicole Tallon - Nicole.Tallon@gvltec.edu or (864) 250-8043
<i>Administrative Office Technology, Computer Programming, Network Systems Administration</i>	Marge Conroy - Marge.Conroy@gvltec.edu or (864) 250-8492
Engineering/Industrial Technologies <i>Engineering, Building Construction, Machine Tool Technology, Heating and Air (HVAC/R), Automotive Technologies</i>	Chrislyn Hallums - Chrislyn.Hallums@gvltec.edu or (864) 250-8273
Health Sciences <i>Dental Programs, Radiologic Technology, Diagnostic Medical Sonography, Emergency Medical Technician</i>	Liz Anderson - Liz.Anderson@gvltec.edu or (864) 250-8702 Jeff Moore - Jeff.Moore@gvltec.edu or (864) 250-8493
Nursing <i>Associate Degree Nursing (RN), Surgical Technology</i>	Jessica Johnson - Jessica.Johnson@gvltec.edu or (864) 250-8701 Tomeika Bennett- tomeika.bennett@gvltec.edu or (864) 250-8752 Bob Walker - Robert.Walker@gvltec.edu or (864) 250-8421

Online College	Chris Satterfield - Chris.Satterfield@gvltec.edu or (864) 250-8393
Brashier Campus <i>Aircraft Maintenance, Fire Service Technology, Mechatronics, Welding, University Transfer Programs, Nursing, Patient Care Technician, Respiratory Care</i>	Bonita Watters - Bonita.Watters@gvltec.edu or (864) 250-4129 Jackie Williams - Jackie.Williams@gvltec.edu or (864) 250-7964
Greer Campus <i>Massage Therapy, Physical Therapist Assistant</i>	Julie Gianelloni (Counselor) - Julie.Gianelloni@gvltec.edu or (864) 250-3004
<i>Personal Trainer</i>	Amy Hansen - Amy.Hansen@gvltec.edu or (864) 250-2009
<i>Pharmacy Technician, Visual and Performing Arts</i>	Brian Petruska - Brian.Petruska@gvltec.edu or (864) 250-3008
<i>Health Information Management, Occupational Therapy Assistant</i>	Mikelle Porter (Counselor) - Mikelle.Porter@gvltec.edu or (864) 250-3037
<i>University Transfer Programs</i>	Julie, Brian or Mikelle (see above)
Northwest Campus <i>Culinary Arts, Medical Lab Technician, Nursing, Patient Care Technician, Small Animal Care, University Transfer Programs, Veterinary Assistant, Pre-Vet Technology</i>	Shirley Hubbard - Shirley.Hubbard@gvltec.edu or (864) 250-3611 Jim White - Jim.White@gvltec.edu or (864) 250-3610 Karen White - Karen.White@gvltec.edu or (864) 250-3606

COL 103 TIP

Meet with your advisor PRIOR to registration so that you are ready to register using *WebAdvisor*.

Students with Disabilities

The Student Disability Services Office has many services available for students with documented disabilities such as:

- ❖ Blind / vision impaired
- ❖ Deaf / hard of hearing
- ❖ Physical mobility
- ❖ Learning disabilities
- ❖ Psychiatric disabilities

For more information on these services, please contact Sharon Bellwood at 250-8408 or e-mail Sharon.Bellwood@gvltec.edu. The Disabilities Office is located in Bldg 105 – Rm 115.

Student Support Services

Student Support Services is located in the TRC Building (#1052) - Room 206 on the Barton Campus. Student Support Services offers services for disadvantaged students. Counseling and tutorial programs are provided free of charge, for qualifying students, to help students resolve academic and non-academic problems.

Student Support Services are available to students who are:

- ❖ Low income
- ❖ First generation college student
- ❖ Students with a documented disability

Transitions Program

The Transitions Program is designed to serve primarily low-income, non-traditional students who need additional assistance.

Transitions offers support for women and men who are:

- ❖ Displaced homemakers
- ❖ Economically disadvantaged
- ❖ Single parents or single pregnant women
- ❖ Students preparing for non-traditional careers

Transitions provide the following types of services:

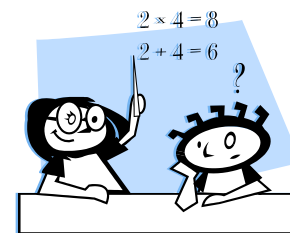
- ❖ Childcare while in class
- ❖ Transportation
- ❖ Tools or equipment for your program
- ❖ Certification or licensing fees

For more information on these services, please contact Yvonne Manning– STAT Center (building #122), Room 108; 250-8247; or e-mail Yvonne.Manning@gvltec.edu

COL 103 TIP

Study 2 hours for every 1 hour in class.

Learning Resources at GTC



THE LEARNING CENTER

Barton Campus – Bldg 104 – Rm 131

The Learning Center, staffed by full-time and adjunct Arts and Sciences faculty, provides computer access for students, as well as help for students in mathematics and in writing. The Learning Center's computers provide students access to most tutorial software packages provided by the textbook publishers.

Math Center The Math Center services include advice or answers to questions in any Greenville Tech math course, tutoring, workshops and additional support services. Computers are available. Help is available on a "walk-in" basis. Days and hours are posted at the beginning of each semester.

The Writing Center - The Writing Center is open to any Greenville Tech student, instructor or staff member who needs help in written or oral communication. Aside from tutoring on writing and public speaking, the center also provides books and software for individual use in the University Transfer Building (Building 104), room 131, the Arts and Sciences Learning Center. The center is open for appointments or "walk-ins".

THE ASPIRE LEARNING ZONE Bldg 104 – Rm 357

ASPIRE LEARNING ZONE (ALZ) is located on the third floor of the University Transfer Building. The ALZ provides tutors, computers, and software to assist students in developmental reading, English and math courses. The center is open for walk-ins and appointments. The ALZ is open Monday – Thursday from 8am – 5pm and some Saturdays.

Student Support Services Tutoring (Bldg. 102, Room 206)

By appointment or walk-in for students qualifying for student support services.

Student Support Services Computers

(Bldg. 102, Room 206)

Available to any Student Support Services participant.

Institutional Support Program (ISP)

tutoring by appointment

Barton Campus– Bldg 122 – Room 241 (250-8303)

Brashier Campus ISP: Bldg. 201, Room 212-213; (228-5000 or 228-5041)

Greer Campus ISP: Bldg. 301, Room 136; (848-2000 or 848-2019)

Note: ISP tutoring applications are available at the front desk of all satellite campuses. Students may return ISP tutoring applications to the front desk after completion. Students will be contacted as soon as possible.

Science Tutoring Lab (Bldg. 117, Rm 217)

The Science Tutoring Center services include advice or answers to questions in chemistry, physics, astronomy and physical science. Help is available on a "walk-in" basis.

Engineering Technology Tutoring Lab

- (Bldg. 103, Room 337B)

The Engineering Technology Tutoring Lab is open for tutoring for ET students only in areas such as CAD, Physics, and other Engineering Technology Courses.

Nursing Department Help Lab

Days and hours vary based on projected needs for the week. Sign sheet is posted outside Pat Caldwell's office (Bldg. 117, Room 129) Nursing students may sign up for help lab to review skills or make up labs. Help lab hours are also offered for the evening class as needed.

Student Disability Services Student Center (bldg 105)

Student Disability Services Tutoring and Academic Coaching is open to **any** student who needs assistive technology, adaptive keyboard mouse device or screen or who may need specific software to access the computer.

Biological Sciences/Transitions

Tutoring Lab (Bldg. 120, Room 321)

Available only to Health Science/Nursing students.
Schedule and information will be posted periodically
on the outside of the tutoring lab door.

Computer Technology Courses

Lab/Tutoring Assistance (Bldg. 103, Rm 115) (no tutoring for CPT 101)

Available to students taking CPT courses.

Paralegal Computer Lab/Legal Library

(Bldg. 123, Room 205)

Tutoring is not available in the lab, but some
assistance for paralegal students is available.

EMT Limited Computer Lab

(Bldg. 106D, Room 711)

Open to students from the EMT Department only.
Lab includes two computers, but no printer is
available.

Engineering Technology Computer Labs (Bldg. 103)

Note that labs require a student login which is
issued when the student is enrolled in ET courses.
Each semester a schedule is published and posted
on the door.

Note: Labs that depend on instructors for staffing
may change their hours from semester to semester
(and sometimes within a semester), especially in
the summer when the lab hours may be reduced
considerably.

ONLINE Tutoring

FREE online tutoring is available through SmartThinking.
You may access Smarthinking through the GTC4Me portal.
<http://www.gvltec.edu/SMARTHINKING/>

Open Computer Labs

Open computer labs are available on all campuses. You may use these labs to type a paper,
work on your online class, or use Internet resources.

Open Computer Labs are available at a variety of times and locations:

- ❖ Barton Campus – **Computer Valley** – TRC Building 102 – Inside the Library
- ❖ Barton Campus – **Learning Resource Center** – UT Building 104 – Room 131
 - ❖ Barton Campus - **ASPIRE Learning Zone** - UT Building 104 – Room 357
- ❖ Barton Campus – **PC Planet** – Nursing Science – Building 117 – Room 220
 - ❖ ARC – **Cyber Café** – McAlister Square – Building 603 – Room 109
- ❖ Brashier – **PC Dugout** – Brashier Campus – Building 202 – Room 120
 - ❖ Greer – **Cyber City** – Greer Campus – Building 301 – Room 132
- ❖ Northwest – **NW CPT Lab** – Northwest Campus – Building 400 – Room 11

Greenville Technical College Library

VISIT THE LIBRARY IN PERSON OR ONLINE!

www.gvltec.edu/library

Located on the Barton (Main) Campus in Building #102, the Library offers over 58,000 books in print, 120 print periodical subscriptions ranging from popular magazines to academic journals, videos and DVDs, in addition to study rooms and computers for research.

From inside the Library or at home, access the Library's website to read books online, find articles, request an "Interlibrary Loan," and email or chat online with a librarian. Subject guides and a "How to..." page will help you to get started if you're new to academic research.

Library FAQs

Do I Need a Library Card? To check out materials from the Library, a card is needed. A card is also needed to access databases when off campus.

How do I get a library card? GTC students, faculty, and staff need only present a current picture ID, such as a student ID or a driver's license. Persons living in Greenville County, but not attending GTC, must also provide proof of residence in Greenville County.

Does the Library have computers?

Computers are available for educational purposes, with priority given to individuals needing access to the Library's catalogs, collections and electronic resources. Microsoft Office products, including Word, Publisher, and PowerPoint are available in the Computer Valley located inside of the library.

Book/article I need? The Library can ask other institutions for materials through "Interlibrary Loan" services. To request an Interlibrary Loan, visit the Library in person or online or call 250-8319. A library card is required to submit requests online.

COL 103 TIP

**Research your
career!!**

Career Center

Admissions and Registration Center –
Rooms 25 & 26, OR www.gvltec.edu
For more information contact Byron Morrell
864.250.8222 or Byron.Morrell@gvltec.edu

The **Career Center** is available to serve you from the time you step in the door to the time you graduate and beyond. If you are undecided about which program to choose or if you think you might be in the wrong program, career testing and counseling can put you on the right track.

The Career Center also helps employers locate applicants for positions by providing an electronic job board to post jobs and view resumes through *Career Central*. Employers also come on campus to set up information tables, accept applications, and interview.

The **Career Center** offers many resources such as:

- ❖ mock interviews
- ❖ resume critiques
- ❖ full and part-time job openings through the weekly *Job Flash*
- ❖ Career Central

CO-OP

(For more information, contact Susan Gasque at 250-8105 or Susan.Gasque@gvltec.edu)

Co-Op provides students the opportunity to gain real-world work experience while enrolled at Greenville Tech.

Co-Op allows opportunities to ...

- ❖ Test career choices
- ❖ Fine tune career goals
- ❖ Gain practical experience
- ❖ Earn a competitive salary
- ❖ Get your foot in the door of a well-known company
- ❖ Prove yourself
- ❖ Apply what has been learned in the classroom
- ❖ Get experience needed for the job
- ❖ Move up the career ladder quickly

GTC Honors College

The mission of the GTC Honors College is to enhance the academic experiences of selected students who desire a challenge, take responsibility for learning, and seek intellectual stimulation.

Who is eligible to participate? Students who have:

- ❖ 3.4 GPA or higher
- ❖ no less than 9 transferable credit hours
- ❖ 2 letters of recommendation from individuals familiar with their academic performance, at least one of whom is an instructor at the college level.

For more information, contact Dr. Frank Provenzano at 250-8786 or Frank.Provenzano@gvltec.edu

Academic Terms

- ❖ **Syllabus** – similar to a contract where course information, expectations, policies, and requirements are provided.
- ❖ **GPA** – A student's grade point average is the equivalent of his or her average for curriculum course work. Each letter grade has an equivalent point value: A — 4 points, B — 3 points, C — 2, D — 1 and F — 0. The grade point average is found by adding the total grade point values for all course and dividing by the total number of credit attempted during the same period of time. *GTC Student Handbook*
- ❖ **Grading Scale** - A — 4 points, B — 3 points, C — 2 points, D — 1 points, and F — 0 points.
- ❖ **Cumulative GPA** – grade point average for college transcript
- ❖ **President's List** – 4.0 GPA and 12 or more credit hours for the semester
- ❖ **Dean's List** – 3.4 or higher GPA for the semester
- ❖ **Add/Drop** – Students may drop or add classes during the add/drop period of each semester. Courses dropped during this period will not appear on the transcript. For information concerning refunds, please refer to the section on "Refunds" found in this handbook. After the add/drop period, but prior to the end of the day on the last day to withdraw, students may withdraw from one or more classes. *GTC Student Handbook*
- ❖ **Withdrawal** – Any student who finds it necessary to withdraw from all courses for which he/she is registered must complete the following steps to withdraw officially:

Withdrawal continued ...

1. Report to the appropriate division counselor.
2. Obtain an Enrollment/Disclosure Form and fill in the information which is to be supplied by the student.
3. Acquire all the signatures required on the form.
4. Turn in all forms to the Student Records Office before the deadline. The deadlines for official withdrawals are announced each semester.
5. A student may be registered for different session classes within the same semester. Students are responsible for meeting the Add/Drop and Withdrawal deadlines listed in each class syllabus. *GTC Student Handbook*

- ❖ **Academic Warning** – A student whose semester grade point average (GPA) falls below the minimum described in the scale found in the *Student Handbook* will be placed on academic warning and will be restricted to 12 semester credits at the next registration. A warning flag will be noted on the student's grade report. *GTC Student Handbook*

- ❖ **Academic Probation** – If a student on academic warning fails to earn the minimum Semester GPA for the credit hours earned at the end of the next semester of enrollment, she/he will be placed on academic probation. Students on academic probation may only register for their next semester with the division counselor who will assist the student in identifying and implementing appropriate interventions. The student will be allowed to register for only nine semester hours. Students should note that their status as a full-time student is jeopardized while on academic probation; therefore, their financial aid and insurance eligibility will be affected. *GTC Student Handbook*

- ❖ **Academic Suspension** – If a student on academic probation fails to earn the minimum semester GPA for the credit hours earned at the next semester enrollment, she/he will be suspended from the college and will not be allowed to enroll for one full semester. During this period of suspension, students will be encouraged to remedy the causes of their lack of progress. *GTC Student Handbook*

GTC Academic Honesty

GTC Student Handbook

Students should know what activities constitute cheating, plagiarism, and collusion as defined in the Student Code for South Carolina Technical Colleges. A student involved in any of these activities will, at a minimum, receive a grade of "0" for that portion of the course. This grade will be computed in the final course grade. Any student who is suspended or expelled due to an act of academic dishonesty will have the right to due process as explained in the Student Code for South Carolina Technical Colleges. *GTC Student Handbook*

Campus Connections

Clubs and Organizations

Greenville Tech has many clubs and organizations you may be interested in joining. What a great way to meet people at GTC!

- ❖ American Criminal Justice Association
- ❖ Associated General Contractors Student Chapter
- ❖ Baptist Collegiate Ministry
- ❖ Campus Crusade for Christ
- ❖ The Critics Choice
- ❖ GTC LAMBDA Gay - Straight Alliance
- ❖ Health Information Management
- ❖ Helping U Succeed – Human Services Student Organization
- ❖ International Association of Administrative Professionals (IAAP) Student Chapter
- ❖ International Student Organization
- ❖ Muslim Student Association
- ❖ Lambda Nu – Alpha Chapter
- ❖ National Tech Honor Society
- ❖ Phi Theta Kappa
- ❖ Philosophy Club
- ❖ Physical Therapist Assistant Association
- ❖ Philosophy Club
- ❖ Poetry Club
- ❖ Psychology Club
- ❖ Rotaract
- ❖ SC Upstate Paralegal Association
- ❖ Spanish Club
- ❖ Student Art Club
- ❖ Student Occupational Therapy Association
- ❖ Student Government Association
- ❖ WISE (Women in Science and Engineering)

COL 103 TIP

Connect to College Life!
New friends ... career connections!

GTC Campus Housing

Greenville Technical College has campus housing available for the first time in the history of the college! The garden-style apartments are located on the Cleveland Street side of the campus.

Highlights:

- ❖ 438 student apartment community
- ❖ Community Center
- ❖ Fitness Center
- ❖ Study rooms
- ❖ Game room
- ❖ Computer lab
- ❖ Cable TV
- ❖ High speed internet
- ❖ Laundry facilities
- ❖ Student life activities
- ❖ 24 hour live on staff
- ❖ Onsite maintenance

For more information on campus housing, contact the housing office at (864) 298-0716
Toll Free: (866) 492-8483

GTC Police Department

The Greenville Technical College police officers are available 24/7 to assist you. Contact them using any of the numbers listed below.

250-8911

Cell Numbers: (864) 419-9929 or (864) 419-9980

Parking Permits

Parking Permits are available at the Campus Police station at the main entrance of Barton Campus. You must display a parking decal on your car while on campus to avoid being fined. Pay attention to designated student parking areas. Student parking is marked white, faculty & staff is marked green and accessible parking for people with disabilities is marked blue.

Student IDs

Student IDs are distributed at the Admissions and Registration Center (ARC), Room 111, across from the Bookstore.

COL 103 TIP

**Stay on track ... graduation
is in your future!**

Quick GTC FACTS:

Greenville Technical College (GTC) was established in 1962 on the site where the Barton Campus is located today. The first building was located where the current Dr. Willie B. McMahan Engineering Technology Building is now located.

Dr. Keith Miller is the current President of Greenville Technical College. Greenville Tech serves 15,000+ students by offering programs and courses on four campuses (Barton, Brashier, Greer, and Northwest) and two additional site locations (McKinney Automotive and Donaldson Center.) The college offers over 160 programs where graduates can earn associate degrees, certificates, or diplomas.

Important Check List

Before classes start you should ...

- ☑ Pay tuition or have financial aid secured
- ☑ Buy books and supplies
- ☑ Find building and rooms
- ☑ Get parking permit (Campus Police)
- ☑ Get student ID (ARC – Room 111)
- ☑ Create a life schedule including home, school, study time and work

COL 103 TIP

**Find a study buddy
or study group!**

You may pay tuition, buy books and supplies, as well as and get a parking permit at the ARC, Brashier, Greer, and Northwest campuses. Books at the branch campuses are limited to courses being offered at those campuses.

First Week

- ☑ Add/Drop is the period allowing the student to add a class or drop a class without penalty
- ☑ Review your syllabus.
- ☑ Get to know your instructors. Communication goes a long way.
- ☑ Find a study buddy for each class. Studies have shown that studying with someone else or a study group improves grades.
- ☑ Log on to GTC4me, *Blackboard Bb*, and Gmail daily to be current with campus and class announcements.

During the Semester

- ☑ Note the last date to withdraw for each course session. If you are struggling in class, speak first with your instructor or college counselor before withdrawing.
- ☑ Use campus resources. Resources are available for your academic success.
- ☑ Take advantage of tutoring services
- ☑ A good rule of thumb on how long you should study for each class is to study 2 hours for every hour in class
- ☑ Log on to GTC4me, *Blackboard Bb*, and Gmail daily to be current with campus and class announcements.

End of the Semester

- ☑ Make sure any fines have been paid. You will not be allowed to register until they are cleared.
- ☑ Make sure you have registered for the next semester
- ☑ Check for final grades using WebAdvisor (on GTC4me Portal). Greenville Tech does not mail grades. You must access WebAdvisor to see your final grades.
- ☑ Check on financial aid for next semester
- ☑ ***Congratulate yourself on a job well done!***

Frequently Asked Questions

- ❖ Who is my advisor?
 - Click on WebAdvisor
 - Click on *My Profile*
- ❖ How do I withdraw from a course?
 - Discuss the withdrawal with your instructor or counselor before withdrawing.
 - Complete a Course Enrollment Update form.
 - Go to Financial Aid office to discuss withdrawal and get signature.
 - Take the Course Enrollment form to Student Records located in the Advising and Registration Center. Students may also withdraw from a course with an advisor at Brashier, Greer or Northwest.
 - A "W" will show on your transcript.
 - Be sure to withdraw by the designated withdrawal date for your course. If you do not withdraw by the designated date, you will receive the grade earned in the course.
- ❖ How do I apply for a scholarship?
 - Complete a FAFSA
 - Complete a one-page scholarship application form. May 1 is typically the deadline to submit scholarship applications for the next academic year.
 - Submit Scholarship Application to the Financial Aid Office.
- ❖ How can I view my end of semester grades?
 - Grades are available in WebAdvisor (GTC4me portal)
 - Grade reports are not mailed.
- ❖ Where do I change my major?
 - Speak first with an advisor or counselor
 - Complete a Status Change Form
 - Submit the Status Change Form to the Admissions Office located at the Admissions and Registration Center at McAlister Square or any of the branch campuses or in the Advising Office
- ❖ Where do I change my address or phone number?
 - Complete a Status Change Form
 - Submit the Status Change Form to the Admissions Office located at the Advising and Registration Center at McAlister Square or any of the branch campuses
 - You may also change your address and phone number in WebAdvisor
- ❖ What schedule does GTC follow for inclement weather?
 - GTC will determine its own schedule with regard to cancellation of classes, college activities and other events and any delayed opening during periods of inclement weather. The college will not follow the schedule of the Greenville County School District but will take the public school schedule into consideration.
 - Check local TV and radio stations
 - Check the website for announcements
 - Call the main GTC phone number (250-8000) for a recorded message

I AM ...

MBTI (Myers Briggs) (bundled with your text)

MBTI Code:

(E/I)

(S/N)

(T/F)

(J/P)

List each letter of your code and a description.

Letter = Description

$$\underline{\hspace{2cm}} = \underline{\hspace{10cm}}$$
$$\underline{\hspace{2cm}} = \underline{\hspace{10cm}}$$
$$\underline{\hspace{2cm}} = \underline{\hspace{10cm}}$$
$$\underline{\hspace{2cm}} = \underline{\hspace{10cm}}$$

VARK (found in WebLinks or FOCUS pgs 64-66)

List all of your VARK scores.

Visual: ____ Aural: ____ Read/Write: ____ Kinesthetic : ____ Multimodal: ____

Write a description of your highest score on the VARK.

How are You Smart? Multiple Intelligences Results (Gardner). (FOCUS pages 57-59)

Which intelligence did you have the highest strength score?

Write a description of your strength intelligence.

S M A R T ... GOALS

Specific – Is this goal specific?

Measurable – How will you measure your success?

Action – What is your action plan for success?

Realistic – Is the goal set within your reach?

Timed – What is the completion date for this goal?

	SPECIFIC	MEASURABLE	ACTION PLAN	REALISTIC	TIMED
	List <i>specific</i> goal	How will you know if you accomplished this goal (how will it be <i>measured</i>)?	How will you <i>attain</i> (reach) this goal? What are your action plans?	Is this goal <i>realistic</i> ?	What is the deadline (<i>timed</i>) for reaching this goal?
Semester Academic Goal					
Career Goal					
Personal Goal					

Goals for Academic Success

COURSE	Semester Grade Goal	Action Plan for Success	Resources to Support Action Plan

GPA CALCULATION

The following points are assigned to an earned letter grade for GPA calculation. The number of credits are assigned by course. For example, COL 103 is a 3 credit hour course. Most lab sciences and foreign language courses are 4 credit hours courses, for example BIO 101.

A = 4 points **D** = 1 point

B = 3 points **F** = 0 point

C = 2 points

- Multiply the **Grade Points** by the **Credits** to determine **Grade Point Value**.
- Total the **Credits** and **Grade Point Value** columns.
- Divide the **Grade Point Value Total** by the **Credit Total** to determine semester GPA. **Numbers after the decimal are important! No rounding!**

Course	Final Grade and Grade Points		Credit	Grade Point Value
COL 103	A = ____ points	X	3	
ENG 101	B = ____ points	X	3	
MAT 102	C = ____ points	X	3	
BIO 101	D = ____ points	X	4	
HIS 102	F = ____ points	X	3	
TOTAL				

SEMESTER GPA = _____

Your Last Name 1



Your first name Your Last Name



Instructor's name

MLA Heading

COL 103 your section number

Day Month Year

MLA Page Numbers

**From Microsoft
WORD Toolbar go
to INSERT tab ...
Page Number ...
choose Top of Page
(right corner)**

Assignment Checklist

- ☒ Read the directions carefully
- ☒ Enter due date in planner
- ☒ Gather materials needed for assignment
- ☒ Read the corresponding text and/or materials
- ☒ Complete any research needed
- ☒ Format per directions of assignment
 - ☐ MLA page numbers
 - ☐ MLA Heading
 - ☐ Margins
 - ☐ Single or double space
 - ☐ Font size
 - ☐ Font style
- ☒ Required word count or number of pages
- ☒ Check Gmail for any updates from instructor
- ☒ Submit per directions on or before due date
 - BlackBoard
 - In Class
 - Date and Time
- ☒ Refer back to BlackBoard for grade and/or comments

Blackboard: Assignment Directions



Opening Assignments in Blackboard

1. Log into GTC4me
2. Click on Blackboard
3. Click on Class
4. Click on Assignments (left side bar)
5. Find the Assignment and click on the file that is attached
6. Click Open
7. If a box opens that requests your user name and password, click Cancel and the box should disappear

Saving Assignments

1. Go to your completed assignment and click "Save As" at the top left screen (could be a multicolored button)
2. Once you click Save As, a window (box) will open
3. On the left side of the window (box), click on My Computer
4. Double Click on folder to save in on your computer OR your Flash Drive (Removable Disk)
5. Go to File Name - check and rename if necessary
6. Click Save (bottom right of the box)

Uploading Assignments in Blackboard

1. Log into GTC4me
2. Click on Blackboard
3. Click on Class
4. Click on Assignments (left side bar)
5. Find the Assignment and click on the Assignment Name (big, bold, black link)
6. Scroll down until you see Submission
7. Below the Submission Box, you will see Attach File: Browse My Computer
8. Click on Browse My Computer and a window (box) will appear
9. On the left side of the box, click My Computer
10. Find where it is saved on your computer OR your Flash Drive
11. Find the completed assignment and double click or click open
12. The Assignment name should appear in the Blackboard Submission
13. Scroll to the bottom of the page and click Submit

Check to be sure your assignment was submitted

1. Log into GTC4me
2. Click on Blackboard
3. Click on Class
4. Click on My Grades (left bar)
5. Scroll until you see the assignment name
6. If a green exclamation point is in the row with the assignment name, then your assignment was submitted and is waiting to be graded.



ACADEMIC PLANNING WORKSHEET

Name: _____ Student ID# _____

Major: _____ Advisor: _____

This sheet is meant to be a guide to lead to your academic success. At anytime if you change your major, please contact admissions and complete the appropriate paperwork so that an advisor from your new program can assist you in developing a new plan. Remember, it is the students' responsibility to read, understand, and keep updated on ALL admissions, transfer and graduation requirements for their designated program.

Semester: _____ Year: _____			Semester: _____ Year: _____		
Course #	Course Title:	Hrs	Course #	Course Title:	Hrs
Total Credit Hours:			Total Credit Hours:		

Semester: _____ Year: _____			Semester: _____ Year: _____		
Course #	Course Title:	Hrs	Course #	Course Title:	Hrs
Total Credit Hours:			Total Credit Hours:		

Semester: _____ Year: _____			Semester: _____ Year: _____		
Course #	Course Title:	Hrs	Course #	Course Title:	Hrs
Total Credit Hours:			Total Credit Hours:		

Notes:

FREQUENTLY CALLED OFFICES

The area code for all telephone numbers is (864).

ACADEMIC ADVISING	250-8167
ADMISSIONS	250-8109
Academic Coaching Office	250-8373
ASPIRE Learning Zone	250-8131
BOOKSTORE	250-8173
BRASHIER CAMPUS	228-5000
BUSINESS OFFICE	250-8035
CAREER DIRECTION CENTER	250-8139
COLLEGE ON LINE	250-8130
DEAN OF STUDENTS	250-8100
DISTANCE LEARNING	250-8130
DISTANCE LEARNING - Brashier Campus	228-5030
DISTANCE LEARNING - Greer Campus	848-2026
GTC POLICE Cellular Phone (emergencies only) For EMS, Fire, Police (on campus)	250- 8911 419-9929/ 419-9980 9-911
FINANCIAL AID	250-8128
GTC JOB LINE	250-4422
HONORS PROGRAM	250-8786
INFORMATION CENTER	250-8111
LIBRARY	250-8319
NORTHWEST CAMPUS	246-7282 246-8645
DEAN OF STUDENTS/STUDENT AFFAIRS	250-8102
STUDENT ACTIVITIES DIRECTOR	250-8231
STUDENT DISABILITIES	250-8202
STUDENT RECORDS	250-8117
STUDENT SUPPORT SERVICES	250-8432

Greenville Technical College provides equal opportunity and affirmative action in education and employment for all qualified persons regardless of race, color, religion, sex, national origin, age, disability, sexual orientation, or veteran status